Inmate Handbook

Monroe County Jail & Monroe Correctional Facility

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THIS HANDBOOK WILL BE ISSUED TO EACH INMATE ADMITTED TO THE FACILITY
AND
SURRENDERED UPON DISCHARGE FROM THE FACILITY

OFFICE OF THE SHERIFF - MONROE COUNTY, NEW YORK

UPON ADMISSION TO THE MONROE COUNTY JAIL OR CORRECTIONAL FACILITY, ALL INMATES
ARE PROVIDED WITH A COPY OF THE INMATE HANDBOOK. I STRONGLY ADVISE YOU TO BECOME
FAMILIAR WITH THIS HANDBOOK, AS IT LISTS FOR YOU THE GENERAL RULES OF CONDUCT THAT
ARE EXPECTED DURING YOUR INCARCERATION IN MONROE COUNTY. THE HANDBOOK ALSO
PROVIDES YOU WITH INFORMATION ABOUT HOUSEKEEPING MATTERS AND INMATE SERVICES
AND PROGRAMS AVAILABLE IN BOTH THE DOWNTOWN JAIL AND THE CORRECTIONAL FACILITY
LOCATED ON EAST HENRIETTA ROAD.

THE RULES AND INFORMATION INCLUDED IN THIS HANDBOOK ARE NOT ALL INCLUSIVE AND ARE
CURRENT AS OF THIS WRITING. ADDITIONAL AND UP-TO-DATE INFORMATION WILL BE MADE
AVAILABLE TO YOU AS NECESSARY BY THE STAFF MEMBER ASSIGNED TO YOUR PARTICULAR
HOUSING OR PROGRAM AREA. IF YOU HAVE DIFFICULTY UNDERSTANDING THE HANDBOOK OR
ANY QUESTIONS ABOUT A PARTICULAR RULE OR PROCEDURE, PLEASE SPEAK WITH YOUR
HOUSING AREA SUPERVISOR. THE HANDBOOK IS ORGANIZED FOR EASY ACCESS. PART I WILL
PROVIDE YOU WITH A LIST OF RULES YOU MUST OBSERVE WHILE HOUSED IN THE JAIL OR
CORRECTIONAL FACILITY. VIOLATIONS OF THESE STANDARDS OF BEHAVIOR MAY RESULT IN
DISCIPLINARY ACTION AGAINST YOU.

THE DISCIPLINE PROCESS ITSELF IS DESCRIBED IN PART II OF THE HANDBOOK. THIS PROCESS
COMPLIES WITH STANDARDS DEVELOPED BY THE JAIL'S REGULATORY BODY, THE NYS
COMMISSION OF CORRECTION AND IS INTENDED TO CONTROL AND PUNISH MISBEHAVIOR
FAIRLY, CONSISTENTLY AND IMPARTIALLY. PART III OF THE HANDBOOK PROVIDES YOU WITH
INFORMATION ABOUT INMATE RESPONSIBILITIES, SERVICES, AND PROGRAMS IN THE JAIL AND
CORRECTIONAL FACILITY.

I ADVISE YOU TO READ THIS HANDBOOK CLOSELY. YOU WILL BE HELD ACCOUNTABLE FOR THE
RULES OF THIS AGENCY AND YOUR BEHAVIOR WILL BE JUDGED ACCORDINGLY DURING YOUR
STAY IN THE MONROE COUNTY JAIL OR CORRECTIONAL FACILITY.

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MONROE COUNTY
SHERIFF
2019
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Part 1. Standards of Inmate Behavior

While in the custody of the Monroe County Sheriff's Office, you must observe the rules and regulations listed below. Failure to do so may result in disciplinary action and, if applicable, criminal prosecution. Each infraction is classified as a Minor or Major offense.

**Rule Series A: Observance of Authority**

**Infraction Code**

A01 All orders of Jail and Correctional Facility personnel shall be obeyed promptly and without argument. [Major]

A02 Inmates shall conduct themselves in a respectful manner towards authority at all times. Security staff shall be addressed by rank title (deputy, corporal, sergeant, etc.) and civilian staff by conventional titles of courtesy (Mr. and Ms.). [Minor]

A03 Inmates shall not physically, orally obstruct, or otherwise interfere with a staff member in the performance of his/her duties at any time. [Major]

A04 Inmates shall not harass staff orally or in writing at any time. [Minor]

A05 Lying or providing a false statement to any staff member is prohibited. [Minor]

A06 Inmates shall not make any threat towards staff, spoken, in writing, or by gesture. [Major]

A07 Smoking is not permitted. The possession and use of smoking materials is prohibited by jail/facility policy and subject to a contraband violation. [Minor]

A08 Inmates shall not tamper with or damage any fire alarms, fire extinguishers or exit signs. Any such destruction will result in disciplinary action. [Major]

A09 Any alteration or destruction of the Inmate Handbook is not permitted. Restitution for such damage may be ordered. You are responsible for its return to staff upon your discharge from custody. [Minor]

A10 Inmates shall comply with staff orders regarding DNA collection. [Minor]

A11 Inmates shall comply with staff orders regarding Drug Screening. [Minor]

A12 Inmates shall comply with the laws of New York State. Any criminal act, attempt or conspiracy to commit shall be considered a violation of facility rules subject to criminal prosecution and/or inmate disciplinary action. [Major]

A13 Inmates shall not harass other inmates orally or in writing at any time. [Minor]

A14 Inmates shall not make any threat toward another inmate, spoken, in writing, or by gesture. [Minor]

A15 Inmates shall not refuse lawful orders to relocate to another housing area. [Minor]

A16 Inmate shall not attempt to physically, verbally, or otherwise interfere with a K-9 in the performance of their duties. (To include: feed or attempt to feed the K-9, pet or attempt to pet the K-9, attempt to gain the K-9's attention. Ex: bark, clap, whistle, make kissing sounds, snap fingers or call the K-9 by name). [Major]
RULE SERIES B: ASSAULT AND FIGHTING
Infraction Code

B01  It is a class E felony for inmates to "cause or attempt to cause an employee of the jail or correctional facility to come into contact with blood, seminal fluid, urine or feces by throwing, tossing, or expelling such fluid or material." [Major]

B02  Inmates shall not assault, inflict or attempt to inflict bodily harm upon any staff member (including K-9 or civilian). [Major]

B03  Inmates shall not assault, inflict or attempt to inflict bodily harm upon any other inmate. [Major]

B04  Inmates shall not engage in sparring, wrestling, body punching or other forms of disorderly conduct. [Minor]

B05  Inmates shall not spit/attempt to spit or throw/attempt to throw any bodily fluid on another inmate. [Major]

B06  Inmates shall not spit or attempt to spit any object or liquid upon any staff member, K-9 or civilian. [Major]

B07  Inmates shall not refuse staff orders or take any action which is intended to prevent staff from affecting custody and control, resulting in force being used. [Major]

B08  Inmates shall not throw or attempt to throw ANY item at staff, K-9 or civilian. [Major]

B09  Inmates shall not throw or attempt to throw ANY item at another inmate. [Major]

RULE SERIES C: SEXUAL MISCONDUCT
Infraction Code

C01  Inmates shall not engage in, encourage, solicit, force others to, or attempt to force others to, commit sexual acts. [Major]

C02  Physical contact between inmates including, but not limited to, kissing, embracing, and holding hands is not allowed. [Major]

C03  Inmates shall not intentionally expose the private parts of their bodies. [Major]

RULE SERIES D: RIOTS, DISTURBANCES, AND UNAUTHORIZED ASSEMBLY
Infraction Code

D01  Inmates shall not conspire or take any action which is intended to or results in the takeover of any area of the Jail/Correctional facility or, acting in a group, engage in any violent conduct or conduct involving the threat of violence. [Major]

D02  Inmates shall not lead, organize, participate, or urge other inmates to participate in work stoppages, sit-ins, lock-ins, hunger strikes or other actions, which may be detrimental to the good order of the facility. [Major]

D03  Unauthorized assembly of inmates in groups is strictly prohibited. [Major]

RULE SERIES E: ESCAPE AND ABSCONDING
Infraction Code

E01  Inmates shall not escape, attempt to escape, conspire to escape, or be an accessory to an escape from the Jail/Correctional facility or correctional custody. [Major]
E02 Inmates shall not possess any article or paraphernalia, which gives reasonable grounds to believe
an escape is being planned. [Major]

E03 Abscoding from Temp Release. [Major]

**RULE SERIES F: GAMBLING, BRIBERY, AND EXTORTION**

Infration Code

F01 Gambling is a violation of the law and will not be permitted. [Minor]
F02 Inmates shall not bribe or extort or attempt to bribe or extort any person. [Major]

**RULE SERIES G: INMATE CONTROL AND MOVEMENT**

Infration Code

G01 There will be no congregating or loitering outside rooms or in hallways, shower areas, catwalk areas
or by/on window ledges. [Minor]
G02 Shouting, throwing articles, communicating or attempting to communicate through facility windows is
not permitted. [Minor]
G03 Inmates shall not be in possession of any security keys, security cards, badges, equipment,
employee identification or clothing at any time. [Major]
G04 Inmates shall not tamper with windows, doors, locks, gates or electrical fixtures. [Major]
G05 Inmates shall not be out of place in any area of the Jail/Correctional Facility without the authorization
of security staff. [Major]
G06 Inmates shall not leave an assigned area without authorization of security staff. [Major]
G07 Inmates are not allowed to occupy elevators unescorted at any time. [Major]
G08 Inmates are required to walk single file on the right-hand side of the hallway when traveling
throughout the facility. Inmates are not permitted to talk with other inmates while in the facility
hallway. [Minor]
G09 Inmates shall follow all facility regulations and staff directions relating to movement within the
Jail/Correctional Facility. This includes, but is not limited to, lock-in/lock-out and movement from
housing areas to recreation, medical, the visiting area, court, or any other destination. [Minor]
G10 Inmates, who are on outside work assignments, such as parks or outside grounds/cleaning detail,
shall not leave their assigned area or communicate with members of the public without the
authorization of security staff. [Major]
G11 Inmates shall not impersonate any employee or other person in any manner. [Major]
G12 Sentenced inmates may not refuse to work in the kitchen or any other trustee detail. [Minor]

**RULE SERIES H: INMATE IDENTIFICATION**

Infration Code

H01 Inmates housed at the Monroe County Jail or Correctional Facility shall wear their identification
wristbands at all times and visibly show such identification when so ordered by security staff. [Minor]

H02 Inmates may not take their identification wristbands off when leaving the correctional facility for
program/work activities or any other transport outside the facility. [Major]
H03 Inmates shall not alter, deface, or tamper with issued identification wristbands. Replacement costs for such damaged identification may be charged to the responsible inmate. [Minor]

H04 Sentenced inmates shall not alter, deface or tamper with issued program or trustee identification. Replacement costs for such damaged identification may be charged to the responsible inmate. [Major]

H05 Inmates shall report the loss of his/her identification wristbands promptly to security staff. Reimbursement costs may be imposed. [Minor]

H06 All issued identification must be surrendered to staff upon release from custody upon request. [Minor]

H07 Inmates shall not be in possession of any type of identification or papers other than those authorized. [Minor]

H08 Any attempt or deliberate action to remove, alter, deface or tamper with the identification wristband shall be deemed a violation of the facility rules and result in disciplinary action. Should the wristband get removed by accident, it is the inmate's responsibility to notify the housing Deputy. [Minor]

RULE SERIES I: SMUGGLING; DESTRUCTION OF, TAMPERING WITH AND THEFT OF PROPERTY
Infraction Code

I01 Inmates shall not smuggle, attempt to smuggle, solicit or conspire to smuggle any item in or out of the jail/correctional facility or from one area to another. [Major]

I02 Inmates shall not lose, destroy, steal, misuse, damage or waste any type of County property. Inmates shall be required to make restitution for such damage. [Minor]

I03 Inmates shall not abuse, mark, alter or hoard any Jail or Correctional facility equipment, furniture, clothing, linen or any other supplies or material. Inmates may be required to reimburse the County for items altered without authorization. [Minor]

I04 Inmates shall not alter, forge, or counterfeit any document. Inmates shall not distribute any facility document without authorization of a facility supervisor. [Major]

I05 Inmates shall not steal, destroy or intentionally damage any property belonging to others or possess any stolen property. [Major]

RULE SERIES J: CONTRABAND
Infraction Code

J01 Preparation, possession, use or exchange of contraband is not permitted. Contraband is considered to be all items not permitted to inmates or in excess of items allowed to inmates. Such items include, but are not limited to: Weapons, ammunition, explosives, cigarettes and other tobacco products, narcotics (including marijuana), drug paraphernalia, drugs and medications, tattoo making paraphernalia, poison, alcoholic beverages, money, items or articles not sold in commissary or issued by jail facility staff, and excessive or altered County-issued items. [Major]

J02 Inmates shall not make, possess, sell or exchange any item of contraband that may be classified as a weapon by description, use, or appearance. [Major]

J03 Inmates shall not possess a mixture which can be prepared to yield alcohol or "Jail House Wine." [Minor]

J04 Inmates shall not possess any authorized or issued item that has been altered in any manner so as to change its original intent and/or purpose. [Minor]
Inmates shall not use or possess authorized articles in unauthorized areas. [Minor]

Inmates shall not purchase, sell, loan, give or exchange personally owned articles or items obtained through commissary without authorization. [Minor]

The only food, which may be stored in a cell, bunk area or cubicle, is that purchased through commissary. Food provided with facility meals may not be so stored and will be considered contraband. [Minor]

Inmates shall not hoard or store medication that was dispensed by the Nurse with the exception of “keep on person” medication authorized by the Jail Doctor. [Minor]

Inmates will not smuggle, attempt to smuggle or conspire to smuggle contraband into the facility. [Major]

Inmates will not possess any item not permitted by facility policy or as directed by facility staff. [Minor]

**RULE SERIES K: HOUSING AREA CONDUCT**

*Infraction Code*

**K01** All inmates must observe the daily routine and rules of the housing area where they live. [Minor]

**K02** All inmates must make their beds and clean their cells/living area each morning by 9:00 am. All cells and bunk areas must be neat and clean before leaving the housing area. [Minor]

**K03** Inmates must maintain a clean, well-kept appearance and will shower, shave, and launder clothing at times specified for the assigned housing area. [Minor]

**K04** Inmates housed in cellblocks must observe the lock-in/lock-out policy of their housing area. If inmates choose to be out of their cells after the morning inspection, they must remain so until authorized otherwise by security staff. [Minor]

**K05** In dormitory-style areas, inmates are restricted to their bunks/cubicles during clean-up times of the areas. [Minor]

**K06** Inmates must clean up after themselves in all areas of the housing unit, including the bathroom, shower and all other common areas. [Minor]

**K07** Clothing, linen or other articles will not be hung, draped, or used for covering floors or stored on/or over bars/cubicle entrances or Video Conferencing Monitors/Kiosks. [Minor]

**K08** Inmates shall comply with all facility count procedures. [Major]

**K09** Absolutely no items may be placed on the walls, bed boards, bars, lockers, or windows of inmate living areas. [Minor]

**K10** Inmates are not permitted to keep personal items such as wallets, ID cards, licenses, watches, money, jewelry (rings, earrings, chains, removable piercings etc.) Plain metal wedding bands without stones or protrusions will be allowed. Some religious items may be allowed based on written approval of a Jail Chaplain. [Minor]

**K11** Inmates may not have any combs, pens or pencils on their person outside of the housing area. (Inmates may possess pens or pencils only when visiting an attorney or going to school). [Minor]
K12 Inmates must wear the appropriate uniform and footwear when leaving their housing areas. Females must wear either a T-shirt or bra under the uniform shirt when out of their area. Inmates shall not wear long sleeve shirts under their uniform outside of their housing area. Headwear is not allowed outside of housing. Facility-approved religious headgear may be worn in your housing area and to/from religious services, only. Program/activity attendance will be restricted for inmates who fail to dress in accordance with facility rules. [Minor]

K13 Inmates must report directly to their housing area deputy when returning from recreation, church, visits, courts, or any other program/activity. [Major]

K14 No articles of any kind shall be discarded on the catwalk or housing area floors. [Minor]

K15 Inmates shall not place food, papers, or garbage in the toilets or on the catwalks or window ledges at any time. [Minor]

K16 Inmates must complete any housing area work detail, including cleaning their cell, bunk area or cubicle before being allowed to leave their housing unit for any activity. [Minor]

K17 Inmates must return to their cells, bunks or cubicles immediately upon being so ordered by security staff. Failure to obey a lock-in order will be considered a major violation of the rules. [Major]

K18 Inmates shall not enter a cell, bunk area, cubicle or housing area where they do not live unless authorized to do so. In the Direct Supervision Housing Units only those inmates housed on the upper level will be allowed to go to the upper level unless permitted to do so by the housing unit Deputy. [Minor]

K19 Inmates are not permitted in the housing supervisor's station at any time without authorization by security staff. In the Direct Supervision Housing Units inmates are not permitted to cross the designated black lines on the floor without permission from the housing unit Deputy. [Major]

K20 The application of homemade concoctions serving as personal make-up is not permitted. Tattooing is prohibited. [Minor]

K21 Inmates housed at the correctional facility must keep their issued combination locks on cubical lockers/storage boxes locked at all times, except when the locker is in use. [Minor]

K22 At no time may an inmate use the housing area supervisor's telephone. [Major]

K23 Inmates are not permitted to possess more than two individual batteries purchased through commissary at any time. [Minor]

K24 Keeping or hoarding of empty containers (i.e., milk cartons, boxes, peanut butter jars, shampoo bottles, etc.) is not permitted. [Minor]

K25 Unless otherwise directed by security staff, inmates are restricted to their cells or bunks at 9:30 p.m. each night until lock out for breakfast the following morning. [Minor]

K26 Inmates housed in the Direct Supervision Housing Unit will be in a jail uniform when not in their cells. Jumpsuits are to be worn properly and not tied around the waist or with the pant legs rolled up. [Minor]

K27 Inmates housed in the Direct Supervision Housing Unit with cells are required to lock their cell after they exit their cell. [Minor]

K28 Inmate will not be disruptive in the housing unit to including horse playing. [Minor]
RULES SERIES L: VISITS
Infraction Code

L01  Inmates are not allowed to enter the visiting room with candy, combs, pens, pencils or notes. [Minor]
L02  Proper facility clothing (full jail uniform and footwear) must be worn to all visits. [Minor]
L03  Inmates may shake hands or kiss their visitors only at the beginning and end of their visit. At no time will fondling be allowed. All visits will be conducted in a manner consistent with public decency. Infants will remain with the visitor throughout the visit. The infant/child can be greeted by the inmate as with any other visitor, at the beginning and end of the visit only. [Minor]
L04  During the visit, inmates must remain seated with their feet on the floor and hands on the table. [Minor]
L05  No visiting with anyone other than scheduled visitors is allowed. [Minor]
L06  There will be no items of any kind passed between inmates and visitors. [Major]
L07  Visits shall be conducted in a courteous, orderly, and quiet manner. If necessary, a visit may be terminated by the deputy in charge of the visiting room if visitors or inmates become loud and/or abusive. [Minor]
L08  No combing or braiding of hair will be permitted. [Minor]
L09  Inmates will be pat searched before and strip-searched after visits. [Minor]
L10  Inmates will end their visits and leave the visiting room when told to do so. [Minor]

RULES SERIES M: EXERCISE PERIODS
Infraction Code

M01  All movement to and from the gym or recreation area will be orderly, quiet and controlled. Inmates may/will be subject to a pat search prior to entering the recreation area. Inmates will enter and go directly to their assigned area. No loitering is allowed in the hallways. [Minor]
M02  Violations such as horseplay or disruptive behavior will result in the termination of the exercise period. [Minor]
M03  Inmates participating in a recreational program will remain for the entire exercise period until dismissed by staff. Inmates are not to leave the recreational area without the permission of supervising staff. [Minor]
M04  Inmates must wear the appropriate uniform (pants and shirt) to and from the recreational area. [Minor]
M05  No radios or headphones are permitted in the gym. [Minor]
M06  Inmates will not attempt to control or monopolize any area of the gym or its equipment. [Minor]
M07  Good sportsmanship and courteous conduct are expected of inmates at all times. [Minor]
M08  All orders of any staff member will be obeyed immediately. [Minor]
M09  Eating or drinking (except from the water fountain) in the recreation area is not allowed. [Minor]
M10  Inmates must not remove any equipment (basketballs, volleyballs, etc.) from the recreation area. [Minor]
M11 Inmates must use all equipment and materials in the area as intended. Moving, misuse or abuse of any equipment will result in the termination of the exercise period, as well as disciplinary action. This includes using basketballs to strike and break ceiling tiles in the gym. [Minor]

M12 Inmates must return all equipment and material to its proper place at the conclusion of the exercise period. [Minor]

Part II. Jail and Correctional Facility Disciplinary Procedures

The procedures described below will be utilized by Jail Administration to determine guilt or innocence for inmate rule violations. This system of discipline complies with the Minimum Standards promulgated by the NYS Commission of Correction and is intended to control and correct misbehavior in the jail in a fair, impartial and consistent manner.

Be aware that under the law, jail discipline is an administrative proceeding and not governed by rules and procedures used for criminal matters. If the infraction with which you are charged also involves or results in a violation of criminal law, the case may be referred to staff in the Criminal Investigation Section who will inform you of all rights that apply.

Monroe County Jail Disciplinary Process

A. If you violate jail rules, you may be charged with an infraction. When charged, you are entitled to a hearing about the alleged misbehavior.

B. Within a reasonable time of the incident, you will be given a written copy of the charges and misbehavior report. You will receive this report 24 hours before your hearing.

C. A representative of the Superintendent, who was not involved in the alleged incident, will conduct the hearing. You will be given 24 hours’ notice of the hearing, unless you waive this requirement, and it must take place within 15 business days of your receipt of the misbehavior report.

D. At the hearing, you have the right to present evidence in your defense. You may review the incident report and question witnesses. The hearing officer may restrict your presence, the introduction of evidence or questioning of witnesses if it is determined that such is irrelevant, redundant or will jeopardize the safety, security or good order of the facility.

E. You have the right to remain silent at your hearing. Should you exercise that right, it will not be used against you in making a determination.

F. A hearing must be completed and a disposition reached within 5 business days of hearing date, unless otherwise authorized by the Superintendent.

G. The hearing officer will make a decision on the charges against you based on the evidence presented at the hearing.

H. If you are found guilty of the charge(s) against you, one or more of the following sanctions may be imposed based upon your past behavior and the severity of the offense:

1. Verbal Reprimand.

2. Loss of one or more specified privileges for a period consistent with jail rules for that particular offense.

3. Loss of commissary privileges except for personal hygiene items and legal materials.

4. Restitution for the loss or damage of property either from existing or future funds in your commissary account.
5. Confinement to a cell, room or the special housing unit for a period consistent with jail rules for that particular offense. (Punitive Segregation)


7. Loss of up to one hour of weekly visitation for the period consistent with the facility rules of inmate conduct for the particular offense.

8. If you are found guilty of a charge of misbehavior, a disciplinary surcharge not to exceed $25.00 may be imposed upon you in addition to the sanctions authorized.


I. The hearing officer may suspend the commencement of a sanction for up to 30 days to assess an inmate's behavioral adjustment. At the end of 30 days, the sanction may commence in whole, in part, or remain suspended.

J. Disciplinary sanctions will be assessed based on the nature of the infraction classification. Minor infraction violations may result in sanctions ranging from a verbal reprimand to punitive segregation confinement not to exceed seven days. Major infraction violations may result in sanctions of punitive segregation confinement in excess of 7 days ranging to 180 days. At the discretion of the hearing officer, special circumstances may reduce the overall sanction.

1. In any case where an individual's history includes multiple substantiated violations, sanctions may be increased at the discretion of the hearing officer.

K. You have the right to appeal the hearing officer's decision and sanction to the Superintendent. Your appeal must be in writing, using the Jail Internal Communication Form. The appeal must be submitted to the Superintendent within 2 business days of your receipt of the hearing officer's decision.

L. Under NYS Minimum Standard 7032.2 (a), disciplinary dispositions, surcharges and sanctions resulting from disciplinary hearings shall not be the subject of a grievance.

**Administrative Segregation Pending a Disciplinary Hearing**

A. An inmate who threatens the safety, security and good order of the facility may be immediately confined to a cell or room pending a disciplinary hearing and may be retained in administrative segregation until the completion of the disciplinary process.

B. Within 24 hours of such confinement, the inmate shall be provided with a written statement setting forth the reason(s) for such confinement. Upon receipt of the written statement, the inmate shall be provided with an opportunity to respond to such statement orally or in writing to the Chief Administrative Officer (The inmate internal communication form may be utilized for this purpose).

C. The Chief Administrative Officer shall review the administrative confinement within 24 hours of such confinement in order to determine if continued confinement is warranted.

D. Under NYS Minimum Standard 7032.2, administrative segregation housing decisions shall not be the subject of a grievance.

**Assistance to Inmates**

In accordance with 9NYCRR, Part 7006.6, if an inmate is non-English speaking, illiterate, visually or hearing impaired, or for any other reason is unable to prepare a defense, assistance will be provided to the inmate by a person designated by the chief administrative officer at least 24 hours prior to the inmate's disciplinary hearing.
Assistance to inmates will include:

A. Interviewing witnesses.
B. Obtaining Evidence and/or written statements.
C. Providing assistance at the disciplinary hearing.
D. Providing assistance understanding administrative segregation decisions, evidence relied on by the hearing officer, the waiver of any rights provided by NYCRR Part 7006 and the reasons for action taken in determining sanctions.
E. Providing assistance in filing an appeal.

The chief administrative officer may limit the number of witnesses interviewed and the evidence and/or written statements obtained where it is determined that such witnesses, evidence and/or statements are irrelevant or redundant. This determination will be documented in the hearing record.

PART III. Inmate Responsibilities, Conduct, Services and Programs

RESPONSIBILITIES & CONDUCT

Upon admission to the Jail or Correctional Facility, you will be provided with the following:

1. One Jail Uniform.
2. One bedroll consisting of 2 bed sheets, 1 blanket, 1 washcloth and 1 towel.
3. Personal Health Care items: Soap, Toothbrush, Toothpaste, Toilet Paper and Bath Towel. A cup will be provided with meals. Female inmates will be provided with feminine hygiene products.

Facility issued clothing upon request will be provided at facility expense and will include, but not be limited to, the following:

1. 2 pairs of socks
2. 2 pairs of underwear
3. 2 short sleeved white t-shirts
4. 1 pair of footwear when needed
5. 1 sweatshirt will be issued during cold weather
6. 2 brassieres

Clothing/hygiene items are available for purchase through the jail commissary.

You will be allowed to receive packages through Inmate Property. The Chief Administrative Officer requires the contents of any incoming inmate package to be purchased from, and mailed to, the facility by our approved vendor(s) (Kohl’s Department Store, Walmart, Target, and Bob Barker).

What You May Store and Possess

You are permitted to store one set of personal clothing in the Inmate Property Storage Area. While at the Jail or Correctional Facility, you are entitled to one initial transaction through the Inmate Property Public Window, which may include any or all of the items listed below, in the amounts specified:

1. 1 Grey sweat shirt
2. 6 short-sleeved white T-shirts
3. 6 pairs of underwear
4. 6 pairs of socks
5. 3 brassieres with no wire
6. 10 publications
7. 1 pair of white sneakers (one time only unless approved by a supervisor). Sneakers may not contain pumps, pockets or any other forms of accessories.

You may request additional inmate window drop-offs by writing the Inmate Property Clerk.

Note: No items with hoods, pockets, zippers, buttons, snaps, drawstrings or metal will be permitted. In addition, property may not have logos or print of any kind and must be one solid color only. If you are found with property in excess of, or different from, that specified above it will be considered contraband and taken from you. You also will be charged with an infraction of jail rules and may be restricted from further commissary purchases.

Items that will be routinely accepted through Inmate Property include the following:

1. Medication(s) authorized by Jail Medical.
2. Religious items authorized by the Director of Rehabilitation.
3. Trial clothing.

Note: All reading materials, publications, and magazines must be received from the site of purchase through a subscription to the inmate, (mailed to inmate). No publication will be accepted through the Inmate Property Area. You will be limited to a total of (10) publications in your housing area. Hardcover-reading materials will not be allowed without the authorization of Administration. Legal paperwork will only be received through the mail, Jail Administration, or your attorney. Reading material in excess of that allowed will be considered contraband and stored in your Property. Further, you may be charged with an infraction if the quantity of paper products in your living area presents a fire safety hazard or housekeeping problem. The contents of all packages will be inspected for contraband. Any contraband received through Property is a violation of the law and is prosecutable.

The Chief Administrative Officer reserves the right to censor certain publications to protect the security, safety and good order of the facility. If a publication is censored, you will receive written notification and the item will be placed in the inmate property storage room for safe keeping.

For Inmates Facing State Time or Return

If you are facing state time or return to a state or other facility, it is your responsibility to deal with any property that you may not take with you. You must notify family or friends to pick-up your property at the Jail within 30 days of your transport or the property will be disposed of according to the law. The Jail will not hold property left behind longer than 30 days and will not contact you or your family about its disposition.

Contraband

It is a violation of State law to introduce contraband into a jail or correctional facility. Contraband is defined, as all items not specifically permitted in the jail. Contraband includes, but is not limited to, the following: weapons, ammunition, explosives, narcotics (including marijuana), drugs and unauthorized types/amounts of medication, cigarettes and tobacco products, poison, alcoholic beverages, money, any items or articles not sold in commissary or issued by the Jail or Correctional Facility, and excessive or altered County-issued items.

If you are found in possession of contraband, the Superintendent or his designee may immediately impose a 30-day Administrative Segregation confinement order. All items of contraband will be immediately confiscated. The preparation, possession, use, or transport of contraband will be considered serious offenses and prosecuted to the fullest extent of the law. Possession of unauthorized medications will be referred for criminal review and possible criminal charges.
Where You will be Housed

You will be assigned to housing based on your classification level. Jail staff will determine how you will be classified after reviewing your criminal history, history of violence, the severity of your current offense(s), history of escape, pending charges, alcohol or drug problems, psychological or physical disabilities, behavior during periods of incarceration, and any other relevant factors.

What You Must Do to Maintain Personal Hygiene and Your Appearance

You are responsible for and will be required to keep yourself, as well as your clothing, linen and living-area clean and orderly.

Personal Hygiene Products

The jail will provide you with certain basic hygiene items as previously noted. You may purchase additional hygiene items from the commissary if you have sufficient funds in your account. Issued personal hygiene items will be replaced by contacting your housing area supervisor for necessary replacements.

Haircuts

Hair cutting services are available for all inmates. If you require a haircut, you must ask your housing area supervisor to place your name on the haircut list for your area at least a day before the barber is scheduled to cut hair.

Finger and Toenails

Finger and toenails must be kept to an acceptable length for safety and hygienic reasons. Nail clippers are available for your use upon request. Speak with your housing area supervisor if you need to use nail clippers.

Shaving Equipment

Inmates are allowed to shave on a daily basis within established timeframes. You must speak with your housing area supervisor to be issued a razor. You must not share your razor with other inmates. Any violation of this rule will result in disciplinary action. Be advised that this policy is established for your own protection to eliminate any possibility of the transmission of a communicable disease. All razors must be hand-delivered to the housing area deputy upon completion of shaving.

Showers

Shower facilities are available in all housing areas and you are strongly encouraged to shower daily. When preparing to use these facilities, you must be dressed to and from the shower and your sleeping area. Private parts must be thoroughly covered at all times.

HOW YOU MUST RESOLVE COMPLAINTS AND GRIEVANCES

Inmate Complaints

If you have a complaint, try to resolve it with your housing area supervisor. If you are unable to resolve the complaint, ask to speak with the duty sergeant on rounds. If you are not satisfied, ask your housing area supervisor for an Internal Communication Form.

You should use this form only if the situation you are concerned about directly affects you. Write a brief communication to the Superintendent about your problem. The Superintendent or his designee will review the complaint and determine whether your complaint has merit and if a remedy is warranted.
Inmate Grievances

If you have followed the inmate complaint procedure and are dissatisfied with the decision you receive, you may request a grievance form by notifying your housing area supervisor. Your housing officer will contact a Grievance Officer. You must file a grievance within FIVE (5) DAYS of the date of the act or occurrence giving rise to your complaint.

State your grievance briefly in Section I of the form. Be sure to be specific and to provide enough information about your case. If your description is too vague or unclear, the grievance may be returned to you. Your failure to supply sufficient information or evidence within TWO (2) DAYS will be cause to deny the grievance.

You should know that according to the law, a grievance is: "a written complaint concerning either written or unwritten facility policies, procedures, rules, practices, programs or the action or inaction of any person within the facility."

Under the law, the following cannot be grieved and will be returned to you by the grievance officer:

- Dispositions or Sanctions resulting from a Disciplinary Hearing.
- Administrative Segregation Housing Decisions.
- Issues that are Outside the Authority of the Superintendent.
- Complaints pertaining to an Inmate Other than Yourself.

You may not appeal the above issues to the Superintendent or Citizens' Policy and Complaint Review Council (CPCRC). The CPCRC is a part of the NYS Commission of Correction, located in Albany, NY. Sign and date Section I of the form and submit it to the Jail Grievance Coordinator through outgoing mail for your housing area. The Grievance Officer will answer your grievance within FIVE (5) BUSINESS DAYS of receipt of the form.

If you are not satisfied with the decision, you may appeal it to the Superintendent. Your appeal must be filed within TWO (2) BUSINESS DAYS of your receipt of the Grievance Coordinator's decision. To file an appeal, complete Section III of the grievance form. The Superintendent will review your appeal and provide you with a written determination within FIVE (5) BUSINESS DAYS of his receipt of the form.

If the Superintendent finds merit to your appeal, he/she will direct written appropriate solutions for you and other inmates similarly situated. If you are not satisfied with the Superintendent's decision, you may appeal it to the CPCRC in Albany. You must prepare your appeal within THREE (3) BUSINESS DAYS of your receipt of the Superintendent's decision.

The Grievance Coordinator will mail the appeal, along with all necessary paperwork, within THREE (3) BUSINESS DAYS of his receipt of your form. He/she will provide you with a receipt, indicating the date the appeal was sent to the CPCRC.

The CPCRC is required to issue a written determination within FORTY FIVE (45) BUSINESS DAYS of its receipt, copies of which will be sent to you, the Grievance Coordinator, and the Superintendent.

NOTE: If the grievant is non-English speaking, illiterate, or if the complexity of the issue(s) makes it unlikely that the inmate will be able to adequately present the substance of the grievance, upon the grievant's request, the grievance coordinator will ensure that the grievant is assisted in the preparation of the written grievance and at other stages of the grievance process in which assistance is needed. A grievant may seek the assistance of other inmates with the approval of the Chief Administrative Officer.

Inmate Drug Screening Policy

In order to support a safe and secure environment for the prisoner population, staff and visitors to our jails, the Monroe County Sheriff's Office conducts randomized drug screening at both facilities. Compliance with this testing program is mandatory for all prisoners committed to the custody of the Sheriff. You must submit to a drug screening test when directed to do so by a staff member. Refusal to comply will result in an infraction. Sanctioning for substantiated refusals may be consistent with sanctions for positive tests.
DNA Identification Index

All inmates who are convicted of a felony or designated misdemeanor are required by law to provide a DNA testing sample to be included in a New York State DNA identification index. The New York State Department of Criminal Justice approved Buccal Swab Testing Kits will be used. Designated security staff will use the approved test kit to obtain and submit the sample. Refusal to comply with this requirement will result in disciplinary action for failure to comply with New York State Law and may result in additional Criminal Charges. For additional information you may request a copy of the law and a list of designated offenses from the Law Library.

Sex Offender Registration Act

Inmates convicted of offenses enumerated in the Sex Offender Registration Act or attempts to such offenses are required to register with the Department of Criminal Justice Services and at a minimum verify their address annually, those designated as Level 3 Offenders are required to report their address every ninety (90) days with the Sex Offender Registry at the NYS Division of Criminal Justice Services in Albany, NY. The specific offenses for which this requirement applies includes, but is not limited to the following:

Rape 1, 2, & 3; Sodomy 1, 2, & 3; Sexual Abuse 1 & 2; Aggravated Sexual Abuse 1 & 2; Incest- Sexual Performance of a Child; and Kidnapping of a Victim less than 17 years old.

Failure to comply with these requirements may result in the issuance of a warrant for violation of the Sex Offender Registration Act. For more information about the Act submit a request to the Law Library for a copy of the Law, and to obtain the proper forms for filing, contact the Rehabilitation Department. Even if you are in custody on another matter, you are required by Law to file a change of address with DCJS in Albany. You are also required by Law to notify DCJS about your new address within ten (10) days of your release from custody. Proper forms will be provided to you at the time of release.

Fire Safety

The Jail facilities have established emergency plans in the event of a fire or other emergency. You must cooperate fully during an emergency and follow all orders given by staff. Violations will be treated as Major infractions.

Good Time

Inmates serving a local definite sentence may earn good time. Good time is one-third of the maximum sentence imposed by the court. It is EARNED through good behavior and is NOT AUTOMATICALLY GIVEN to you. Once granted, good time also may be withheld, forfeited or canceled for bad behavior, violation of jail rules or failure to perform in duties or programs assigned.

Locally sentenced inmates may request a restoral of lost good time no earlier than two (2) weeks before your original calculated outdate detailing the nature and reason for this request using a request for good time restoral form available from your housing officer. Rehabilitation and Security staff will review, comment and make a recommendation to the Jail Superintendent. You will be notified of the Superintendent's decision in writing.

Discharges for Locally Sentenced Inmates

Locally sentenced inmates will be released on the morning of their scheduled release dates at a time determined by the Chief Administrative Officer. You will be discharged from the facility in which you are housed. You must take all of your property with you when released. Further, if transferred to another facility (upstate), it is up to you to notify someone to pick up property that you cannot take with you. The Office of Sheriff will not be responsible for property left at the Jail or Correctional Facility in excess of 30 days after your release/transfer.
INMATE SERVICES

Commissary

You may purchase items from the commissary if you have sufficient funds in your commissary account and your money and order are received on schedule. Your housing supervisor will advise you of when your money and order must be in and the day your area is scheduled to receive commissary. A list of items available, along with prices, is distributed each week. A maximum amount is set for weekly purchases and there are limits on certain items you may request. Please be sure to complete the commissary order form correctly, using a #2 pencil to fill in the spaces for your selections and writing your identification number on top. If you do not know your number or need assistance in completing this form, ask your housing area deputy.

The only situation for which a special commissary order is authorized is when you are a new arrival to an area that has already ordered commissary for that week. A duly sergeant or lieutenant must authorize any special order.

You should direct any questions/problems that you have with your commissary account/purchases in writing to commissary, using an Internal Communication or Commissary Complaint Form.

Certain over-the-counter medications are available for purchase through commissary. You must be cleared by the Jail Medical Unit to buy these medications and may purchase only limited quantities once a week. You may not make purchases for other inmates and must keep unused portions in their original containers/packages. Jail Medical will monitor your use of these medications and may terminate your buying privileges at any time. If you do not have money in your account and need this type of medical attention, speak to the nurse during rounds or submit a sick call slip.

Note: Hoarding and misuse of over-the-counter medications are strictly prohibited. Jail security and medical will monitor closely your compliance with these rules. Proven violations will result in the termination of this privilege.

Laundry Services

The Jail will launder your personal and department issued clothing twice a week. To have clothes laundered, you must use the laundry bag provided; making sure that it is closed properly. Your laundry bag is county property and must be returned to your housing area supervisor upon release or a change in your housing assignment. You will be charged for any bag that is not returned under these conditions.

Bedding items (sheets) and facility issued towels will be exchanged weekly or more frequently when necessary. Blankets will be exchanged when soiled. You must turn in the same number of soiled linens in order to receive clean ones.

Speak with your housing area supervisor to learn the laundry schedule for your area.

Food Services

Inmates will receive three nutritionally balanced meals daily. All food is prepared in the jail facility kitchen by a professional food service contractor under the direction of a certified nutritionist or dietician. Meals will be served according to the following schedule:

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<tr>
<td>Breakfast</td>
<td>5:00 AM and 9:00 AM</td>
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<tr>
<td>Lunch</td>
<td>11:00 AM and 2:00 PM</td>
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<tr>
<td>Dinner</td>
<td>4:00 PM and 7:00 PM</td>
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Inmates will be served meals in their assigned housing area under the supervision of staff. If you are locked in your cell for administrative or disciplinary reasons, your meals will be given to you there.
The physician or dentist must prescribe therapeutic diets. Religious diet requests must be referred to and approved by Jail Administration in consultation with designated clergy. Hoarding and stockpiling of food is prohibited. All such items will be considered contraband.

**Funds/Money**

During your admission, all money will be taken from you and a receipt will be issued to you. The money will be placed in a commissary account under your name and identification number. All money left for you by visitors will be placed directly into this account. Receipts of these deposits will be given to both you and the visitor. You may not maintain an excessive balance in your commissary account. The maximum amount allowed is $250.00. You will be notified when your account exceeds this amount, as will outside depositors. All cash received through the mail will be deposited in your account, with a receipt provided to you. We will not accept U.S. Postal and/or Western Union Money Orders. Kiosks are available in the main lobbies for visitors to deposit money. Web based services are available for visitors to deposit money. Instructions to visitors are posted in the Visitor and Inmate Property lobbies.

Money orders and other currency not accepted in the jail (personal checks, foreign currency) will be returned to the sender when one is clearly identified with an explanation. Items where there is no clear sender and/or address information will be placed in your property bag and you will receive a receipt. You also may elect to release these funds to a family member or friend while you are still in jail. All inmates will be allowed a one-time money release. Inmates must write to designated Jail Command Staff using Internal Communication Forms to request approval to release money from their commissary accounts to third parties. Such releases will be limited to necessary transactions to effect bail or deal with an emergency family situation. In the case of an extreme verified family emergency, a second money release may be authorized by Jail Command Staff.

Money will not be transferred between inmate accounts. Should you have any problems or questions about your commissary account, please direct them to Jail Administration, using a Commissary Complaint Form or Internal Communication Form.

**Religious Services**

While at the Jail or Correctional facility, inmates are permitted to practice a religion of their own choosing. The facilities offer a number of activities associated with various faith groups. Participation is limited to the faith group you choose during the classification process or by registering the selection of a religion with the Director of Rehabilitation. This can be done by submitting an Inmate Internal Communication Form to the Director of Rehabilitation.

The facilities do not provide documentation verifying Religious Choice. While you are free to profess a faith of your choosing, the facility only maintains a record of your profession for internal use. We do not document or share your personal information with other agencies or outside groups. Should you require proof of your profession, you will need to obtain it from your chosen faith community.

Inmates wishing to change their religious affiliation may do so by notifying the Director of Rehabilitation in writing of their request. This change will be permitted only once during an inmate incarceration.

Protestant, (In English and Spanish), Catholic (In English and Spanish) and Muslim services are conducted on a weekly basis for those registered with the facility. In addition to the weekly worship services there are regular bible study groups, chaplains and religious counselors available.

When you attend any religious activity, you must be quiet and respectful of the rights of others to and religious staff. You must act in a courteous and respectful manner at all times. At the conclusion of any religious service, inmates must remain seated until instructed to leave by security staff.
Inmate Marriages

Inmates wishing to get married while at the Monroe County Jail may request an application and instructions. Inmates may do so by submitting an Inmate Communication Form to the Director of Rehabilitation. We cannot approve requests where both individuals are incarcerated. We cannot approve requests where there is an active Order of Protection in place involving you and your intended partner.

In order to get married while in jail the inmate must be able to obtain a marriage license and provide verification that they can obtain someone who can legally perform the marriage at the facility.

Note: Obtaining a marriage license costs $40. This fee is paid, in cash, to Rochester City Hall at the time your partner applies for the license. City Hall will only process applications for licenses involving a jail inmate upon receipt of approval from the jail. The party on the outside must be able to show proper identification at City Hall for both parties.

Approval and processing of requests takes approximately 4 to 6 weeks as Rochester City Hall comes to the jail once a month to process the inmate’s portion of the marriage license.

Telephone Calls

General housing areas have collect telephones for your use. You will be permitted to make collect calls on these phones at times set by your housing area supervisor. Your supervisor may restrict use of the telephone to accomplish housekeeping tasks or as a result of disciplinary action. He/she also may terminate any call when it is believed that you are abusing your telephone privileges.

Be advised the use of these phones is a privilege - NOT A RIGHT. Any violation of the rules governing phones will result in the termination of this privilege. Further, illegal use of the phone to threaten or coax any person will lead to disciplinary and/or civil/criminal action.

Your collect calls must be limited to 15 minutes. The person you are calling must agree to pay for the call or you may not talk to him/her. You may not receive incoming calls on the housing area telephones.

If you have lost your telephone privilege, you may be granted permission to make an emergency call to your attorney or family if there is a verified emergency. Speak with your housing area supervisor. Again, telephone use (collect or free) is a privilege, not a right.

Health Care Services -- Medical, Dental and Mental Health Medical Care

The Medical Unit provides health care services at the jail and correctional facility. All of your medical reports and records are maintained in the strictest confidence in accordance with applicable law. Registered Nurses and Licensed Providers administer sick call. Sick call is held for inmates Monday through Friday, excluding holidays. In order to sign up for sick call, you must complete a Sick Call Request Slip. These slips may be obtained from your housing area supervisor.

Medication is dispensed as ordered by the physician. It must be taken in the nurse’s presence unless otherwise directed. If you desire the services of a personal physician, appointments for your physician to come to the jail may be made at your own expense through the physician and Medical Unit at a time convenient to the jail. All appointments must be approved by the Medical Unit and Superintendent. If you require emergency medical treatment at any time during your incarceration, contact your housing area supervisor.

When dealing with medical staff, you must act in a courteous and respectful manner. Failure to do so will result in disciplinary action.

Dental Care

Dental care services are provided under the direction and supervision of a licensed dentist. If you need dental care, you should follow the sick call procedure described above.
Eye Wear

You are responsible for the purchase and proper maintenance of your prescription corrective lenses (eyeglasses or contact lenses). Any replacements or repairs that you may need during your incarceration must be done at your own expense. The only exceptions to this policy are:

1. Jail Physician orders for corrective action to prevent deterioration.
2. Verified damage in custody that merits repair or replacement.

The Sheriff discourages the use of contact lenses by inmates and recommends for your own safety and convenience that eye glasses be worn instead. If you choose to wear contact lenses, you must first contact Jail Medical to make the necessary arrangements. As with glasses, you are solely responsible for care of the lenses and any loss or damage to them.

Reading glasses are available for purchase through Commissary. Medical must approve the reading glasses prior to obtaining them. You must send a request to Medical for an eye examination to identify and approve the proper lens strength.

Mental Health

Mental health services are available and we strongly encourage you to make use of them if you are anxious, depressed or having a difficult time in jail. Speak with your housing area supervisor, the nurse, jail-chaplain or submit a sick call slip requesting assistance from the Mental Health Clinic. Emergency psychiatric care or assistance for special situations is available through referrals by your counselor or housing supervisor.

Exercise and Recreational Activities

Once classified, you are entitled to an exercise period for an hour and a half five days a week, or an hour seven days a week dependent on your housing classification.

Be advised that your exercise period may be denied, revoked or limited when it is determined that such activity would cause a threat to the safety, security or good order of the facility or the safety, security or health of yourself, staff or other inmates.

Rules and regulations for use of the recreational area are posted in the gym and inmates must obey them. Inmates who fail to observe these rules will be subject to disciplinary action and/or limitations on gym privileges and the use of certain recreational equipment.

You may not leave the gym before the end of the recreation period, unless you have a court appearance or a visit with your attorney. Inmates scheduled to participate in another activity during their area's recreation period must chose the program they will attend. Participation in both is not permitted. Recreational time activities for inmates include board games, cards, checkers, and chess.

Television sets are provided in your housing area. Television viewing is a privilege, not a right. This privilege may be revoked for failure to obey facility rules and regulations.

Personal radios are available for purchase through the Commissary. These are battery-operated radios. You may have only two sets of batteries at any one time (one set for use and the other as a spare). When ordering additional batteries, you must surrender one complete set to receive the replacement. Failure to do so will result in confiscation of your radio and disciplinary action. You may not take your radio beyond your housing area. You may not loan, sell, or give your radio to another inmate.
Law Library

To receive legal reference materials, equipment from the law library clerk or notary service, speak with your housing area supervisor to obtain the Request for Law Library Material form. Clearly complete all specified sections of the form and forward your request to the law library clerk. Copies of requested legal reference material will be delivered in chronological order as they are received. This form is to be used whenever additional materials or supplies are needed.

The law library maintains current legal reference material and copies of the NYS Commission of Correction Minimum Standards. Damage to law library material may result in disciplinary action, suspension of library privileges, and restitution. The Superintendent may deny the use of law library materials or supplies to any inmate who is determined to present a threat to the safety, security or good order of the facility. Legal materials not accessible from within the library shall be made available within a reasonable time after such request is received, if material must be obtained from outside the facility.

Inmates not represented by an attorney are allowed to receive assistance from another inmate for the purpose of discussing and preparing legal matters. No inmate shall receive payment, benefit or consideration in any form from another inmate for providing legal assistance. Inmates held in administrative segregation may have legal reference material or supplies brought to their housing area. The inmate who is loaned the material or equipment assumes complete responsibility for all items.

The Monroe County Jail exceeds the requirements of State Minimum Standards with respect to law library. According to these regulations, inmates represented by an attorney in a matter are not entitled to use the law library regarding that matter. Under the law, you may request copies of material, equipment and services from the law clerk for two purposes only: to challenge your sentence of imprisonment, or to challenge the conditions of your confinement, providing you do not have retained counsel on either of these matters.

Mail - Incoming & Outgoing

Your housing area supervisor will distribute incoming mail each morning, the day after it is received. Tuesday through Sunday. No mail will be distributed on Mondays or the day following a federal holiday. All incoming mail, other than "privileged" mail, will be opened and inspected for contraband. Incoming "privileged" mail will be opened and checked for contraband by the Deputy in front of you. Privileged mail is mail to or from attorneys, legal assistance agencies, courts, media, correctional officials or any other local, state or federal law enforcement agencies.

The housing area supervisor will collect your outgoing mail at about 11:00 PM and ensure it is mailed daily. All outgoing mail must have your name and housing area as a return address on the mail envelope. No other writing or drawing on the envelope is allowed.

You may purchase stationery, stamps and envelopes from commissary. If you have no money, speak with your housing area supervisor to facilitate a written request to commissary. Indigent inmates may request up to two free letters a week. There is no limit to the amount of mail you may send or receive.

Visitation

You are entitled to two one-hour visits or one two-hour visit each week. Your visits may be either contact, or non-contact, depending upon your behavior.

Under the law you may lose up to one hour of weekly visitation, or be sanctioned to non-contact visits if you are found guilty of violating facility rules of inmate conduct.

Special (or inmate to inmate) visits must be approved by a Jail Lieutenant or Captain and arranged by the visiting area supervisor. These visits are allowed only under certain circumstances and will be conducted in the non-contact visitation room. Any special visit will count toward the two hours of visitation you are allowed each week.

Visits hours of operation for MCF and MCJ will be posted in each housing unit.
Visitors may make appointments in one of two three ways:

1. Calling 753-4000 (MCJ) or 753-3065 (MCF).

2. Booking an appointment at the visits window at MCF or MCJ.

3. Online appointments can be made by going to www2.monroecounty.gov/sheriff-jail-visitation-form

Inmates who are designated MCJ kitchen trustees or facility trustees may request two (2) one (1) hour permanent visits. MCJ kitchen trustees will receive preference over all other permanent visit requests. Inmates with any of the following positions: floor; food handler; barber; mezzanine; maintenance; and booking may request one (1) permanent visit. Trustees defined in these categories will be considered once all kitchen trustee selections have been submitted. Inmates with Trustee status are the only inmates eligible to apply for a permanent visit.

All visitors must arrive at least 20 minutes before their scheduled visit. A visit will be canceled if the visitor fails to appear on time. Depending on the reason for the tardiness, the visit may be permitted or rescheduled.

Your visitors (family, friends, attorneys, and religious/community representatives) must show a current government photo ID. Anyone who attempts to enter the visitation area improperly or on false identification may be banned from future entry and face criminal prosecution.

Rules for visitation are posted and listed in the first part of this Handbook. Violation of these rules will result in the immediate termination of your visit and the initiation of facility discipline or a criminal charge. Sanctions may include, but not be limited to; permanent restriction of contact visitation and the loss of up to one hour of weekly visitation. In the event an inmate or visitor violates visitation rules, and that violation is serious in nature, both contact and non-contact visits may be restricted and the visitor may be denied further entry to the facility.

**Funeral/Deathbed Visits**

At the discretion of the chief facility administrative officer, an inmate shall be permitted to attend the funeral of his/her father, mother, guardian or former guardian, child, brother, sister, husband, wife, grandparent, grandchild, ancestral uncle or ancestral aunt, or to visit such individual during his/her illness if death is imminent.

To make this request, talk to your housing supervisor and provide the necessary information. Your housing supervisor will complete the Request for Hospital – Funeral – Deathbed Visit and route it to the Duty Sergeant for processing.

You may be required to provide additional information to verify the legitimacy of the request. The Chief Administrative Officer will approve or deny your request. You will be notified of the decision. If your request is denied, you will be informed in writing and may appeal the decision to the Superintendent using the Inmate Internal Communication Form. The Superintendent will make all final determinations under appeal.

All visits will be conducted under the supervision of security staff with appropriate security measures. You will be permitted to visit for a minimum of 30 minutes. However, the visit may be terminated at any time if circumstances threaten your safety and welfare or that of transporting staff and any member of the public.

**INMATE PROGRAMS**

**Social Services Programs**

If you are sentenced, you may contact a counselor who will assist you with unusual needs and problems. Speak to your housing area supervisor if you need to contact your counselor.
There are a number of programs available that might help you use your time wisely for positive change. These services mainly consist of educational training, various substance abuse counseling, and other counseling programs. Speak with your housing area supervisor and counselor if you wish more information or to participate in a program.

You must obey all rules and regulations for program areas and participation. You must enter, sit and leave as directed by staff. Failure to obey the rules will result in termination of this privilege and in disciplinary action. Be aware that programs are offered on a space and/or resource availability basis. Your classification status and prior behavior will also influence the decision as to whether you are allowed to attend a program.

**Drug and Alcohol Services**

A variety of drug and alcohol treatment programs are available. At the correctional facility, there is a comprehensive chemical dependency program in place. If you have a substance abuse problem and are ready to address it or wish to obtain information about services available to you, contact the Rehabilitation Department.

**Veterans Program**

Anyone who has served in the US Military is eligible for the program. Your status will be verified through the VA. The Veterans Program offers various programs specific to veteran’s needs and assisting them in reestablishing themselves within the community.

**Outside Work Program**

The Outside Work Program (Parks) involves sentenced inmates performing cleanup and other jobs in County parks and other areas. Participation in the program is a privilege and you must be cleared for outside work by both security and rehabilitation staff. For additional information about how to apply, speak with your counselor.

**Trusty/Work Assignment**

Sentenced inmates are required to work. Failure to accept or satisfactorily complete work assignments may result in disciplinary action and loss of good time. There are jobs available both within and outside of the perimeter of the jail facility, (e.g., area trusty, laundry trustee, kitchen, yard and maintenance). These jobs are assigned to inmates on the basis of their prior work performance and attendance, classification, disciplinary record, and other factors.

**School/Educational Services**

An inmate who is under 21 years of age and who has not obtained a high school diploma or high school equivalency diploma (GED or TASC diploma) will be provided an opportunity to complete their education while in the Jail. If you meet these criteria, a school program representative will contact you within the first 10 days of your incarceration to discuss educational options.

The rules for participation in the school program are as follows:

1. Upon admission to the program, you must attend classes on a regular basis. If you have five or more absences, you will be dropped from the eligibility list for the program.

2. You are expected to follow all facility rules, as well as each teacher’s directives, while in any educational area.

3. You will treat educational staff and students with respect at all time.

4. You will remain in the classroom unless given permission to leave by the teacher or security staff.
5. You will refrain from using inappropriate or vulgar language.

6. Bathroom breaks will be given at the discretion of security staff.

7. If you deface, damage, or steal school property, you will be responsible for reimbursement and/or replacement and you will be subject to disciplinary action.

If an inmate breaks one or more of the aforementioned rules, disciplinary action may result and he/she may be suspended from school indefinitely. A variety of educational programs are available to inmates over twenty-one (21) years of age. Participation in these programs is voluntary. If you are interested in participating in these programs, contact the Rehabilitation Department.

**Monroe County Jail and Monroe Correctional Facilities Policy on Inmate Sexual Assault and Staff Sexual Misconduct**

No sexual activity of any type is permitted between inmates and; other inmates, staff, visitors, contractors, volunteers and vendors. All reports of sexual assault and sexual misconduct will be investigated. This includes, but is not limited to, the following action:

- Sexual abuse, sexual advances, sexually offensive language, comments, gestures or sexual harassment.
- Influencing, promising, or threatening anyone’s safety, custody status, privacy, housing privileges, work or program status, in exchange for personal gain or favor of a sexual nature.

Inmates who commit acts of sexual assault or misconduct are subject to disciplinary action and, if applicable, criminal prosecution.

Inmates who are found to have falsely reported sexual misconduct are subject to disciplinary action and/or may be charged with falsely reporting an incident (Penal Law § 240.50)

**To Avoid Sexual Assault by Other Inmates**

- Choose associates carefully. Look for people who are involved in positive activities
- Avoid being alone
- Do not accept gifts or favors from others
- Do not accept an offer from another inmate to be a protector
- Avoid borrowing and becoming indebted to someone
- Be confident and do not permit emotions to be obvious to others
- Find a staff member with whom you feel comfortable discussing fears and concerns

**What to do if you are Assaulted**

If you become a victim of sexual abuse, you should report it immediately to staff, which will offer you immediate protection from the assailant and will refer you for a medical examination. Even though you may want to clean up after the assault, it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing or use the bathroom. Medical treatment and mental health counseling and follow-up services will be available to any inmate who is the victim of any type of sexual assault.

Any inmate who is threatened with sexual assault or is party or witness to sexual assault or any other sexual misconduct shall immediately report the threat or incident in any of the following methods:

- To any staff member, verbally or in writing
- To any medical or mental health personnel, verbally or in writing
➢ To the Jail Tips Line #50

➢ To the Planned Parenthood Rape Crisis Center Hotline #59, free from all inmate phones (This is an additional avenue for help that an inmate can call; it is not a substitute for reporting or investigating a complaint or report of sexual assault or sexual misconduct. All reports of abuse will be forwarded to the Monroe County Sheriff's Office for investigation.)

➢ Write to Planned Parenthood at:
  Bivona Child Advocacy Center
  1 Mount Hope Avenue
  Rochester, New York 14620

Third parties, including other inmates, staff members, family members, attorneys and outside advocates, shall be permitted to assist inmates in filing requests for administrative remedies relating to allegations of sexual abuse, as well as to report sexual assault or sexual misconduct on behalf of an inmate or staff. The facility may require, as a condition of processing the request, the inmate to personally pursue any subsequent steps in the administrative remedy process.

About Your Safety

You have the right to be safe from sexual abuse. No one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual abuse or pressure to engage in unwanted sexual behaviors. If you are being pressured, threatened or extorted for sex, you should report this to staff. You should also report any retaliation you believe occurred due to reporting an incident of sexual abuse or for participating in an investigation of an allegation of sexual abuse.

Information concerning the identity of an inmate victim reporting a sexual assault or abuse, and the facts of the report itself, shall be limited to those involved in the reporting, investigation, discipline and treatment process, or as otherwise required by law. All records associated with allegations of sexual assault or abuse are confidential in accordance with Civil Rights Law § 50-b.
COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK

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<tr>
<th>GENERAL ORDER</th>
<th>DATE OF ISSUE</th>
<th>EFFECTIVE DATE</th>
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<td>December 31st, 2019</td>
<td>December 31st, 2019</td>
<td>023-19</td>
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<tr>
<td>SUBJECT: GENERAL ORDER</td>
<td>Distribution</td>
<td>Jail Bureau Personnel</td>
<td>Amends</td>
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<td>Inmate Handbook</td>
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<td>REFERENCE:</td>
<td>Official Compilation of Codes, Rules, and Regulations of the State of New York (9NYCRR Part 7002). NYSSA 137.</td>
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Purpose:
To familiarize members and employees with the Inmate Handbook of the Monroe County Sheriff’s Office (MCSO). The Inmate Handbook contains the inmate rules, regulations, rights, responsibilities and other related information.

Policy:
The MCSO will provide all inmates with an “Inmate Handbook” that will include, but not be limited to, the inmate rules, regulations, rights, and responsibilities. The handbook will also include information pertaining to inmate programs and inmate conduct while incarcerated at either the Monroe County Jail (MCJ) or the Andrew P. Meloni Star Academy (MSA). The inmate handbook will be in accordance with 9NYCRR Part 7002.9 of the Official Compilation of Codes, Rules, and Regulations of the State of New York.

Inmate Handbook

1. A sufficient number of handbooks will be maintained in the Reception Unit and Housing Areas, for issuance to inmates assigned there. MSA Inmate Property will maintain a surplus of replacement handbooks for instances of loss or damage.

2. All inmates shall be provided with a copy of the rules of inmate conduct during the booking process within Central Booking. Additional handbooks will be located in each housing area as replacements due to loss or damage. Handbooks will only be issued in housing areas when inmates who are assigned there have lost, or are in possession of a damaged handbook.

3. It will be the responsibility of each housing officer to ensure inmates under their care and custody are issued an inmate handbook. Any identified loss or damage of a handbook will result in an infraction.

4. Disciplinary codes in the inmate handbook will be enforced to maintain standards of conduct for inmate behavior.

5. Arrangements will be made for all newly admitted inmates who are not fluent in English, or who have physical or mental handicaps, to ensure the inmate understands all the material being presented to them (e.g., interpreter, written/braille translations, or other communication specialist). Members will make arrangements through the Reception Corporal, if an interpreter or special assistance is required to assist the inmate.

6. Inmates who are released from custody will return their handbook to the housing area deputy.
* Represents a change from previous general order

By Order of the Sheriff,

Todd K. Baxter