This handbook is prepared to provide the inmates of the Sedgwick County Detention Facility with the guidelines of the day to day operations and the services of this facility. Inmates should familiarize themselves with this handbook as part of the orientation process and are required to abide by its contents at all times.

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>SECTION</th>
<th>TITLE</th>
<th>SECTION</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Housing &amp; General Rules</td>
<td>II.</td>
<td>Personal Property</td>
</tr>
<tr>
<td>III.</td>
<td>Clothing and Laundry</td>
<td>IV.</td>
<td>Health Care Services</td>
</tr>
<tr>
<td>V.</td>
<td>Correspondence</td>
<td>VI.</td>
<td>Inmate Money Accounts</td>
</tr>
<tr>
<td>VII.</td>
<td>Commissary</td>
<td>VIII.</td>
<td>Food Service</td>
</tr>
<tr>
<td>IX.</td>
<td>Religious Programming</td>
<td>X.</td>
<td>Visitation</td>
</tr>
<tr>
<td>XI.</td>
<td>Legal/Personal Services</td>
<td>XII.</td>
<td>Telephones</td>
</tr>
<tr>
<td>XIII.</td>
<td>Televisions</td>
<td>XIV.</td>
<td>Inmate Programs</td>
</tr>
<tr>
<td>XV.</td>
<td>Library</td>
<td>XVI.</td>
<td>Inmate Requests</td>
</tr>
<tr>
<td>XVII.</td>
<td>Contraband</td>
<td>XVIII.</td>
<td>Prohibited Acts</td>
</tr>
<tr>
<td>XIX.</td>
<td>Disciplinary Procedures</td>
<td>XX.</td>
<td>Grievances</td>
</tr>
<tr>
<td>XXI.</td>
<td>PREA-Sexual Misconduct</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

THE LAST REVISION OF THIS HANDBOOK IS POSTED ON THE POD KIOSKS
SECTION I: HOUSING AND GENERAL CONDUCT RULES

1. Daily wake up will be at 5:30 a.m. All lights will be turned on at this time. The lights will remain on throughout the day until after the headcount is completed on third shift. Sleeping sections in the dorms may have lights dimmed with only night lights on.

2. All inmates are required to assist in keeping the facility clean and sanitary. Each inmate is responsible for their own housing unit and for helping with the dayroom areas. Daily clean-up times are from 7:30 a.m. to 9:00 a.m.

3. Trash, paper or other debris will not be thrown on the floor. All debris will be placed in containers provided for proper disposal.

4. Smoking by inmates is prohibited inside the facility. Possession of tobacco products by inmates is prohibited inside the facility.

5. Styrofoam cups, books, papers and other personal or county issued property will not be allowed to accumulate in the housing units.

6. Nothing will be taped, hung or stuck on the walls, doors, windows, rails or furniture of the housing units. Inmates housed in a dormitory will not place anything on the low wall.

7. Writing on or defacing walls, doors, furniture or facility property is vandalism and violators will be prosecuted and charged for repairs/cleaning.

8. Items will not be placed as to block any locking device, obstruct the view of the pod deputy, or affect the fire control system.

9. All vents and light fixtures in the housing pods and housing units will remain uncovered to ensure the proper air flow and lighting throughout the housing unit.

10. Housing units will be inspected. Searches or "shakedowns" will be conducted as needed and will include your living area, your property and person.

11. An announcement will be made to advise physical headcounts will be conducted at each watch change and at other times as needed. Inmates will be racked for all headcounts and must stand at their cell door window, unless physically unable due to a disability or current medical condition. In the dormitory pods inmates will be on their assigned bed for headcount. Racked down times for headcount will be at 2:15 p.m. on First Shift, 10:15 p.m. on Second Shift and 6:30 a.m. on Third Shift. The dayroom will be unracked at 7:30 a.m. on First Shift, 3:30 p.m. on Second Shift, and 11:30 p.m. on Third Shift for dormitories. Rack down times for chow service will be at 11:15 a.m. for First Shift and 5:15 p.m. for Second Shift.

12. Lockdowns will be conducted as directed by facility supervision and will be announced
by the pod deputy. All inmates must return immediately to their assigned housing unit, or sleeping section in a dormitory pod, when directed to do so.

13. Nightly lockdowns will be at 10:15 p.m. in housing units and at 4:00 a.m. in dormitories.

14. Inmates are required to maintain good personal hygiene. Inmate shower time is 7:15 a.m. – 10:00 a.m.

15. Razors may be checked out between 7:30 a.m. to 8:30 a.m. each day and must be returned by 10:00 a.m. Any misuse, altering or failing to return a razor will be considered a security violation subject to disciplinary action. Razors for disciplinary and restrictive housing inmates will be issued during their shower/exercise times. Razors will be issued to inmates on lockdown during third watch.

16. Inmates are not allowed on the second level of any housing pod except to use the inmate telephones and to go or come from their housing unit.

17. Waiting lines to use the inmate telephones, showers, or kiosks are not allowed.

18. Inmates are not permitted to sit or lie down on the floor, or to sit on the stairs.

19. Inmate beds will be made and kept made whenever the inmate is out of their assigned housing unit, or sleeping section in a dormitory pod. Beds will be made with a sheet, covering the mattress and blanket spread over the sheet, and all sides and corners tucked under the mattress.

20. Inmates will not approach, speak or otherwise communicate, such as by hand signs, with inmates housed in other pods, sections or non-detention personnel and inmates on pod lockdown. Inmates will not congregate near gym doors, pod doors, or dayroom windows.

21. Inmates are not allowed to cross the red boundary surrounding the control station in the direct supervision and dormitory pods or any area within the facility bounded by red tape unless authorized by detention staff.

22. Inmates will be allowed access to the exercise areas on a scheduled basis.

23. Profane, abusive or boisterous language and disorderly or disruptive behavior will not be tolerated. This includes loud outbursts and the slamming of cards and dominoes.

24. Inmates will be given an opportunity to come and go from their housing units, once an hour unless lockdown sanctions are in effect and when leaving or returning to the housing pod. The hourly time period will normally be from 5 minutes before the hour to 5 minutes after the hour, but is dependent upon what duties the pod deputy has to complete. Ins and outs do not apply to dormitory housing.

Page 3 of 26
25. Inmates are not allowed in any housing unit, housing section or pod other than their own. In the dormitory pods inmates are not to go to, sit on, or lie down on any bed but the one they are assigned to. Inmates are not permitted to go into any other sleeping sections and are not permitted to use the sleeping sections for visiting, playing cards, etc.

26. Inmates must wear and display their inmate ID band at all times. Lost, damaged or missing ID bands must be reported immediately to the pod deputy. Inmates will not be permitted into the dayroom or to attend any activity, including family visitation, without their ID band. Inmates will be charged a $5.00 fee for the replacement of ID bands due to vandalism.

27. Inmates are not permitted to gather in groups of more than four inside the housing pods without permission of the pod deputy.

28. Shower caps may be worn when taking a shower or when in individual housing unit, but not in the dayroom areas or when out of the housing pod. Inmates may not wear do-rags or hair curlers except while in their individual housing unit.

29. Inmates may be placed on what is called pod lockdown, which can be for a period of 8 hours up to 72 hours. Pod lockdowns are a management tool for handling minor violations of inmate conduct and are not considered disciplinary action. Inmates on pod lockdown receive the same privileges extended to the general inmate population except for access to the dayroom (which includes access to the inmate telephones, and video visitation) and exercise areas for the duration of the lockdown.

30. No personal items, food or drink will be taken into the gym or outdoor exercise areas. Vigorous exercise is restricted to gym areas, but competitive basketball is not allowed.

31. Inmates housed in dormitories will not be permitted to sleep in the nude. Inmates will be permitted to take off their issued inmate uniform when going to bed if they have underwear. If the inmate must go to the toilet area during the night they must get dressed in their issued inmate uniform before leaving the sleeping section.

32. Inmates are not permitted to sit on top of tables or place their feet on chairs.

33. Inmates with lockers must keep their locker secured and must turn in their key before leaving the pod and before shift change.
SECTION II: PERSONAL PROPERTY

1. Inmate personal property will be inventoried, stored in the facility's storage area and returned upon the inmate's release.

2. Inmates may release their personal property, with the exception of clothing, to designated individuals by completing an inmate personal property release form.

3. Unless approved by the watch commander, all personal property held for the inmate must be released at one time.

4. Inmates are not allowed to release personal property or money to other inmates.

5. When an inmate is released from custody by being transferred to another facility, the personal property not accepted by the other facility will be shipped by a shipping company to an address designated by the inmate.

6. The inmate will be informed of the shipping cost that will be deducted from their money account. The inmate will be informed the property may be picked up from the detention facility instead of shipping the property.
   a. If the inmate chooses to have the property picked up from the facility, an Authorization for Release of Inmate Property Form will be provided to the inmate and filled out prior to the inmate being released.
   b. If the inmate is indigent, he or she may have someone pick up the box or; the property will be shipped at no cost to the inmate.

7. Inmate property will only be held at the detention facility for two days, and if not picked up it will then be sent to the Sheriff’s Property and Evidence Section.

8. Property not picked up or considered undeliverable by the shipping company will be placed in the Sheriff’s Property and Evidence Section and if not claimed within ninety days will be disposed of pursuant to Sedgwick County Code Section 16-78.

9. Inmates who are being housed for Sedgwick County in other jails are restricted in what property will be transported with them. The policies of each county jail determine which, if any, of these items will be made accessible to the inmate while housed in their facility. Inmates may take the following property with them when being transported to another county jail provided it will fit into one clear, plastic bag.
   a. Hygiene items in clear containers of no more than 3 ounces.
   b. Flex pencils.
c. One softback religious book.

d. Writing materials excluding greeting cards, stamps, stickers and pens. Legal material excluding spiral notebooks.

10. Sedgwick County will store the following personal items for inmates transported out of county:

a. Unopened perishable food items. Open food items must be disposed of prior to transport.

b. Personal clothing and other personal effects will be inventoried and boxed for storage in Sedgwick County until the inmate returns.

11. Any personal clothing or property purchased, issued or given to an inmate while being housed out of county will not be accepted for transport to return to Sedgwick County. Clothing, food, hygiene items not in clear containers and of more than three ounces will remain with the housing county and be disposed of according to their policies and rules.

SECTION III: CLOTHING, LINEN AND LAUNDRY

1. Inmates are provided with detention clothing and linen at the time of intake. Issued clothing and linen will be changed and laundered according to a predetermined schedule.

2. Authorized personal clothing/linen is available for purchase through commissary and not accepted from the outside, with the exception of court clothing.

3. Inmates are allowed to wear civilian clothing to their jury trial, or any federal court appearance. Only one set of clothing and shoes will be accepted on a daily basis. Each day the trial continues, clothes may be exchanged on a one-piece for one-piece basis. All clothing will be inspected for contraband.

4. Inmates will wear uniforms of the appropriate size for them and are not permitted to trade uniforms with other inmates.

5. Inmate clothing will be worn properly. Uniforms will not be worn rolled down to the waist or pants legs rolled up, except for a small cuff if the pant legs are too long and drag the floor. Pants will not be worn so low as to expose the buttocks or underwear. T-shirts will be tucked inside the waistband. Inmates who alter, tear up, or destroy clothing assigned to them will face criminal and disciplinary charges. Inmate accounts will be debited for the amount to replace the item.

6. Inmates shall be completely dressed in issued clothing whenever they are outside of their assigned housing unit, or sleeping section in a dormitory pod. Personal clothing purchased from commissary is appropriate for exercise and may be worn in the
indoor/outdoor exercise areas.

7. Bedding linen is only to be used upon the inmate's bed. Towels and washcloths will be used only for personal hygiene. An example of an unacceptable use of a towel would be its use as a headband.

8. Inmates will be given an opportunity to have their personal clothing/linen laundered according to a predetermined schedule.

9. Facility issued linen exchanges will be conducted per a set schedule. All inmates will turn in all facility issued linen except blankets during the exchange.

SECTION IV: HEALTH CARE SERVICES

1. Medical, dental and mental health care services are provided through the facility medical clinic. Inmates who are seen by medical/dental staff may be charged a copay fee. Limited health care products are sold on the weekly commissary program.

2. Medical copay costs:
   Intake screening/physical $0.00
   Inmate initiated medical/dental service $5.00 per visit
   Emergency or staffs directed follow up $0.00
   Mental health evaluation $0.00
   Prescription Medications/Refills $5.00 each/per month

3. No inmate will be denied medical/dental care, prescription medication, or mental health care because of an inability to pay. All inmates are provided reasonable and necessary medical/dental services whether or not they have funds in their money account.

4. Inmates will be called to the clinic for a general physical examination approximately 10 – 14 days after being booked. There is no copay for this examination.

5. All prescription medication must be approved by the clinic. The inmate must advise the clinic staff during the visit if prescription medications are not wanted. Once the medications have been ordered, the inmate will be charged the co-pay whether the prescription is used or not.

6. A keep on person medication program (KOP) is available to eligible inmates with specific medical concerns. For further information submit a request to the clinic.

7. Medical care is received by submitting/sending an inmate request via the pod kiosk. Inmate requests will be triaged within 24 hours and seen within 48 hours with the exception of weekend and holidays. Medical emergencies should be reported immediately to any deputy. There will be no charge for medical visits deemed an
emergency by clinic staff

8. Inmates who refuse medical treatment will need to sign a refusal form witnessed by medical staff.

9. Inmates taking medication must be in line with a cup of water when the medication cart arrives in the pod.

10. Inmates are required to take prescription medication at the time it is dispensed and in the presence of the staff. Cooperation with staff, to include a visual inspection of the mouth, is required. Failure to abide by this procedure will be considered a refusal of the medication. Hoarding of medication is prohibited.

11. The detention facility does not provide dentures, bridges and extensive dental work or prescription eyeglasses. Prescription eyeglasses and/or contact lenses may be brought to the Inmate Coordinators, Monday – Friday, 8:00 a.m. to 4:30 p.m. excluding holidays or days the Sheriff’s Administrative Offices are closed. Eyeglasses and or contact lenses will not be accepted on weekends. The Inmate Coordinators will fill out a property sheet and forward the item(s) to the inmate.

SECTION V: CORRESPONDENCE

1. There are no limitations on the number of letters inmates may send or receive unless it affects the safety, security or the good order of the facility. The volume of printed material (including newspaper and magazine clippings) is limited to what is included in a first-class letter not exceeding one ounce in total weight.

2. Incoming mail, with the exception of privileged mail, is opened and inspected for contraband before it is distributed. No additional markings or drawings are allowed anywhere on the envelope of incoming mail. Privileged mail is opened in the presence of the inmate and inspected for contraband. Privileged correspondence consists of any of the following and must be clearly marked as such:
   Licensed attorneys
   Judges and clerks of any federal, state or local court
   The director of the state department of corrections and his staff
   The President, Vice-President, and Attorney General of the U.S.
   Any member of the U.S. Congress
   The Governor, Lt. Governor, and Attorney General of any state
   Any member of the state legislature
   Any parole board member

3. Inmates are not allowed to receive packages through the mail, with the exception of books as outlined below.

4. Magazines, books, and other printed material are accepted only if they are mailed directly
from the publisher. The maximum number of publications allowed to be kept in a
housing unit, or in an inmate’s property locker in a dormitory pod, is four. This is in
order to minimize fire hazards. Excess materials must be disposed of by the inmate and
may be stored with the inmate’s personal property in the facility’s property storage area.
Magazines or printed material that include nudity or subversive material will not be
allowed, nor any material that might threaten safety, security or the good order of the
facility or its operations.

5. Newspaper subscriptions are accepted only if they are mailed directly from the publisher.
Newspapers may be kept in the housing unit for up to twenty-four hours and must then be
disposed of to prevent fire hazards. Refusal to dispose of newspapers may result in the
discontinuation of their acceptance.

6. Attorney trust account or other detention/correctional facility checks received for an
inmate are recorded. The above is placed on the inmate’s account and the money
deposited. All monetary funds must be made out to the Sedgwick County Detention
Facility c/o inmate name. NO CASH, MONEY ORDERS, PERSONAL, PAYROLL OR
GOVERNMENT CHECKS WILL BE ACCEPTED.

7. Outgoing mail must have the proper postage, inmate’s name and the facility’s address in
the upper left hand corner. No additional markings or drawings are allowed anywhere on
the envelope. Outgoing mail must be sealed when given to the pod deputy and is not
subject to routine inspection. Outgoing mail may be opened and inspected at the specific
direction of a division commander for security considerations. Inmate name, 141 W.
Elm, Wichita, KS 67203.

8. Indigent inmates may receive some stationary, envelopes, and stamps through the
commissary ordering system.

9. Written communication between inmates housed in the Sedgwick County Detention
Facility is not permitted unless the following conditions are met:

   1. The correspondence is between members of the same immediate family
      (parent, sibling, spouse, child or grandparent including step and half
      relationships) whom the inmate will designate during the classification
      process;

   2. The inmate makes a written request to the Inmate Coordinator to allow the
      correspondence; and

   3. The U.S. Postal Service is used for delivery.

   4. All inmate to inmate correspondence will be read by Inmate Coordinators.

10. All incoming correspondence to inmates should be addressed:
Mail delivery will be Monday - Friday only, excluding Holidays.

11. Polaroid photographs will not be accepted.

12. Additional digital communication is also available on the kiosk.

SECTION VI: INMATE MONEY ACCOUNTS

1. Only cash an inmate has on them when booked or a check to an inmate issued by another correctional institution is placed on his/her money account upon intake. Any money on an inmate's money account after shipping property costs (if any) is deducted is returned to them in the form of a debit card upon release from the facility. Payroll, personal or government checks are not considered money and are placed into the inmate's property.

2. Additional money may be added to an inmate’s money by the internet, or by depositing funds (cash, credit or debit card) into the detention facility lobby kiosk. A fee is charged at the time of the deposit.

3. Transfer of funds between inmates is not allowed. The detention facility will not recognize debts owed between inmates.

4. Inmates may release money to a specific individual outside the facility by debit card one time only. A check will be issued to pay a court fine or fee. No service fee will be charged.

5. Credit will not be given to any inmate.

6. If served a court order the facility must release an inmate's money for garnishment, fines, etc. The inmate will be notified and served with the court action.

7. If an inmate has any medical co-pay charges outstanding, the unpaid medical balance will be deducted from the funds before they are provided to the inmate for weekly commissary purchases.

8. If an indigent inmate is released with unpaid medical co-pay charges the charges will be zeroed out and considered paid in full.
SECTION VII: COMMISSARY

1. Commissary is a privilege that may be restricted or denied.

2. Inmates are required to wear the issued inmate identification or they will not receive commissary privileges.

3. A variety of items are available on the commissary and items are subject to availability. Only those items listed on the commissary menu may be ordered.

4. Commissary is available once a week according to the housing pods assignment.

5. Commissary purchases are limited to $60.00 per order and may not exceed $80.00 each week. Inmates are allowed to have no more than $60.00 worth of food items in their cell.

6. A snack cart with hot food options will be made available once a week according to designated schedule. The snack cart is managed by the commissary vendor. Inmates may not spend more the $20 a week on the snack cart.

7. Inmates who are indigent (have less than $5.00) may be provided with writing materials and a personal hygiene packet. These requests should be made through the commissary ordering system.

Indigent Requests;
* Clothing is issued one time to anyone who has been here six weeks and has never had any money on their books.

* Inmates are indigent if they have less than $5.00 on their account and have spent less than $5.00 in the commissary during the previous two weeks.

* The commissary vendor is allowed to charge inmates for the cost of indigent supplies. However, an inability to pay will not prevent inmates from receiving indigent supplies.

8. Inmates are not allowed to trade, barter, or give commissary items to another inmate. The detention facility does not recognize debts between inmates.

9. Inmates are allowed to have one spare battery for radios purchased on commissary. Excess batteries may be placed in an inmate’s property in the Property Section.

10. Inmates can purchase one sheet, one pillow and one washcloth. Once purchased, these items will remain in the inmate’s room except for the washcloth when used for the their shower. Inmates are not to have these items out in the dayroom or they will be confiscated and put in the inmate’s property.
SECTION VIII: FOOD SERVICE
1. Inmates are provided with three meals per day.

2. Each inmate will receive only one meal tray and one cup of beverage at the time it is served. If an inmate refuses a meal, it will not be saved or given to another inmate.

3. Special religious diets are available if approved by the chaplain.

4. Special medical diets/snacks are available if approved and ordered by the medical clinic. If the inmate refuses the diet tray, it will not be substituted with a regular tray.

5. Uneaten meals or portions thereof, will not be allowed to be saved and must be disposed of in a trash receptacle.

6. Inmates may not trade or give other inmates uneaten portions of their meal.

7. The pod deputy will make two announcements prior to the arrival of the meal. Inmates who have not requested to come out of their housing unit by the time the meal cart arrives in the pod may not be served.

8. Inmates on pod lockdown or assigned to disciplinary detention will eat their meal in their housing unit.

SECTION IX: RELIGIOUS PROGRAMMING
1. The facility provides the services of a chaplain/coordinator.

2. A combined non-denominational worship service and bible study is conducted in the facility's chapel on a regular basis. Inmates wishing to participate must submit a request to the chaplain. The names will then be placed on the list of participants as long as there is space available. To stay on the list for religious services, inmates must attend the service and circle their name on the attendance sheet.

3. Bible study and counseling is available upon request.

4. Bibles and other religious text are provided upon request by the commissary vendor. The first religious text of choice is provided free. Additional texts are available for purchase.

5. Inmates may possess one small item which is well established as a basic tenant of their religion. This item must have negligible intrinsic value and pose no threat to the safety, security, and/or general order of the facility. All items are referred to the administrative lieutenant for approval.

   a. Additional religious items may be requested through the chaplain’s office.
6. Inquiries regarding inmate marriages are frequent. The Sheriff's Office has no direct involvement except as related to inmate movement. Permission for marriage is handled through the court order process.

7. Staff chaplains will not officiate at inmate marriages. Responsibility of marriage is placed upon the parties involved and their own religious representative.

8. Visits from personal priests, rabbis, imams or ministers must be approved through the chaplain, and will be conducted in the minister visitation rooms, Monday through Friday 8:30 a.m. to 4:30 p.m., excluding holidays.

9. The facility relies heavily upon volunteers from the community to lead religious services and provide religious counseling via minister visitation. If volunteers cannot be found, some services may be unavailable. Inmates are not permitted to lead formal religious services. Inmates are encouraged to contact their personal religious leader for visits.

10. Inmates may take the following items to religious services:

   - Notepad
   - Pencil
   - Religious reading material

11. Inmates shall have the freedom to make a religious commitment, change a religious commitment or reject religion altogether. Inmates may request a change in religious affiliation by submitting a request to the facility chaplain or designated staff through the inmate request system. Changes in stated religious affiliation will not be honored more frequently than every six months.

12. The following services may be available upon request;

   RELIGIOUS SERVICE – Chapel Service, Bible Study Service, In-Depth Bible Study other; requests are made through the inmate request system.

   RELIGIOUS BOOKS – KJV, NKJV, NIV, NIVR, NAB (Catholic), Spanish Catholic, Spanish Protestant, and the Qur’an, Others; requests for other religious text can be made through the commissary ordering system.

   MINISTERIAL VISIT – requests are made through the inmate request system.

   RELIGIOUS STUDY BOOK – Gospel Echoes, Set Free Ministries, and Source of Light, all other; requests are made through the chaplain.

SECTION X: VIDEO VISITATION
Participation in video visitation is a privilege, not a right. Both visitors and inmates are expected to conduct themselves in a professional fashion at all times during a video visit.

1. Visitors and inmates are required to be completely dressed throughout visits (upper and lower torso must be covered, revealing clothing is not permitted.)

2. Lewd acts are prohibited.

3. Vandalism to visitation equipment will be prosecuted.

4. Detention staff reserves the right to deny, cancel, restart or terminate a video visit prior to or during a video session upon visitor or inmate misconduct or facility security

5. All video visits are recorded and subject to electronic monitoring by the facility staff and law enforcement personnel. Use of this video visitation system constitutes consent to this recording and monitoring.

6. Remote visitation is not restricted by housing location and inmates may visit any day of the week. There is no limit on the amount of remote visitation an inmate may have. Visits must be scheduled 24 hours in advance. Approvals for first time visitors are done Monday through Friday, during regular business hours.

   a. Remote Visit Schedule: 7 days a week
      9:00 AM - 11:30 AM
      1:00 PM - 5:30 PM
      7:00 PM – 10:00 PM

7. On-site visitation is not restricted by housing location and inmates may visit any day of the standard work week, Monday through Friday. On-site visits must be scheduled 24 hours in advance by the visitor from the Securus Video Visitation website or in the detention facility lobby.

   a. On-site Visit Schedule  Monday – Friday
      1:00 PM – 5:30 PM
      7:00 PM – 9:00 PM

8. On-site visitation is free of charge, up to one hour per week per inmate. Additional on-site visits will be charged at the same rate as remote visits.

9. No more than two adult visitors may be present for each on-site visit. Visitors must be at least eighteen years of age. Children under the age of eighteen must be accompanied by an adult.

10. Any individual who constitutes a threat to the safety, security or good order of the facility will be refused admittance for visitation purposes. Visitors who are under the influence
of alcohol or drugs or who otherwise create a disturbance will be denied visitation. Any inmate and/or visitor creating a disturbance, using objectionable language or refusing to follow the direction of detention personnel will have his/her visitation terminated.

XI: LEGAL AND PERSONAL SERVICES

1. The Sedgwick County Detention Facility has limited legal resources; As such inmates are encouraged to use the legal resources available on the pod kiosk. Additional resources are available in the Law Library. Requests to use this material may be made by sending an inmate request to the Inmate Coordinators. Availability of the legal resources is determined by the number of inmates using it. Law Library books may not be removed from the Law Library.

2. Attorney-client visitation is conducted on the second floor of the facility between the hours of 8:00 a.m. to 5:00 p.m., and from 7:00 p.m. to 10:00 p.m. Monday through Thursday; 8:00 a.m. to 5:00 p.m. on Friday and 1:00 p.m. to 10:00 p.m. on Sunday. Professional visitation is closed 11:00 a.m. to 1:00 p.m. and from 5:00 p.m. to 7:00 p.m. for meal service.

3. If an inmate requires an appointed attorney for representation, it will be handled only through the court and the inmate must wait until their court appearance to request one.

4. Inmates will be charged a fee for certain services provided by detention staff. The services will include, but not be limited to issuing a check drawn from an inmate's money account, notary services and photocopying fees.

   Notary service $5.00 per document
   Photocopying $ .25 per page

   ** A request for a service that is not scheduled will be assessed a fee appropriate to the service being performed. **

5. Personal and/or business documents will not be accepted for delivery by staff members to an inmate. Personal or business documents may be mailed to an inmate; handled through professional visitation by the inmate's attorney of record; or brought in by someone and presented to the inmate coordinator for signatures, Monday through Friday, 8:00 a.m. to 4:30 p.m.

6. Money orders, personal, government or payroll checks (preprinted business checks on established commercial accounts) are not accepted in the facility or through the mail for any reason.

7. Inmates may take the following to professional visitation or the law library:

   Notepad
8. Inmates may take notepad and/or legal papers to court. Pencils may not be taken to court.

SECTION XII: TELEPHONES

1. All calls from inmate telephones are subject to monitoring and recording except for those calls as outlined in Section XII, 2. Inmates using the inmate telephones are informed their calls are being monitored and recorded and have therefore consented to the monitoring and recording of all outgoing calls.

2. Telephone calls to attorneys will not be recorded or monitored provided the attorney’s telephone number is entered into the telephone vendor’s system. A list of attorney office telephone numbers will be maintained by the telephone vendor and the detention administrative office. Attorneys may request their telephone number be added to the list, however; until notified by the detention administrative office that the calls are not being recorded and monitored, the inmate and attorney should assume the calls are being monitored and/or recorded.

3. Inmates have access to telephones on a daily basis within their housing units. All telephone calls from the housing units are billed to the number called or charged to the inmate’s phone account. All calls originating from the facility are announced as a call from an inmate of the Sedgwick County Detention Facility when the called party answers the telephone.

4. The telephones are turned on at 9:00 a.m. daily subject to the satisfactory completion of the housing unit and dayroom area cleaning and inspection.

5. Telephones are turned off at 10:00 p.m. each evening.

6. Inmates must have the permission of the pod deputy before each call is made.

7. Inmates are not allowed to receive incoming telephone calls or messages.

8. Abuse of the telephone privileges and/or damage to telephone equipment will result in disciplinary action, criminal prosecution, and/or loss of telephone privileges for the individual inmate.

9. Inmates shall not call any witness or victim associated with their case or that of another inmate. Inmates may be subject to criminal prosecution for calling victims or witnesses.

10. Inmates who use someone else’s PIN will face disciplinary action and possible prosecution for theft and/or loss of phone privileges.
11. Inmates will not call any party who has refused to accept the collect calls or who have notified the facility they do not wish to be called by the inmate.

12. The facility has a video relay service, for hearing impaired inmates on certain kiosks. If the inmate has questions or concerns regarding accessibility to inmate programs/services and/or discrimination under Title II of the Americans with Disabilities Act (ADA) they are to contact the Program’s Director.

13. The facility has established toll-free telephone lines for the use of all inmates. The telephone numbers are accessible through the inmate collect call telephone system. Signs displaying the telephone numbers have been posted in each housing area.

14. The lower level telephone in the direct pods is reserved for those inmates who have medical restrictions from using the stairs to access the telephones on the mezzanine level. Inmates authorized to use this telephone may sit in a chair while using this telephone.

SECTION XIII: TELEVISIONS

1. Televisions represent a privilege afforded to inmates. Television use, channel selection and volume will be controlled by the pod deputy in dorms and directs. Failure to follow established guidelines will result in the loss of those privileges. Abuse of the television privileges and/or damage to equipment will result in disciplinary action, criminal prosecution, and/or the loss of privileges for the individual inmate.

2. Televisions may be on during normal dayroom hours after daily clean up and satisfactory inspection of the living areas.

3. In the direct and dormitory housing pods the two televisions are to be kept on separate channels unless authorized by the housing sergeant.

4. After 3rd shift headcount; one television may remain on at low volume in all dormitories until 4:00 a.m.

5. Inmates with a hearing impairment may request closed captioning be turned on.

SECTION XIV: INMATE PROGRAMS

1. Eligible inmates may participate in programs available at the detention facility after screening by detention staff.

2. Program requests should be made using the inmate request system.

3. Programs offered within the facility are run by community based volunteers and are subject to change or cancellation due to volunteer availability. Inmates are not permitted to lead any inmate programs.
Examples of programs which may be available;

High school diploma programs
Counseling
Drug and alcohol counseling
Anger Management
Health Awareness
Literacy Course

4. Inmates may take the following to the above programs:

Notepad
Flex pencil
Books or pamphlets related to the activity

5. Disruptions or other behavioral problems during the program will result in removal from the program.

SECTION XV: LIBRARY

1. Library books will be available in the housing units for inmate use by library carts. The books will be rotated regularly.

2. Inmates are allowed to have no more than four books, including religious publications, from the library at any one time in their housing unit or sleeping section. Inmates possessing more than four books from the library are subject to the loss of library privileges and disciplinary action.

3. Visitors may not leave books for specific inmate; however donations to the library may be accepted from the public.

4. Inmates who destroy books will not be allowed library privileges, and may be subject to criminal charges and/or disciplinary action.

SECTION XVI: INMATE REQUESTS

1. The inmate request system is used to make specific requests of the detention staff or other related personnel. For problems of an emergency nature or you feel your personal safety is endangered or threatened; do not use a request system, tell the pod deputy on duty immediately. Inmates are restricted to five open requests at a time. Inmates should wait at least three business days for a response. Inmates who abuse the inmate request system may have their access restricted.

2. Requests to attend religious programs are to be made through the inmate request system. Requests by indigent inmates for writing materials, stamps and hygiene packs are to be
made through the commissary ordering system.

3. **INMATE REQUEST ROUTING**

<table>
<thead>
<tr>
<th>IF REQUEST CONCERNS</th>
<th>SEND REQUEST TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parole officers; counselors; notarization of documents; court requests</td>
<td>Inmate Coordinator</td>
</tr>
<tr>
<td>Medical Billing</td>
<td>Clinic Liaison</td>
</tr>
<tr>
<td>Money Accounts</td>
<td>Property Corporal</td>
</tr>
<tr>
<td>Inquiries about incoming mail, phone system issues</td>
<td>Clerical</td>
</tr>
<tr>
<td>Medical Diets, Questions, problems or grievances about your medical treatment in the facility</td>
<td>Clinic Request</td>
</tr>
<tr>
<td>Problems concerning mental health</td>
<td>Mental Health</td>
</tr>
<tr>
<td>All requests pertaining to commissary</td>
<td>Commissary</td>
</tr>
<tr>
<td>Problems or questions about your confinement in the facility; grievances.</td>
<td>Sergeant</td>
</tr>
<tr>
<td>Problems concerning meals (kitchen)</td>
<td>Sergeant</td>
</tr>
<tr>
<td>Inquiries concerning accessibility to inmate programs/services</td>
<td>Inmate Coordinator</td>
</tr>
<tr>
<td>Regarding classification level</td>
<td>Classification</td>
</tr>
<tr>
<td>Requests for Out of County Housing</td>
<td>Population Control</td>
</tr>
<tr>
<td>Inmate worker requests, cleaning issues, Quarterly issued items</td>
<td>Work Crew Coordinator</td>
</tr>
<tr>
<td>Discrimination under Title II of the American with Disabilities Act (ADA)</td>
<td>Lieutenant over Programs</td>
</tr>
</tbody>
</table>
Religious services/literature, ministerial visits  
Chaplain

Reporting PREA Violation  
PREA Coordinator

4. Problems should first be directed to the attention of the pod deputy. If you are not satisfied with the answer to a request, you may appeal it to the next level. The chain of command inside the Detention Facility is: Corporal, Sergeant, Lieutenant, and Captain.

6. If you have been assigned a public defender and you have questions about your case – DO NOT SEND A REQUEST – call the Sedgwick County Public Defender’s Office using the toll free number listed in the pods (316) 660-9005.

7. If you have a question about your placement with Community Corrections Adult Residential – DO NOT SEND A REQUEST – call Adult Residential using the toll free number listed in the pods (316) 660-9500.

8. If you have information regarding a crime – Call CRIMESTOPPERS using the toll free number listed in the pods (316) 267-2111.

9. JAIL ISSUES HOT LINE has a toll free number listed in the pods (316) 660-3766. The Jail Issue Hotline is intended to allow inmates to address issues or to report problems or concerns related to the inmate’s incarceration.

10. Inmates with questions concerning accessibility to inmate programs/services and/or discrimination under Title II of the Americans with Disabilities Act (ADA), should contact the Lieutenant over Programs and Medical Services.

11. Inmates with concerns related to PREA, sexual misconduct/assaults should immediately notify a staff member and/or contact the PREA Liaison via the inmate request system. PREA violations may also be reported using the Jail Issues Hotline or the Crimestoppers line listed above.
XVII: CONTRABAND

1. Contraband is defined as any item which is not issued by the facility, purchased through commissary, received by subscription from a publishing house, medically prescribed, or issued by an authorized staff member.

2. Issued items will be considered contraband when found altered or in excessive quantities.

3. Items that will always be considered as contraband include the following list, but are NOT limited to:

   A. Firearms
   B. Ammunition or explosives
   C. Knives or tools not issued by staff
   D. Hazardous or poisonous chemicals or gases
   E. Narcotics/drugs not prescribed by the medical staff
   F. Unauthorized keys or lock-tampering devices
   G. Money
   H. Jewelry
   I. Tobacco
   J. Matches, lighters
   K. Cell phones
   L. Items as defined as contraband by state statutes, county resolutions, or detention policy

SECTION XVIII: PROHIBITED ACTS

1. Prohibited acts are divided into two categories: disciplinary detention violations and pod lockdown violations. Nothing in this handbook shall prohibit a division commander from authorizing disciplinary actions for offenses not covered in this handbook, but are determined to be necessary to maintain the order and security of the facility.

Disciplinary Violations:

2. The number of days of disciplinary detention will be listed along with the violation description.

3. Any act that would constitute a crime as defined by Federal Law or the Criminal Code of the State of Kansas and is not specifically listed elsewhere in this section will use the following grid:

   A. Federal Law

       Misdemeanor: 10 days
       Felony: 15 days
Unclassified: 7 days

B. Criminal Code of the State of Kansas
   Class A Misdemeanor: 15 days
   Class B Misdemeanor: 10 days
   Class C Misdemeanor: 10 days
   Unclassified misdemeanor: 7 days
   Level 1 to 5 felonies; 25 day - non drug felony
   Level 6 to 10 felonies; 15 days - non drug felony
   Level 1 to 2 felonies; 25 days - drug felony
   Level 3 to 5 felonies; 15 day - drug felony

5. Sedgwick County Resolution: 7 days

6. Refusal to comply with orders and direction of supervisory personnel: 7 days

7. Any conduct that intimidates, coerces, threatens, alarms, or incites other inmates: 7 days

8. Any conduct that attempts to affect the security or operation of the facility: 10 days

9. Possession of contraband as defined in Section XVII, A – E of the inmate handbook: 20 days

10. Wearing of a disguise or mask: 7 days

11. Tampering with any locking or fire safety device: 15 days

12. Tattooing: 10 days

13. Concealing, or attempting to conceal, one's identity by using the photo ID, name, or personal history information of another inmate: 10 days

14. Giving information or a statement to any facility personnel knowing such information is false and intending the staff shall act in reliance upon such information: 10 days

15. Aggravated Battery of a Law Enforcement Officer: 30 days

16. Aggravated Battery (other): 25 days

17. Battery of a Law Enforcement Officer: 25 days

18. Battery (other)/Fighting: 15 days

19. Behavior requiring a planned response team: 15 days
20. Possession of contraband as defined in Section XVII, F – L of the inmate handbook: 10 days

21. Inappropriate sexual behavior directed towards staff or other inmates i.e. simulated masturbation or the act of masturbation regardless if the sex organ is visible or not, voluntary exposure, sexual comments and gestures: 10 days

22. Acts or violations not specifically covered will be set at five days if no injury of an inmate or staff occurred and at ten days if any injury or property damage exceeding $100.00 occurred.

23. Attempts to commit any of the above acts or assisting others to commit any of the above acts shall carry the same penalties as if the act(s) were accomplished.

24. When one or more acts or violations occur arising out of a single incident, the sanction will be set for the act or violation requiring the longest disciplinary term, but consecutive assignments to disciplinary detention for a single incident will not be imposed.

25. Any disciplinary detention time imposed for an act or violation committed while an inmate is already serving disciplinary detention will be added to the time already being served.

26. A division commander shall have the authority to evaluate any incident and set sanctions and/or management conditions he/she determines appropriate to promote the security and safety of the facility.

Pod Lockdown Violations

27. The length of pod lockdown will be listed along with the violation description

28. Pod lockouts are described in Section I, Housing and General Conduct Rules

29. The following inmate rules and guidelines violations carry a 24 hour sanction unless a specific time is listed.

30. Pod lockdown violations include, but are not limited to:

<table>
<thead>
<tr>
<th>Violation</th>
<th>Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dirty/Unkempt Cell</td>
<td>24 hour</td>
</tr>
<tr>
<td>Items placed on wall (dorm)</td>
<td>24 hour</td>
</tr>
<tr>
<td>Not at bunk (headcount-dorm)</td>
<td>24 hour</td>
</tr>
<tr>
<td>Poor hygiene (cell/person)</td>
<td>24 hour</td>
</tr>
<tr>
<td>Bed not made</td>
<td>24 hour</td>
</tr>
<tr>
<td>Slamming cards/dominos</td>
<td>24 hour</td>
</tr>
<tr>
<td>Misuse of linen</td>
<td>24 hour</td>
</tr>
<tr>
<td>Competitive basketball</td>
<td>24 hour</td>
</tr>
<tr>
<td>Misuse county property</td>
<td>24 hour</td>
</tr>
</tbody>
</table>

Items stuck to walls
Propping cell doors
Locker unlocked
Slow to rack
Fail to stand for headcount
Sit on floor, stairs or tables
On mezz without permission
Crossing the red line
Sit on floor, stairs or tables
I/D not worn
Loud/Disruptive in dayroom
Do-rag hair tie worn
Personal items in gym
Sleeping in nude (dorm)
Uniform not worn properly
Not in line at med pass
Unauthorized/extra linen
Gambling    Hoarding food
Possession of another’s property without permission
Communicating with male/female inmates
Communicating with other pod/section    Possession of nuisance contraband
Use of obscene language and/or disrespect

31. Refusal to comply with orders and directions of staff personnel: 72 hours
32. Presence in unauthorized areas not related to escape attempt: 72 hours
33. Taking an extra chow tray: 48 hours
34. When one or more violations occur arising out of a single incident, consecutive lockdowns may be given, up to a total of 72 hours.
35. Attempt to commit any of the above acts or assist others to commit the above acts shall carry the same penalty as if the acts were accomplished.
36. If an inmate’s behavior remains so uncooperative he/she must be placed on a pod lockdown again during, or following, the completion of lockdown time, the pod deputy may extend the lockdown time. At no time will an inmate’s lockdown period exceed 72 hours without an administrative review. If an inmate’s behavior continues to be uncooperative and he/she demonstrates repeated, documented violations of housing rules, then the inmate may be deemed a habitual violator and may be placed on restrictive housing.

SECTION XIX: DISCIPLINARY PROCEDURE

1. Disciplinary action shall be used only for acts or violations committed after the inmate is booked in the Sedgwick County Detention Facility and is in the custody of the Sedgwick County Sheriff’s Office. This includes but is not limited to while in the detention facility, a facility where the inmate is being housed temporarily for Sedgwick County, while being transported, or while in court. Disciplinary action will not be used to punish any inmate for the crime(s) for which the inmate is incarcerated.

2. Whenever an inmate is cited for a violation which results in disciplinary detention, he/she shall have the right to a limited due process hearing. Disciplinary violations will be handled on a formal basis with a hearing within three business days (the first business day being the day after the DD notice is served), not to include weekends or holidays.

3. Due process hearings are conducted by executive staff of the division not directly involved in the investigation of the alleged disciplinary violation.

4. An inmate will not be subjected to any adverse action for exercising their right to a due process hearing.
5. Should an inmate be charged with a disciplinary violation, they will be notified through a formal discipline report. The inmate must acknowledge receipt of this document by signing his/her name. At this time the inmate may accept the prescribed discipline or dispute the allegations. **FAILURE BY THE INMATE TO COMPLETE AND SIGN THE DISCIPLINARY NOTICE WILL BE DEEMED TO BE ACCEPTANCE OF THE PRESCRIBED DISCIPLINE AND IS ALSO CONSIDERED A WAIVER OF APPEAL.**

6. In order to maintain the inmate population of the detention facility, designated inmates may be transferred to other detention facilities in Kansas. Administrative or disciplinary action will be taken for all who refuse to transport.

7. Inmates do not have a right to refuse to be transported and housed in another county.

8. All inmates transferred to other facilities must abide by that facility’s rules and regulations. Failure to abide by the rules and regulations will subject the inmate to disciplinary action under the guidelines and policies of that facility.

9. Inmates who must be returned to the Sedgwick County Detention Facility from another facility because of rules and regulation violations or disruptive behavior will be subject to immediate disciplinary action as if the violations had occurred in this facility.

10. All documentation concerning any sustained, and/or accepted, disciplinary action will be sent to the Kansas Department of Corrections upon the inmate’s transfer to their custody.

SECTION XX: GRIEVANCE

1. A grievance is a complaint, issue, or dispute expressed by an inmate regarding the inmate’s conditions of confinement in the Sedgwick County Detention Facility.

2. The disciplinary system has a separate appeal process. Inmate discipline does not include pod lockdowns or restrictive housing.

3. The inmate should attempt to resolve any issue with the pod deputy.

4. If the pod deputy cannot resolve the issue, the inmate may submit a grievance on the kiosk.

5. Grievances must be filed within 14 days of the event. Failure to file the grievance within the allotted time may be grounds for rejection.

6. All grievances must:
   i. Address one issue per grievance
   ii. Be filed within 14 days of the event or occurrence giving rise to the grievance
   iii. Specific details:
6. An inmate may appeal the grievance if the inmate is not satisfied with the initial grievance response. The appeal must be filed within 7 days of receipt of the response.

7. The grievance process is considered exhausted once a detention captain responds.

8. Inmates will not be subject to any adverse action as a result of filing a grievance. Repetitive grievances, or filing grievances that adversely affect the operations of the facility, are frivolous or are a nuisance will be dealt with appropriately.

SECTION XXI: PREA – Prison Rape Elimination Act

1. The Sedgwick County Sheriff’s Office has a zero-tolerance policy and does not condone or tolerate any type of sexual misconduct, sexual assault, consensual sexual contact, sexual abuse, rape and/or sexual harassment toward any inmate(s).

2. The Sheriff’s Office will aggressively pursue any complaints, suspicions, or criminal acts of sexual misconduct up to and including prosecution under Kansas Law.

3. Inmates may confidentially disclose incidents of sexual misconduct, sexual assault, sexual contact, sexual abuse, rape and/or sexual harassment to Sheriff’s Office staff either verbally or in writing.

4. Incidents can also be reported directly through the inmate request system to the PREA coordinator.

5. Inmates may also report incidents through the toll free JAIL ISSUES HOT LINE, which is listed in the pods (316) 660-3766.

6. Another avenue for inmates to report PREA incidents is by using the toll free CRIMESTOPPERS number which is listed in the pods (316) 267-2111.