

Lea County Detention Center

INTRODUCTION TO INMATE RULES AND REGULATIONS - Our

responsibility is for your personal safety during your stay. Your responsibility is to comply with the regulations of the institution and directives of staff members. Some regulations may seem restrictive to you; however, they are necessary to maintain a secure and humane environment. The staff at LCDC shall assume that your behavior will be positive and rational. Your privileges will not be taken from you unless your lack of respect or disregard to this detention centers personnel or rules and regulations, warrants such action. We reserve the right to revoke privileges as needed for security and safety.

RIGHTS AND PRIVILEGES - You have the right to humane treatment with respect, impartiality and fairness. You shall be informed of the rules, procedures, and schedules concerning that which directly affects you within this detention center. You have the right to freedom of religious affiliation and voluntary religious worship. You have the right to proper health care, including nutritious meals, clean bedding and clothing, the opportunity for regular showers, proper ventilation, regular exercise, toiletries, medical and dental care as required. You have the right to correspond with your family and friends and to correspond with members of the news media, in keeping with the detention center's rules and schedules. You have the privileges, if eligible, to participate in education and work opportunities, as resources are available. LCDC is a tobacco free building. LCDC has a no-furlough policy. Furloughs can only be authorized by the courts. If you need a furlough you will have to have your family contact a judge. LCDC will not approach any judge on your behalf, for a furlough.

EXPECTED BEHAVIOR - It is our expectation that you will comply with our behavioral guidelines while you are in our detention center. In general, our expectations are that you will: 1. Follow staff directives and requests. 2. Respect jail property and the property of others. 3. Maintain daily personal hygiene habits. 4. Maintain your sleeping area and surrounding common area in a clean, orderly and sanitary fashion. 5. Behave in a rational and adult manner. 6. Follow the rules, regulations and procedures. Unacceptable behavior will result in being charged with a violation of in-house rules, and will fall into a MAJOR or MINOR violation category. Either of these can cause you to lose some and/or all privileges.

SEXUAL ABUSE POLICY - You, as an inmate of the Lea County Detention Center, have a right to be free from sexual abuse. This detention center has a zero tolerance policy against sexual assault and misconduct. Any act of sexual assault or misconduct, regardless of consent, is strictly prohibited and will result in an immediate investigation followed by administrative discipline and/or criminal charges. You have the right to report any abuse without fear of retaliation by any person including staff and other inmates. Security procedures are constantly reviewed and adjusted accordingly to ensure the greatest possible level of safety and security.

REPORTING SEXUAL ABUSE - If you or any one you know become a victim of sexual abuse while confined at the Lea County Detention Center, please do not hesitate to report as soon as possible. Instances of sexual abuse can be reported verbally by alerting your post officer(s), by written notice, or by dialing 999 from any one of the phones located in each pod. The written notice can be submitted anonymously by filling out a medical and/or grievance/request form. Once the form is completed, place it in one of the secured boxes, located in each pod, accordingly. The officer(s) on post will not be able to view the completed forms as they are collected directly from the secured boxes by the medical or records staff accordingly. All reports shall be taken seriously and objectively, regardless of the details or parties involved, and will be handled with the utmost confidentiality to the extent of state and federal law. There will be zero retaliation for any individual reporting an instance of sexual assault even if a member of staff is involved. To help ensure zero retaliation, any individual that reports an instance will be kept separate from the individual(s) reported against. Any individual engaging in acts of retaliation will be subject to administrative discipline and/or criminal charges.

ADMINISTRATIVE SEGREGATION - Administrative segregation is for inmates who are at risk of injury if placed in general population or pose a threat to the safety of staff, other inmates, or the security of the detention center. This also includes inmates that have special circumstances surrounding their case. These inmates will not lose privileges unless deemed necessary by the Administration. Inmates classified as Administrative Segregation will be scheduled for one (1) hour out of segregation for every twenty-four (24) hours that they are in. Inmates classified as Administrative Segregation will not attend any activities with other inmates from general population.

AUTHORIZED ITEMS – Inmates are allowed to have two (2) books or Bible, legal papers to current need, ten (10) photographs, **NO** sexually provocative photos, **NO** Polaroid's, four (4) T-shirts, four (4) pair under wear, four (4) pair of socks, paper, envelopes, one (1) pair of LCDC issue shoes, one (1) pair of shower shoes, or one (1) pair of shoes purchased through commissary, one (1) property bag, one (1) issue bag, one (1) comb, one (1) toothpaste, one (1) toothbrush, one (1) cup, all authorized commissary items. Female inmates are allowed the same amount of property as male inmates, but may also have four (4) bras without wires. Inmates are allowed prescription eye glasses if authorization by the medical department.

AUTHORIZED ITEMS – if returning from other facility- All inmates returning to this detention center from any other facility are permitted to keep only those items authorized by LCDC, Other property returned with the inmate from another facility must be screened and approved by the supervisor before it can be brought into LCDC. If an item is not authorized, it will be placed and held with your property.

CLASSIFICATION - Inmates admitted to the detention center will be classified to ensure fair and consistent determination of the individual security and program needs of each inmate. Classification procedures shall be completed by staff at the time each inmate is admitted to the detention center. Classification and reclassification are subject to the grievance process. If you wish to appeal your classification, you may submit a request form to the classification officer. Higher level classifications such as Maximum are subject to strict behavioral expectations. If you are classified into the restricted cell blocks for any reason, you will be locked inside your cell 23 hours per day. The hour out schedule is determined by the cell that you are assigned to. If you follow all rules for a 30 day period and do not receive any tickets, you may write a request for reclassification to the classification officer. Inmates that are classified as administrative segregation or disciplinary segregation will have their classification status reviewed on a weekly basis by the Warden or designee.

CLOTHING AND ISSUE ITEMS - You will be supplied with one (1) uniform, two (2) blankets, two (2) sheets, one (1) towel, one (1) laundry bag, one (1) issue bag, one (1) cup, one (1) spork, and one (1) hygiene pack. You will be issued one pair of shoes during your stay. Possession of excess items will result in disciplinary action. Laundry will be performed as per the current schedule. Your post officer will have the

schedule. Inmates damaging or destroying issued items are subject to disciplinary action and/or criminal prosecution.

Lea County Detention Center will not be responsible for loss, theft, or damage of personal items.

COMMISSARY - You may purchase commissary as long as you have the funds and are not restricted due to medical or disciplinary reasons. A schedule will be made; however, it may be adjusted at the commissary staff's convenience. Violation of commissary procedures will be subject to disciplinary action. Over-the-counter medications are available in the commissary and will not be offered on the medication cart.

CONTRABAND - You are prohibited from having in your possession or under your control, any items not issued to you by LCDC, not purchased by you in or through the commissary, or not otherwise authorized for you by the detention center. Any item being used in an inappropriate manner, such as items that are issued by the detention center or purchased through the commissary and altered or modified from their original condition shall be considered contraband.

DELOUSING - All inmates will be deloused by security or medical staff before being placed into any housing unit.

DETOXIFICATION - Any inmate who is brought into this detention center and is suspected of intoxication shall be placed into a mandatory twelve (12) hour detoxification. If you have charges, you will be eligible to bond immediately after the mandatory detoxification is over.

DISCIPLINARY SEGREGATION - Inmates are placed in disciplinary segregation only after all other measures of discipline have been exhausted. The LCDC Administration will also determine specific times to be served if they exceed 322 hours. All supervisors will give recommendations in writing and document any threats to safety or security that may be posed by any inmate who is being considered for disciplinary segregation. While in disciplinary segregation you will not receive any privileges. You are restricted to possession of bedding, clothing, hygiene items, and writing materials only while you are in disciplinary segregation. You will receive at least one (1) hour out of segregation for every twenty-four (24) hours that you are in. You will not attend any activities with other inmates from general population.

EARLY RELEASE FOR GOOD BEHAVIOR – Trustees meeting criteria are eligible for good time. This policy is managed on an individual basis and is subject to courts approval.

FIRE SAFETY - LCDC provides you with staging location diagrams for fire evacuation. You should examine them and feel free to ask your post officer, or any staff member, questions regarding fire evacuation. Your post officer or staff member is trained in the fire evacuation process and will assist you and answer any of your questions. In the event of a fire evacuation you will be expected to follow all orders given to you by staff.

FOOD SERVICE - Food Service prepares all meals served in the detention center. Three meals are provided daily. Medical diets will be accommodated according to physician's orders. Religious diets will be provided to suit the specifications of valid church requirements. Religious validation must be supplied to the detention center.

GRIEVANCE - All inmates shall have a grievance procedure available to express grievances without fear of reprisal and with an unlimited scope. **PRIVILEGES ARE NOT GRIEVABLE.** Inmates shall first attempt to resolve grievances on an informal basis with the post officer. If, in the opinion of the inmate, the matter is still unresolved, the inmate shall be permitted to file a formal written grievance, forms shall be available from your post officer. No form will be accepted if it contains obscene language or sexual connotations, those that do not apply to the matter being grieved or is incomplete. Abuse of the system will not be tolerated. This form will be forwarded to the grievance officer. The grievance officer will answer the request within five (5) working days. If there is a delay, you will be notified. If an inmate wants to appeal the request response, they may appeal in writing on a second request form to the Chief of Security. The appeal must be submitted in the same manner as the grievance. The decision of the Chief of Security is final.

HEADCOUNT - Many times during the day, staff will conduct headcount to verify the presence of all inmates. There will be occasions when staff will make unscheduled counts. Your cooperation is expected. You must return to your assigned cell and sit on your bunk when an officer says that it is "count time" or "lockdown." Talking to, moving around, or otherwise distracting the officers conducting the headcount is a violation of the rules and will subject you to disciplinary action.

HEARING AND APPEAL PROCEDURE - If you are charged with a major violation that results in disciplinary lock down, you will be afforded the following during the disciplinary hearing process:

- You will be given written notice of the charges within 24 hours of the incident or discovery of the alleged violation. The written notification will state what major violation you are alleged to have committed, with a brief statement of what happened. You are requested to sign the written notification when it is delivered to you. This is to acknowledge that you received it and are aware of the charge(s). Your signature is not an admission of guilt.
- You will be scheduled for a disciplinary hearing within three (3) working days of the time you are given written notification of the charge. The hearing may be postponed for a reasonable length of time, if necessary.
- You will be sent written notification of the time set for the hearing.
- You will be asked to attend the hearing, but have the option of waiving your right to appear, in writing, or refusing to attend. If you refuse, the hearing will be held as scheduled. You may call three (3) witnesses to speak on your behalf. They will be interviewed separately. Witnesses may be other inmates or staff members.
- You may request a staff member to be designated by the disciplinary committee to assist you or interpret for you during the hearing process. Legal representation is not authorized. At the time of the hearing the committee will review the facts and testimony given and make a finding. You will be advised of their finding.
- Your hearing will be tape recorded and the basis for the findings documented.
- A written copy of the findings will be forwarded to you.

You may appeal any findings or sanctions imposed by the disciplinary committee. The appeal must be submitted in writing to the Warden on a request form within five (5) days of the hearing disposition. A determination of whether the findings will stand, be modified or reversed shall be made by the Warden within five (5) working days of receipt of the appeal. The decision of the Warden is final.

HOUSING UNIT ROUTINE - For your health and safety, you are expected to keep your living areas neat, clean and orderly at all times. Your living area includes your assigned sleeping area and the common area. Your bunk assignment will be at the discretion of the post officers. Inmates will stay in designated areas unless given permission by the post officer to leave. No one is allowed to alter their uniform in any

way, no tearing off of collars, sleeves, etc. Inmates damaging or destroying issued items are subject to disciplinary action and/or criminal prosecution. No one is allowed to wear undergarments as if they were outer garments. Female officers may be monitoring the male areas. Therefore, all inmates must be appropriately dressed. No head gear is allowed at any time. Razors and are made available on night shift. TV's will be turned on after morning headcount and off before evening headcount. No food items except commissary will be allowed to remain in the housing area after meal trays are collected; this is to prevent the spread of insects and illness. Noise levels must be reasonable. Pat searches are required when entering or leaving the housing unit and anytime the staff has reasonable suspicion. Restraints will be used in varying degrees based on classification. You must keep your floor clean and free of all materials. Nothing will be stored on the floor. The walls, lights, windows and vents must be kept free of all materials. These include photographs, pinups, art-work, tape, etc. Inmates will be required to make their beds anytime it is not being occupied for the purpose of sleeping. It is the responsibility of the inmate to keep the area clean and orderly. This is a group effort to clean the dayroom, halls, sinks, toilets, and showers. Your areas will be inspected on a daily basis. All inmates are expected to clean common areas which include the day room and the shower. Non-participants in cleaning are subject to lock-down or loss of privileges. Uniform pant legs will be rolled down and snaps or buttons fastened at all times. When officers are moving you from one location in the jail to another you will proceed in an orderly manner, following all instructions and orders of detention staff. Incidents occurring in a housing area that require an investigation will receive an increase in security until the investigations are completed. Partial or full lock down will be implemented; this is not discipline and is used to protect officer, inmates and evidence during the investigation. You are NOT to enter any other inmate's cells (Bravo, Delta or Tango) or sleeping areas (Echo Pod).

HOUSING UNIT SEARCHES - For the security and safety of inmates and staff, we will, on occasion, find it necessary to conduct an unannounced search of your housing unit. Any contraband and/or any other unauthorized items will be confiscated. You must cooperate with the staff conducting the search. Inmates do not have the right to be present during a housing unit search.

INMATE ID - You have been issued an ID wristband. You will be able to participate in recreation, visitation, and receive mail and commissary with your wristband. If you

damage, alter or remove your wristband, you will suffer an immediate loss of all the above listed privileges until it is replaced at your expense. You must request replacement of the wristband from the commissary officer. The charge for replacement is \$5.00

INMATE MOVEMENT - You are subject to pat searches upon entering and/or leaving any area within LCDC. Searches will be conducted at the officer's discretion. Varying levels of restraints will also be utilized for any inmate movement depending on classification and destination. You are expected to cooperate with all searches. Under certain circumstances, this may include a strip search.

INMATE RULES - MINOR VIOLATIONS - These are the less serious offenses, which are violations of detention center rules and regulations. They have the potential to be threats to institutional security/order as well as staff/inmate safety. Minor violations are handled by the post officer and may result in restriction to your housing unit and/or loss of privileges. Three minor violations will be handled as a MAJOR violation. This could cause you to be reclassified. If you are charged with a minor violation, you will be verbally advised of the violation and may be issued a ticket. Minor violations are listed below. Additional infractions of the rules or misconduct will also be considered minor violations; even though they are not listed here.

Code	Definition	Sanction Suggestion
1 – Disruptive or inappropriate behavior.	Engaging in activity that undermines the orderly operations of the detention center. To include using another inmate's PIN with or without their permission or failure to maintain a reasonable noise level including TV, games, and conversations. Gang writing or any other marking on your own clothing will also be a considered a violation.	Loss of all privileges for two (2) weeks.
2 – Failure to keep one's person or room clean.	Failing to perform daily hygiene on self or failing to participate in the cleaning of common areas and assigned housing area.	Loss of recreation and commissary for one (1) week.

3 – Being in an unauthorized area. Entering cells other than your assigned cell or assigned area.	Being in an area without permission or remaining in an area beyond the length of time necessary to complete the authorized activity. To include staff areas or paperwork. Cells in Tango, Delta, Bravo or sleeping area in Echo.	Sixty-nine (69) hours lock down.
4 – Insubordinate/disrespectful behavior.	Inappropriate behavior, statements or gestures toward staff members.	Loss of all privileges for two (2) weeks.
5 – Littering.	Failing to place trash in the appropriate, designated location.	Loss of all privileges for one (1) week.
6 – Possession of excess issue clothing, bedding, etc.	Having in your possession or assigned area more items than are issued to you.	Loss of all privileges for one (1) week.
7 – Possession of jewelry, clothing, currency, or medication.	Having in your possession or assigned area any unauthorized item.	Loss of all privileges for two (2) weeks.
8 – Posting items to walls, lights, Fixtures or windows.	NO items are allowed to be posted, hung, or tied to any area of you housing unit. NO tents or hanging items will be allowed in or on the bunks, cell doors, stairway, or any other area of your housing unit.	Loss of recreation and commissary for two (2) weeks.
9 – Refusal to obey an order, written or Verbal.	Failing to comply with an order from a staff member. To include submitting to restraints or compliance with pat searches NOTE: TRUSTEES REFUSING TO PERFORM ASSIGNED DUTIES.	Loss of all privileges for two (2) weeks. TRUSTEES: WILL LOSE TRUSTEE STATUS.
10 – Threatening	By words or actions, placing others in	Loss of all privileges

another inmate.	fear of any type of injury or interference. NOTE: Any threat against detention center employees or volunteers is a major violation.	for two (2) weeks.
11 – Using obscene or abusive language.	Using obscene, profane, or insulting language or making an obscene gesture with intent to cause annoyance, offense or threat to staff.	Loss of all privileges for two (2) weeks.
12 – Unauthorized wearing of head gear.	No head gear will be worn at any time in the housing unit with the only exception being a shower cap being worn for its intended purpose purchased from detention center commissary.	Loss of recreation and commissary for one (1) week.
13 – Violation of dorm rules and routines or recreation rules.	Failing to abide by any published rules of this institution OR failure to comply with an instruction of any staff member.	Dependent upon the rule that is violated.
14 – Failure to participate in dorm clean-up.	Refusing/Failing to maintain housekeeping or sanitation standards of the detention center.	Loss of commissary for one (1) week.
15 – Failure to be fully dressed when in common areas or during designated hours.	NOTE: Full uniform consists of issued clothing buttoned up. Issued or purchased shoes worn.	Loss of all privileges for one (1) week.
16 – Carrying items out of the housing unit.	NOTE: Only legal paperwork for court or issued materials authorized for programs can be carried out.	Loss of all privileges for one (1) week.
17 – Keeping food or drink not purchased from the	NOTE: Food items issued by the kitchen service will be eaten or disposed of by the time your tray is	Loss of commissary for one (1) week.

detention center Commissary.	collected.	
18 – Destruction of Inmate ID wristband	NOTE: To include any alteration, tearing or removal of ID wristband	Loss of all privileges for one (1) week.

INMATE RULES - MAJOR VIOLATIONS - These are the most serious offenses which may be considered an immediate threat to the safety and security of the detention center, staff, inmates, or visitors. These also include any act that violates statutory law. These violations will be handled through informal and formal disciplinary processes and/or referral for criminal prosecution. Major violations are considered serious offenses and may result in immediate disciplinary segregation. Additional infractions of the rules or misconduct may also be considered major violations, even though they are not listed here:

Code	Definition
1 – Arson.	Starting a fire or causing an explosion.
2 – Assault/battery on inmate or officers.	Physically attacking another or taking an action to propel a dangerous instrument or offensive or dangerous substance at another person.
3 – Attempted Suicide.	NOTE: Any self harm.
4 – Destroying, defacing, altering, or tampering with Lea County Detention Center Property or Building.	Purposely damaging, tampering with, altering, or mutilating an article of property or detention center issue. Graffiti on any detention center structure or property will not be tolerated. This includes uniforms and shoes. Any violation of this section will result in disciplinary action and monetary sanctions as applicable.
5 – Disruptive conduct.	Behavior that interferes with or violates major institutional policies or procedures not specifically listed herein. Any misconduct while serving any sanction will be considered a #5 violation.
6 – Escape, escape attempt or aiding in an escape or escape attempt.	Leaving the institution without authorization, exceeding assigned limits of temporary release without permission, leaving custody, or failing to return at the prescribed time

	while on temporary release from the institution.
7 – Extortion.	Taking from another individual, property or favors, by means of force or any undue illegal power or ingenuity.
8 – Fighting.	Engaging in physical combat or in violent behavior towards another person or striking another person.
9 – Filing or making a false report.	Giving any false or misleading information to staff or other agency personnel.
10 – Bribery.	Offering, conferring, or agreeing to confer on any person, any benefit in return for the recipients decision, opinion, recommendation, vote, or action.
11 – Indecent Exposure.	Any failure to adequately cover or the intentional exposure of sexual organs to inmates and/or staff.
12 – Interference with staff duties.	Intentionally, interfering with or obstructing any staff member who is engaged in the performance of his duties. Giving false or misleading information will be considered interfering.
13 – Making, Using, or Possession of intoxicating Substances or unauthorized drugs or being under the influence of the same.	Having in your possession any behavior modifying substance or paraphernalia, i.e., liquor, alcohol, glue, illegal drugs, etc. Possession of or hoarding unauthorized quantities of prescribed drugs will be considered violation of this rule.
14 – Making sexual proposals or threats to another.	Practicing sexual behavior that becomes a threat to you, others, or the orderly running of the detention center.
15 – Use of tobacco.	NOTE: Any related tobacco product, or substitution for tobacco. To include smoked or chewed.
16 – Misuse of medication.	Abusing prescribed medication use by failing to take it, concealing it, or using for a reason that it was not prescribed, etc.
17 – Possession of another inmate’s property.	Taking, obtaining, or withholding property of another without the owner’s consent.
18 – Possession of and/or	Making, transferring, having in your possession or in your

smuggling contraband.	assigned area, or bringing into or causing to be brought into the institution any unauthorized or altered item or substance.
19 – Sex crimes, engaging in sexual acts.	Engaging in sexual contact with another person or animal. “Sexual contact” – the touching of the sexual or other intimate parts of another for the purposes of gratifying the sexual desire of either party.
20 – Threatening another inmate or staff.	Conveying the intent to commit any crime or inflict present or future harm or injury on another person, his property, or his family OR Compelling another to engage or not engage in an act by instilling a fear that if the command is not complied with, present or future harm or injury will be inflicted on him, his property, or his family.
21 – Theft.	Taking, obtaining, or withholding property of another without the owner’s consent.
22 – Throwing or projecting any item.	NO items are to be thrown or projected within the detention center.
23 – Tattooing/self-mutilation.	Possession of the items used to tattoo or pierce are considered and will be treated and charged as contraband.
24 – Kidnapping/hostage taking.	This includes inmates, staff, or visitors.
25 – Possession of a weapon.	NOTE: Any item considered to be a threat to the health or safety of you, another inmate or staff member.

NOTE: Attempting, conspiring, encouraging, planning, or being an accessory to any major violation is punishable in the same degree as if you actually had committed the offense. Disciplinary charges are filed under the same code as the actual violation, with “attempted” Noted on the Disciplinary Report.

Sanctions for Major Violations

Due to the fact that major violations may warrant criminal charges, the sanctions imposed will be up to the Shift Supervisor and should reflect the seriousness of the violation. Sanctions for major violations are: loss of all privileges not to exceed two (2) weeks, forty-five (45) days probation with suspended sanctions, confinement in

segregation for a minimum of sixty-nine (69) hours and a maximum of three hundred twenty-two (322) hours with a disciplinary hearing. Criminal charges may be filed with the courts.

MALE/FEMALE GUIDELINES – There is to be absolutely no physical contact between male and female inmates. Male and female inmates are not to talk to each other in common public areas in the detention center and note passing is not permitted or allowed.

MEDICAL CARE - No one will ever be refused care because of inability to pay for the service. However, if you receive money on your account at a later date, owed medical fees will be collected before any other purchase (such as commissary) may be made. In addition, any negative balance on your account at the time of your release will remain. If you are incarcerated again you will still be obligated to pay any medical fees you have incurred during your prior stay. If you must visit an outside physician or hospital and you have medical or dental insurance, a claim may be submitted to your insurance company for the costs of any outside care. If you have assets, the County Attorney may attach those assets for outstanding medical costs involving another agency, physician, and/or hospital. To obtain copies of your medical records you must submit a request in writing to the medical department. You will be required to sign a release form for your medical records. Each sheet will cost .25 cents. You cannot obtain certain pages or part of the record; you must pay for and receive the complete record. This is not a chargeable service; you must have money in your commissary account to cover the cost of the copies. Medical and legal records can be requested and obtained by making a request on the inmate request form.

MEDICAL CO-PAYMENTS - Inmates will be charged for specific medical services, the costs are:

Physician Services / Dental Services	\$ 10.00 per visit
Nursing Services / Pharmacy / Labs / X-Rays Test / X-ray	\$ 5.00 per visit / Medication or refill /
Transport to private physician or out of town	\$ 30.00 per officer, 2- officer
Minimum	

The pharmacy fee will be charged for each medication ordered or refilled. In the case of long-term medications such as Dilantin, Insulin, etc., a \$5.00 charge will be assessed

each month for each medication. The pharmacy fee is waived if you bring in your own medications, **if approved by the medical unit and procedure is followed.**

Doctor, dentist, or nurse visits, if they are requested by the practitioner as a follow-up, are at no charge. Nurse exam fee will be waived, if the nurse refers you to the doctor or dentist, however you will be charged for the doctor or dentist appointment. Mental health services, tuberculosis testing, HIV testing (if recommended by the nurse), intake medical screening, health assessment exam (done within two weeks), sexually transmitted disease testing, medical services initiated or required by nursing staff, and transports, if the jail doctor has referred you for outside medical care are also at no charge.

MEDICAL - SICK CALL – When a valid medical complaint is made, all inmates are entitled to medical attention. Inmates desiring medical attention for non-emergency complaints must complete a medical request form. Emergency complaints will be referred to medical staff immediately. Any pre-existing medical condition needing attention while at Lea County Detention Center will be the financial responsibility of the inmate.

MEDICAL - TRIAGE PROCEDURE - Inmates requesting medical attention are first screened and evaluated by a member of the medical staff, who will determine whether the patient is to be referred to the physician or a specialty clinic. Not all medical complaints will be referred to a physician.

MEDICATION DISTRIBUTION CALL - Medication is self-administered, as prescribed, to those inmates under treatment by a physician. Medication is self-administered at your housing area with the assistance of medical staff. You must take your medication immediately in the presence of the medical staff. If you will be swallowing your medication, you must bring a cup of water with you. Medical staff will verify that your medication is taken as prescribed by the physician. If medication is taken orally, you will be requested to open your mouth for a visual inspection by staff to verify medication has been swallowed.

MONETARY FUNDS - Family and friends can deposit money into your inmate commissary account four different ways. All four options will require the use of your LCDC ID number. Option 1 is: Lobby Kiosk – This option is cash only. There is an ATM type machine in the front lobby of the jail. Using this option your money will post to your account in 24 hours. Option 2 is: Money Gram-(blue form) this can be

done at any Wal-Mart across the nation. This option will post to your account anywhere from 24 hour or 15 days. Option 3 is: www.JPay.com – This is an internet option which uses a debit or credit card and will post to your account in 24 hours. Option 4 is: 1-800-JPay - This telephone option is also done with a debit or credit card and will post to your account in 24 hours. Tell your family and friends to write down the confirmation number because they will need that information if there is any problem with the transaction. There are fees attached to each deposit and the fees differ depending on the amount being deposited and the option being used. LCDC will not accept cash money, payroll checks or personal checks. These items will be immediately returned to sender at the sender's expense. It is your responsibility to notify persons sending you money that the detention center will not accept cash. You may draw against the account through the commissary. You may only release money to persons appearing on your approved visitors list. No property/money will be exchanged between inmates under any circumstances. Inmates are not allowed to purchase items or services for others thru their commissary.

OVERFLOW PROPERTY - All unauthorized property or over flow property (any property that will not fit into one property bag) must be released or mailed to an outside party within fifteen (15) days of your arrival at this detention center. This can be done by mail or in person. Any cost for releasing property will be the responsibility of the inmate and deducted from their commissary account. If you are indigent; LCDC will make arrangements to have your property mailed for you to a receiving person who agrees to pay for the package on a C.O.D. (Cash on Delivery) basis. You will be advised at the time of booking that the overflow property must be released either in person or by mail.

After fifteen (15) days if your property has not been released or mailed to someone, we will destroy it. We do not have the adequate space for inmates to store large amounts of personal belongings. We urge you to release any property you may want to save or any property you consider valuable.

PERSONAL HYGIENE - Personal hygiene is very important to your health, as well as the health of others. You are required to shower on a frequent basis. You are required to keep yourself neat in appearance and maintain acceptable standards of personal hygiene (ex. Brushing your teeth, showering regularly, etc.). LCDC provides razors and

haircuts on a scheduled basis. Ask your post officer for these schedules. The schedule is subject to change at the detention centers convenience.

PHOTOCOPYING - Inmates may request photocopying of medical records, legal documents, and personal items. The cost of copies will be paid for out of the inmate's commissary account. This service is not chargeable; you must have money in your account. The cost is 25 cents per copy. The proper method to obtain this service is thru the use of the property release form.

POSTAL SERVICES - Refer to "Returning from Another Facility" for property restrictions. In addition, the following rules apply:

1. Bulk rate mail is not allowed. Bulk rate mail will be returned to sender.
2. You may receive paperback books, newspapers, or magazines if they are:
 - Packaged and mailed by publisher via direct subscription (this does not include local book stores).
 - Free of anything that may be considered detrimental to the good order, security or discipline of the detention center or something which may facilitate or encourage criminal activity.
 - Not sexually explicit.
3. All correspondence shall be sent via the U. S. Postal Service between inmates and other persons.
4. Mail will not be held for more than twenty-four (24) hours excluding weekends and holidays.
5. Due to restricted capacity for storage and the risk of contraband being smuggled in, packages larger than a 9 x 12 inch business envelope will be returned to sender. (Those that are not properly addressed will be destroyed.) You will receive a form informing you that the package was returned.
6. You may receive incoming mail Monday through Friday, except holidays.
7. Any unauthorized items you receive in the mail, that fit within the size guidelines, will be placed in your property, storage capacity permitting. If storage capacity does not allow, you will be responsible for the postage to return the items.
8. If you have authorized stamped envelopes, you may mail out any number of letters.
9. If you cannot afford stamped envelopes or writing materials, ask the post officer for the procedure to obtain indigent supplies which include writing materials. If you meet the requirements, you will be provided two stamped envelopes per week.

10. Anytime this detention center has to mail any inmate's property or belongings to another location, the cost will be deducted from the inmate's commissary account. This is not chargeable; you must have money in your account.
11. Contraband items are not to be mailed out or received by you at the detention center.
12. Public Defender mail is picked up and delivered everyday except weekends and holidays. No stamps or envelopes are required on any mail going to the Public Defender's Office, just fold the letter in half and write public defender on the outside.
13. Each housing area is provided three slots for various types of inmate paperwork. Place all mail in the slot marked mail. This also includes unstamped public defender correspondence.
14. Legal mail and Non Legal mail will be opened by officers in front of the inmate.
15. Envelopes will not be given to the inmate. You will be given an opportunity to review the address and write it down, however envelopes will be disposed of.
16. Mail leaving the detention center must have a full address and a full return address, with the inmate's name (not nickname) on it. If the sender cannot be identified, then the letter will not be mailed. NO drawings are allowed on the front of the envelope.
17. Your mailing address is:
Inmate Name
1401 S. Commercial Street
Lovington, NM 88260

If the proper address is not included on your correspondence it will not be delivered.

No greeting cards allowed. No cash or money will be accepted in correspondence.

PROGRAMS - Various programs are available to you in LCDC, unless you are restricted by classification or for disciplinary reasons. Programs are subject to change as our needs change and security permits. Some of the programs include religious services, life skills classes, and GED and ESL classes. Inmates that want to attend programs other than religious services will be required to complete a request form directed towards our programs officer for approval and scheduling. It will be your responsibility to be properly dressed and ready at the appropriate times. If you are not ready when the call is made, you will not be allowed to attend. Please check with your

post officer for the schedule. Inmate's privileged to attend the telecollege classes presented by the New Mexico Junior College will be expected to be ready for class on time. Any abnormal behavior during these classes will result in your immediate removal. We reserve the right to determine exactly what abnormal behavior might be.

PROPERTY - LCDC will not be liable for property over the amount of \$50.00.

Inmates have the opportunity to release all property except for one (1) pair of pants, one (1) pair of shoes, and one (1) shirt. Inmates choosing to have property stored at our detention center do so at their own risk. Expensive clothing and jewelry should be released for safe keeping. Do not leave it here and expect the detention center to pay you for it. If the property you have stored here is lost we will pay up to fifty dollars towards replacing it regardless of how many items may be missing. This fifty dollars is not how much the detention center will pay per item, it is how much the detention center will pay for all your property. It is your responsibility to make arrangements to have your property released. Contact your family or friends and have them pick up your property Monday through Friday, 8:00 a.m. until 4:00 p.m. or have them call the detention center and schedule a convenient pick-up time with the records department. Then contact the post officer and request a property release form. Follow the directions on the form or have the post officer assist you in filing the form our correctly.

PROPERTY RELEASE - You may release personal property, including funds, to an outside party upon completion of the inmate property release form during regular business hours Monday through Friday 8:00 a.m. to 4:00 p.m. The form must be completed and signed by the inmate and returned to your post officer prior to the release. The money or property will only be released to the person designated on the release form. The receiving party must furnish identification before the property or money will be released to them. The completed receipt is then forwarded to the appropriate records officer for filing. No property or money will be exchanged between inmates under any circumstances.

RECREATION - Recreation is held on a set schedule within your housing area.

Inmates of lower classification receive longer and more frequent opportunities to use the recreation areas in groups. Those of the highest classifications or with known management issues will receive even stricter scheduling as well as not being allowed to use the recreation area, and will spend their hour out in their housing area.

RECREATION RULES

1. No inmate will climb on the walls, or any other equipment or structure in the recreational area.
2. No inmate will tamper with or alter any lock or equipment in the recreational area.
3. You will leave the recreation area promptly as directed by your post officer.
4. No inmate will kick or sit on the basketball.
5. No candy or other items will be allowed on the recreation floor.
6. No head gear is allowed on the recreation floor.
7. No dodge ball.
8. No taunting or harassment of other inmates.
9. Uniforms will be properly worn at all times during recreation activities.

These recreation rules are subject to change at the detention centers convenience. Violation of the recreation rules will result in the loss of the inmate's recreation privileges.

RELIGIOUS ACTIVITIES - Clergy visitation will be allowed as per the current schedule. This schedule is subject to change as the detention centers needs require. A maximum of fifteen (15) inmates will be allowed at any one time during clergy visitation. Inmates are expected to conduct themselves in an appropriate manner.

REPORTING

REQUEST FORM – Inmates are allowed to submit request forms for information, explanations, or solutions from various departments including: classification, records, finance, medical or programs. The request forms are available from your post officer and are to be placed in the designated drop slot in your housing unit. These forms will be forwarded to the supervisor and will be answered and returned within five (5) working days. If there is a delay you will be notified.

TELEPHONE PRIVILEGES - Telephones are located in your dayroom area. Telephone calls are collect or calling card calls only. Calling cards are available through the commissary and can be used for international calls. To make a call, lift the receiver and follow the directions as given by the recording. Hours for telephone use will be after morning headcount to immediately before evening headcount. Phone calls may be monitored and recorded.

TRUSTEE STATUS - You may apply for trustee status at booking. This will give you additional privileges such as extra visitation, food items, additional commissary items and coffee when you are working. If your judge allows it, your time working may also

be applied toward your community service hours. If you are selected to participate in the inmate worker program you will be required to maintain an increased level of personal appearance. Inmates participating in trustee programs are required to remain clean shaven.

UNIFORM WEAR – You are required to be in full uniform in order to pick up your breakfast tray and remain in it until evening headcount has cleared. There is no exception. Inmates who return a uniform to the laundry which has been damaged will be disciplined. Typically this includes but is not limited to, removal of the elastic around the waist, removal of the collars, removal of the sleeves, gang markings, and excessive wear and tear beyond normal use.

VIDEO VISITATION – *These visits are subject to recording and monitoring.* Video visitations are restricted to inmates that have been classified and are assigned to a housing unit. Video visits will be the only means of visitation, with the exception of valid legal counsel, inmates who are trustees for a minimum of 30 days, and special visits authorized by the supervisor on duty. Video visitations can be scheduled any day of the week, Sunday-Saturday, from the hours of 0700-1900 with reserved intervals between the hours of 1200-1300 and 1700-1800, to allow for lunch and dinner services. The Tango unit has a separate schedule that allows for visits during lunch and dinner with extended hours to coincide with the inmate's hour-out schedule from the hours of 0700-2045. **Video visitation is a privilege not a right.** Any abnormal or inappropriate behavior will restrict you from this privilege. The visit can be canceled at any time before or during the visit if inappropriate behavior by the visitor or inmate is observed. There will be no age limit for video visits and up to five people can schedule a visit at any given day with only one visitor allowed in the cubicle at a time; except with children under the age of 16 who must be accompanied by a parent/guardian. Everyone who schedules a visit must be on the inmate's authorized visitation list; with exception to children under the age of 16 who must be accompanied by a parent/guardian listed on the authorized visitation form. Visitors are required to show proof of identification in the form of a state issued ID and will be required to sign in on a log that will be maintained in Central Control. The authorized visitation form is completed upon an inmate's initial intake and will allow for (5) friends or family members to be added. The authorized visitation list can then be modified only on the first Sunday of each month. Those persons on the authorized visitation list must schedule one day prior to

the visit with the control officer of the inmate's housing unit. These visits will be scheduled on a first come first serve basis and will last for 45 minutes. These visits are limited to (2) visits per a week for each inmate with only (1) visit allowed per a day. The video visit is programmed to disconnect after 45 minutes and may not prompt before doing so. Inmates and visitors should keep track of the time in order to allot enough space to say goodbye before the visit terminates. Central control officers will turn the visitation system on at the scheduled time of an inmate's visit regardless as to whether the visitor has arrived or the inmate is prepared. If the inmate or visitor is unprepared or arrives late, the visit will only last whatever remains of the 45 minutes from the time the visit was initiated. The schedule will not be deviated from to ensure fairness for other inmate's visits and the proper functioning of daily operations. Should the video visitation equipment fail, reasonable attempts to correct the issue will be taken. If the problem is unable to be resolved, the visitation will be canceled. Face to face visits will not be given as a substitute to video visitation. Visitors must comply with the rules and dress codes posted in the visitation area. It is the responsibility of the inmate to notify their family and friends of the dress code. Visitors are not allowed to wear shorts, dresses, or skirts. The visitor's legs must be covered. Visitors are not allowed to wear strapless tops, tank-tops, sleeveless shirts, or any revealing blouse or shirt. No see-thru clothing or bare midriffs allowed.

VISITATION (Face to Face) – Face to face visits are reserved for trustees who have been so for a minimum of 30 days, valid legal counsel, and special visits that have been approved by the supervisor on duty. Special visits are reserved for friends or family members of inmates that live a minimum of 250 miles from Lovington, NM. Visitors that meet this criterion are required to show proof of residence in the form of a state issued picture ID. The inmate must fill out a form requesting special visitation and submit it to the supervisor for approval in order to allow for the special visit to be scheduled. Visitors must be at least sixteen years of age, unless approved by the supervisor on duty in the case of special visits. Proof of age is required. Your attorney may visit you at any time except during meals. There are no restrictions as to the number of attorney visits you may have or how long they may last. Attorney visits have priority over all other visits. Face to face visits for trustee inmates are subject to the same length and frequency as the video visits with (2) visits allowed per a week and only (1) visit per a day with a length of 45 minutes. If the safety and security of the

facility dictates, trustees may have to substitute face to face visits for video visits. Special visits will be allowed (1) time a month and will be an hour in length. If special visits are scheduled for one inmate consistently each month, they will cease to be special visits and will be subject to the rules of video visitation. Visitors are responsible for scheduling the visit one day in advance with the control officer of the inmate's housing unit. As with the video visitations, the visitor must be on the inmate's approved visitor list with concession given for special visits as approved by the supervisor on duty. You must exit the visitation area when told to do so by the officer. This will allow all inmates the opportunity for their visits. Visitors are required to abide by the same dress code as described in the video visitation section. Any disruptive behavior will be grounds for termination of the visit. Please keep in mind we will not call you out to visit if you are in any program, recreation, etc. This is to maintain proper accounting of all inmates by the post officers. Restraints will be utilized in varying degrees during visitation depending on classification. Failure to comply with restraints will constitute a voluntary refusal of visitation. The current visitation schedule is subject to change at our convenience for safety and security reasons. Ask your post officer for the schedule which is presently being used.

- Inmates that are not classified or assigned to a housing unit will not be allowed to have visits, except for valid legal counsel.
- No in-house visitation is authorized between inmates under any circumstances.
- Only one person at a time can visit with any inmate.