

Table of Contents

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1. Direct Supervision	3
2. Inmate Rules of Conduct	3
3. Regulations	7
I. Issued Items	7
II. Allowable Items	8
III. Dress Code	8
IV. Cell Maintenance	9
V. Cell Inspections/Shakedowns	10
VI. Showers	10
VII. Shaving	10
VIII. Meals	10
IX. Room Usage	11
A. Cells	11
B. Recreation Room	11
C. Exercise Room	11
D. Day Room	11
E. Dining /Beverage Area	12
F. Quiet Reading Room	12
G. Telephones	12
X. Officer's Workstation	12
XI. Moving to and From Your Housing Pod	12
4. Inmate Discipline	13
I. Informal Discipline	13
II. Formal Discipline	13
III. Sanctions	14
IV. Loss of Good Time	14
5. Inmate Grievances & Referral System	15
6. Reception/Orientation Housing	16
7. Financial Accounts	16

8. Commissary	16
9. Packages and Mail	17
10. Children’s Playroom	18
11. Telephones	19
12. Haircuts	19
13. Contact/Secure Visits	19
14. Food Service	20
15. Laundry	20
16. Mental Health	21
17. Access to Health Care	21
18. Self Medication	21
19. Bails and Bonds	22
20. Funeral Home and Deathbed Visits	22
21. Law Library	22
22. Wake up and Lock in Times	23
23. Court Appearances	23
24. Inmate Educational	23
25. Work Programs	23
26. Marriage Procedure	23
27. Religious Service	24
28. Smoking	24
29. Zero Tolerance of Sexual Abuse and Sexual Harassment	24
30. Segregation Housing	25
31. State Sentence	27
32. Alternate Housing - Annex	28
33. When You Leave	28
34. Community Resource Guide	29

1. Direct Supervision

You are entering a facility that runs under the concepts of Direct Supervision. This is a style of jail supervision that uses the design of the facility and the staff in different ways than in conventional jails. There is more emphasis placed on your behavior than on what you are accused of. The facility offers open areas and program

space for you to use. The staff is more readily available and will be present during all your activities when you are out of your cell. There is a higher level of personal responsibility for you here. The benefits are more freedom of movement and more opportunities to participate in programs and services. We have provided you with recreation equipment and supplies that are not available in traditional jails. These are for your use and we expect you take good care of them. There is only one leader in the Housing Pod that you are being assigned to. That leader is the Deputy. Any problems that you have should be brought to the attention of the Deputy. In general there are several things that we expect from you. These are:

- Follow all rules and regulations
- Follow all staff directives and requests
- Respect the Justice Center property and personal property of others
- Maintain your assigned cell and surrounding common area in a clean, orderly and sanitary fashion
- Maintain daily hygiene standards

These simple guidelines are the foundation for our rules and regulations that are listed in the next section of this handbook. Our staff will assist you with any questions you have. It will be in your best interest to ask if you are unsure of something, so as to avoid possible disciplinary action.

It is our intention to investigate all possible criminal acts that occur in this facility. If you engage in illegal activity of any type while here you **will be arrested and prosecuted** to the fullest extent of the law.

2. Inmate Rules of Conduct

Inmates are expected to behave in a rational manner while in our custody. There are certain measures that we must implement in order to ensure that everyone remains safe and secure while they are here. The following is a list of prohibited behavior. The class of violation refers to the severity, Class A1 being the most severe and Class C being the least. We view all violations as serious and intend to enforce all the rules equally, maintaining a low threshold of unacceptable behavior.

Section 100 Safety and Security

100.10	Assault 3rd	Initiating a physical attack against another inmate that results in no injury to the inmate being attacked.	Class B
100.11	Assault 2nd	Initiating a physical attack against another inmate that results in an injury to the inmate being attacked, or other non-participant.	Class A
100.12	Assault 1st	Initiating an attack against a staff member, whether or not it results in an injury to that staff member or other non-participant.	Class A
100.13	Fighting 2nd	Any physical confrontation with another inmate that does not result in an injury.	Class B
100.14	Fighting 1st	Any physical confrontation with another inmate that results in the injury of an inmate, staff member, or other non-participant.	Class A
100.15	Harassment 3rd	Initiating physical contact with another inmate that does not result in an injury to that inmate.	Class C
100.16	Harassment 2nd	Acting in such a way that causes a staff member to be annoyed or alarmed with no legitimate purpose.	Class C
100.17	Harassment 1st	Initiating physical contact with a staff member that does not result in an injury to that staff member.	Class B
100.18	Threats 3rd	Threatening to harm another inmate.	Class C
100.19	Threats 2nd	Threatening to harm another inmate involving a weapon.	Class B
100.20	Threats 1st	Directly or indirectly making or implying any type of threat towards a staff member.	Class B
100.21	Smoking	Being discovered in a cell or area where there is visual sign, and or scent of smoke, whether contraband is found or not.	Class B

100.22	Sexual Contact	Sexual contact with consent.	Class A
100.23	Sexual Abuse	Sexual contact without consent.	Class A
100.24	Sexual Harassment	Unwelcomed sexual advances, verbal comments, gestures or actions of an offensive sexual nature made by an inmate.	Class A

Section 200 Sanitation and Hygiene

200.10	Health Risk 8th	Spitting anywhere other than your own sink or toilet.	Class C
200.11	Health Risk 7th	Spitting on or at another inmate.	Class B
200.12	Health Risk 6th	Possessing, using or attempting to use instruments that are capable of inserting ink or dye below the skin of yourself or another inmate.	Class B
200.13	Health Risk 5th	Possessing or attempting to use any instruments that are capable of causing scrapes or lesions on yourself or another inmate.	Class B
200.14	Health Risk 4th	Intentionally spreading, splashing, throwing, spraying, spitting blood, or any fluids at another inmate or staff member.	Class A
200.15	Health Risk 3rd	Throwing, splashing or spraying water or any other substance that contains urine, feces or any other bodily fluids.	Class A
200.16	Health Risk 2nd	Obstructing any plumbing fixture in order to cause flooding or unsanitary condition.	Class A
200.17	Health Risk 1st	Tampering with any food or other edible item.	Class A
200.18	Sanitation 4th	Using your toilet as a means of keeping food or drinks cold.	Class C
200.19	Sanitation 3rd	Failing to restore a common area to a clean and neat condition after use.	Class C
200.20	Sanitation 2nd	Failing to maintain your cell in a clean and neat condition.	Class C
200.21	Sanitation 1st	After having been previously warned or counseled for doing so, remains under the bed covers during the prescribed times without prior consent.	Class C
200.22	Stockpiling 2nd	Possessing any food item previously delivered on meal trays other than during the mealtime it was delivered.	Class C
200.23	Stockpiling 1st	Possessing more than the amount issued of any item listed in the Inmate Regulations section without prior authorization.	Class C
200.24	Stockpiling Medication 2nd	Possessing any amount of a prescribed medication that was issued to you by Medical personnel for immediate consumption.	Class B
200.25	Stockpiling Medication 1st	Possessing any amount of a prescribed medication that was not issued to you by Medical personnel.	Class A

Section 300 Facility Violation

300.10	Damage 4th	Damaging or destroying any item issued or made available for inmate use by the facility	Class C
300.11	Damage 3rd	Damaging or destroying any furniture or fixture.	Class B
300.12	Damage 2nd	Damaging any wall (including graffiti), ceiling, floor or any other fixed object in the facility.	Class B
300.13	Damage 1st	Intentionally or recklessly damaging, altering, defacing, rendering inoperative any sprinkler head, window, door, toilet, electrical fixture or telephone device.	Class A
300.14	Intentional Misuse of Equipment	Using any facility equipment or issued item to include but not limited to forms/inmate letter head/plastic bags in a way that it is not intended to be used.	Class C
300.15	Tampering 4th	Touching the pod mirror for any reason.	Class B

300.16	Tampering 3rd	Covering or obstructing any vent or duct.	Class B
300.17	Tampering 2nd	Removing or tampering with any screw, fasteners or window caulking.	Class B
300.18	Tampering 1st	Obstructing or tampering with any locking device, security grate, door, window, sprinkler head, smoke detector, fire alarm, electrical fixture, computer, telephone device, or any mechanical restrain device.	Class A

Section 400 Good Running Order

400.09	Refusing an Order 6th	Refusing to double bunk when you are classified to do so, or refusing to move to another pod.	Class B
400.10	Refusing an Order 5th	Failing to promptly obey any order issued by a staff member.	Class B
400.11	Refusing an Order 4th	Failing to promptly obey an order issued by a staff member, causing a disruption of normal activities or services.	Class A
400.12	Refusing an Order 3rd	Failing to promptly obey an order issued by a staff member to cease behavior that would constitute a Class A or B violation.	Class A
400.13	Refusing an Order 2nd	Failing to promptly obey an order issued by a staff member during an emergency situation.	Class A
400.14	Refusing an Order 1st	Failing to promptly obey an order issued by a staff member to <i>immediately</i> lock in a cell.	Class A
400.15	Disorderly Conduct	Engaging in loud, boisterous or disruptive behavior that is inappropriate for the setting.	Class C
400.16	Disorderly Conduct 1st	Engaging in loud, boisterous or disruptive behavior during any inmate movement.	Class B
400.17	Unauthorized Area 4th	Attempting to leave or enter any area without your Identification Bracelet on your left wrist.	Class C
400.18	Unauthorized Area 3rd	Entering a cell, other than your assigned cell, without prior authorization from a sworn staff member.	Class B
400.19	Unauthorized Area 2nd	Entering or remaining in any inmate accessible area of the facility, other than your assigned housing pod, without prior authorization.	Class A
400.20	Unauthorized Area 1st	Entering or remaining in any area of the facility designated as inaccessible to inmates.	Class A
400.21	Horseplay 4th	Physical contact with another inmate that is not intended to injure, or intimidate the other inmate.	Class C
400.22	Horseplay 3rd	Physical contact with another inmate that is not intended to injure, or intimidate the other inmate, and as a result county property is damaged (may also result in restitution to replace or repair damaged items).	Class B
400.23	Horseplay 2nd	Physical contact with another inmate that is not intended to injure, or intimidate the other inmate, and as a result an inmate is injured.	Class A
400.24	Horseplay 1st	Physical contact with another inmate that is not intended to injure, or intimidate the other inmate, and as a result a staff member is injured.	Class A
400.25	Diversion 4th	Faking an injury or illness.	Class B
400.26	Diversion 3rd	Lying to a staff member in order to gain a benefit that you are not entitled to, or to avoid disciplinary action.	Class B
400.27	Diversion 2nd	Attempting to, or actually distracting a staff member in order to keep them from encountering or observing an incident or problem.	Class B
400.28	Diversion 1st	Interfering with a staff member who is conducting a head count or tool/equipment inventory.	Class A
400.29	Contraband 3rd	Possessing any unauthorized item or substance including lead pencils.	Class B

400.30	Contraband 2nd	Possessing any item or substance that is capable of endangering the safety and or security of any person or thing in the facility.	Class A
400.31	Contraband 1st	Possessing any smoking related items.	Class A
400.32	Theft	Taking or possessing any food or other item that does not belong to you.	Class A
400.33	Gambling	Entering into an agreement to receive or lose something of value on the outcome of a game, contest, or event.	Class B
400.34	Trading Possessions	Entering into an agreement with another inmate to give and/or receive any personal property.	Class B
400.35	Required reporting to Staff 4th	Failing to notify staff of loss or breakage of an issued Identification Bracelet.	Class C
400.36	Required Reporting to Staff 3rd	Making a false statement to a staff member.	Class C
400.37	Required Reporting to Staff 2nd	Failing to notify a staff member of either intentional or unintentional damage to county property.	Class C
400.38	Required Reporting to Staff 1st	Failing to notify a staff member of an incident involving a violation of the Inmate Rules of Conduct and/or Inmate Regulations.	Class C
400.39	Impersonation 5th	Pretending to be another inmate and as a result, you attempt or actually receive anything that you are not entitled to.	Class C
400.40	Impersonation 4th	Pretending to be another inmate and as a result, you attempt or actually exit an area you are required to stay in.	Class B
400.41	Impersonation 3rd	Pretending to be another inmate and as a result, you gain access to or remain in an area you are not authorized to be in.	Class A
400.42	Impersonation 2nd	Wearing another inmate's Identification Bracelet or an altered Identification Bracelet.	Class A
400.43	Impersonation 1st	Pretending to be another inmate and as a result, you attempt or actually get released from the facility.	Class A
400.44	Law Violation 2nd	Any act not covered in the Inmate Rules of Conduct that would constitute a Violation under any Federal, State, or Local Law or Ordinance.	Class B
400.45	Law Violation 1st	Any act not covered in the Inmate Rules of Conduct that would constitute a Felony or Misdemeanor under any Federal, State or Local Law or Ordinance.	Class A
400.46	Disrespect 2nd	Not addressing a staff member by their proper title (Sergeant, Deputy, Nurse, etc)	Class C
400.47	Disrespect 1st	Using abusive or obscene language/name calling, or making an obscene gesture directed toward staff.	Class B
400.48	Inciting 3rd	Encouraging or attempting to encourage another inmate to violate any section of the inmate handbook verbally or in writing whether or not that inmate violates that section of the inmate handbook.	Class C
400.49	Inciting 2nd	Encouraging another inmate to violate any section of the inmate handbook verbally or in writing and that inmate attempts to, or actually does violate that section of the inmate handbook.	Class B
400.50	Inciting 1st	Encouraging another inmate to violate any section of the inmate handbook verbally or in writing and during the course of that inmates	Class A

		actions, that inmate, another inmate, or staff member is injured or damage to the facility occurs.	
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Section 500 Capitol Violations

500.10	Escape 2nd	Attempting to escape or remain outside the secure area of the facility.	Class A1
500.11	Escape 1st	Escaping, exiting, or remaining outside the secure area of the facility.	Class A1
500.12	Hostage Taking	Holding any inmate, civilian, or staff member against their will, with or without the use or threatened use of a weapon.	Class A1
500.13	Arson	Intentionally or recklessly causing damage to any personal or county property or injury to any person by starting a fire or causing any item to burn	Class A1
500.14	Murder	Intentionally or unintentionally causing the death of any person while in the facility.	Class A1
500.15	Falsely Reporting an Incident	A damaged Justice Center sprinkler head causes an immediate alarm to the fire system and the 911 Emergency Center. Any inmate causing such damage will be automatically charged with: Penal Law 240.55 (2) which is an E Felony	Class A1

Section 600 Regulation Violations

600.10	Regulation Violation	Violating any regulation as listed in the Inmate Regulations section of the Inmate Handbook.	Class C
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3. Inmate Regulations

Any inmates violating any part of this section may be charged minimally with a class C violation under Section 600 above.

The following regulations will be enforced in all areas of the facility by Justice Center staff. Inmates not adhering to any one of these regulations will be disciplined. The severity of the violation and the situation it is encountered in will determine the type of discipline that is used. You may be told to stop what you are doing, or you may be locked-in and given a Disciplinary Hearing. The staff that is present will make that determination. The way you conduct yourself while in our facility will also determine where and how you are housed. Your classification will be affected by the way you act and react to staff who is supervising you. Remember that the staff is constantly monitoring your behavior and documenting their observations. This includes the good as well as the bad. When it is time for you to be re-classified these observations will be used as part of that process. If you are having a problem with a particular staff member it will be helpful to attempt to rectify the problem, rather than make it worse by misbehavior. Communication is an essential part of getting along here in the Justice Center and you will need to be up front and open in order for it to work for your benefit.

I. ISSUED ITEMS

The following items will be issued to you. They will be required to be turned in prior to your release. In the event that any of the below items are not returned, you will be held responsible for reimbursing the Sheriff's Office for the cost of replacing the missing item(s).

(2) shirts	(2) sheets	(2) pairs of underwear	(1) cup
(2) pairs of pants	(2) blanket	(2) T-shirts	
(2) towels	(2) pairs of socks	(1) Inmate Handbook	

Inmates on Administrative Segregation Status and Minor Male Inmates will be issued (2) Jump Suits in lieu of (2) pairs of pants and shirts. (additional clothing may be issued to inmates assigned to kitchen and laundry details).

In addition to these items you will also receive a toothbrush and a comb for your own personal use, which will not be required to be turned in. A pair of orange crocs will be issued to you (All inmates will have their

personal footwear taken at Booking and stored). These will also be required to be turned in when you are released. Soap and toilet paper will be made available to you on your individual housing unit when you need them.

An Identification Wristband was placed on your left wrist when you entered the Justice Center. This wristband must be worn at all times. You may not remove the wristband for any reason until told to do so when being released. If your wristband breaks or falls off, you must report it immediately to a deputy. Failure to do so may result in disciplinary action.

II. ALLOWABLE ITEMS

The following is a list of items that inmates will be allowed to possess here in our facility. Note that there are limits to the number of each item. If you are found to have more than the prescribed amount of any of these items, you will be subject to disciplinary action.

1 chair	2 thermal undershirt**	1 plastic spoon	one current newspaper	1 Bible, Koran
1 mattress	2 thermal underpants**	6 pair of socks	3 pairs of footwear */#	
	1 pair prescription eyeglasses	6 T-shirts	6 pairs of underwear	

No photo's larger then 8" X 10"

*(no metal clips or steel toes and must be accepted at the time of arrest)

** (Beige, white or gray only)

#(This excludes minor males) Females will be allowed to have (2) bras (no under wires)

Reasonable amounts of photographs (non-Polaroid type), books and magazines, commissary items, mail and legal material will be allowed as determined by the staff. All the above listed items must fit and be stored in the provided footlockers. Storage of these items while not in use must be level with the top of the footlockers and not overflowing. You may be restricted from access or possession of certain items as prescribed or directed by the staff, Medical/Mental Health staff or as a sanction imposed as a result of a disciplinary process.

III. DRESS CODE

Whenever you are out of your cell, you will be required to adhere to the following:

- 1) must wear a uniform shirt (T-shirt is to be tucked in).
- 2) hands are to remain out of pants and pockets at all times.
- 3) must wear pants (pulled up around waist, can not roll up legs past ankles or tuck in socks).
- 4) must wear footwear. (No shower shoes on / off the pod activities)
- 5) must wear color of uniform that is issued to you.
- 6) no headgear of any kind (unless religious and only at a scheduled service).
- 7) no combs, rubber bands, strings or other adornments in hair. (Items are considered contraband)
- 8) must wear wristband on left wrist at all times with the picture and name visible to staff
- 9) Rosary beads may not be worn on your person, and are to be left in your cells for private meditation. Rosary beads can be brought to religious services by placing them in your shirt pocket. (Minor Inmates may hold in hand while being transported to activities).
- 10) Thermal undershirts, thermal underpants and sweat shirts may not be worn to visits or religious services.

IV. CELL MAINTENANCE

- 1) beds will be completely made between 7:00 AM and 10:00 PM (exceptions will be made for inmates with medical authorization for bed rest or who are assigned to special work details **only**). Must be out from under covers from 7 a.m. – 8 p.m. (Unless Authorized). Your head must be visible at all times. Covering your head with any object is prohibited.
- 2) floors will be swept and mopped and kept free from litter at all times.
- 3) nothing will be hung from or affixed to the sprinkler head, walls, mirror, door, ceilings or furniture.

- 4) all windows, windowsills, vents and light fixtures will be kept clean and free from obstructions.
- 5) toilet, sink and mirror will be kept clean at all times, (1) piece of soap in soap dish, wash cloth folded on sink.
- 6) chair will be pushed in close to the desk when not in use.
- 7) desks will have only writing and reading materials on it when being used, items will be kept in a neat and orderly fashion in the bins provided. Desk will have no other reading or writing materials stored on its surface.
- 8) shoes and other footwear will be kept neatly under the foot of the bunk when not in use.
- 9) the bins will be kept under the head of the bunk when not in use.
- 10) only clothing will be allowed to be hung on the clothing hooks provided.
- 11) laundry will not be done or hung in cell.
- 12) no nudity (pictures, art, magazines, etc.) shall be displayed or otherwise viewable from outside cell. Only inmates 19 years of age and over, will be allowed to have such material.
- 13) one of each allowable item is allowed on the desk when not in use: comb, Bible, toothpaste, toothbrush, issued cup, toilet paper. Each item must be in the recessed triangle on your desk.

V. CELL INSPECTIONS/SHAKEDOWNS

Routine cell inspections will be conducted daily by deputies in your housing pod. Cells will be picked at random by our by the staff conducting the inspection. These inspections will not require your presence and the deputy will have a list of items that are inspected. All areas of the cell will need to conform to neatness and cleanliness standards as determined by the deputy. The deputy will direct you to fix any problems found in your cell. You will be required to immediately begin working on these things. You may be required to remain in your cell until the problem(s) are taken care of. The uniformity and cleanliness that is expected of you is very important here. Your cooperation is not only expected, it is required; this will enable us to offer all of the inmates a more sanitary and safe living environment. Shakedowns will occur at any time, day or night, as determined necessary by the staff. You will be required to cooperate during all phases of the shakedown and respond promptly to directions given you by the staff. Primarily these will be conducted when staff suspects that contraband (unauthorized items) is present in the facility. It is important that the staff conduct these searches so we can ensure your safety while you are here.

VI. SHOWERS

- 1) one inmate per shower stall.
- 2) must keep door / shower curtains closed at all times.
- 3) must be fully clothed when entering and exiting the shower stall.
- 4) no loitering in the shower area.
- 5) can only use the showers on your level (lower or mezzanine level).
- 6) remove all soap, shampoo and other toiletry items when leaving the shower.
- 7) clean area with provided mop prior to leaving.
- 8) handicap shower stalls are for handicapped inmate's use only.
- 9) showers will be closed one half-hour before lock – in times.

VII. SHAVING

- 1) You may only shave during the designated time of 06:00 – 06:30, in your cell with the door closed.
- 2) report any problems with razors to deputy immediately.
- 3) clean razor prior to returning it to the deputy (if razor is clogged with hair, report it to the deputy).
- 4) put plastic cover on razor prior to returning it to the deputy.

VIII. MEALS

- 1) follow deputy's instructions.
- 2) wait your turn.
- 3) no loud or boisterous behavior allowed.
- 4) food not eaten must be left on tray (no food items may be saved).
- 5) turn in all eating utensils after use.
- 6) take only (1) tray and beverage per meal.
- 7) may only use issued cup for beverages.
- 8) no trading or passing of meal items.
- 9) it's your responsibility to wake up and get your meal tray; no staff member will wake you for this

IX. ROOM USAGE

A. Cells

- 1) no entering a cell you are not assigned to (unless directed to by staff).
- 2) doors must be either fully opened or fully closed. If you decide that you are going to leave your door open you assume all risks associated with your decision. One example of a risk incurred is if someone were to use your cell to smoke in. You maybe called on to prove your innocence through the process of a formal hearing. As a reminder, the mere smell of cigarette smoke is enough to constitute a violation.
- 3) lights out from 1:00 AM to 6:00 AM (unless otherwise posted).
- 4) no talking cell to cell.
- 5) must be kept clean.
- 6) no yelling/talking in vents at any time.
- 7) no standing on toilet, sink, desk, chair, bunk or handicap railings.
- 8) no talking to an inmate that is locked in.
- 9) call button is to be used for emergencies only.
- 10) anytime the Sheriff's S.E.R.T. team enters your pod you are to remain on your bunk, unless instructed to do otherwise.

B. Recreation Yards

- 1) ask permission to enter.
- 2) no hanging on the rim or backboard.
- 3) no climbing.
- 4) no arguing.
- 5) no eating or drinking.
- 6) no towels allowed.
- 7) must wear at least shoes, pants and T-shirt (no bare feet or bare chests).
- 8) must have uniform shirt on when leaving area.
- 9) no furniture or exercise equipment allowed.
- 10) no yelling or communicating with people on the street.

C. Exercise Room

- 1) ask permission to enter.
- 2) use equipment as it was designed to be used.
- 3) must wear at least shoes, pants and T-shirt (no shorts, bare feet or bare chests).
- 4) must have uniform shirt on when leaving area.
- 5) no towels allowed.
- 6) no eating or drinking allowed.
- 7) leave area as you found it.

- 8) no removing exercise equipment from the room.
- 9) no standing on equipment.
- 10) no loitering.

D. Day Room

- 1) no food or beverage items allowed.
- 2) no loud or boisterous behavior.
- 3) no sitting or standing on tables, no feet on furniture.
- 4) no standing on chairs.
- 5) no sitting or loitering on the stairs.
- 6) no touching the televisions or sound bars.
- 7) must ask permission to move furniture.
- 8) no loitering in front of cells.
- 9) no posting anything on bulletin board.

E. Dining Area and Beverage Center

- 1) no loud or boisterous behavior.
- 2) no sitting or standing on tables, no feet on furniture.
- 3) no standing on chairs.
- 4) must ask permission to move furniture.
- 5) leave area in a neat and orderly condition
- 6) clean up after yourself.
- 7) no loitering in front of cells.
- 8) must clean up after yourself, wipe off hot pot after each use.
- 9) must turn water off after using it.
- 10) must report any missing or broken game pieces to the deputy.
- 11) return games and cards to proper place after use.
- 12) no issued games or cards allowed in cells.
- 13) no washing hair or clothing in sink.

F. Quiet Reading Room

- 1) ask permission to enter.
- 2) no food or beverage items allowed.
- 3) no loud or boisterous behavior.
- 4) keep door closed at all times.
- 5) leave area in a neat and orderly condition.

G. Telephones

- 1) only one inmate on each telephone.
- 2) no sharing telephone calls, or 3 way calls.
- 3) no congregating around the telephones.
- 4) no feet on the walls.
- 5) no tipping/tilting while sitting on the stools
- 6) reasonable time limit on phones, as defined by pod deputy.
- 7) must use own PIN number

X. OFFICER'S WORKSTATION

- 1) must ask permission to approach.

- 2) must approach where directed by the deputy.
- 3) no touching any items on the work surface.

XI. MOVING TO AND FROM YOUR HOUSING POD

- 1) must submit to a pat search whenever requested by staff.
- 2) walk with right shoulder to wall.
- 3) stay in single file.
- 4) no loud or boisterous behavior.
- 5) follow staff directions immediately.
- 6) do not touch any intercom, elevator control or security device unless directed to by staff.
- 7) must be fully dressed including uniform shirt, pants and shoes. (Those who are issued Jump Suits must have zipper zipped up neck)
- 8) hands must remain out of pants at all times.
- 9) need to be ready for transport, staff will not return for pick-up.
- 10) no personal items may be taken to any activity.

4. Inmate Discipline

Inmate Discipline is how we provide you with a safe and secure environment here in the Justice Center. It is important that you understand that the reason we have rules and regulations in our facility is not to make you uncomfortable. It is intended only to regulate everyday activities and foster an orderly, self respecting community. Any inmate who is placed on Administrative Segregation or locked in longer than 23 hours will not be allowed to attend any educational program offered within the Justice Center. This includes but is not limited to on the Pod GED Programs. Inmates that are locked in longer than 23 hours will be offered the opportunity of cell study, where the appropriate work and instruction will be offered to the inmate in his/her cell.

There are several ways that our staff can discipline you while in our facility. The main two categories are Informal Discipline and Formal Discipline. The following is a brief description of these two types of discipline.

I. INFORMAL DISCIPLINE

Informal discipline is used by our staff to handle most minor rule and regulation infractions. The idea is simply to correct unacceptable behavior in an informal way and make sure you do not repeat the behavior. There are several ways to do this, some of them are;

- *On the Spot Correction* - simply telling you to stop violating the rule or regulation.
- *Counseling* - sitting down and discussing the violation and explaining the disciplinary actions that will result if you continue to misbehave.
- *Administrative Restriction* - restricting you from or to an area or activity for a period of time.

All of these types of discipline are documented by the deputies on a behavior monitor sheet that is made part of your classification record. The way you respond to these types of discipline will determine if stricter methods will be necessary to ensure you do not repeat the violation.

II. FORMAL DISCIPLINE

Formal discipline occurs when you are accused of committing a serious violation of the rules of conduct or you do not respond appropriately to informal discipline. The staff will file a report outlining your behavior. You will then be served with a Misbehavior Report that lists the charges being lodged against you and the circumstances surrounding the incident. You may be ordered to lock into a cell, either in your housing pod, a different housing pod or in Segregation Housing. The lock in could be for up to 24 hours without a formal hearing. This Administrative Segregation may be extended until a formal hearing is held, if determined necessary by the Chief Custody Deputy or his designee.

At this point, if you are accused of Class B or Class C violations, you may be offered an Inmate Misconduct Resolution Report (IMRR). This is a plea bargain that is agreed to by you and the staff. The sanctions you receive are less than what is available if you are found guilty during a formal hearing. There is no appeals process if you plead guilty in this way.

If you are accused of a Class A or A1 violation, or the sergeant does not feel that the matter can be handled with an IMRR, you will be given a Formal Disciplinary Hearing. You will be given a Misbehavior Report listing the charge(s). Your hearing will be held within fifteen (15) business days (weekends and holidays do not count). Included in the Misbehavior Report is a Hearing Notice that lists an approximate date and time scheduled for your hearing at least twenty-four (24) hours prior to the hearing. You can waive the time requirements if you like, but it must be in writing, and it may not be possible to give you the hearing right away if you do. If you feel you need assistance in preparing your case because you have trouble reading, writing or speaking English, you can request help from the supervisor serving you with the notice. The hearing officer will determine if assistance is necessary.

The hearing itself will consist of a presentation of the documents filed by the staff supporting the charges against you. You will be allowed to present your side of the story. If you wish to call witnesses on your behalf, the hearing officer will document your request and decide whether to have the witness brought to the hearing. The hearing officer may determine that a list of questions be prepared and asked of the witness without bringing them to the hearing. The responses would then be made a part of the hearing record.

After this is done, the hearing officer will decide whether you are guilty or not guilty of the charges that were lodged against you. Only the charges you were formally notified of will be considered.

III. SANCTIONS

If you are found guilty or plead guilty at the formal hearing, the hearing officer will decide the sanctions to impose. Sanctions may include counsel or reprimand, the loss or privileges, Lock-in's, restitution for damaged property, loss of weekly visitation time and loss of good time. If you are found guilty of a misbehavior charge, a disciplinary surcharge up to \$25.00 may also be imposed. The severity of the incident will determine the number and length of the sanctions. The following is a list of the maximum sanctions that are available:

Type of Violation	1st offense	2nd offense	3rd offense
Class A/A1	28 days	40 days	60 days
Class B	21 days	30 days	45 days
Class C	14 days	20 days	30 days

Class A or A1 offenses for the 4th offense or capitol offenses can carry a lock-in of up to 2 years.

Lock-Ins can be served in part or in whole in the Segregation Housing Unit. Inmates completing a stay in a Segregation Housing Unit will be required to go through the Reception/Orientation process before returning to a General Population Housing Unit.

Inmates who are discharged from custody and currently serving a lock-in or having sanctions on them, and return with-in thirty days will continue any sanctions that remain on that hearing.

During a disciplinary hearing if an inmate is found or pleads guilty to Smoking 100.21 for the 3rd time the inmate will be restricted to secure visits only and be locked in accordingly, 3rd time 30 day lock-in, 4th time 40 day lock-in. Each additional violation will increase by 10 day increments. Progressive discipline will apply. Inmates will receive secure visits offered on Tuesdays and Thursdays 7:30 AM – 8:30 AM for the duration of his or her sanction.

IV. Loss of Good Time

If you are an inmate who is sentenced and housed here from another facility, such as the Onondaga County Correction Facility, and you become the subject of Formal Discipline, we will consider imposing loss of good time as a possible sanction in the event that you are found guilty or plead guilty at your hearing. The good time will be deducted from your official jail time record and the sanctions will be served as part of your sentence. You will be notified in writing if these sanctions alter your release date.

You may appeal the decision of the hearing officer by writing to the Chief Custody Deputy within 2 business days of receiving your hearing results. You will need to be specific concerning the reason(s) for your appeal. The Chief's decision is final and cannot be appealed. The Chief can not add to any sanctions imposed by the hearing officer.

5. Inmate Grievances

Inmate grievances are simply written inmate complaints about facility policies, procedures, rules, practices, programs or actions of any person within the facility. Dispositions, surcharges and sanctions resulting from disciplinary hearings and administrative housing decisions are not subjects for the grievance procedure. You will not always feel that you have been treated fairly or that an incident has been handled correctly. Our policies and procedures are always in the process of being reviewed and updated. The inmate grievance procedure is designed to give you the opportunity to have input in that process. It is not intended to be a form of intimidation towards our staff, nor will we allow it to be used in that fashion. Discipline is not grievable. Inmates may not file grievances for other groups of inmates, also grievances will not be accepted for actions of a third party.

- There are several things that should happen before you file a grievance.
- First, try to resolve the complaint with your housing pod deputy.
- If the deputy can not resolve your complaint, you then fill out a grievance form (they are located at the forms box, or ask your housing pod deputy).
- The deputy you spoke with will then fill out the portion of the form that explains what he/she did to try and resolve your complaint and return the form to you (inmates must file a grievance within five days of the date of the act or occurrence giving rise to the grievance).
- A sergeant will be notified by the deputy.
- Depending on the nature of your complaint and other circumstances, the sergeant may not come to your pod immediately.
- When the sergeant does arrive, you then need to give the form to the sergeant.
- If you and the sergeant can not resolve your complaint, the sergeant will fill out the portion of the form that explains what he/she did to attempt to resolve your complaint.
- The sergeant will then pass the form on to the Watch Commander (lieutenant) for review.
- If the lieutenant can try to resolve the complaint, you may be contacted by him/her.

If there is still no resolution to your complaint, the form will be passed on to the Grievance Coordinator. A grievance officer will be assigned to review your complaint and either meet with you or respond to you in writing within (5) business days (does not include weekends and holidays).

Within (2) business days of receiving your notification from the grievance officer, you can appeal his/her decision to the Chief Custody Deputy in writing. The Chief will make the final determination and notify you within (5) business days of receiving your request for appeal.

You can appeal the Chief's determination to the New York State Commission of Correction within (3) business days of receiving the Chief's notification. The address is as follows:

Alfred E. Smith State Office Building
80 South Swan Street, 12th Floor
Albany, New York 12210

You should be specific in your reason(s) for appealing the decision. If you need help preparing your appeal, ask the grievance officer for assistance. We will send copies of all the paperwork required to the Commission when they contact us regarding your complaint. Complaints and problems are different. Use the grievance process to file complaints. Use the inmate referral system to resolve problems. We have a support system in place to assist you.

Inmate Referral System: The Justice Center has in place an inmate referral system for inmates seeking solutions to any problems or concerns you may have. If you have a particular **problem** or need information, you may fill out an inmate referral form. Inmates should fill out the form and place it in the box located in each pod before any mandatory lock in time.

6. Reception/Orientation Housing

During your first 5 days here in the Justice Center, you will be held in a Reception/Orientation Housing Unit. The recreation times during the 5 day reception period are subject to the needs of the facility. The purpose of these housing pods is to give us a chance to see how you adjust to being in jail. There will be informational videos and instruction sessions given to you which tell you what to expect from us, and what we expect from you, while you are here. The time you spend in Reception/Orientation also allows us an opportunity to research the information you gave us when you first arrived and look back to see how you behaved during previous incarcerations. We will use all this information to determine your Classification. Your Classification (Minimum, Medium or Maximum) may determine what housing unit you will be assigned to depending on your circumstances. If you have questions regarding your Classification, submit a yellow referral slip to the Classification Officer. Any inmate requesting to appeal his/her classification shall notify the Programs Supervisor in writing. The Programs Supervisor shall respond, in writing, within seven (7) working days of when the appeal is received.

Reception inmates: Will receive 1 roll of toilet paper and 1 bar of soap. (Inmates that are still in custody after three days in reception can ask for 1 additional roll of toilet paper and a bar of soap).

Population inmates: Will receive 2 rolls of toilet paper and 2 bars of soap. Pod deputies will **not** distribute any additional toilet paper or soap, unless it is approved by a supervisor. The warehouse will deliver the supplies to each Pod on Fridays. B-Watch deputies will issue the supplies to the inmate population on Saturdays.

7. Financial Accounts

Your financial account is maintained by our Booking Unit staff. Money can be deposited at the bail cashier window or the money deposit kiosk located in the main lobby of the Justice Center. Money can also be deposited on-line at govpaynow.com.

You can have U.S. Postal Service money orders mailed to you. These will be removed from your letter before the mail is delivered to you. The money order will be placed in your commissary account. You can check your account balance by using the kiosk located in your housing unit, except in 5B Special Housing 2 and 3.

8. Commissary

The Justice Center has commissary stocked with legal supplies, health and beauty aids, dry goods, food items and some non-prescription medications, which can be purchased by you. When you first arrived, an account was opened in your name by the staff in the Booking Section. If you did not have money when you arrived, you may have money deposited in your account. Inmates without money may qualify for indigent supplies. Ask your housing pod deputy for more details on how to find out if you qualify for these items and how to order them. An indigent inmate shall be considered an inmate having maintained a balance of a dollar or less for ten consecutive days.

If you have money in your account, you may order commissary items on a daily basis using the pod kiosks located in the pod library. Items ordered through the Commissary will be delivered to you, by commissary

staff, three times a week. Deliveries will be made to all pods on Monday, Wednesday & Friday. Any changes in delivery days will be posted in pods. All sales are final, and there is no exchanges allowed on products. In the event you order commissary and are released or transferred to another facility prior to receiving your order, you must make arrangements to have your commissary picked up within 72 hours after the scheduled delivery. Your signature on your order form indicated your understanding and acceptance of the terms of the commissary sale.

We reserve the right to limit the quantities of items you may purchase. Jail commissary is a privilege. Misconduct or violation of jail rules may result in the loss of commissary for a specified time. Medical restrictions on specific food items (high salt or sugar content, etc.) may also be imposed if deemed necessary by the medical staff. If you lose your commissary as a result of disciplinary action, you may still order legal supplies and personal hygiene items. These are: pens, legal pads, soap, toothbrushes, toothpaste, deodorant and shampoo. All commissary orders must be placed by 10 pm.

The electronic commissary system will allow you to do the following upon signing into the kiosk:

- Place commissary orders
- View account balances
- View previous commissary account orders
- Credits received

Below is a step by step process to activate your Swanson account for the **first time**.

- Enter your date of birth (DOB)
- Enter your complete eight (8) digit ICN number found on your wristband
- Place your right index (pointer) finger on the fingerprint screen below the large computer screen.
 - Repeat this step three (3) times as instructed on the large computer screen.
- This will complete your registration into the system.

After the first step by step sign in, you will no longer have to complete all of the steps listed above. In order to place an order or review your account information you will only need to:

- Enter your complete eight (8) digit ICN number found on your wristband
- Place your right index (pointer) finger on the blue screen
- Once logged into the system, press the “>” symbol on the screen to make a choice on the system.

NOTE:

Once an order is submitted the number of commissary items can not be changed. **DO NOT** attempt to change an order once it is submitted. You will be charged for the total amount from both orders. Only you can sign for your commissary order. All signed commissary orders will be considered as being received and complete (no missing items).

9. Packages and Mail

Inmates will not be allowed to receive Stamps, Envelopes or Pre-Stamped Envelopes through the inmate mail system. These items can be purchased through inmate commissary.

Packages will be accepted for you in the Main Lobby of the Justice Center. Packages will be limited to the below listed chart.

Mail will be accepted and forwarded to you at your housing pod if it is addressed with the name you were booked, as Aliases and or Nicknames will cause your mail to be returned to sender. In coming mail is opened and inspected for unallowable items. It is not read or screened by our staff.

Indigent inmates who are here at a minimum of 10 days may request through indigent commissary two free envelopes per week, contents not to exceed one ounce per envelope. You will be required to have the return address filled out with your name and cell number and the letter addressed properly in order for us to process your out going mail. The return address is as follows:

Your Name and cell location
 Inmate Correspondence
 555 South State Street
 Syracuse, New York 13202 – 2104

Letters that are not acceptable will be returned to you, unless you fail to put your name and cell number on the envelope. All mail must be in the proper box no later than 10 pm every night.

MONEY / PROPERTY DROP-OFF At Bail Window

Times		
Monday – Friday	10:00 am – 12:00 pm	5:00 pm - 7:00 pm
Saturday, Sunday and Holidays	10:00 am – 11:00 am	5:00 pm - 7:00 pm

Money can also be deposited into inmate accounts by using the kiosk in the lobby of the Justice Center. The kiosk is available for deposits from 7:30AM -10:30 PM. The person dropping off the money will need to know your full name and date of birth to deposit money. The kiosk only accepts cash and deposits must be made in exact amounts (no change). There is a \$2.75 user fee for all deposits made through the kiosk

ITEMS ALLOWED:

Any exact amount of cash can be dropped off for an inmate. The following list of items can be dropped off:

NOTE: All packages will be searched. Any item that is not listed on the property receipt is considered contraband. All violators will be prosecuted.

Item & Description	Qty. Allowed
Socks (White only)	4 pair
T-shirts (White only, no tanks)	4
Underwear (White only)	4
Thermal undershirts (White, Beige or Gray)	1
Thermal underpants (White, Beige or Gray)	1

Books and Magazines will not be accepted at the Front Desk. Inmates may receive these items from the publishers through the mail system. Any material containing graphic nudity will not be allowed to enter the facility and will be placed in your property.

Release of Inmate Funds to Family

To request a release of funds fill out a Property/Funds Release Request form including a full explanation of the need for releasing the money. The request must be made in ink. A request to release funds will need to fit one of the four requirements:

1. A special emergency
2. Important financial obligation- example: power, phone bill, rent.
3. For inmate’s own bail
4. To pay the inmate’s own fine, surcharge or other penalty levied by a court.

Items 1 and 2 require that proof be submitted. Inmates should request that family members send them any bills or other documents of proof by US Mail. The proof then needs to be attached to the request form before it is

submitted. Place such requests in the Inmate Referral Box, once submitted approval from the Chief, Assistant Chief, or Captain is required.

Items 3 and 4 can be approved by a Lieutenant or higher. Submit these requests to the Pod Deputy for routing to the appropriate person.

Property Release Forms to Jail Ministry

All property release forms concerning Jail Ministry must be attached to an inmate referral form, addressed to Administration and placed in the Inmate Referral Box.

10. Children’s Playroom

Through an agreement with Catholic Charities and Jail Ministry, a children’s playroom has been set up in the Main Lobby of the Justice Center. This area is designed for visitors to be able to leave children, new born to age 12, in a supervised area while they visit here. This service is free of charge. Space is limited to 10 children and pre - registered children will be accepted first. The hours of operation are:

Monday, Tuesday, Thursday, and Friday	3:30 p.m. – 7:00 p.m.
Wednesday	4:00 p.m. – 7:30 p.m.

11. Telephones

There are telephones located in each housing pod for your use. They are set up to allow you to make collect phone calls only. You may use them when you are not locked in your cell. To access the phone system, you must use your Inmate Control Number (ICN). Your ICN is located on your inmate wristband. The use of another inmate’s ICN is strictly prohibited. Be sure to listen to and follow all of the prompts when accessing the phone system. If you are having trouble completing your call, submit a yellow referral, and inform your pod deputy. You may call the following agencies by dialing direct, they are free calls: *(access may be limited to certain agencies times)

Jail Ministry*	424-1877	Human Rights Commission*	435-3567
New York State Parole	428-4093	Vera House	468-3260

12. Haircuts

Haircuts will be offered every Saturday and Sunday, depending on the availability of an inmate pod barber who has completed the Barber Program and is certified in the use of barber tools. The designated times of the haircuts will not be unduly disruptive to the good running order of the facility. There is no cost for a haircut. A sign-up list will be taken by the pod deputy the day of the haircut. Many styles of haircuts are allowed, however, no symbols, designs, names, numbers graffiti, or art work of any kind is allowed. If any are found discipline will follow for both the barber and the inmate involved.

If you are Administrative/Punitive Segregation housed in any Special Housing Units, 5th Floor and Pod 3C, you will not receive a haircut due to your classification status. Such requests will need to be made through the referral system. Each request will be considered on a case by case basis. Honored requests will be granted when there is a valid penological or judicial need.

13. Contact, Secure & Video Visits

You are allowed to receive two visits each week. The week will start on Mondays. Two visitors are allowed per visit. You cannot wear thermal undershirts, thermal underpants or sweatshirts to your visit. Minors who are 16 to 17 years of age, accompanied by anyone other than their parent or legal guardian, must provide a notarized written consent from their parent or guardian with an original or certified copy of the minor’s birth certificate. Minors under age 16 must be accompanied by a parent or guardian with an original or certified copy of a birth certificate for the minor. We will accept hospital footprints of newborns through six months as acceptable ID.

Visitor(s) who are suspected, or caught, passing contraband (unallowable or illegal items) to an inmate, will have their visit terminated. It is our intention to prosecute all violators. The Chief Custody Deputy will then designate a Command level staff member to review the incident. The designee will determine if the visitor will

have their visiting privileges restricted or revoked. The following are the options available to the designated staff member:

Re-instate the Visitor's privilege – if charge is unfounded.

30 Day Revocation – if an offense is suspected.

Revocation Pending Court Action – if an arrest is made

Permanent Revocation – if convicted of an offense after an arrest relative to the passing of contraband.

Secure visit booths are located on each floor. These visits will be offered as listed below. If you wish to receive a secure visit it will count towards the two visits you are allowed each week. Visits may be terminated at any time by staff. Visiting schedules may be altered or canceled by the Watch Commander.

Visitor Registration All visitors must register at the Justice Center Front Desk before any visit. Inmates will be allowed ONE visit per day and TWO per week. The Visitor **MUST be present** when his/her number is called or they will be assigned another number (time allowing).

SECURE VISITS

Secure Visitation Schedule

REGISTRATION:	Visit Time:
7:00 am Monday - Sunday	7:30 am – 9:30 am
12:45 pm Monday - Sunday	1:30 pm – 2:30 pm
3:30 pm – 7:30 pm (Sat. & Sun.)	7:00 pm – 9:15 pm

- Detainees who are on Administrative/Punitive Segregation housed in any Special Housing Units, 5th Floor and Pod 3C, can receive Secure Visits on Tuesday and Thursday between 7:30 a.m. – 8:30 a.m.
- If as a result of a disciplinary hearing or administrative decision detainees are **LIMITED TO SECURE VISITS ONLY** the visit can take place Tuesday and Thursdays between 7:30 a.m. – 8:30 a.m.

CONTACT VISITS

Contact Visitation Schedule

Day	Location	Registration	Time of Visits
Monday	2 nd and 3 rd **Floors ONLY	2:00 pm – 8:30 pm	3:30 pm to 10:30 pm
Tuesday	4 th and 5 th **Floors ONLY	2:00 pm – 8:30 pm	3:30 pm to 10:30 pm
Wednesday	2 nd and 3 rd **Floors ONLY	2:00 pm – 8:30 pm	3:30 pm to 10:30 pm
Thursday	4 th and 5 th **Floors ONLY	2:00 pm – 8:30 pm	3:30 pm to 10:30 pm
Friday	ALL Floors**	2:00 pm – 8:30 pm	3:30 pm to 10:30 pm

** Detainees who are on Administrative/Punitive Segregation housed in any Special Housing Units, 5th Floor and Pod 3C, can **ONLY** receive visits on Tuesday and Thursday between 9:30 p.m. – 10:30 p.m.

- If as a result of a disciplinary hearing or administrative decision detainees are **LIMITED TO SECURE VISITS ONLY** the visit can take place Tuesday and Thursdays between 7:30 a.m. – 8:30 a.m.

Video Visits

Video visits will take place on your housing unit, using the video kiosk. Visits will be held between 8:30 am to 8:00 pm Monday through Sunday. No video visitations will take place during any lock in time. The video visits will not count toward your 2 hours of secure or contact visitation. The cost for each visit is \$4.00 for 10 minutes and \$10.00 for a 25 minute visit. Please refer visitors to www.onondagany.gtlvisitme.com for more information regarding registration and scheduling.

14. Food Service

Food is served three times a day. The times vary depending on your housing pod assignment. When meals are served you will be required to follow the directions given to you by your housing pod deputy. They will be passed out one at a time. Be patient and wait your turn.

When you have finished your meal, you must return your tray, eating utensils and any uneaten food to the meal cart. The only special diets provided will be those medically or legally required.

15. Laundry Procedure
MESH BAG PICK-UP AND DELIVERY

Mesh bags have been provided for you to have us wash your clothing and bedding. They will be picked up on your pod nightly. Overstuffed bags will not be accepted.

Laundry Schedule	
Sunday	1 Blanket
Monday	Colors – uniforms, towels, underclothing
Tuesday	1 Sheet, 1 Towel, 1 Pillow case
Wednesday	White underclothing, 1 Sweatshirt
Thursday	Colors – uniforms, towels, underclothing
Friday	1 Sheet, 1 Towel, 1 Pillow case
Saturday	White underclothing, 1 Sweatshirt

The following procedures are to be followed for laundry referrals.

1. Inmate is to fill out yellow referral of laundry item that is needed.
2. Referral is to be verified by deputy working unit.
3. Referral is signed by deputy after verification of item.
4. Referral is sent down in laundry folder on C-Watch.
5. Item is sent back to inmate from laundry.
6. Deputy has inmate sign referral for laundry item and has inmate sign booking intake sheet (inmate’s folder) for item received.
7. Deputy places referral back into unit referral box for classification deputy to collect and catalog.

16. Mental Health Services

Mental Health services are available 24 hours a day in the Justice Center. If you need to talk to a Mental Health Social Worker, you can fill out a Sick Call/Mental Health Referral Form stating the reason why. The forms are available on each housing pod at the forms box. All form need to be in the box by 10 pm. They are picked up by a nurse and delivered to Mental Health staff each day. If you need immediate attention the housing pod deputy will notify Mental Health and you will be seen as soon as possible. Advise any staff member if you believe someone is thinking about suicide. Non-emergencies will be scheduled through the Mental Health Referral System.

The Behavioral Health Units are located on the 5th Floor C Pod, for minor/adult males and 5B General Housing for minor/adult females in the Justice Center. These pods are special housing units for those individuals who are in need of a higher level of observation and more intensive mental health services. Inmates housed in these pods must abide by all rules in this booklet along with some additional rules due to the many different classifications of inmates in these pods. Inmates housed in these pods may be restricted in their commissary orders due to medication reactions. Inmates housed in pod 5C or 5B General Housing for Administrative Segregation will have their recreation in the Pod 5B recreation yards. These inmates will also be subject to the same rules as listed in Section 33 under Administrative Segregation.

17. Access to Health Care

Medical Health services are available to you throughout your stay. Nurses will make regular tours on your housing pod. They will be available in case of emergency at any time.

Nurses pass out medication several times a day. If you do not report to the nurse when called, you will not receive your medication. Sick Call/Mental Health Referral Forms are available at the forms box next to the Exercise Room in your housing pod. If you need help filling the form out, ask your housing pod deputy for assistance. The referral must be in the box no later than 10 pm. The nurse will pick up these forms once a day. You will then be scheduled to either see a nurse or the doctor depending on your needs.

Any woman who is known to be pregnant or a woman within eight weeks after delivery or pregnancy will not be subject to mechanical restraints when transported to receive outside medical care, unless, based upon unusual circumstances, the use of handcuffs is necessary to prevent the female inmate from injuring herself or others.

18. Self Medication

Inmates approved may possess and take certain medications themselves. These medications have to be approved by the Medical staff and prescribed by the Justice Center physician. You will be required to sign an agreement that explains the guidelines for the medicine use and what you need to do in order to continue to utilize this service. If you violate any of the conditions discussed with you and included on that form, your medication will be confiscated and turned over to the medical staff. There also are some (over the counter) medications available through the commissary. You may, and are expected to, use these to treat your minor medical complaints. If you have questions about this, submit a sick call slip. Once your prescription has expired you must inform the deputy and return the expired medication to the nurse on her next visit. Failure to do so will cause you to be charged with Contraband 3rd if the expired prescription is found in your possession.

19. Bail and Bonds

Your bail status can be explained by your housing pod deputy. Bail Bonds are insurance policies that ensure people charged with crimes appear in court. A fee is charged by the bondsman for this service and, depending on the amount of bail, other conditions may be required to get a bond for your release. More information on bonds can be obtained by contacting one of the local Bail Bond Agencies. These are not free phone calls:

Bail Bond Agencies (From the Syracuse Verizon Yellow Pages)

B. Cianciola	622-2455	Cusetown	451-2663
Best Bail Bond	699-2245	T. Backus	607-884-8649

Bail Program of Jail Ministry- Contact Jail Ministry for possible bail assistance at 315-565-5580

20. Funeral Home and Deathbed Visits

If there is someone in your immediate family who dies, or is about to die, while you are here, you may be eligible for a special visit. We must be able to verify the information prior to setting up the visit. Ask your housing pod deputy to notify your Classification Officer or the Programs Unit Supervisor (sergeant) when you become aware of the situation. He or she will then begin processing your request.

21. Law Library

Law library will be provided on the kiosk located in the library on each pod. Those needing instructions on its use can utilize the "Help" button located on the Lexis Nexis page on the kiosk.

If you are housed on the 5th floor, pod B or C, you will find a set of law library books in compliance with Title **9 NYCRR 7031.4 (d)** maintained on carts for your use. It shall be left to the discretion of the C - pod deputies as to when you will receive your daily access. Access times for pod - B will only be honored when requests for use of the books have been made.

Inmates housed in Pod 5B's Special Housing Unit #1 and #2 along with inmates housed in the 5A infirmary, will need to inform the pod deputy they desire the use of these books so arrangements can be made to provide them.

ICE detainees have a separate on-line Law Library located on the third floor core. To use this service fill out a yellow referral form to the Programs Unit. Only ICE detainees will be allowed its use.

You may request copies of legal materials covered under **section 7031.4 (e)** by filling out a “Case Cites and legal Information Requests” form for up to 10 cites or 50 pages a week. Case cites will be distributed to you for up to ten business days. At the completion of those ten days you will be required to return those cites. If case cites are not returned upon request you can be charged 25 cents per page. You must be specific in your request staff are not allowed to help you with your research. After your request for cites has been received we will provide you with your request as soon as possible. Provided your cites fall within the limits set by **7031.4 (e)**.

Section 7004.2 (a) allows indigent inmates at least two one - ounce pieces of correspondence per week at facility expense. To receive this you must have less than \$1 in your account for 10 or more days.

The use of typewriters will be made by referral Monday-Friday. Requests will be made out to the Watch Commander the day prior to use. Referrals received on Friday will be processed for the weekend.

22. Wake up and Lock in Times

Wake up time is 6:00 AM. You will be required to make your bunk and get dressed by 7:00 AM. Shaving will be offered to you in your cell between 6:00 AM and 6:30 AM. Your bunk is required to be made whenever you are not using it. You will be required to remain from under the covers of your bunk, until 8:00 PM. Exceptions will only be made if you are assigned to a special work detail or the Medical staff excuses you due to an illness or injury. Lock ins may occur at any time, you will be required to immediately lock in if directed to do so by staff. Scheduled facility lock downs will occur between 8:00 and 8:30AM 12:00 noon and 1:00 PM and also between 2:30PM and 3:15PM, and also between 6:00 PM and 7:00 PM everyday. You will be required to lock in for the night at 10:00 PM unless an exception is made by the Watch Commander for special or extraordinary circumstances. Lights are required to be turned off between 1:00 AM and 6:00 AM. There is no talking allowed cell to cell.

23. Court Appearances

Each day the Justice Center prepares court lists. These lists have the names of people detained at the Justice Center. They are names given to the Justice Center by all courts in Onondaga County. Your name appearing on a court list is the equivalent of a court order. You are required to be present for that court appearance unless other instructions are given by the requesting court. Except for medical appointments, you should remain in your housing pod while you await transport to your court appearance. Only legal materials pertaining to your court appearance may be taken to court, unless the transporting officer instructs you otherwise.

*** **CIVILIAN CLOTHES** Unless instructed otherwise by staff, jail uniforms are the only acceptable wear for court appearances. Trials and certain other court ordered appearances may require civilian dress codes (street clothes).

24. Inmate Education

There are numerous programs which are offered here in the Justice Center. Educational and vocational training is conducted by the Syracuse City School District. If you are under 21 years of age and do not have a High school Diploma or High School Equivalency Diploma, you must attend HSE classes. For a complete list of programs being offered please review your pod bulletin board, ask your pod deputy for information, or submit a referral form to the Programs Unit.

To enroll in educational programs, fill out an Inmate Referral Slip and place it in the inmate referral box in your housing pod. Staff from the Syracuse City School District will contact you for an initial screening and interview to see if you are eligible for the program being requested.

25. Work Programs

Work details, which occur outside of your housing pod, are assigned to inmates with a Minimum or Medium Custody classification only. There are numerous types of work details that are conducted here including Kitchen duties, Laundry duties, Floor Care duties, General Custodial duties and other specific work details.

Ask your Classification officer for details on what may be available to you, any requirements for each assignment and how to be considered for those assignments. The current programs that are being offered are: **GED - Adult** (21+ yrs. old), **GED – Minor**, **Office Skills**, **English Second Language**, **Anger Management**, **O.S.H.A. training** (Industrial and Construction), **Flagging training**, **Nail Technology**, **Family Education / Parent & Child Together** (P.A.C.T.), **Transition**, **EL Civics**, **Job Readiness training**, **Information Technology** (I.T.), **Mental Health Substance Abuse Intervention**, **VERA House**, **Child Fatality Review**, **Express Yourself Program**, **Patient Navigator Program** (Pregnant females only), **Veteran Outreach Assistance** (referral to VA), **Goal Setting**, **Narcotics Anonymous**, **Alcohol Anonymous**, **Building Maintenance Program**, **Painting program**, **F.A.C.E.S.** (Fighting Aids / Hiv thru Case management Education and Support), **Men's Issues**, and **Women's Issues**.

26. Marriage Procedure

Person in Custody

Marriage licenses are processed on the third Thursday of each month, beginning at 10:00 A.M. You must submit a written request to have your name added to the list of those inmates who will be issued a marriage license. NOTE – If you are a Federal Detainee, you must write to the U.S. Marshals and obtain written permission to marry, and your attorney must get a court order from the Federal Magistrate for you to be taken to Syracuse City Court on the date your marriage is to take place. The address to get written permission is:

U.S. Marshall Edward Kelly
10 Broad Street Utica, N.Y. 13501

Person Not in Custody

Marriage license applications are processed on the third Thursday of each month. If you intend to get married then your fiancé must do the following:

1. Arrive at the Justice Center by 9:30 A.M. on the third Thursday of the month.
2. Sign the application in the presence of the license clerk when the deputy calls your name.
3. Present ID and pay \$40 to the clerk to cover the cost of the license.
4. If either applicant has been divorced, you must present the original divorce papers to the license clerk.
5. After the license has been processed, you must contact city court chambers to make arrangements for a judge to perform the marriage ceremony. (477-2785)

27. Religious Services

There are several scheduled religious services which you may attend. You may only attend one service per week. Below is a list of services.

Protestant Service	Spanish Protestant Service
Catholic Service	Spanish Protestant Bible Study
Muslim Service	Muslim Bible Study
Protestant Bible Services	

Times may vary depending on the availability of the clergy members who provide the service. A list will be taken on Thursdays for interested inmates to sign up for a religious service. Jail Ministry and other clergy members may visit you on your housing pod or floor if they wish. Fill out an Inmate Referral Form in order to contact them for this type of visit. In most cases these visits will not be counted toward your 2 weekly personal visits.

28. Smoking

Visitors, staff and inmates are not allowed to smoke anywhere in the facility. Tobacco, matches, lighters and any other smoking products are not allowed in the secure areas of the facility and are considered contraband. Inmates found in possession of such items will be subject to discipline and criminal prosecution.

29. Zero Tolerance of Sexual Abuse and Sexual Harassment

The Onondaga County Sheriff’s Office has zero tolerance for sexual abuse and sexual harassment. Should you be aware of any sexual abuse or harassment you are to immediately report that to staff. If staff members are involved you may inform another staff member, or the chain of command to include the Chief Custody Deputy verbally or by letter. You may also choose to report the sexual abuse or harassment to mental health or medical staff, the Onondaga Sheriff’s Office Internal Affairs Unit, another law enforcement agency, County Human Rights, New York State Civil Liberties Union, or Vera House (Rape Crisis Hotline) at 422-7273. You may choose to inform a friend or relative who can also make contact with any of the above or anyone else that can assist you. The PREA (prison rape elimination act) website is <http://www.prearesourcecenter.org>. The main point is that you inform someone and get the help you will need. We take sexual abuse and harassment very seriously and will prosecute those found guilty of such crimes to the fullest extent of the law. This includes all inmates, staff (sworn and unsworn), vendors, contractors, volunteers and anyone that comes in contact with the inmate population.

If you wish to report to an outside agency:

Vera House (Rape Crisis Hotline) - 422-7273

30. Segregation Housing

The Special Housing Unit at the Justice Center is designed to provide a more structured environment for inmates who have a difficult time adjusting to Direct Supervision in General Housing Units. You have been strip searched and given an orange jumpsuit. This orange jumpsuit shows that your classification is now Maximum Custody. You have been assigned a cell that is very different than those in General Housing. Your belongings have been searched and you have been given only the allowable quantities you may possess here. You will be given an opportunity to participate in recreation only once a day for one hour. There is no TV, no lounge furniture, no carpeted dayroom, and no microwave oven. No packages will be accepted for you while you are housed here. Our intention is to provide you with only the amount of programs and services we are required to by law. If you are not comfortable here, it is because we designed it that way. Our hope is that after you have experienced this, you will be less inclined to repeat the acts which resulted in your placement here. The staff assigned to this housing area are not responsible for you being here, you are. Treat them with respect, they will respect you. We expect you to conduct yourself in a manner that will ensure their safety as well as the safety of other inmates housed here. Obey their orders immediately. If you have questions, ask them afterwards. The way you respond to your stay here will determine future classification decisions such as work details and program assignments. If you are moved back to Reception, you will be given a chance to change your behavior. We expect that you will take full advantage of that opportunity.

Allowable items

The following is the **maximum amount** of property you may have in your cell:

1 mattress combo	1 pr shower shoes	1 bar soap & small shampoo*
2 sheets	1 rosary beads (white-plastic)	1 toothbrush*
2 blankets	1 Styrofoam cup	tampons/sanitary napkins ¹
2 towels	1 pencil	1 pr of issued footwear*
1 comb*	1 writing tablet	1 pr prescription eye glasses
1 roll toilet paper	2 uniforms	1 pr dentures
1 deodorant*	2 pr socks	1 inmate handbook*
1 religious book	2 undershirts	1 book
1 kufi/yarmulke	2 underpants	1 bra <i>females only</i>
1 mesh/laundry bag	1 sweatshirt	

Legal paperwork, a reasonable amount, which would fill two standard shopping bags, will be allowed.

**These items will be issued to you when you arrive*

No personally owned shampoo, soap, deodorant, toothpaste, toothbrush, comb, or footwear will be allowed.

5B Segregation inmates: Will receive a packet of toiletries that includes 2 rolls of toilet paper, 4 packets of toothpaste, 2 bars of soap, and 2 packets of shampoo. You will also receive 2 stamped envelopes.

Pod deputies will **not** distribute any additional toilet paper or soap, unless it is approved by a supervisor. The warehouse will deliver the supplies to each Pod on Fridays. B-Watch deputies will issue the supplies to the inmate population on Saturdays. You will also receive 2 stamped envelopes every Sunday.

Allowable items may be further restricted based on your behavior. All items will be kept in a neat and orderly fashion in your cell. Replacement items will be issued by staff on an as needed basis. You must turn in an empty container to receive a replacement. The rest of your property will be stored. You will have to make a request to the 810 Supervisor on a Referral Form to get your property back after you leave the Unit.

5B Activities

Signing Up

At approximately 7:30 AM an officer will tour the unit. The officer will ask each inmate if they wish to sign up for an activity on that day. This will be your only opportunity to make a request for a shower, a legal telephone call to your attorney of record (Monday only), law library, or to participate in outdoor recreation. If you have just arrived and it is after 7:30 AM you will not participate in any of those activities (except admission phone call).

Movement To and From Your Cell

- Whenever you exit your cell, you will.
- Be fully dressed (shirt, pants, footwear).
- Have nothing on your head
- Be fully restrained prior to moving and remain fully restrained until secured back in your cell.
- Conduct yourself in a quiet, orderly fashion.
- Walk in front of the staff escorting you.
- Not talk to other inmates in the Housing Unit.
- Immediately follow all instructions given to you by the staff.
- Failure to comply with any of the above will result in a cancellation of the program or service you are attending.

Phone Calls

Upon your arrival to the unit you will be offered one telephone call. This call can be made to anyone of your choosing to advise them of your placement in this housing unit. Thereafter, you will be offered only one (1) phone call per week. This call will be to your **attorney of record** only. This call will be offered on Monday mornings between the hours of 8:00 AM and 12:00 PM. **If a Monday is a legal county holiday then your call will be given to you on Tuesday of that week.** Busy or unaccepted calls will be treated as if they were completed. Calls to Jail Ministry, the NAACP or the Human Rights Commission may be made in lieu of your attorney of record at the above times and will be considered a completed call for that week. All phone calls will be strictly limited to 10 minutes.

Law Library

Law books will be available on the unit on Monday through Friday from 6:30 PM to 8:30 PM. All books will be returned to the staff at the end of each session. Copies of legal materials are available by submitting a referral form.

Outdoor Recreation

One hour of outdoor recreation will be offered to you on a daily basis between the hours of 7:30 am and 3:00 pm. At the time staff calls for you to go, you must be fully dressed (shirt, pants and footwear) and be standing at your door. Your cell must meet all sanitation requirements and your bed must be fully made. If you fail to meet any of these requirements, staff will determine that you are not prepared and you will not receive recreation for that day.

Meals

You must eat in your cell. All food shall be either eaten at the time of the meal or left on your tray. There is no storing of food items from meal trays. Trays and eating utensils will be picked up immediately after each meal.

Religious Activities

Same as general housing (unless restricted during a disciplinary hearing), refer to Inmate Handbook.

Showers

Showers will be offered on an odd and even basis. Inmates housed in even numbered cells will be offered showers on even days. Inmates in odd numbered cells will be offered showers on odd days. All showers will be strictly limited to 15 minutes.

Visitation

Contact Visitation will be available Tuesday & Thursday between 9:30 pm & 10:30 pm only. If by the determination of the Chief or his designee, you are **restricted to Secure Visitation Only**, such visits will be made available Tuesday & Thursday at 7:00 am. These times can change at the discretion of the Sheriff's Office. When called for your visit your cell must meet all sanitation requirements and your bed must be fully made. You must be fully dressed (shirt, pants and footwear) and be standing at your door. Failure to meet any or all of these standards will result in your visit being cancelled.

Cell Inspections:

Random cell inspections may be conducted at any time. Inmates will be handcuffed and brought out of their cell and a thorough inspection to determine compliance with all regulations will be conducted.

Activity Schedule:		Time Table	
6:00 AM	Wake up - shave – make bed	3:00 PM	Watch change-count
7:00 AM	Watch change - count	3:30-10:00PM	Showers-odd/even basis
7:05-7:30 AM	Breakfast	5:00 -5:30 PM	Dinner
7:00-8:30 AM	Cleanup - program sign-up	5:30-6:30 PM	Cleanup, cell maintenance
7:30 AM - 3:00 PM	Recreation	6:30-8:30 PM	Law library (Mon - Fri)
8:00 AM-12:00 PM	Legal Phone calls-Monday	9:30-10:30PM	Contact visitation Tue Thur
11:00-11:30 AM	Lunch	11:00 PM	Watch change–count
11:30 AM-2:30 PM	Cleanup, cell maintenance	11:30 PM	Lights out

5B Services

Laundry Exchange will be conducted following the same schedule as the other housing units.

Mesh Bags will be handled following the same schedule and rules as the other housing units.

Medical and Mental Health Services is the same as general housing, refer to Inmate Handbook.

Commissary orders will not be filled or accepted during your stay in this unit.

Haircuts- While housed in this unit such requests will need to be made through the referral system. Each request will be considered on a case by case basis. Honored requests will be granted when there is a valid penological or judicial need.

31. State Sentence

If you are sentenced to a New York State Correction Facility while you are here, there are several things that will occur prior to you leaving our facility. You must be fingerprinted again, using a special card, which is required upon your admittance to a State Facility. The New York State Department of Corrections restricts the amount and type of property you can bring with you. The only items you will be allowed to possess upon admittance is a watch (not to exceed \$50.00 in value), a Wedding band (not to exceed \$50.00 in value, no stones or protrusions and it will be kept in the Head Clerks office until a copy of your marriage license is

obtained) and religious medals on a chain (not to exceed \$50.00 in value, no stones or protrusions, no bigger than 2 inches in diameter and must be white metal, no yellow metal). Legal and religious books, religious articles and legal paperwork will be accepted when transported. All other articles you possess must be left behind. We will have you sign a form which authorizes us to release your property to any two people you wish. If those people do not pick up your property within sixty (60) days, the property will be destroyed.

Once you have left our facility, we will not forward any mail or packages you receive here. We will return any mail or package addressed to you to the US Postal Service as undeliverable.

State inmates housed in the Justice Center due to an "order to produce" will be transported back to their respective state facility upon conclusion of their court appearance and upon the next available trip to that state facility.

32. Alternative Housing

Jamesville Annex Housing

Inmates will be held responsible for all the rules listed in this Justice Center Inmate Rule Book while housed at the O.C.D.C. Annex. **Additionally, Inmates housed at the Annex will also be responsible for the following Annex rules:**

General Rules

- 1) Bunks will be assigned by the Deputies.
- 2) Inmates will remain on their bunks from 2230 hours until 0700 hours daily, unless otherwise directed by the staff. (Exception granted for bathroom use. You must obtain permission from the deputy to use.)
- 3) Use of the hot pot and refrigerator is not allowed from 2200 hours until 0700 hours daily.
- 4) The refrigerator may be used by the inmates in the unit to store unopened bottles containing water or soda that is purchased from Swanson Commissary. Nothing else is to be stored in the refrigerator (food or beverages delivered with the inmate meal).
- 5) Nothing is to be placed in the freezer and any items found in the freezer will be confiscated and disposed off.
- 6) All out-going mail, commissary slips, and referral slips must be placed in the appropriate box by 2200 hours daily.
- 7) No walkmans are allowed in the Day Area.
- 8) Only county issued cups can be used for obtaining dinner drinks.
- 9) No photos are allowed on cabinets, affixed to cabinets, in the bunk to include the walls.
- 10) Clothing is not allowed to be hung over bunk walls. Inmates needing to hang towels or wet clothing can hang items over the end of their bunks.

Clothing

Inmates must be fully dressed when leaving the sleeping area and in the dayroom. Do-rags can only be worn while on your bunk, in the bunk area, or behind the wall.

Telephones

A sign-up list may be used by the Deputy to ensure equal access to the phones by all inmates. There will be NO eating or drinking while talking on the phones.

Shower / Bathroom

Only two inmates are allowed in the shower / bathroom area at a time. No inmate will shave, groom, bathe, or maintain the personal hygiene of another inmate. Showers close at 1400–1515 hours and 2200 hours.

Visitation Friday and Saturday 1100 to 1400 hours.

Inmates are to walk in a single file on the walkway and refrain from talking to, or yelling at other inmates in the Recreation yard. Failure to do so may result in the cancellation of the visit.

Recreation

Additional time in the recreation yard for games is at the discretion of the Deputy. Yelling from the recreation area will not be tolerated. No shower shoes, bare chests, walkmans, food, or drinks are allowed in the recreation yard.

33. When You Leave

When you are released from the Justice Center, there are a few things that you must take care of. First you will need to completely remove all your personal property from your cell. Your housing pod deputy will then conduct an inspection of your cell. This inspection will be done to ensure there has been no damage or vandalism done since you moved into the cell. You will be held responsible for anything that was not reported during your stay or listed on the initial inspection sheet that was completed when you were assigned that cell. You will then be escorted to the Discharge Area in the Booking Unit. The deputy there will check the clothing items and linen that you were issued. If these items are damaged, the officer may deduct money from your financial account to cover the cost of replacing them. Your rulebook must be turned in or you will have \$2.00 deducted from your personal account. You will be given your clothing, property and a reimbursement for your financial account. The deputy will have you sign a receipt. You will then be allowed to exit the Justice Center through the Main Lobby.

34. Community Resource Guide

This information has been developed by the Onondaga County Residential Service Provider's Group in an effort to help you transition from incarceration to the community. It will provide you with a list of agencies and programs that can help meet your needs.

Shelter

Rescue Mission – Men, 155 Gifford St. 472-7205
Salvation Army – 749 S. Warren St. Women & families,
479-1332
Booth House – Teens, 471-7628
Dorothy Day – Women 476-0617
Domestic Violence – VERA HOUSE 468-3260

Food

Rescue Mission – 120 Gifford St. 482-6251
(Breakfast, lunch and dinner)
Samaritan Center – 310 Montgomery St.
(MWF 4:30pm and TTH 4pm)

Pantries

The Salvation Army – 479-1157
PEACE Inc. – 470-3300
Interreligious Food Consortium – 474-8855
Catholic charities – 424-1876

Psychiatric Care

Emergency: Call 911
St. Joseph's Hospital CPEP – 448-6555
Hutching's Psychiatric Center – 473-4980
Syracuse Community Health Center 476-7921
Veteran's Administration – 476-7461
Onondaga Pastoral Counseling – 472-4471
Central NY Services – 478-2030 (Provides both
psychiatric and substance abuse treatment.)

Medical Care

Call 911 or go to any emergency room.
SC Hope Clinic – Wed, nights in Civic Center.
Syracuse Community Health Center – 476-7921
819 S. Salina St., (No appointment necessary.)
Emergency Medical Fund – 479-1157 (Helps pay for
prescriptions.)

Legal Services

Assigned Counsel – 476-2921
Hiscock Legal Aid – 422-8192
Legal Services of CNY – 475-3127
S.U. Law Clinic – 443-4587
Jail Ministry Bail Office – 476-9634
Helpline – 474-7011
Community Support Connections – 479-1120
Onondaga Case Management – 472-7363

Income

Department of Social Services – 435-2526 provides
emergency rent assistance, food stamps and Medicaid.
Social Security – 1-800-772-1213
NYS Department of Labor – 479-3261

HEIYP Women's Program

2309 South Salina Street
Syracuse, NY 13205
315-396-0986

Substance Abuse Treatment

Addictions Referral Service – 685-0954
Crouse Irving Detox – 470-7381
Methadone Maintenance Program – 470-7974
Rescue Mission Alcohol Crisis Center – 472-7876 provides
shelter services for intoxicated people and treatment referral
assistance.
Syracuse Behavioral Health
Out-patient – 471-1564 In-patient – 492-1184
Step Guidance Behind the Walls (NA pen pal)
2117 Buffalo Road Suite 286
Rochester, NY 14624

Jail Ministry

424-1877
421 South Warren Street
Suite 203
Syracuse, NY 13202