

# Table of Contents

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<b>1. Direct Supervision</b>	3
<b>2. Inmate Rules of Conduct</b>	3
<b>3. Regulations</b>	8
<b>I. Issued Items</b>	8
<b>II. Allowable Items</b>	8
<b>III. Dress Code</b>	9
<b>IV. Cell Maintenance</b>	9
<b>V. Cell Inspections/Cell Searches</b>	10
<b>VI. Showers</b>	11
<b>VII. Shaving</b>	11
<b>VIII. Meals</b>	11
<b>IX. Room Usage</b>	11
A. Cells	11
B. Recreation Yard	12
C. Exercise Room	12
D. Day Room	12
E. Dining /Beverage Area	12
F. Quiet Reading Room	13
G. Telephones	13
<b>X. Officer's Workstation</b>	13
<b>XI. Moving to and From Your Housing Pod</b>	13
<b>4. Inmate Discipline</b>	13
<b>I. Informal Discipline</b>	14
<b>II. Formal Discipline</b>	14
<b>III. Sanctions</b>	14
<b>IV. Recreation</b>	15
<b>V. Loss of Good Time</b>	15
<b>5. Inmate Grievances &amp; Referral System</b>	15
<b>6. Reception/Orientation Housing</b>	16
<b>7. Financial Accounts</b>	17
<b>8. Commissary</b>	17
<b>9. Packages and Mail</b>	18
<b>10. Children's Playroom</b>	19
<b>11. Telephones</b>	19
<b>12. Haircuts</b>	20
<b>13. Contact, Secure &amp; Video Visits</b>	20
<b>14. Food Service</b>	21
<b>15. Laundry</b>	21
<b>16. Mental Health</b>	22
<b>17. Access to Health Care</b>	23
<b>18. Bail and Bonds</b>	23
<b>19. Funeral Home and Deathbed Visits</b>	23
<b>20. Law Library</b>	23
<b>21. Wake up and Lock in Times</b>	24
<b>22. Court Appearances</b>	24
<b>23. Inmate Educational</b>	24
<b>24. Work Programs</b>	25
<b>25. Marriage Procedure</b>	25
<b>26. Religious Service</b>	25
<b>27. Smoking</b>	26
<b>28. Zero Tolerance of Sexual Abuse and Sexual Harassment</b>	26
<b>29. Justice Center Oversight Committee</b>	27
<b>30. Segregation Housing</b>	27
<b>31. State Sentence</b>	29
<b>32. County Sentenced Inmate</b>	30
<b>33. When You Leave</b>	31
<b>34. Community Resource Guide</b>	32

## 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. You must get permission from the pod Deputy in order to speak with a Sergeant or Lieutenant. 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

<b>100.10</b>	<b>Assault 3<sup>rd</sup></b>	Initiating a physical attack against another inmate that results in no injury to the inmate being attacked.	<b>Class B</b>
<b>100.11</b>	<b>Assault 2<sup>nd</sup></b>	Initiating a physical attack against another inmate that results in an injury to the inmate being attacked, or other non-participant.	<b>Class A</b>
<b>100.12</b>	<b>Assault 1<sup>st</sup></b>	Initiating an attack against a staff member, whether or not it results in an injury to that staff member or other non-participant.	<b>Class A</b>
<b>100.13</b>	<b>Fighting 2<sup>nd</sup></b>	Any physical confrontation with another inmate that does not result in an injury.	<b>Class B</b>
<b>100.14</b>	<b>Fighting 1<sup>st</sup></b>	Any physical confrontation with another inmate that results in the injury of an inmate, staff member, or other non-participant.	<b>Class A</b>
<b>100.15</b>	<b>Harassment 3<sup>rd</sup></b>	Initiating physical contact with another inmate that does not result in an injury to that inmate.	<b>Class C</b>
<b>100.16</b>	<b>Harassment 2<sup>nd</sup></b>	Acting in such a way that causes a staff member to be annoyed or alarmed with no legitimate purpose.	<b>Class C</b>
<b>100.17</b>	<b>Harassment 1<sup>st</sup></b>	Initiating physical contact with a staff member that does not result in an injury to that staff member.	<b>Class B</b>
<b>100.18</b>	<b>Threats 3<sup>rd</sup></b>	Threatening to harm another inmate.	<b>Class C</b>

<b>100.19</b>	<b>Threats 2<sup>nd</sup></b>	Threatening to harm another inmate involving a weapon.	<b>Class B</b>
<b>100.20</b>	<b>Threats 1<sup>st</sup></b>	Directly or indirectly making or implying any type of threat towards a staff member.	<b>Class B</b>
<b>100.21</b>	<b>Smoking</b>	Being discovered in a cell or area where there is visual sign, and or scent of smoke, whether contraband is found or not.	<b>Class B</b>
<b>100.22</b>	<b>Sexual Contact</b>	Sexual contact with consent.	<b>Class A</b>
<b>100.23</b>	<b>Sexual Abuse</b>	Sexual contact without consent.	<b>Class A</b>
<b>100.24</b>	<b>Sexual Harassment</b>	Unwelcomed sexual advances, verbal comments, gestures or actions of an offensive sexual nature made by an inmate.	<b>Class A</b>

### **Section 200 Sanitation and Hygiene**

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

### **Section 300 Facility Violation**

<b>300.10</b>	<b>Damage 4<sup>th</sup></b>	Damaging or destroying any item issued or made available for inmate use by the facility	<b>Class C</b>
<b>300.11</b>	<b>Damage 3<sup>rd</sup></b>	Damaging or destroying any furniture or fixture.	<b>Class B</b>
<b>300.12</b>	<b>Damage 2<sup>nd</sup></b>	Damaging any wall (including graffiti), ceiling, floor or any other fixed object in the facility.	<b>Class B</b>
<b>300.13</b>	<b>Damage 1<sup>st</sup></b>	Intentionally or recklessly damaging, altering, defacing, rendering inoperative any sprinkler head, window, door, toilet, electrical fixture or telephone device.	<b>Class A</b>

300.14	<b>Intentional Misuse of Equipment</b>	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.	<b>Class C</b>
300.15	<b>Tampering 4<sup>th</sup></b>	Touching the pod mirror for any reason.	<b>Class B</b>
300.16	<b>Tampering 3<sup>rd</sup></b>	Covering or obstructing any vent or duct.	<b>Class B</b>
300.17	<b>Tampering 2<sup>nd</sup></b>	Removing or tampering with any screw, fasteners or window caulking.	<b>Class B</b>
300.18	<b>Tampering 1<sup>st</sup></b>	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.	<b>Class A</b>

**Section 400 Good Running Order**

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

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

		actually does violate that section of the inmate handbook.	
<b>400.50</b>	<b>Inciting 1<sup>st</sup></b>	Encouraging another inmate to violate any section of the inmate handbook verbally or in writing and during the course of that inmates actions, that inmate, another inmate, or staff member is injured or damage to the facility occurs.	<b>Class A</b>

**Section 500 Capitol Violations**

<b>500.10</b>	<b>Escape 2<sup>nd</sup></b>	Attempting to escape or remain outside the secure area of the facility.	<b>Class A1</b>
<b>500.11</b>	<b>Escape 1<sup>st</sup></b>	Escaping, exiting, or remaining outside the secure area of the facility.	<b>Class A1</b>
<b>500.12</b>	<b>Hostage Taking</b>	Holding any inmate, civilian, or staff member against their will, with or without the use or threatened use of a weapon.	<b>Class A1</b>
<b>500.13</b>	<b>Arson</b>	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	<b>Class A1</b>
<b>500.14</b>	<b>Murder</b>	Intentionally or unintentionally causing the death of any person while in the facility.	<b>Class A1</b>
<b>500.15</b>	<b>Falsely Reporting an Incident</b>	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	<b>Class A1</b>

**Section 600 Regulation Violations**

<b>600.10</b>	<b>Regulation Violation</b>	Violating any regulation as listed in the Inmate Regulations section of the Inmate Handbook.	<b>Class C</b>
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**\*Contraband shall mean:**

- Any article or substance, the possession of which would constitute an offense as that term is defined in NYS Penal Law.
- Any deadly weapon as such weapon is defined in subdivision 12 of section 10 of NYS Penal Law.
- Any article or substance, the possession of which is prohibited by written facility regulations.
- Any article or substance, the possession of which is specifically prohibited by rules and regulations of the Justice Center including but not limited to:
  - Money Instruments
  - Ammunition
  - Explosive substances and/or fireworks
  - Any quantity of drugs, legal or illegal, the possession of which would constitute an offense under the Penal Law, or which violates facility policy and procedure.
  - Any quantity of alcohol.
- Any article or substance which may present a substantial sanitation or health threat.
- Any article or substance that has been altered or used for other than its original purpose
- Any article or substance possessed in a number, amount or durations exceeding that which is authorized by regulations.
- Any article for substance possessed in an area that is not authorized.
- Any article or substance obtained by any unauthorized means.
- Any other article or substance determined by the Chief Administrative Officer to constitute such.

**Dangerous Contraband** shall mean contraband which is capable of such use as may endanger the safety or security of the facility or any person therein.

### 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 may be held responsible for reimbursing the Sheriff's Office for the cost of replacing the missing item(s).

(2) shirts	(2) pairs of underwear	(1) pair footwear	(2) towels
(2) pairs of pants	(2) bras (female inmates)	(2) blanket	(1) cup
(2) T-shirts	(2) pairs of socks	(2) sheets	(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	1 Sweatshirt	3 Bras (females only)	1 pair shower shoes
1 mattress	2 thermal undershirt**	6 pair of socks	1 Religious Book
1 current newspaper	2 thermal underpants**	*1 Pair footwear	1 kufi/yarmulke
1 pair prescription eyeglasses	6 T-shirts	1 laundry bag	1 set rosary beads (white plastic)
2 Rolls of Toilet Paper	6 pairs of underwear	1 plastic spoon	1 hijab

No photo's larger than 8" X 10"

\*Inmates who work in the kitchen are allowed 1 extra pair of footwear

\*\* (Beige, white or gray only)

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 be fully dressed including uniform shirt, pants and shoes. Those who are issued jump suits must have jumpsuit zippered up/snapped up to neck.
  - a. T-shirt is to be tucked in.
  - b. Pants are to be pulled up around waste, cannot roll up legs past ankles or tuck in socks.
  - c. No shower shoes off the pod.
- 2) Hands are to remain out of pants and pockets at all times.
- 3) Must wear color of uniform that is issued to you.
- 4) No headgear of any kind (unless religious and only at a scheduled service).
- 5) No combs, rubber bands, strings or other adornments in hair. (Items are considered contraband)
- 6) must wear wristband on left wrist at all times with the picture and name visible to staff
- 7) Religious article may not be worn on your person, and are to be left in your cells for private meditation. Religious articles can be brought to religious services by placing them in your shirt pocket. (Minor Inmates may hold in hand while being transported to activities).
- 8) Thermal undershirts, thermal underpants and sweat shirts may not be worn to visits or religious services.

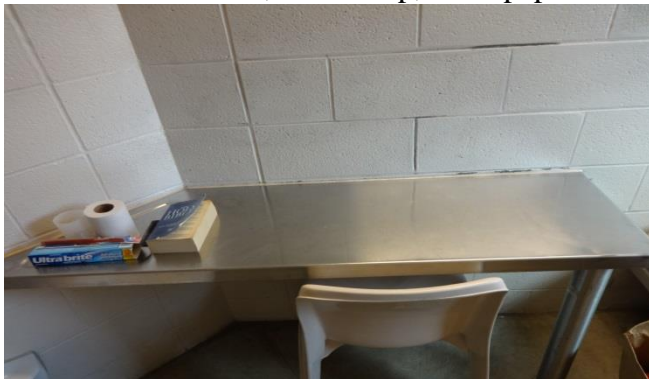
### IV. CELL MAINTENANCE

- 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/CELL SEARCHES

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. Cell searches 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 cell search and

respond promptly to directions given you by the staff. Staff is required to conduct cell searches on a daily basis. It is important that the staff conduct these searches so we can ensure your safety as well as the safety of staff and visitors.

## **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 is 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 may be 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 Yard**

- 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) Must use stools (no chairs.)
- 2) Only one inmate on each telephone.
- 3) No sharing telephone calls, or 3 way calls.
- 4) No congregating around the telephones.
- 5) No feet on the walls.
- 6) No tipping/tilting while sitting on the stools
- 7) Reasonable time limit on phones, as defined by pod deputy.
- 8) 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 uniform zippered/snapped up to neck)
  - a. T-shirt is to be tucked in.
  - b. Pants are to be pulled up around waste, cannot roll up legs past the ankles or tuck in socks.
  - c. No shower shoes off the pod.
- 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.

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.
- *Restrictions* - restricting you from or to an area or activity for a period of time.
- *Inmate Misconduct Resolution Report (IMRR)* – may be offered in you are accused of Class B or Class C violations. 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 were to be found guilty during a Formal Hearing. There is no appeals process if you plead guilty in this way. You do not have to agree to sign the IMRR; however, the matter will be forwarded for Formal Discipline.

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.

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

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 3<sup>rd</sup> time the inmate may be restricted to secure visits only and be locked in accordingly, 3<sup>rd</sup> time 30 day lock-in, 4<sup>th</sup> 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. Recreation**

If you are locked in as a result of a disciplinary sanction, whether through the Informal or Formal process, you will be provided with recreation on a daily basis. *The time your recreation period is offered will vary from day to day and will be conducted a time determined by staff.*

#### **V. 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 cannot 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 2 ways for you to attempt to resolve your complaint:

**Inmate Complaint Form** – in most circumstances you will receive a response to your complaint quicker than through the formal grievance process. You are not required to complete an Inmate Complaint Form if you choose not to do so.

- The forms are available in the Forms Box located on each housing unit.

- Complete the upper sections of the form labeled *Brief Description of the Complaint* and *Action Requested*. Be as clear, concise and brief as possible in your description and the action requested.
- Advise the pod Deputy that you have an Inmate Complaint Form that you would like to submit.
- The pod Deputy will make an attempt to resolve your complaint and document what actions were taken in his/her attempt to do so.
- If the pod Deputy is unable to resolve your complaint, he/she will notify their Sergeant that you have submitted an Inmate Complaint Form that they are unable to resolve. Depending on the nature of your complaint and other circumstances, the sergeant may not come to your pod immediately.
- If the Sergeant is unable to resolve your complaint, he/she will notify the Watch Commander of the issue. The Watch Commander will make an attempt to resolve your complaint. The Watch Commander may or may not speak with you about the complaint. However, you will be advised of his/her decision on the Inmate Complaint Form.
- When your complaint is resolved, you will be required to sign the bottom of the Inmate Complaint Form, stating that you agree with the resolution provided to you.
- If your complaint is unable to be resolved using the Inmate Complaint Form, the Watch Commander will provide you with a Formal Grievance Form, which you are required to complete in order to file a formal grievance.
- Inmate Complaint Forms must be submitted **within five days** of the act or occurrence giving rise to the grievance.

#### **Inmate Grievance Form**

- The Form will be provided to you by the Watch Commander if you have filed an Inmate Complaint Form which we were unable to resolve for you. In the event that you wish to file an Inmate Grievance Form without filing an Inmate Complaint Form, you will be provided one within 24 hours of your request.
- Complete the upper sections of the form labeled *Brief Description of the Grievance* and *Action Requested by the Grievant*. Be as clear, concise and brief as possible in your description and action requested.
- Advise the Pod Deputy that you wish to file the Inmate Grievance Form. The Grievance form will be passed to the Grievance Coordinator. A Grievance Officer will be assigned to review the grievance and either meet with you or respond to you in writing within 5 business days (does not include weekends and holidays.)
- If you do not agree with the decision of the Grievance Coordinator, you can appeal the decision within 2 business days of the Grievance Coordinator's decision to the Chief Custody Deputy.
- The Chief Custody Deputy will make a final determination and notify you of his/her decision within 5 business days of receiving your request for appeal.
- If you do not agree with the Chief Custody Deputy's determination, you can appeal the Grievance to the New York State Commission of Correction Citizens' Policy and Complaint Review Council within 3 business days of the Chief Custody Deputy's decision.
- Inmate Grievance Forms must be submitted **within five days** of the act or occurrence giving rise to the grievance.

**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.

### **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 cannot 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. Incoming 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 outgoing 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 outgoing mail must be in the proper box no later than 10 pm every night. All mail, including mail to another inmate housed at the Justice Center, will be required to have a stamp affixed to it and will be processed through the United States Postal Service as outgoing correspondence.

All outgoing packages sent from the Justice Center shall be packaged by you in the presence of staff. All costs incurred in sending outgoing packages will be your responsibility.

**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 \$4.00 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.*

<u>Item &amp; Description</u>	<u>Qty. Allowed</u>
Socks (White only)	4 pair
T-shirts (White only, no tanks)	4
Underwear (White only)	4
Bras (White only) (Females Only)	2
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 may be censored and not be permitted to enter the facility. If the material is not permitted to enter the facility, it 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) plus the four digit code that has been provided to you. 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, 5<sup>th</sup> Floor and Pod 3C, you may receive haircuts at the discretion of the Supervisors in charge of the Unit. You can request a haircut by completing a yellow referral form.

### 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. 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 is provided as an alternative to Contact visits. The following schedule is in effect for Secure Visits.

#### Secure Visitation Schedule

Registration for Secure Visitation is Sunday through Saturday: 07:00am – 03:00pm and 03:00pm – 08:00pm

Secure Visitation times every day are: 07:30am – 08:30am, 09:30am – 10:30am, and 01:30pm – 02:30pm.

On Saturday and Sunday additional Secure Visitation hours are: 07:00pm – 08:00pm and 08:00pm – 09:00pm.

- 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**

Contact Visits are offered Monday through Friday from 03:30 PM to 10:30 PM. Registration for Contact Visits are from 10:00 AM to 08:00 PM. Registration is first come/first serve until all visitations rounds are full.

Inmates housed on the 2<sup>nd</sup> and 3<sup>rd</sup> floors may have a contact visit on Mondays, Wednesdays and Fridays.

Inmates Housed on the 4<sup>th</sup> and 5<sup>th</sup> floors may have a contact visit on Tuesdays, Thursdays and Fridays.

\*\* Detainees who are on Administrative/Punitive Segregation housed in any Special Housing Units, 5<sup>th</sup> 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 \$7.50 for 30 minutes. Please refer visitors to [www.ICSolutions.com](http://www.ICSolutions.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. It is your responsibility to wake up and get your meal tray; no staff member will wake you for this.

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
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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 forms 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. ***It is your responsibility to report to the nurse when medications are being dispensed.*** 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 suspects she may be pregnant shall be provided pregnancy testing, free of cost. If the pregnancy is confirmed by the medical staff, pregnancy management services will be provided, with no cost. These services will include, but not be limited to, routine and high-risk prenatal care, management of any chemical addictions, comprehensive counseling and assistance, provided appropriate nutrition, postpartum follow-up and family planning services.

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

If you suspect you may be pregnant, please complete a sick call slip to the medical department.

## New York State Correction Law 611 Information for Female Inmates

1. NYS Correction Law 611 prohibits the restraint of pregnant female inmates during transports absent extraordinary circumstances. This includes female inmates who are known to be pregnant and inmates who are up to 8 weeks postpartum.
2. If extraordinary circumstances exist, you will be restrained with wrist restraints in front of your body.
3. At a reasonable time before the anticipated birth date, you will be removed from the facility and provided with comfortable accommodations, maintenance and medical care elsewhere under such supervision and safeguards deemed necessary.
4. No restraints will be used when you are in labor, during delivery or recovering after giving birth.
5. NYS Correction Law 611 prohibits the presence of Corrections Staff in the delivery room during delivery unless their presence is requested by either the inmate or hospital staff
6. If you deliver while incarcerated, you may be allowed to keep the child with you up to one year based on provisions set forth in NYS Correction Law.
7. If you are a nursing mother of a newborn under the age of one when you are admitted to this facility, you may be allowed to keep the child with you up to one year based on provisions set forth in NYS Correction Law

### 18. 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	884-3391
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

### 19. 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.

### 20. Law Library

Access to the 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 on Administrative and/or Punitive Segregation 5B3 status, housed in any housing unit, you will need to request to go to the Law Library during the Activity Sign-up. You will either be transported to the location where the Law Library books (which are in compliance with Title **9 NYCRR 7031.4 (d)**) are stored or the cart of books will be brought to you. You will be limited to 1 hour per day of Law Library access.

**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.

### **21. 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 every day. 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.

### **22. 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).

### **23. 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 will be offered to attend HSE classes.

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. 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.

For further information on Educational Services, please see New York State Minimum Standards Part 7070.4(b) which you can find in the Law Library Kiosk.

Upon your release, please contact Mrs. White from the Johnson Vocational Center at (315)435-4135. She will help you re-enroll in school.

### **24. 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.

Work details are a privilege, not a right, and your participation in a work detail is at the discretion of the staff member supervising the detail. You must be cleared by the Medical Department and the Classification Unit to be eligible to be considered for work details. Staff members will select from a list of inmates that have been cleared to work and feel are best able to complete the work detail that the staff member is responsible for. 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**.

## 25. 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)

## 26. 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.

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



You may only attend the religious service of the religious affiliation that you indicated at the time of your admission to the Justice Center. You may be permitted to change your religious affiliation by completing a Change of Religion form available from your Pod Deputy. Complete the form and place it in the referrals box located in your housing unit. The Change of Religion Form will be forwarded to the appropriate Religious Authority, who will review the form for approval. Your request of a change of religious affiliation is not automatic; it requires the approval of the Religious Authority and may take several days to complete.

### **Religious Diets**

The Justice Center offers religious diets for the Muslim (Halal) and Jewish (Kosher) faiths. If you wish to participate in the religious diet, first you *must* have the religion listed as your religious affiliation (see above information to change your religious affiliation if necessary) and second your participation in the religious diet *must* be approved by the Religious Authority. You can request to participate in a religious diet by completing a Religious Dietary Request Form available from your Pod Deputy. Complete the form and place it in the referrals box located in your housing unit. The Religious Dietary Request Form will be forwarded to the appropriate Religious Authority, who will review the form and may meet with you to discuss the change. Your participation in a religious diet is not automatic; it requires the approval of the Religious Authority and may take several days to complete.

### **27. 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.

### **28. 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

### **29. Justice Center Oversight Committee (JCOC)**

Onondaga County has created a panel of community members to review selected complaints about the Justice Center, and to send related recommendations to the Sheriff's Department. The JCOC will *only* review complaints that are considered serious enough according to the law that created the committee. The JCOC can be contacted by filling out a green Justice Center Oversight Committee Complaint Form or letter and placing it in the mail box in a stamped envelope addressed to the Justice Center Oversight Committee office:

Justice Center Oversight Committee  
Civic Center Suite 19-Basement Level  
421 Montgomery St.

You can also contact the Justice Center Oversight Committee at (315)435-3567.

### 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. Packages will be accepted for you while you are housed in the Segregation Housing Unit, however any item not on the allowable items list (see below), will be placed in your property. You can request these items when you are released from the Segregation Housing Unit. 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 is 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 rosary beads (white-plastic)	1 sweatshirt
2 sheets	1 mesh/laundry bag	1 bar soap & small shampoo*
2 blankets	1 PR shower shoes	1 toothbrush*
2 towels	1 Styrofoam cup	tampons/sanitary napkins <sup>1</sup>
1 comb*	1 pencil	1 PR of issued footwear*
2 rolls toilet paper	1 writing tablet	1 PR prescription eye glasses
1 deodorant*	2 uniforms	1 PR dentures
1 religious book	2 PR socks	1 inmate handbook*
1 kufi/yarmulke	2 undershirts	1 book
1 hijab	2 underpants	1 bra <i>females only</i>

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, and 14 packets (2 per day) of all-in-1 shampoo/soap/shave. You will also receive 2 stamped envelopes.

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 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**

If you are on Administrative and/or Punitive Segregation 5B3 status, housed in any housing unit, you will need to request to go to the Law Library during the Activity Sign-up. You will either be transported to the location where the Law Library books (which are in compliance with Title **9 NYCRR 7031.4 (d)**) are stored or the cart of books will be brought to you. You will be limited to 1 hour per day of Law Library access.

### **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, as stated in the Inmate Handbook in Section 3, IV Cell Maintenance. Failure to follow these rules could subject you to further disciplinary action, and could be considered a threat to the good order of the facility and may give reason to deny, revoke or limit your exercise period per NYS Minimum Standards Part 7028.6 "Limitation of Exercise."

### **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, 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, as stated in the Inmate Handbook in Section 3, IV Cell Maintenance. . You must be fully dressed (shirt, pants and footwear) and be standing at your door. Failure to follow these rules could subject you to further disciplinary action, and could be considered a threat to the good order of the facility and may give reason to deny, revoke or limit your visitation period per NYS Minimum Standards Part 7008.8 "Limitation of Visitation."

## 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
Thursdays AM	Church Sign Up		

## 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 to the Unit Supervisor. Each request will be considered on a case by case basis and will be given when time permits and is not unduly disruptive to the facility.

## 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. *Your transport back to the state facility will be coordinated by the Sheriff’s Office and there is no set time frame to return you to the state facility.*

### **32 County Sentenced Inmates**

#### **Loss and Restoration of Good Time**

A. Good time is “a revocable credit of one-third off the term of a definite sentence given in advance in anticipation of good behavior by the inmate.” When an inmate is found guilty of a serious infraction or continued misbehavior which results in the loss of good time, the good time will not normally be returned.

B. Circumstances in which good time is returned are rare and the inmate involved must display exceptional behavior (not just avoid further misbehavior reports), perform extra work over and above his/her normal work assignment, and attend programs/school as appropriate, etc.

C. To request the restoration of the lost good time, put your request in writing addressed to the Commissioner/designee, PO Box 143, Jamesville, NY 13078 and place it in the mail box in a stamped envelope.

D. Request for restoration of good time cannot be submitted sooner than thirty (30) days before your original date of release.

E. If your request for restoration of good time is denied, you cannot resubmit.

#### **Conditional Release**

A. You are eligible TO APPLY to the *New York State Department of Corrections and Community Supervision* if you receive a definite sentence of MORE THAN NINETY (90) DAYS. You are ELIGIBLE FOR RELEASE after serving a minimum of sixty (60) days, thirty (30) of which must be sentenced time. However, if you have received consecutive sentences, you must finish serving the first sentence before you are eligible to apply for conditional release. You may request an application from your Correction Counselor. Upon completing the form, *mail it to the New York State Department of Corrections and Community Supervision*.

B. Any individual, who is granted conditional release, will be under the supervision of the *New York State Department of Corrections and Community Supervision* for one year regardless of your sentence.

C. Factors taken into consideration for conditional release include, but are not limited to:

1. Nature of the present offense
2. Previous criminal record
3. Previous history under parole or probation supervision
4. Family situation
5. Employment prospects
6. Consideration of your risk to the community
7. Institutional adjustment at this facility
8. Participation in available treatment programs

D. The processing and approval of conditional release is administered by the *New York State Department of Corrections and Community Supervision* (not the *Onondaga County Department of Correction*.) However, if you have any general questions regarding making and application, see your Correction Counselor.

### **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. 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. 472-6251  
(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.)

**Syracuse City School District**

Johnson Vocational Center  
573 E. Genesee Street  
Syracuse, NY 13202  
(315)435-4135

**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  
208 Slocum Avenue  
Syracuse, NY 13202