

Onondaga County Sheriff's Office

Justice Center

Incarcerated Individual Handbook

Sheriff Tobias Shelley

555 S. State St. Syracuse, NY, 13202

Accredited Facility



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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:

- 1) Follow all rules and regulations
- 2) Follow all staff directions and requests
- 3) Respect the Justice Center property and personal property of others
- 4) Maintain your assigned cell and surrounding common area in a clean, orderly and sanitary fashion
- 5) 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.

1. Incarcerated Individual Rules of Conduct

Incarcerated Individuals 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.

Safety and Security

<u>A-1</u>	Law Violation
<u>A-2</u>	Escape/Attempted Escape
<u>A-3</u>	Assault/Attempted Assault (to Staff)
<u>A-4</u>	Physical Contact with Staff
<u>A-5</u>	Threats (Intimidation to Staff)
<u>A-6</u>	Arson/Attempted Arson
<u>A-7</u>	Assault/Attempted Assault (to Non-Staff)
<u>A-8</u>	Sexual Contact
<u>A-9</u>	Aiding in Assault/Sexual Assault
<u>A-10</u>	Inciting/Rioting
<u>A-11</u>	Tampering with Safety or Security Equipment
<u>A-12</u>	Contraband (Dangerous Unauthorized Item*)
<u>B-1</u>	Fighting
<u>B-2</u>	Threats (Non-Staff)
<u>B-3</u>	Engaging in Actions Which Endanger Self or Others
<u>B-4</u>	Contraband (Unauthorized Item*)

<u>B-5</u>	Refusing Order (During an Emergency)
<u>C-1</u>	Refusing Order (During Non-Emergency)
<u>C-2</u>	Unauthorized Item

Sanitation and Hygiene

<u>A-13</u>	Health Risk (Tampering with Food)
<u>A-14</u>	Health Risk (Exposure/Attempting Exposure of Bodily Fluids or Other Substances)
<u>C-3</u>	Sanitation Violation
<u>C-4</u>	Stockpiling/Hoarding

Good Running Order Violations

<u>A-15</u>	Smoking
<u>A-16</u>	Diversion (Interfering with Head Count)
<u>B-6</u>	Property Damage
<u>B-7</u>	Misuse of Equipment
<u>B-8</u>	Disorderly Conduct (Outside of Housing Area)
<u>B-9</u>	Refusing Housing Assignment
<u>B-10</u>	Inciting - Work Refusal (Sentenced I/I)
<u>B-11</u>	Theft
<u>B-12</u>	Lying (Detriment to Credibility of Staff)
<u>B-13</u>	Diversion (Intentionally Distracting Staff)
<u>B-14</u>	Refusal/Disruption of DNA Test
<u>B-15</u>	Impersonation
<u>B-16</u>	Visitation Rules Violation
<u>C-5</u>	Sexual Harassment
<u>C-6</u>	Disorderly Conduct (Inside of Housing Area)
<u>C-7</u>	Conspiracy
<u>C-8</u>	Gambling
<u>C-9</u>	Selling/Trading Possessions
<u>C-10</u>	Lying (False Statements)
<u>C-11</u>	Wristband/ID Violation
<u>C-12</u>	Uniform Violation
<u>C-13</u>	Regulation Violation

Sentenced Incarcerated Individual Violations

<u>A-17</u>	Absconding
<u>B-16</u>	Violating Temporary Release
<u>C-13</u>	Refusing Order (Assigned Work Refusal)
<u>C-14</u>	Refusing Order (Unexcused from Assigned Work)
<u>C-15</u>	Refusing Order (Program Attendance)
<u>C-16</u>	Refusing Order (Unexcused from Program Attendance)

*Contraband shall mean:

1. Any article or substance, the possession of which would constitute an offense as that term is defined in NYS Penal Law.
2. Any deadly weapon as such weapon is defined in subdivision 12 of section 10 of NYS Penal Law.
3. Any article or substance, the possession of which is prohibited by written facility regulations.
4. Any article or substance, the possession of which is specifically prohibited by rules and regulations of the Justice Center including but not limited to:
5. 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.

- 6. Any quantity of alcohol.
- 7. Any article or substance which may present a substantial sanitation or health threat.
- 8. Any article or substance that has been altered or used for other than its original purpose
- 9. Any article or substance possessed in a number, amount or durations exceeding that which is authorized by regulations.
- 10. Any article for substance possessed in an area that is not authorized.
- 11. Any article or substance obtained by any unauthorized means.
- 12. 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.

2. Incarcerated Individual Regulations

Any Incarcerated Individual(s) violating any part of this section may be charged minimally with a Class C violation under Section 600 as listed above.

The following regulations will be enforced in all areas of the facility by Justice Center staff. Incarcerated Individuals not adhering to any one of these regulations may be the subject of disciplinary action. 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.

1. 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*	(3) pairs of underwear*	(1) pair footwear*	(2) towels
(2) pairs of pants*	(3) bras (female/transgender)	(2) blanket	(1) cup
(2) T-shirts*	(3) pairs of socks*	(2) sheets	(1) Handbook
(2) Mesh Bins			

Additional clothing items may be issued to Incarcerated Individuals assigned to kitchen and laundry

Incarcerated Individuals on Administrative Segregation or Punitive Segregation status will be issued (2) Jump Suits in lieu of (2) pairs of pants and shirts.

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 Incarcerated Individuals 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.

2. Allowable Items:

The following is a list of items that Incarcerated Individuals 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 may be subject to disciplinary action. You may be restricted from access or possession of certain items, that are deemed to be a threat to your health and/or safety, as prescribed or directed by Medical and/or Mental Health.

1 chair	2 thermal undershirts**	1 Pair footwear*	1 set rosary beads (white plastic)
1 mattress	2 thermal underpants**	1 laundry bag	1 hijab
1 current newspaper	4 t-shirts (white)	1 plastic spoon	Books
1 pair prescription eyeglasses	4 pairs of underwear (white)	1 pair shower shoes	Magazines
2 rolls of toilet paper	4 bras (female/transgender)***	1 Religious Book	2 mesh bins
2 sweatshirts	4 pair of socks (white)	1 kufi/yarmulke	2 bowls
2 gym shorts (navy)	1 pair of prescription contacts	1 wedding band	

No photo's larger than 8" X 10"

*Incarcerated Individuals who work in the kitchen are allowed 1 extra pair of footwear

** (Beige, white or gray only)

***Females will be allowed to have (4) bras (no under wires)

Reasonable amounts of commissary items, mail and legal material will be allowed subject to the following: All items in your cell must fit and be stored in the provided mesh bins. Storage of these items must be level with the top of the mesh bins and not overflowing. Any items that cannot fit in the provided mesh bins, must be released to your property.

All above listed items will be transferred with you in the event you are moved to the Correction Department. Your clothing and personal items you initially entered with will also follow you to the Correction Department.

*If you have excess items, they must be signed out to an individual who is not at the Justice Center/Correction Department. The person you are signing the items out to has 60 days to pick up the items you are signing out. In the event the items are not picked up, they will be destroyed after the 60 days.

3. 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 waist, 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 combs, rubber bands, strings or other adornments in hair. (Items are considered contraband)
- 5) Must wear wristband on left wrist at all times with the picture and name visible to staff.
- 6) Incarcerated Individuals may wear religious medallions, ornaments or liturgical apparel (kufis, yarmulkes, head shields, prayer shawls, hijab, etc.) throughout the facility in accordance with their religious beliefs and declared religion, provided such items do not interfere with the safety, security, or good order of the JusticeCenter, or health of any individual. Such items are subject to search during normal times that dictate an Incarcerated Individual be pat searched as well as any time there is reasonable suspicion to believe the item may be concealing contraband.
 - a. Religious items, such as rosary beads, are not to be worn throughout the facility, as that is not a religious tenet.
- 7) Thermal undershirts, thermal underpants and sweat shirts may not be worn to visits or religious services.

4. Cell Maintenance

- 1) Beds will be completely made between 7:00 AM and 10:00 PM (exceptions will be made for Incarcerated Individuals 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) All items in your cell must fit and be stored in the provided mesh bins. Storage of these items must be level with the top of the mesh bins and not overflowing. Any items that cannot fit in the provided mesh bins, must be released to your property.
- 3) Floors will be swept and mopped and kept free from litter at all times.
- 4) Nothing will be hung from or affixed to the sprinkler head, walls, mirror, door, ceilings or furniture.
- 5) All windows, windowsills, vents and light fixtures will be kept clean and free from obstructions.
- 6) Toilet, sink and mirror will be kept clean at all times, (1) piece of soap in soap dish, wash cloth folded on sink.
- 7) Chair will be pushed in close to the desk when not in use.
- 8) 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 provided mesh bins. Desk will have no other reading or writing materials stored on its surface.
- 9) Shoes and other footwear will be kept neatly under the foot of the bunk when not in use.
- 10) The mesh bins will be kept under the head of the bunk when not in use.
- 11) Only clothing will be allowed to be hung on the clothing hooks provided.
- 12) Laundry will not be done or hung in cell.
- 13) No nudity (pictures, art, magazines, etc.) shall be displayed or otherwise viewable from outside cell.
- 14) One of each allowable item is allowed on the desk when not in use: comb, religious book, toothpaste, toothbrush, issued cup, toilet paper. Each item must be in the recessed triangle on your desk.

5. Cell Inspections/Cell Searches

Routine cell inspections will be conducted daily by deputies in your housing pod. Cells will be picked at random 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 Incarcerated Individuals 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.

6. Showers

- 1) One Incarcerated Individual 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 Incarcerated Individual's use only.
- 9) Showers will be closed one half-hour before lock – in times.

7. Shaving

- 1) You may only shave during the designated time of 05:00 – 06:00, 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.

8. 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.

9. Room Usage

1) Cells

- 1) All items in your cell must fit and be stored in the provided mesh bins. Storage of these items must be level with the top of the mesh bins and not overflowing. Any items that cannot fit in the provided mesh bins, must be released to your property.
- 2) No entering a cell you are not assigned to (unless directed to by staff).
- 3) 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.
- 4) Lights out from 1:00 AM to 6:00 AM (unless otherwise posted).
- 5) No talking cell to cell.
- 6) Must be kept clean.
- 7) No yelling/talking in vents at any time.
- 8) No standing on toilet, sink, desk, chair, bunk or handicap railings.
- 9) No talking to an Incarcerated Individual that is locked in.
- 10) Call button is to be used for emergencies only.
- 11) Anytime the Sheriff's S.E.R.T. team enters your pod you are to remain on your bunk, unless instructed to do otherwise.

2) 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.

3) 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.

4) **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.

5) **Dining and Beverage Center (Kitchen)**

- 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.

6) **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.

7) **Telephones**

- 1) Must use stools (no chairs.)
- 2) Only one Incarcerated Individual 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.

10) **Officer's Workstation**

- 1) Must stay behind the line surrounding workstation. You must ask permission to approach.
- 2) Must approach where directed by the deputy.

- 3) No touching any items on the work surface.

11) **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 waist, 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.

12) **Tablets**

- 1) Tablets shall be provided daily to eligible individuals during their period of incarceration. Tablet use is a privilege, not a right.
- 2) Users will electronically agree to the terms of use and/or facility rules upon signing into a tablet.
- 3) Ear buds are required for all tablet audio interaction.
 - a. Incarcerated individuals can request 1 free pair of ear buds through the submission of a referral. The referral form must be made out to Custody Administration.
 - b. Additional ear buds can be purchased through commissary.
- 4) Tablets shall only be used in your assigned cell.
- 5) Incarcerated individuals are responsible for securing their assigned tablet in their cell. When done using it, it must be returned to the Pod Deputy.
- 6) Any misuse, tampering, attempts to access unauthorized programming or damage shall result in disciplinary action, including the loss of tablet privileges and possibly criminal charges.
 - a. Any damages to a tablet will be the financial responsibility of the incarcerated individual that the tablet is assigned to and/or the person responsible for the damage.
- 7) Incarcerated individuals are prohibited from sharing their assigned tablets or account information with other incarcerated individuals.
- 8) Any incarcerated individual that uses or possesses a tablet assigned to another individual, or utilized another individual's tablet and/or account shall be subject to disciplinary action.
- 9) Tablets may be distributed at the Deputy's discretion between the houses of 0700-1100 and 1500-1800.
- 10) Distribution and collection may continue throughout the shift at the pod Deputy's discretion.
- 11) Incarcerated individuals must turn in their assigned tablet to the pod Deputy at the time of discharge from custody, pod reassignment, daily at 1400 hours and 2130 hours, or when directed to

3. Incarcerated Individual Discipline

Incarcerated Individual 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.

1. 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;

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

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

2. Formal Discipline

Formal discipline occurs when you are accused of committing violations 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 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 a Segregation Housing Unit pending disciplinary hearing, you may also remain on your assigned pod pending disciplinary hearing and be placed in segregation. This Administrative Segregation may be extended until a formal hearing is held, if determined necessary by the Chief Custody Deputy or his designee.

You will be given a Misbehavior Report listing the violations of the Incarcerated Individual Handbook. Your Formal Disciplinary Hearing will be held within seven (7) 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.

Depending on the charges levied against you, you may be able to plea bargain to resolve the disciplinary charges. The sanction for these charges will be an agreed upon disposition between you and a Sergeant.

1) 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:

Your housing assignment during your disciplinary sanction may not change. If you receive a plea bargain, part of that agreement may include staying on your assigned pod. However, based on the severity of your charges, you may be required to serve your disciplinary sanction in a Restrictive Housing pod.

If you are discharged from custody while currently serving a disciplinary sanction and return within 30 days, your disciplinary sanction(s) will be reimposed and will continue according to the previous incarceration.

2) Out of Cell Time

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

Each Incarcerated Individual on Confinement Status will be required to have a minimum of 7 hours of Out of Cell Time. Activities factored in the Out of Cell Time include, but are not limited to, religious services, educational services, sick call, medical appointments, attorney visits court appearances, parole hearings, visitation and recreation. Any time you spend out of your cell is calculated into your daily Out of Cell Time. In the event you were out of your cell for 7 hours or more, for reasons other than recreation, you will be provided with an additional 1 hour of recreation/exercise.

Limitation of Out of Cell Time may be imposed if it is determined that doing so will cause a threat to the safety, security, or health of Incarcerated Individual, staff or other Incarcerated Individuals, as stipulated in 9 NYCRR 7075.4 (c).

3) Loss of Good Time

If you are an Incarcerated Individual who is sentenced and housed here from another facility, such as the Onondaga County Department of Correction, 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.

4. Incarcerated Individual Grievances

In the event that you wish to file an Incarcerated Individual Grievance Form you must notify the pod Deputy, who will have the forms at the Deputy station. Explain your issue(s) to staff, there is a chance your issue can be quickly resolved. In the event your issue(s) cannot be resolved, 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. When both listed sections are completed and the grievance is signed, it must be submitted into the mailbox labeled "Grievances". The Grievance Coordinator will pick up the grievances on a daily (business) basis. The Grievance Coordinator will log your grievance and assign it a tracking number.

If the Grievance Coordinator finds merit to the Grievance, he/she will take corrective measures to rectify the grievance. If the Formal Grievance has been resolved by the Grievance Coordinator, you will be required to sign the form indicating you are satisfied with the resolution. If the Grievance Coordinator is unable to substantiate your claims you will be notified in writing as to why the grievance was denied.

The Grievance Coordinator will review the Grievance and provide an answer to the grievance within 5 days of its receipt. If you do not agree with the decision of the Grievance Coordinator, you have 2 business days to appeal that decision to the Chief Custody Deputy.

In the event the decision of the Grievance Coordinator is appealed to the Chief Custody Deputy, the following will happen:

1. 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.
2. If you do not agree with the Chief Custody Deputy's determination, you can appeal the decision to the New York State Commission of Correction Citizen's Policy and Complaint Review Council. This must be done within 3 business days of the Chief Custody Deputy's decision.

All grievances are required to be submitted within 5 days of the act or occurrence which is giving rise to the grievance!

Incarcerated Individual Referral Forms

The Justice Center has in place an Incarcerated Individual referral system for Incarcerated Individuals seeking solutions to any problems or concerns you may have. If you have a particular problem or need information, you may fill out an Incarcerated Individual referral form. Incarcerated Individuals should fill out the form and place it in the box located in each pod before any mandatory lock in time.

5. 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 Incarcerated Individual 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.

6. 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 www.accesscorrections.com.

You can have money orders of \$100.00 or less mailed to you, no personal checks will be accepted. The money order 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. Any money orders that are received in excess of \$100.00 will be returned to the sender.

7. 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. Incarcerated Individuals 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 Incarcerated Individual shall be considered an Incarcerated Individual having maintained a balance of a \$1.00 or less for seven 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 are no exchanges allowed on products. The following will apply when receiving your commissary order:

1. Only you can sign for your commissary order.
2. Review your order at the time of delivery in the presence of commissary staff. Once you leave the table, no credits will be given.
3. Any discrepancies on the order must be documented by the commissary staff.
4. All signed commissary orders will be considered as being received and complete (no missing items).

You are required to maintain room standards with all commissary purchases (as stipulated in sections II. Allowable Items and IV. Cell Maintenance.) All commissary purchases need to be stored, along with all other property in your cell, in and below the upper lip, of the 2 mesh bins supplied to you.

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 indicates your understanding and acceptance of the terms of the sale. We reserve the right to limit the quantities of items you may purchase. Jail commissary is a privilege. Misconduct or violations 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. These are: pens, legal pads and stamps. 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:

1. Place commissary orders
2. View account balances
3. View previous commissary account orders
4. Credits received

Below is a step-by-step process to activate your commissary account for the first time.

1. Enter your date of birth (DOB)
2. Enter your complete eight (8) digit ICN number found on your wristband

3. Place your right index (pointer) finger on the fingerprint screen below the large computer screen.
4. Repeat this step three (3) times as instructed on the large computerscreen.
5. This will complete your registration into the system.
6. 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 need to:
 - a. Enter your complete 8 digit ICN number, which is found on your wristband.
 - b. Place your right index finger on the blue screen.
 - c. Log into the system and press the ">" symbol to make your choice.

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.

8. Packages and Mail

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

Incoming Mail

1. All incoming non-privileged correspondence will be opened and inspected for the absence of contraband.
2. With-in one business day, the contents and envelope of all incoming non-privileged correspondence will be photocopied and forwarded to the intended recipient.
3. The original incoming non-privileged correspondence, with the contents and envelope will be placed in your property.
4. The original incoming non-privileged correspondence will be available for you when released or;
5. It can be released to a member of the public with by completing a property release form.

Outgoing Mail

Indigent Incarcerated Individuals 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 Cell Location
Incarcerated Individual 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 Incarcerated Individual 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 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 Incarcerated Individual 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. All deposits to an Incarcerated Individual's account will be done for an exact amount, no change will be given.

Clothing

The facility will no longer accept clothing drop-offs in the lobby of the Justice Center. All clothing must be purchased from, and mailed to the facility by, a company (such as Walmart.com, Amazon, other mail order type businesses) whose ordinary business includes the sale and shipping of such items. Packages received from private individuals will not be accepted and will be returned to the sender.

Items Allowed

The following list of items can be mailed to the facility. The facility will limit the amount of property you have in your cell to that listed in Section II Allowable Items. Any clothing received on your behalf that is over and above those limits will be placed in your property and they will not be delivered to you. If you wish to receive any clothing in your property, you will need to release clothing in your cell to be replaced by the clothing in your property. This can be accomplished by completing a Yellow Referral Form to the Property Officer.

<u>Item & Description</u>	<u>Qty. Allowed</u>
Socks (White only)	4 Pairs
T-shirts (White only, No Tanks)	4 Pairs
Underwear (White only)	4 Pairs
Bras (White only) (Females/Transgender Only)	4 Total
Thermal undershirts (White, Beige or Gray)	2 Total
Thermal underpants (White, Beige or Gray)	2 Total

Books and Magazines

Books and Magazines will not be accepted at the Front Desk. All books and magazines must be purchased from, and mailed to the facility by, a company (Barnes & Noble, Amazon, Walmart.com, publishers and other mail order businesses) whose ordinary business includes the sale and shipping of such items. Books and magazines received from private individuals will be not be accepted and returned to the sender.

The facility will limit the number of books and magazines to that listed in Section II Allowable Items. Any books and magazines received on your behalf that is over and above those limits will be placed in your property and they will not be delivered to you. If you wish to receive any books or magazines that have been placed in your property, you will need to release books/magazines that you have in your cell to be replaced by the books/magazines in your property. This can be accomplished by completing a Yellow Referral Form to the Property Officer. 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 Incarcerated Individual 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 Incarcerated Individual's own bail
4. To pay the Incarcerated Individual's own fine, surcharge or other penalty levied by a court.

Items 1 and 2 require that proof be submitted. Incarcerated Individuals 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 Incarcerated Individual 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.

9. 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 Incarcerated Individual Control Number (ICN) plus the four-digit code that has been provided to you. Your ICN is located on your Incarcerated Individual wristband. The use of another Incarcerated Individual'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

Foreign nationals will have access to the diplomatic representative of their country of citizenship. If you need assistance contacting your Embassy or Consulate, submit a yellow referral form to Administration with your request.

10. Haircuts

Haircuts will be offered every Saturday and Sunday, depending on the availability of an Incarcerated Individual 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, you and the barber may be the subject of a disciplinary action.

11. 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 an acceptable form of identification.

Visitor(s) who are suspected, or caught, passing contraband (unallowable or illegal items) to an Incarcerated Individual, 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 staffmember:

1. Re-instate the Visitor’s privilege – if charge is unfounded.
2. 30 Day Revocation – if an offense is suspected.
3. Revocation Pending Court Action – if an arrest is made
4. Permanent Revocation – if convicted of an offense after an arrest relative to the passing of contraband.

Visitor Registration

All visitors must register at the Justice Center Front Desk before any visit. Incarcerated Individuals 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).

Contact Visitation

Currently the contact visitation is as follows:

Visit Time	Monday	Tuesday	Wednesday	Thursday
1100-1200	X	4A	2A	4C
12:15-1:15	X	3C	2C	3B
1:30-2:30	3B	2C	2B	5A/5C
4:00-5:00	X	5A/5C	5B	2B
5:30-6:30	X	4C	4A	3C

Secure Visitation

Secure Visitation is provided as an alternative to Contact visits on a case-by-case basis to be determined by the Chief Custody Deputy or his/her designee.

Video Visitation

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 for more information regarding registration and scheduling. Detainees who are on Administrative/Punitive Segregation housed in any Special Housing Units, will not be permitted Video Visits.

12. 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 and utensils, along with any uneaten food to the meal cart. Only medically or legally required special diets will be provided.

13. Facility Laundry Procedure

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	Colored Clothing
Tuesday	1 Sheet, 1 Towel
Wednesday	White underclothing, 1 Sweatshirt
Thursday	Colored Clothing
Friday	1 Sheet, 1 Towel
Saturday	White underclothing, 1 Sweatshirt

The following procedures are to be followed for laundry referrals.

1. Incarcerated Individual 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 Incarcerated Individual from laundry.
6. Deputy has Incarcerated Individual sign referral for laundry item and has Incarcerated Individual sign booking intake sheet (Incarcerated Individual's folder) for item received.
7. Deputy places referral back into unit referral box for classification deputy to collect and catalog.

14. Mental Health Services

Mental Health services are available 07:00 a.m. – 02:00 a.m. 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. Immediately inform 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 adult males and 5B General Housing or Pod 3C for 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. Incarcerated Individuals housed in these pods must abide by all rules in this booklet along with some additional rules due to the many different classifications of Incarcerated Individuals in these pods. Incarcerated Individuals housed in these pods may be restricted in their commissary orders due to medication reactions. Incarcerated Individuals housed in pod 5C or 5B General Housing for Administrative Segregation will have their recreation in the Pod 5B recreation yards. These Incarcerated Individuals will also be subject to the same rules as listed in Section 33 under Administrative Segregation.

15. 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.

If you are receiving oral medications, you are required to bring your issued cup, filled with water only, to ingest your medications.

Sick Call Referral Forms for Medical, Dental and Mental Health 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. The information on the sick call form will be evaluated and triaged by the medical department for follow-up with the medical department as needed.

Any woman who suspects she may be pregnant will be provided pregnancy testing at no cost to them. If the pregnancy is confirmed by medical staff, pregnancy management services will be provided, free of cost. These services will be included, by are not limited to, routine and high-risk prenatal care, management of any chemical/substance addictions, comprehensive counseling and assistance, provided appropriate nutrition, post-partum follow up care 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 Incarcerated Individual 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 Incarcerated Individuals

1. NYS Correction Law 611 prohibits the restraint of pregnant female Incarcerated Individuals during transports absent extraordinary circumstances. This includes female Incarcerated Individuals who are known to be pregnant and Incarcerated Individuals 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 Incarcerated Individual 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.

M.A.T. (Medication Assisted Treatment) - Medication assisted treatment is available for all individuals upon request. Once requested, individuals must go through a screening process for an opioid/alcohol use disorder by the facility physician. Prior participation in an opioid/alcohol use disorder treatment program(s) will be taken into consideration. Individuals may request to be considered for M.A.T. services at any time during their incarceration.

16. Medication Pass

All pods with over 5 incarcerated individuals will be locked in during medication pass. The pod Deputy will unlock your cell if you are on the medication list provided by nursing staff. When your cell door is unlocked, you will need to bring a county issued drinking cup with water in it. You will be instructed to stand single file in line and wait your turn to be called to the medication cart. Immediately following you accepting/taking your medication you will let the pod Deputy inspect your mouth to ensure all medication has been taken. You will

then return to your cell and shut your door until the medication pass has been completed and the pod Deputy gives you instruction.

17. Bails 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
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18. 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.

19. 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 Level 1 Administrative and/or Punitive Segregation 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 100 pages of documents per week. Case sites will be distributed to you for up to ten business days. 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 Incarcerated Individuals at least two one - ounce pieces of correspondence per week at facility expense. To receive this, you must have less than \$5 in your account for 10 or more days.

20. 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, 12:00 noon and 1:00 PM, between 2:00PM 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.

21. 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.

Unless instructed otherwise by the Court and/or 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).

22. Incarcerated Individual 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 Incarcerated Individual Referral Slip and place it in the Incarcerated Individual 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 Serves, please see New York State Minimum Standards Part 7070.4(b), which is located on 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.

23. Work Programs

Work details, which occur outside of your housing pod, are assigned to Incarcerated Individuals 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 Incarcerated Individuals 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, English Second Language, Anger Management, Family Education / Parent & Child Together (P.A.C.T.), Transition, EL Civics, Job Readiness training, Substance Abuse Treatment (MAT), Child Fatality Review, Veteran Outreach Assistance (referral to VA), Goal Setting, Alcohol Anonymous, Building Maintenance Program and Painting Program.

All programming is subject to change at any given time due to the availability of the providers.

24. 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 Incarcerated Individuals 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 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. Upon the completion of the application, the City Court Clerk will give you a phone number to contact for the scheduling of the ceremony.

NOTE – You may be restricted from participating in the marriage procedure if you are a threat to the safety and good running order of the facility. In the event you apply and are restricted from participating in the marriage procedure, you will be notified in writing by the Chief Administrative Officer/Designee.

25. 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 Services	Jewish Services	Muslim Services	Protestant Services	Spanish Protestant Services
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Times may vary depending on the availability of the clergy members who provide the service. A list will be taken for interested Incarcerated Individuals 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 Incarcerated Individual 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.

Incarcerated Individuals are entitled to observe reasonable dietary laws established by their religion. The Justice Center shall provide Incarcerated Individuals with food items sufficient to meet such reasonable religious dietary laws. Incarcerated Individuals wanting to observe religious diets must submit a request to be reviewed and approved by the appropriate religious advisor. Your approval to participate in religious meals is not automatic and may take several days to review.

Incarcerated Individuals approved for Religious Diet Meals will be expected to adhere to the acknowledged conditions established by the Justice Center and appropriate religious authority. The following rules will apply to those individuals who have been approved:

1. In instances of a deputy witnessing an Incarcerated Individual violating their respective religious diet, the incident will be documented on an incident report and a copy will be forwarded to the Programs/Classification Unit.
2. Upon review of the incident report, the Programs/Classification Supervisor will complete a Religious Diet Counseling Plan with the Incarcerated Individual.
3. Counseling Plans will be progressive and include notification to the appropriate religious advisor. The progression of the Meal Counseling is as follows:
 - a. First violation - Counseling with the Incarcerated Individual
 - b. Second violation - Counseling with Incarcerated Individual / notification to religious advisor.
 - c. Third violation- Removal of religious diet for 30 days / notification to religious advisor.
 - d. Fourth violation- Removal of religious diet for 45 days/ notification to religious advisor.
 - e. Fifth violation- Removal of religious diet for 60 days/ notification to religious advisor.
 - f. Sixth violation -Termination of religious diet / notification to religious advisor.
4. Failure to adhere to the Religious Diet Counseling Plan may ultimately result in the termination of your clearance for the special diet.
5. Incarcerated individuals may re-apply for a religious diet in the event they are removed under the above state rules.

Religious Articles

Incarcerated Individuals may wear religious medallions, ornaments or liturgical apparel (kufis, yarmulkes, head shields, prayer shawls, hijab, etc.) throughout the facility in accordance with their religious beliefs, provided such items do not interfere with the safety, security, or good order of the Justice Center, or health of any individual.

1. Any decision to wear any religious article must be in conjunction with your declared religion. (You must be declared Muslim to wear a kufi/hijab, Jewish to wear a yarmulke, etc.)
 - a. Religious items such as rosary beads are not to be worn throughout the facility or when exiting the pod, as that is not a religious tenet.
2. Such items are subject to search during normal times that dictate an Incarcerated Individual be pat searched, as well as any time there is reasonable suspicion to believe the item may be concealing contraband.
 - a. In order to conform with the beliefs of the Muslim Faith, any search conducted of a hijab will be conducted by a female staff member, out of sight of any male persons, provided there is no imminent threat to the safety, security or good order of the Justice Center or health of any individual.

26. Smoking

Visitors, staff and Incarcerated Individuals 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. Incarcerated Individuals found in possession of such items may be subject to discipline and criminal prosecution.

27. 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
421 Montgomery Street
Syracuse, NY, 13202*

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

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 is 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 24 Hour Crisis and Support Line at (315) 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 Incarcerated Individuals, staff (sworn and unsworn), vendors, contractors, volunteers and anyone that comes in contact.

29. Administrative Segregation/Punitive Segregation

The Restrictive Housing Unit at the Justice Center is designed to provide a more structured environment for Incarcerated Individuals who have a difficult time adjusting to Direct Supervision in General Housing Units. You have been strip searched and given an orange and white jumpsuit. This jumpsuit shows that you are not under Administrative and/or Punitive Segregation. You have been assigned a cell that is very different than those in General Population. Your belongings have been searched and you have been given only the allowable quantities you may possess here. There is no TV, no lounge furniture, no carpeted dayroom, and no hot pot. You will be given the opportunity for a total of 7 hours out of cell time, 1 hour will be for exercise and the remaining 6 hours will be given throughout the day.

Our intention is to provide you with only the number of essential 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 Incarcerated Individuals 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 chair	2 thermal undershirts**	1 Pair footwear*	1 set rosary beads (white plastic)
1 mattress	2 thermal underpants**	1 laundry bag	1 hijab
1 current newspaper	4 t-shirts (white)	1 plastic spoon	Books
1 pair prescription eyeglasses	4 pairs of underwear (white)	1 pair shower shoes	Magazines
2 rolls of toilet paper	4 bras (female/transgender)***	1 Religious Book	2 mesh bins
2 sweatshirts	4 pair of socks (white)	1 kufi/yarmulke	2 bowls
2 gym shorts (navy)	1 pair of prescription contacts	1 wedding band	

No photo's larger than 8" X 10"

*Incarcerated Individuals who work in the kitchen are allowed 1 extra pair of footwear

** (Beige, white or gray only)

***Females will be allowed to have (4) bras (no under wires)

All items in your cell must fit and be stored in the provided mesh bins. Storage of these items must be level with the top of the mesh bins and not overflowing. Any items that cannot fit in the provided mesh bins, must be released to your property. If you release your items, they must be picked up within 60 days, after 60 days your property will be destroyed.

Administrative/Punitive Segregation Individuals

1. That have their own hygiene products, will be allowed to keep them in their assigned cell
2. Packets of toothpaste, packets of all-in-1 shampoo/soap/shave and toilet paper, will be provided upon the individual request

The warehouse will deliver the supplies to each Pod on Fridays. B-Watch deputies will issue the supplies to the Incarcerated Individual population on Saturdays. You will also receive 2 stamped envelopes every Sunday. 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. Your property will be returned to you upon your release from the housing unit.

5B Administrative Segregation/Punitive Segregation Housing Unit

1. Activities

At approximately 7:30 AM an officer will tour the unit. The officer will ask each Incarcerated Individual if they wish to sign up for recreation 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 upon request, law library, or to participate in outdoor recreation.

2. Movement to and From Your Cell

- a. Be fully dressed (shirt, pants, footwear).
- b. Have nothing on your head (except allowable religious articles).
- c. Be fully restrained prior to moving and remain fully restrained until secured back in your cell.
- d. Conduct yourself in a quiet, orderly fashion.
- e. Walk in front of the staff escorting you.
- f. Not talk to other Incarcerated Individuals in the Housing Unit.
- g. Immediately follow all instructions given to you by the staff.

3. 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. After your initial call and upon request you will be permitted to contact your attorney of record only and if the requested call does not cause undue strain on the facility and its operations or pose a direct threat to the facility.

4. Law Library

If you are on Administrative and/or Punitive Segregation status and housed in a designated restrictive 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.

5. Out of Cell Time/Recreation

Out of Cell Time will be offered to you on a daily basis between at times determined by staff. You are expected to follow all direction given to you from Staff. Failure to follow staff direction could be considered a threat to the safety, security and good order of the facility, may subject you to further disciplinary action and may give reason to deny, revoke or limit your exercise period, per NYS Minimum Standards Part 7028.6 "Limitation of Exercise." Each Incarcerated Individual on segregation will be required to have a minimum of 7 hours of Out of Cell Time. Activities factored in the Out of Cell Time include, but are not limited to, showers, religious services, educational services, sick call, medical appointments, attorney visits, law library, court appearances, parole hearings, visitation and recreation.

Any time you spend out of your cell is calculated into your daily Out of Cell Time. In the event you were out of your cell for 4 hours (court, sick call, hospital, etc) or more, for reasons other than recreation, this includes your 1 hour of recreation/exercise.

6. 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.

7. Religious Activities

Religious services will be offered to segregated individuals just as they are with individuals in population. Refer to Incarcerated Individual Handbook.

8. Showers

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

9. Cell Inspections

Random cell inspections may be conducted at any time. Incarcerated Individuals 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	5:30-6:30 PM	Cleanup, cell maintenance
7:30 AM – 11:00 PM	Out of Cell Time/Recreation	6:30-8:30 PM	Law library (Mon - Fri)
11:00-11:30 AM	Lunch	03:30-04:30PM	Contact visitation Tue.-Thurs.
11:30 AM-2:30 PM	Cleanup, cell maintenance	11:00 PM	Watch change–count
Thursdays AM	Church Sign Up	11:30 PM	Lights out

Segregation 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 are the same as general housing, refer to Individual Handbook.

Commissary orders of legal pads, envelopes and stamps only will be filled. Commissary orders for any other products will not be filled or accepted during your stay in this unit.

Haircuts will be provided on Saturdays and Sundays, depending on the availability of an Incarcerated Individual barber who is authorized to cut hair on the unit.

30. Administrative Segregation/Punitive Segregation Outside of Designated Housing Area

There may be a time where you are placed in Administrative Segregation and/or Punitive Segregation, but are housed outside of the designated area where individuals under those restrictions may normally be housed. Certain facility offenses will allow you to be placed on these restrictions and remain housed on a general population pod. After being accused of an offense you will be provided paperwork regarding the incident, if you meet the criteria, you will be housed in a cell that meets the requirements for your new restrictive status, strip searched and given an orange shirt, this orange shirt indicates your new restrictive status. Your belongings will be searched and you have been given only the allowable quantities you may possess here. You will be given an opportunity to participate in Out of Cell Time for 7 hours. You will have access to showers and tablets daily. There will be no access to the hot pot.

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 Incarcerated Individuals 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.

Out of Cell Time/Recreation

Out of Cell Time will be offered to you on a daily basis between the hours of 7:30 and 22:00 in accordance with facility rules and schedules as well as minimum standards. You will be offered a total of 7 hours of recreation/out of cell time on a daily basis at the discretion of the Housing Unit Deputy. Your out of cell time will be adjusted based on the factors listed below.

You are expected to follow all direction given to you from Staff. Failure to follow staff direction could be considered a threat to the safety, security and good order of the facility, may subject you to further disciplinary action and may give reason to deny, revoke or limit your exercise period, per NYS Minimum Standards Part 7028.6 "Limitation of Exercise."

Activities factored in the Out of Cell Time include, but are not limited to, showers, religious services, educational services, sick call, medical appointments, attorney visits, law library, court appearances, parole hearings, visitation and recreation. Any time you spend out of your cell is calculated into your daily Out of Cell Time.

Laundry Exchange - will be conducted following the same schedule as the other housing units. Mesh Bins will be handled following the same schedule and rules as the other housing units.

Medical and Mental Health access will be the same as other general population housing units.

Commissary - orders of legal pads, envelopes and stamps only will be filled. Commissary orders for any other products will not be filled or accepted during your stay in this unit.

Haircuts - will be provided on Saturdays and Sundays, depending on the availability of an Incarcerated Individual barber who is authorized to cut hair on the unit.

Phone Calls - You will have access to the tablets (on designated pods) for legal phone calls.

31. State Sentenced Incarcerated Individuals

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 Incarcerated Individuals 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 Incarcerated Individuals

Loss and Restoration of Good Time

1. 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 Incarcerated Individual." When an Incarcerated Individual 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.

2. Circumstances in which good time is returned are rare and the Incarcerated Individual(s) 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/schooling as necessary.
3. To request the restoration of the lost good time, put your request in writing addressed to the Chief Correction Deputy and sent to the following address:

**Chief Correction Deputy
6660 E. Seneca Turnpike
Jamesville, NY 13078**
4. Requests for restoration of good time cannot be submitted sooner than 30 days before your original date of release. If your request for restoration has been denied, you cannot resubmit.

Allowable Items at the Correction Department

If and when you are transferred to the Correction Department, you will only be allowed to bring the items listed in the "Allowable Items" section, which is listed in the handbook. If you release your items, they must be picked up within 60 days, after 60 days your property will be destroyed.

1. You will be allowed to bring all unopened commissary items with you. If the items are opened, they will need to be disposed of prior to you leaving the Justice Center.
2. All clothing items and personal property you initially came into Justice Center will be transferred to the Correction Department with you.
3. The only personal property you will be permitted to bring with you from the Justice Center to the Correction Department are the following:
 - a. Legal material
 - b. Religious Material
 - c. Medical Material

33. Conditional Release

1. 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.
2. 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.
3. Factors taken into consideration for conditional release include, but are not limited to:
 - a. Nature of the present offense
 - b. Previous criminal record
 - c. Previous history under Parole and/or Probation supervision
 - d. Family situation
 - e. Employment prospects
 - f. Consideration of your risk to the community
 - g. Institutional adjustment at this facility
 - h. Participation in available treatment programs

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

34. 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.

35. 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 – 155 Gifford St. (315) 472-6251
Salvation Army – 677 S. Salina St, (315) 475-1688
Booth House – Teens, (315) 471-7628
Dorothy Day – Women 1654 W. Onondaga St (315) 476-0617
Domestic Violence – VERA HOUSE (315) 468-3260

Food

Rescue Mission – 155 Gifford St. (315) 472-6251 (Breakfast, Lunch, and Dinner)
Samaritan Center – 215 N. State St. (MWF 4:30pm and TTH 4pm)

Pantries

The Salvation Army – (315) 479-1157
PEACE Inc. – (315) 470-3300
Interreligious Food Consortium – (315) 474-8855
Catholic charities – (315) 424-1876

Psychiatric Care

Emergency: Call 911
St. Joseph's Hospital CPEP – (315) 448-6555
Hutching's Psychiatric Center – (315) 426-3600
Syracuse Community Health Center (315) 476-7921
Veteran's Administration – (315) 425-4400
Onondaga Pastoral Counseling – (315) 472-4471
Access CNY – (315) 455-7591
Catholic Charities – (315) 424-1876
Helio Health – (315) 478-2030

Liberty Resources – (315) 472-4471
Circare – (315) 472-7363
Arise – (315) 472-3171

Medical Care

Call 911 or go to any emergency room.
SC Hope Clinic – Wed, nights in Civic Center.
Syracuse Community Health Center – (315) 476-7921 819 S. Salina St., (No appointment necessary.)
Inclusive Health Services – (315) 464-5533
Emergency Medical Fund – (315) 479-1157 (Helps pay for prescriptions.)

Education

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

Legal Services

Assigned Counsel – (315) 476-2921
Hiscock Legal Aid – (315) 422-8192
Legal Services of CNY – (315) 475-3127
S.U. Law Clinic – (315) 443-4587
1877 Community Support Connections – (315) 479-1120
Onondaga Case Management – (315) 472-7363

Medicaid/Emergency Rent/SNAP

Department of Social Services insurance re-instatement & Food Assistance – (315) 435-2829 #1
Social Security – 1-800-772-1213
NYS Department of Labor – (315) 479-3261

HIV/AIDS; Hep C; STD Treatment

Planned Parenthood – (315) 435-0685
Inclusive Health Service – (315) 464-5533
Syracuse Community Health – (315) 476-7921
STD Center – (315) 435-3236/3252
NYSDOH – (315) 477-8166, (315) 435-3240
ACR Health – (315) 475-2430
HEIYP Women’s Program 2309 South Salina Street Syracuse, NY, 13205 (315) 396-0986

Substance Abuse Treatment

Upstate Emergency Opioid Bridge Clinic – (315) 464-3745
Upstate Addiction and Pain Management – (315) 464-3130
Helio Health – (315) 471-1564
Liberty Resources – (315) 472-4471
Crouse Chemical Dependency – (315) 471-1564, (315) 470-8304, (315) 401-4288
Forensic Consultants, Ltd. – (315) 472-1212
Professional Counseling Services – (315) 488-1641
Syracuse Comm. Health Center – (315) 234-5918
Syracuse Recovery Services – (315) 475-1771

Jail Ministry

(315) 424-1877 – 208 Slocum Avenue Syracuse, NY 13202

Protect yourself from **influenza**...

Get vaccinated!

What is influenza?

Influenza (flu) is a serious disease caused by a virus.

Influenza can make you feel miserable! Fever, cough, shaking chills, body aches, and extreme weakness are common symptoms.

How do you catch it?

You can catch influenza from people who cough, sneeze, or even just talk around you. It is very contagious.



Is it serious?

Yes! Tragically, every year infants, children, teens, and adults die from influenza.

Influenza is very unpredictable. No one knows how deadly influenza will be each year.

Even if you have a mild case of influenza, you can still pass the virus on to your friends, family, and coworkers who could get very sick or even die.

Get your
influenza
vaccination
every year!

Am I at risk?

Yes. Influenza is most dangerous for people with health conditions like heart and lung disease, the very young and very old, and pregnant women. But anyone can become seriously sick from influenza – even young, healthy people.

How can I protect myself from influenza?



Vaccination is the best way to prevent influenza.

Everyone age 6 months and older should get vaccinated against influenza every year.

Vaccination not only protects the person who gets immunized, it also protects the people around them – for example, babies who are too young to be vaccinated.

▶ For more information, visit www.vaccineinformation.org

For other vaccine handouts in this series, visit www.immunize.org/vaccine-summaries



Saint Paul, Minnesota • www.immunize.org
www.immunize.org/catg.d/p4408.pdf • Item #P4408 (5/13)

Everyday Preventive Actions Can Help Fight Germs, Like Flu

FIGHT FLU



CDC recommends three actions to fight flu.

1. The first and most important step is to get a flu vaccination each year.
2. If you get sick with flu, take prescription antiviral drugs if your doctor prescribes them. Early treatment is especially important for the elderly, the very young, people with certain chronic health conditions, and pregnant women.
3. Take everyday preventive actions that may slow the spread of germs that cause respiratory (nose, throat, and lungs) illnesses, like flu. This flyer contains information about everyday preventive actions.

How does flu spread?

Flu viruses are thought to spread mainly from person to person through droplets made when people with flu cough, sneeze, or talk. Less often, a person might get flu by touching a surface or object that has flu virus on it and then touching his or her own mouth, nose, or possibly eyes. Many other viruses spread these ways too. People infected with flu may be able to infect others beginning 1 day before symptoms develop and up to 5-7 days after becoming sick. That means you may be able to spread flu to someone else before you know you are sick as well as while you are sick. Young children, those who are severely ill, and those who have severely weakened immune systems may be able to infect others for longer than 5-7 days.

What are everyday preventive actions?

- Try to avoid close contact with sick people.
- If you or your child gets sick with flu-like illness, CDC recommends that you (or your child) stay home for at least 24 hours after the fever is gone except to get medical care or for other necessities. The fever should be gone without the use of a fever-reducing medicine.
- While sick, limit contact with others as much as possible to keep from infecting them.
- Cover your nose and mouth with a tissue when you cough or sneeze. After using a tissue, throw it in the trash and wash your hands.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand rub.
- Avoid touching your eyes, nose and mouth. Germs spread this way.
- Clean and disinfect surfaces and objects that may be contaminated with germs that can cause respiratory illnesses like flu.
- If an outbreak of flu or another illness occurs, follow public health advice. This may include information about how to increase distance between people and other measures.
- If an outbreak of flu or another illness occurs, follow public health advice. This may include information about how to increase distance between people and other measures.



For more information, visit:
www.cdc.gov/flu
or call 1-800-CDC-INFO



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

What additional steps can I take at work to help stop the spread of germs that can cause respiratory illness, like flu?

- Find out about your employer's plans if an outbreak of flu or another illness occurs and whether flu vaccinations are offered on-site.
- Routinely clean frequently touched objects and surfaces like doorknobs, keyboards, and phones, to help remove germs.
- Make sure your workplace has an adequate supply of tissues, soap, paper towels, alcohol-based hand rubs, and disposable wipes.
- Train others on how to do your job so they can cover for you in case you or a family member gets sick and you have to stay home.
- If you begin to feel sick while at work, go home as soon as possible.



What additional preventive actions can I take to protect my child from germs that can cause respiratory illness, like flu?

- Find out about plans your child's school, child care program, or college has if an outbreak of flu or another illness occurs and whether flu vaccinations are offered on-site.
- Make sure your child's school, child care program, or college routinely cleans frequently touched objects and surfaces, and that they have a good supply of tissues, soap, paper towels, alcohol-based hand rubs, and disposable wipes on-site.
- Ask how sick students and staff are separated from others and who will care for them until they can go home.

Everyday preventive actions can help slow the spread of germs that can cause many different illnesses and may offer some protection against flu.

Protect yourself from hepatitis A...

Get vaccinated!

What is hepatitis A?

Hepatitis A is a serious liver disease caused by a virus. The virus is found in the feces (poop) of infected people.

How do you catch it?

The hepatitis A virus is spread when invisible particles of feces (poop) get into your mouth. You can get hepatitis A by eating contaminated food or water, during sex, or just by living with an infected person.

Is it serious?

Yes. If you get infected with hepatitis A, your skin and eyes can turn yellow. You can get very sick for weeks and may need to be hospitalized, and even die. Some people don't feel sick, but they can still spread the virus to others.



Am I at risk?

You are more likely to be infected with the virus if you travel or work outside the U.S., have chronic liver disease, use illegal drugs, have sex with an infected person, or care for a recently arrived unvaccinated child from a country where hepatitis A is common.

How can I protect myself from hepatitis A?

Vaccination is the best way to prevent hepatitis A.

Young children should receive 2 doses of the hepatitis A vaccine as part of their regular checkups. Older children and teens can receive the vaccine as well.

Adults should get vaccinated if they are at risk for hepatitis A, or if they simply want to be protected.

Ask your healthcare provider if you need this vaccine!



▶ For more information, visit www.vaccineinformation.org

For other vaccine handouts in this series, visit www.immunize.org/vaccine-summaries



Saint Paul, Minnesota • www.immunize.org
www.immunize.org/catg.d/p4402.pdf • Item #P4402 (5/13)

Hepatitis A

Overview

What is hepatitis?

Hepatitis means inflammation of the liver. The liver is a vital organ that processes nutrients, filters the blood, and fights infections. When the liver is inflamed or damaged, its function can be affected. Heavy alcohol use, some medications, toxins, and certain medical conditions can cause hepatitis.

Hepatitis is most often caused by a virus. In the United States, the most common types of viral hepatitis are hepatitis A, hepatitis B, and hepatitis C. Although all types of viral hepatitis can cause similar symptoms, they are spread in different ways, have different treatments, and some are more serious than others.

Hepatitis A

Hepatitis A is a contagious liver infection caused by the hepatitis A virus. Hepatitis A can be prevented with a vaccine. People who get hepatitis A may feel sick for a few weeks to several months but usually recover completely and do not have lasting liver damage.

In rare cases, hepatitis A can cause liver failure and even death; this is more common in older people and in people with other serious health issues, such as chronic liver disease.

How common is hepatitis A?

Since the hepatitis A vaccine was first recommended in 1996, cases of hepatitis A in the United States have declined dramatically. Unfortunately, in recent years the number of people infected has been increasing because there have been multiple outbreaks of hepatitis A in the United States. These outbreaks have primarily been from person-to-person contact, especially among people who use drugs, people experiencing homelessness, and men who have sex with men.

How is hepatitis A spread?

The hepatitis A virus is found in the stool and blood of people who are infected. The hepatitis A virus is spread when someone ingests the virus, usually through:

→ Person-to-person contact

Hepatitis A can be spread from close, personal contact with an infected person, such as through having sex, caring for someone who is ill, or using drugs with others. Hepatitis A is very contagious, and people can even spread the virus before they feel sick.

→ Eating contaminated food or drink

Contamination of food with the hepatitis A virus can happen at any point: growing, harvesting, processing, handling, and even after cooking. Contamination of food and water happens more often in countries where hepatitis A is common. Although uncommon, foodborne outbreaks have occurred in the United States from people eating contaminated fresh and frozen imported food products.

Hepatitis A can be prevented with a safe and effective vaccine.



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Vaccination is the best way to prevent hepatitis A.

The hepatitis A vaccine is safe and effective. The vaccine series usually consists of 2 shots, given 6 months apart. Getting both shots provides the best protection against hepatitis A.

Hepatitis A vaccination is recommended for:

- All children at age 1 year
- Travelers to countries where hepatitis A is common
- Family and caregivers of adoptees from countries where hepatitis A is common
- Men who have sexual encounters with other men
- People who use or inject drugs
- People with chronic or long-term liver disease, including hepatitis B or hepatitis C
- People with clotting factor disorders
- People with direct contact with others who have hepatitis A
- People experiencing homelessness

You can prevent infection even after you have been exposed.

If you have been exposed to the hepatitis A virus in the last 2 weeks, talk to your doctor about getting vaccinated. A single shot of the hepatitis A vaccine can help prevent hepatitis A if given within 2 weeks of exposure. Depending upon your age and health, your doctor may recommend immune globulin in addition to the hepatitis A vaccine.

Handwashing plays an important role in prevention.

Practicing good hand hygiene—including thoroughly washing hands with soap and warm water after using the bathroom, changing diapers, and before preparing or eating food—plays an important role in preventing the spread of many illnesses, including hepatitis A.

Symptoms

Not everyone with hepatitis A has symptoms. Adults are more likely to have symptoms than children. If symptoms develop, they usually appear 2 to 7 weeks after infection and can include:

- ✓ Yellow skin or eyes
- ✓ Fever
- ✓ Not wanting to eat
- ✓ Dark urine or light-colored stools
- ✓ Upset stomach
- ✓ Diarrhea
- ✓ Throwing up
- ✓ Joint pain
- ✓ Stomach pain
- ✓ Feeling tired

Symptoms usually last less than 2 months, although some people can be ill for as long as 6 months.

Diagnosis and treatment

A doctor can determine if you have hepatitis A by discussing your symptoms and taking a blood sample. To treat the symptoms of hepatitis A, doctors usually recommend rest, adequate nutrition, and fluids. Some people will need medical care in a hospital.

International travel and hepatitis A

If you are planning to travel to countries where hepatitis A is common, talk to your doctor about getting vaccinated before you travel. Travelers to urban areas, resorts, and luxury hotels in countries where hepatitis A is common are still at risk. International travelers have been infected, even though they regularly washed their hands and were careful about what they drank and ate.



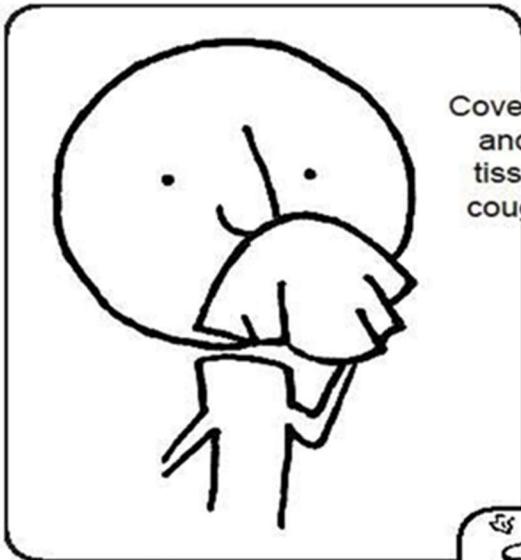
Name of Organization
Street
City, State, Zip code
Phone number
Additional information as needed

www.cdc.gov/hepatitis

April 2019

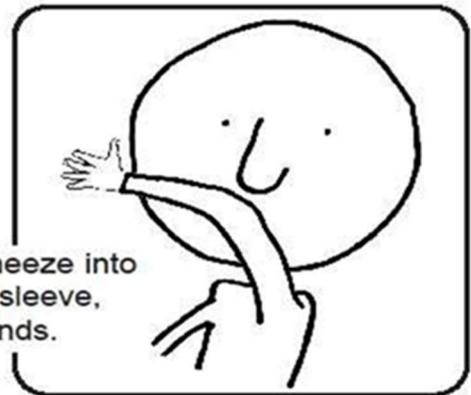
Stop the spread of germs that make you and others sick!

Cover your Cough

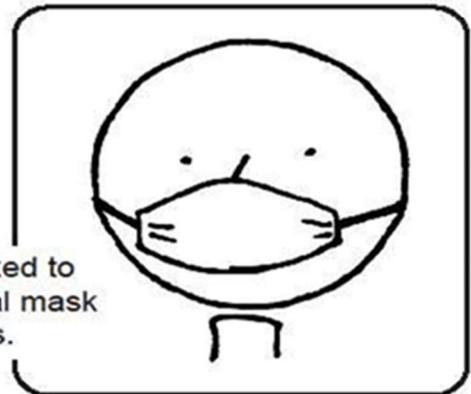


Cover your mouth and nose with a tissue when you cough or sneeze

or
cough or sneeze into your upper sleeve, not your hands.

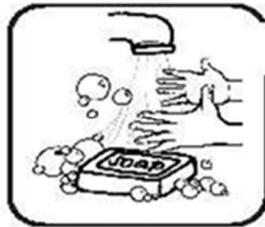


Put your used tissue in the waste basket.



You may be asked to put on a surgical mask to protect others.

Clean
your
Hands
after coughing or sneezing.



or



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