

BROWARD SHERIFF'S OFFICE

Department of Detention



INMATE HANDBOOK

Revised
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**BROWARD SHERIFF'S OFFICE
DEPARTMENT OF DETENTION
INMATE HANDBOOK
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SEXUAL ABUSE / ASSAULT / PRISON RAPE ELIMINATION ACT (PREA)

The Prison Rape Elimination Act (PREA) was passed by Congress on September 4, 2003. BSO has also established a zero tolerance policy concerning sexual misconduct or abuse of inmates. You have the right to be free from intimidation or pressure from staff, inmates or any other person to perform or engage in sexual behavior regardless of your current situation or sexual orientation.

Sexual misconduct is defined as any behavior or act of a sexual nature directed towards an inmate by a member, volunteer, visitor, agency representative or other person while within the Broward County Jail. This includes acts or attempts to commit acts including, but not limited to:

1. Sexual battery, sexual assault, sexual abuse, activities to provide for the sexual gratification of another, sexual harassment, sexual conduct, obscenity or an unreasonable invasion of privacy; and
 2. Also includes conversations or correspondence that suggests a romantic sexual relationship between an inmate and any person referenced above.
- **PREVENTION** - of sexual misconduct can be accomplished by being aware of your surroundings. Do not accept gifts or favors, most inmates will want something in return from you. Do not accept offers for protection, that is what detention staff are here for. Be alert, using contraband narcotics can impair your judgment. Be direct and firm when saying no to unwanted activity. If you fear for your safety, immediately report it to staff.
 - **REPORTING** – of sexual misconduct can be done either verbally or by using the other options listed below. You will be protected from the assailant and the incident will be referred to a detective to investigate the incident. You may need a medical exam. Do not clean up, it is important to be examined prior to washing, changing clothes or using the restroom. All reports concerning the identity of the victim of sexual battery and the facts of the report are only limited to those who have a need to know to make decisions concerning your welfare and for investigative purposes.
 - **INVESTIGATION** – The Sheriff's Office will conduct the investigation. The purpose of the investigation is to determine the nature and extent of the misconduct. You may be asked to give a statement and if criminal charges are brought against the assailant you may be asked to testify. During this process, Classification will provide appropriate housing for the victim and / or suspect to ensure your safety.
 - **TREATMENT AND COUNSELING** – Treatment will be provided by medical staff. You will be referred to a Victim Advocate. In the event you need more assistance coping the Chaplain or contracted mental health provider can provide further assistance.

Tips to Avoid-Becoming a Victim:

- Carry yourself in a confident manner at all times. Do not permit your emotions (fear / anxiety) to be obvious to others.
- Do not accept gifts or favors from others.
- Do not accept offers of protection from other inmates.
- Find any staff member with whom you feel comfortable with to voice your fears and concerns.
- Be alert and aware of your surroundings.
- Be direct and firm, if others ask you to do something you do not want to do, do not hesitate in reporting this information to staff.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, notify **any** staff member immediately.

Reporting Methods

If you do not feel comfortable in reporting such an incident directly to a staff member, you may also utilize any of the following:

- The grievance process via the electronic kiosk or paper grievance form
- Medical staff – any medical staff member
- The Ombudsman's phone line 954-935-6723
- The class action attorney phone line 954-523-7272
- Internal Affairs – phone line 954-831-1100
- NATIONAL SEXUAL ASSAULT HOTLINE – 800-656-4673

Violators will receive additional criminal charges and in-house disciplinary actions, and may be subject to reclassification resulting in a higher custody level and further restrictive housing.

Note: Anyone who knowingly files a false complaint will be subject to discipline / prosecution.

INTRODUCTION: You are being held in one of the facilities of the Broward County Sheriff's Office, Department of Detention. Our staff is responsible for your care and safety during the time you are in jail. To assist the staff and yourself, please read this **Inmate Handbook** and follow the rules and regulations. By reading the handbook, you will understand what you can expect, and what is expected of you. Your rights and responsibilities are explained in this handbook. If you do not understand the information in this handbook, ask our staff for help.

This handbook also has information about programs and services available to you while in jail. If you have questions about posting bond, attending programs, payments of subsistence fees, or your charges / issues that brought you to jail, check the informational kiosk, ask your housing deputy or other staff members for assistance in getting answers to any questions you may have.

Information contained in the handbook is useful even after your release. It contains valuable information that can be utilized while incarcerated as well as identify points of community contact and services once you are released. While incarcerated, it is your responsibility to familiarize yourself with the contents of this handbook and follow the facility rules and regulations, as well as obey staff orders.

Note: The policies, procedures, rules, and regulations described within this handbook may change from time to time with or without notice, and their inclusion herein shall not be construed to create a liberty or property interest of any kind.

GENERAL INFORMATION: When you were booked into the custody of the Broward County Jail, an arrest number (**CIS #**) was assigned to you. This number will identify you for as long as you are in jail. It is your responsibility to memorize your arrest number. It will help us and you identify and locate your personal property and any issues that are of importance to you.

You will remain in one of our facilities until you post a bond, you are released to the Pretrial Release program, your case is disposed of by a judge, you are released on own recognizance (ROR) or your sentence is completed. Legal questions about your case and/or out of county/state holds are best answered by your attorney or public defender. Misdemeanor and traffic cases are heard in County Court, felony cases are heard in Circuit Court, and if you are here on a civil hold, the case will be heard by a Civil Court judge. If you are sentenced on state charges to serve one year or less, you will serve your sentence in one of the Broward County Jail facilities. If your sentence on state charges is more than one year, you will be transferred to the Florida Department of Corrections, providing that **all** outstanding charges have been resolved. If you are sentenced on federal charges and have no outstanding charges pending, you will be transferred to the Federal Bureau of Prisons.

POSTING BOND: If you had money in your possession when you were booked, a money account was automatically opened and it can be used to bond yourself out of jail. You will have access to view your account on the inmate kiosk located in the dayrooms of each facility.

Bonding Agent: You may contact a bonding agency to post a bond for you. A list of numbers is posted in the initial housing, booking and holding areas. Telephone books are available upon request.

Automatic Teller Machine (ATM) services are also available in the release / booking area at the Broward Sheriff's Office, Main Jail - 555 SE 1st Avenue, **for immediate bonding purposes only**, for a fee, per transaction. A charge in addition to this fee may be assessed by your financial institution.

Western Union Quick Collect Services: This service enables someone to send you a money deposit from anywhere in the country, to the jail, within minutes to post bond or to deposit into your commissary account.

- **FOR CASH TRANSACTIONS:** Call Western Union at 1-800-325-6000 or visit www.westernunion.com to find the nearest agent location.

Go to the Western Union agent location with:

- Cash amount to send
- Western Union fee amount in cash (Based upon the amount you are sending / maximum of \$5,000 per transaction)
- Fill out the **BLUE QUICK COLLECT FORM**

- Remember to keep your receipt for tracking purposes.

OR

- **FOR SERVICE BY PHONE USING A CREDIT CARD:**

Call Western Union at 1-800-634-3422 (Press 2 to send Q/C payment). **Quick Collect by Phone is limited to a \$400.00 transaction amount if originated in the following States: Connecticut, Maine, Massachusetts, Minnesota and New York.**

OR

- **FOR SERVICE ON THE INTERNET: HAVE A FAMILY MEMBER VISIT THE WEBSITE FOR QUICK COLLECT ONLINE AT: www.westernunion.com**

- **To send money to post a bond, the sender will need to provide the following information to Western Union:**

Pay To: **Broward Sheriff Cash Bonds**
Code City and State: **COPS / FL**
Account Number with Your Facility: **Inmate ID Number (Arrest Number/CIS #)**
Attention: **Name, Date of Birth**
Dollar Amount to Send:
Credit Card Number and Expiration Date:
Bank that Issued Credit Card:

- **To send money for commissary, the sender will need to provide the following information:**

Pay To: **Broward Sheriff Inmate Bank**
Code City and State: **CANTEEN / FL**
Account Number with Your Facility: **Inmate Name and ID Number (Arrest Number/CIS #)**
Dollar Amount to Send:
Credit Card Number and Expiration Date:
Bank that Issued Credit Card

- **Sender Information:**

Western Union fee is determined by amount you would like to send
Bank charges may apply
Quick Collect Online (www.westernunion.com) is available in all 50 states (some restrictions may apply)

- **A family member can also pay online at govpaynow.com with a debit or credit card or by phone at 1-877-EZBAIL5 (1-887-392-2455)**

FEES

Uniform/Linen: Inmates booked into the Broward County jail system will be charged a one time fee to defray the cost of inmate uniforms and linen issuance.

Subsistence: Inmates will be assessed a daily subsistence fee to defray housing costs. A subsistence fee schedule is posted in your housing area. Inmates returning from State Prison will not be charged a subsistence and/or uniform fee if they are solely here as a witness for a trial other than their own.

Medical: There is a fee schedule for various medical services. Please see the "Health Care Services" section for further information.

Postage: All outgoing mail is subject to fees for postage.

Fee Assessment: Fees incurred by an inmate are deducted from the balance in the inmate's account. If an inmate does not have the funds in his/her account to satisfy fees incurred for uniform, postage, and medical at the

time they are to be deducted, the account will be debited for the outstanding amount due, and such fees will be collected when funds are deposited to the account. Subsistence fees will only be collected from accounts with positive balances, and will not accrue.

Inmates released with a balance owed for uniforms, postage and/or medical fees that are re-incarcerated within three years, will be charged the outstanding balance on subsequent arrest(s) and such fees will be deducted from funds deposited to the inmate's account.

Fee Reimbursement: Inmates who are not serving a sentence and who are acquitted or discharged on all charges may be reimbursed, upon request, for any subsistence fees that were paid by the inmate. To obtain reimbursement, the inmate must submit the request in writing within thirty (30) days of release and must include a copy of the court disposition. Requests received later than thirty (30) days after release will not be honored.

COMMISSARY and MONEY DEPOSITS: Your money account may be used to make weekly commissary purchases. Check the activities schedule for your order day and delivery day. Money may be deposited into your account in several ways:

- By making a cash and/or credit card deposit at a kiosk located in the lobby of each detention facility during regular business hours, seven days a week. Deposits via lobby kiosks are assessed a fee and require your full name, arrest number and the **exact cash amount to be deposited** (No change will be made);
- By going online at www.smartdeposit.com or www.westernunion.com (see above for Quick Collect Service); or
- By mailing you a money order at the facility where you are housed. Money orders received **through the mail must be** addressed to you with your full name and arrest number.

Tell your friends and family **not to send cash or personal checks by mail**. You will have access to view your account balance on the inmate kiosk located in the dayrooms of each facility. **Commissary is a privilege and if this privilege is abused, it will be restricted or may be revoked as a result of disciplinary sanctions.**

Payment Vouchers: If you need to give your money to someone outside the jail, you must complete a payment voucher form. Ask your housing deputy for a voucher. If you need assistance in completing it, they will help you. **You cannot voucher money to someone who is incarcerated in a Broward County Jail.** Any exceptions to this must be made by written request to the facility commander(s) and have their approval(s). Voucher funds are mailed via certified mail and inmates will be charged postage fees.

INMATE REQUESTS AND GRIEVANCES: All inmate requests and grievances are completed electronically on the kiosk located in your housing unit. If the ASK System is inoperable, then ask your housing deputy for the paper Inmate Request Form. If you need assistance or have a medical or other condition that prevents you from using the kiosk, please contact your housing unit deputy for assistance.

Inmate Requests: Three types of request forms (paper or electronic) are available for your use; the **Inmate Request, Medical Request, and the Law Library Request.**

- The Inmate Request is available on your housing unit electronic kiosk, or as a paper form issued by the housing deputy when the ASK System is inoperable. This is to be used when requesting services or information from various detention units.
- The Medical Request is available as a paper form issued **only** by the medical staff. (These can only be returned to medical staff). **Do not give deputies your completed medical request forms. For more information, please see section titled "Health Care Services", below.**
- The Law Library Request form is available in your housing unit. This is to be used when requesting legal services from the Law Library. Law Library requests will be limited to one (1) request per inmate a week. A list of common statutes and legal forms is posted in your housing unit. Please note that the Law Library staff does not give legal advice. Questions regarding your criminal case should be referred to your attorney.

Note: If you need information or have a request concerning the following, please contact your attorney or the Clerk of the Courts:

- Have been here over 21 days and do not have a court date

- Have questions concerning court cases (i.e., filing motions, request for speedy trial, etc.)
- Need a Criminal History or Drivers License check
- Have Civil Court related questions
- Need court dates

Inmate Grievances: Should you have a complaint concerning facility operations, procedures, or staff, you should follow this procedure for resolution.

1. First, speak with your housing deputy or medical staff. If they **cannot** resolve the complaint, then ask to speak with the unit sergeant, or the officer-in-charge (OIC).
2. If the unit sergeant, or OIC, is unable to resolve your complaint, utilize the electronic kiosk in your housing unit to file your grievance. The final decision on whether or not a grievance is filed is up to you.
3. Fill out the **Inmate Grievance** on the housing unit kiosk. If the ASK System is inoperable, request a paper Inmate Grievance Form from your housing deputy.
4. Grievances must be submitted within **five (5) business days** from the time you become aware of the incident / issue.
5. The **Inmate Grievance** will be routed to the appropriate authority for a response. You will receive a response, within ten (10) business days from the date the appropriate authority receives your complaint.
6. If you are not satisfied with the response, you may appeal directly to the facility commander by filling out the appeal section of the grievance. The appeal must be submitted within five (5) days of receipt of the written response. You will receive a final response within twenty (20) **business days**. If the facility commander is unable to satisfactorily answer your grievance within the twenty (20) business days, a reason why will be given to you within those twenty (**20**) business days. The facility commander will then respond to you as to when a response may be reasonably expected. Remember, you don't always get the answer that you want, and problems cannot always be resolved immediately.
7. The Ombudsman Line is available **only** after the request and grievance processes have been exhausted, and should not be used to report phone block issues.(954) 935-6723
8. The following matters are **not grievable** - classification status, disciplinary action, and housing assignments. If you have concerns regarding these issues, you must submit an **Inmate Request Form. (SEE DISCIPLINARY APPEAL PROCESS and CLASSIFICATION sections)**
9. Separate inmate grievances must be submitted for each grievable issue. Group grievances for several inmates will not be accepted on one form.

CLASSIFICATION: You will be classified within 72 hours of your arrest. You will be assigned a custody level of minimum, medium or maximum custody based on Objective Jail Classification criteria. You will be housed in an area in the jail that meets your needs and the needs of the jail. During your incarceration you may be moved several times. When your housing assignment is changed, you will be advised by a Deputy and must comply with their order. **Refusing to follow a staff member's order may result in a disciplinary report and reassignment to more restrictive housing. Your custody level may be reduced and reassignment to less restrictive housing by following all facility rules and regulations and demonstrating good behavior and/or the completion of a programs.** If you want to participate in one of the available programs, you may submit an inmate request to the Classification Unit for review. Classification is not a grievable issue. Your classification may be appealed by submitting an inmate request. If you have any concerns about your housing or need to provide information to the Classification Unit, speak with any Deputy or submit an inmate request to the Classification Unit.

DIRECT SUPERVISION UNITS: Direct supervision units encourage interaction between staff and inmates and some of these units are oriented to inmate-enrolled programs. The most important factors in determining which inmates are assigned to these units are classification level and institutional behavior. If you consistently demonstrate the ability to conform to the rules and regulations of the facilities **and** maintain your behavior in a manner consistent with the direct supervision approach, you may be selected for placement into these units. If

you display insolent, disrespectful, disruptive, or violent behavior, you will not be eligible for these cell assignments.

Upon being housed in a direct supervision unit, you will be oriented on the rules of direct supervision. If you choose not to abide by these rules you will be removed from the direct supervision unit and reassigned. Depending on the rule violation, disciplinary action may be taken against you. This may affect your classification level and housing location assignment. Remember, you are responsible for your behavior and actions as well as the consequences of your behavior.

MAIL: Incoming and outgoing mail **must have your name** under which you were arrested, arrest number (CIS #), housing location, and the mailing address of the facility in which you are housed. **Do not use your personal address as the return address.** The mailing PO Box addresses of each facility are listed below must be used. All mail (**except legal mail**) will be opened and inspected for contraband before it is delivered to you. Incoming legal mail will not be opened until you are present.

Mail containing obscene pictures / material and mail deemed as a safety or security threat to staff, inmates or the facility **will be** returned to the sender. If you wish to receive published materials from outside sources, you must complete an Inmate Request. The form will be forwarded to the facility commander for review and approval. All published materials from outside sources must be paid for in advance, and must be sent from the publisher or authorized vendor. Requests for major religious texts such as the Bible, Torah, or Koran must be submitted in writing on an Inmate Request to the Chaplain.

A variety of reading materials is available through the Leisure Library. Each inmate may retain a total of two (2) articles of reading material in their cell. (Facility provided program books are not included in this total.) Court clothes may be accepted by mail if prior approval is obtained through the Property Unit. Specific items such as eyeglasses, hearing aids, etc, may be accepted by mail if prior approval is obtained through the medical vendor.

Mail to be sent out is to be addressed on a stamped envelope/ post card. Stamped envelopes/ post cards can be purchased through the Commissary. Commissary will provide weekly, two (2) post cards and one (1) pencil, weekly upon request, to those inmates who are deemed indigent. Inmates with an account balance of one dollar (\$1.00) or less will be considered indigent. If you are sending regular mail out of the facility it must be turned in unsealed. Upon inspection by a deputy, you may seal legal mail prior to delivery to the mailroom, but it must be clearly marked "**Legal Mail.**" Mail is collected daily, and delivered every day except Saturday and Sunday (and major holidays).

Mail cannot be sent to, or received from another correctional or detention facility unless it is approved by the facility commanders of both the sending and receiving facilities. The site locations and mailing addresses of our jail facilities are listed below.

All mail sent from a Broward County jail facility is stamped with the following statement: Attention: This letter originates from a Broward County Jail Facility. Inmate mail is uncensored and the Sheriff cannot assume responsibility for its contents.

FACILITY LOCATION:

Main Jail Bureau
555 SE 1st Ave
Fort Lauderdale, Florida 33301

North Broward Bureau
1550 North Blount Road
Pompano Beach Florida 33069

Joseph V. Conte Facility
1351 NW 27th Ave
Pompano Beach Florida 33069

Paul Rein Facility
2421 NW 16 St
Pompano Beach, Florida 33069

MAILING ADDRESS:

Main Jail Bureau
P.O. Box 9356
Fort Lauderdale, Florida 33310

North Broward Bureau
P.O. Box 407037
Fort Lauderdale, Florida 33340

Joseph V. Conte Facility
P.O. 407016
Fort Lauderdale, Florida 33340

Paul Rein Facility
P.O. Box 407003
Fort Lauderdale, Florida 33340

NOTARY SERVICES: Notary service is available from the Classification Unit with a proper form of identification as listed in the State of Florida Notary Laws (Examples: Florida Driver's License or I.D., U.S.

passport - must be current or issued within the last five years). If you do not have proper identification contained in the Property Unit, the identification may be brought to the jail where you are housed and provided to the Classification Unit. The Classification Unit can perform this service between the hours of 8:00 am – 7:00 pm daily.

FOREIGN NATIONALS / RESIDENT ALIENS: Inmates, whose citizenship lies outside of the United States, have the right to communicate with their respective consulate. All foreign nationals are entitled to consular notifications and access, regardless of their visa or immigration status in the United States. Upon your request, or if you are a national of a nation requiring mandatory notification, immediate notification will be made to the nearest consul or official of that nation, informing them of your holding / arrest. Additionally, at your request, you may be provided with embassy contact telephone number(s) for future communication.

TELEPHONE PRIVILEGES: Each unit has telephones available for your use. At the time of booking, local telephone calls are free (and limited to six minutes per call) and long distance calls are collect. There is no international calling available. In each housing area / unit, **each** telephone call is limited to **thirty (30) minutes** or less, per session, as determined by the facility commander and are made as collect calls. Telephones are turned off during facility lockdown, headcounts, cleaning times, meal times, and for various security concerns. **To place a call, you will need to enter a pin number. Your pin number is your CIS# (arrest number).**

If your family and friends are having trouble receiving calls from you, and they would like to request a **BLOCK** or **UNBLOCK** on their phone, or have questions about how to setup a **DIRECT BILL** or **PREPAID** account with Securus, please have them call-Securus at 1-877-800-5729

Note: Only the person registered to the telephone may UN-block the number.

Additionally, phone blocked issues should be made by completing an Inmate Request and forwarding it to the attention of the Inmate Communications Coordinator.

Note: If you are calling a cellular phone, the phone's owner must open and maintain a pre-paid account with Securus.

Inmates are prohibited from making or participating in three-way phone calls. Abuse of this rule will result in the loss of telephone privileges and disciplinary action. The telephone is a privilege offered to the inmates while in jail, and if this privilege is abused, it will be restricted.

Phone Recording and Monitoring:

- **Non-Attorney Phone Calls:** Telephone calls to non-attorneys (family, friends, etc.) are monitored and recorded. These calls may be reviewed by jail personnel, law enforcement, prosecutors, and others.
- **Attorney Phone Calls:** Phone calls to the Broward Public Defender's Office are not monitored or recorded. Phone calls to other public or private attorneys are **not** subject to monitoring and recording **if** the phone call is to the **official** Florida Bar listed phone number of an attorney with an office in Broward, Palm Beach, or Dade County. Your attorney can access sheriff.org for further information on the recording policy.

All calls to public or private attorneys outside of Broward, Palm Beach, or Dade County, to an attorney's cell phone number, or to any other attorney phone number not on file with the Florida bar are subject to monitoring and recording in the same manner as non-attorney calls.

If you are prompted to press a digit to accept recording of a call to your attorney, you are calling on a recorded line, and if you continue the call it will be subject to monitoring and recording.

Misuse of Telephone Privileges:

1. You will not contact by phone any person who has told the facility commander's office that they do not wish to receive telephone calls from you. Once you are notified of this restriction, any further attempt to communicate with them by telephone will be considered a violation of this rule and you will be subject to disciplinary action.
2. You are subject to having telephone privileges restricted or revoked for abuse of telephone communication services. Examples of abuse include:
 - a. Making harassing or unwelcome telephone calls

- b. Making threatening, obscene, or nuisance telephone calls
- c. Making telephone calls which are in any way violating any state or federal law, telephone company regulations, or the DOD rules or regulations
- d. Damaging or destroying any telephone equipment
- e. Making three-way telephone calls
- f. Using the telephone to conduct an illegal/illicit business enterprise and
- g. Speaking in an unidentifiable code

Additional Telephone Information: Telephone information for family and friends is available online at www.sheriff.org

FREE TELEPHONE NUMBERS:

Substance Abuse

Broward Addictions Recovery Center-BARC- (Alcohol / Drug Treatment) (954) 765-4200
Spectrum (TASC) (954) 777-2977
Crisis Line / Substance Abuse Hotline (954) 537-0211
Community Threat Tip line (954) 935-6724

HOW TO APPLY FOR A PUBLIC DEFENDER: If you are seeking the services of a public defender, a representative from the Public Defender’s Office will interview you inside the jail and provide you with an Application for Criminal Indigent Status. The Public Defender’s Office will notify you in writing whether or not you qualify for a Public Defender. Once assigned a Public Defender and a case number, you will need to use this information for all correspondence/communication with the Public Defender’s office. Phone numbers for the Public Defender’s Office are listed below.

Obtaining Court Information

If you are charged with a **Felony** and would like information on:

- Your next **Court Date** or **Motions filed**:.....**Call-954-831-5519**
(You must have your Arrest Number-[CIS #] or your Case Number)
- Your **Attorney** or **Judge**:.....**Call-954-831-5519**
(You must have your Arrest Number-[CIS #] or your Case Number)
- Your **Public Defender**:.....**Call-954-831-6000**
- If you have not been seen by a representative **Public Defender’s Office** within 48 hours of your arrest:.....**Call-954-831-6000**

If you are on **Probation** or you are charged with a **Misdemeanor** or **Traffic** offense, call the following phone numbers, if your case is assigned to the:

- **Central Courthouse** **Call-954-357-5900**
- **North Satellite**.....**Call-954-831-1280**
- **South Satellite**-Not available from North Broward.....**Call-954-831-0482**
- **West Satellite**.....**Call-954-831-2300**

NOTE: THE JAIL PHONES WILL ALLOW YOU TO DIAL YOUR PUBLIC DEFENDER’S TELEPHONE NUMBER DIRECTLY WITHOUT DIALING AS A COLLECT CALL.

- **Early Representation Unit** – If you have not been seen by a representative from the Public Defender’s Office within 48 hours of your arrest – call (954) 831-6000.

- **Client Services Division** – If you have a problem with your sentence or with your assigned Public Defender – call (954) 831-8830.

Chris Cloney (Class Action Attorney) (954) 523-7272
 Calls to Chris Cloney are for matters related **ONLY** to the conditions of your confinement detailed in the federal class-action Consent Decree, a copy of which is posted in your housing unit. Please **do not call** Chris Cloney for information on your **Court Date, Judge, Public Defender**, problems with **sentencing**, problems with your **assigned Public Defender**, or **legal advice**. **The above listed phone numbers have been created to help you with these issues.**

Child Support/Clerk of Courts Depository..... 800-622-5437 or (954) 831-7309
Crime Stoppers (TIPS).....(954) 493-8477
Day Reporting Reentry Center.....(954) 831-5300

AMERICANS WITH DISABILITIES ACT (ADA): Inmates with disabilities will be housed in general population unless such a housing assignment would jeopardize the safety of the staff or other inmates. Any special housing for disabled inmates will be based on a case-by-case analysis of the inmate's needs and facility security.

Accommodations for blind or sight impaired inmates will be provided, through large copy texts, reading services or volunteer readers. Should you need one of the above accommodations, please notify the Facility Commander. Accommodations for hearing impaired or deaf inmates through the use of sign language interpreter will be made through the Facility Commander.

The health care provider will ensure that all inmates needing prosthetic devices are provided such in a timely manner. The medical provider is also responsible for providing mental health, medical, and hospice care to any disabled inmates needing such care. Should you need any of these services, complete a Medical Request and give it to a medical staff member.

Inmates who are deaf or hearing impaired or who have a family member, attorney, probation officer, parole officer, or other professional affiliated with their case who is deaf or hearing impaired are afforded the opportunity to use a T.D.D or T.T.Y to communicate. Times and locations for T.D.D. or T.T.Y. use are coordinated with the facility commander through completing an Inmate Request. This will provide the inmate the opportunity to engage in communication in a meaningful way. The TDD and TTY are available in all facilities.

LIVING QUARTERS: The cell or dormitory area you are assigned to is **your** living area. You will be provided cleaning supplies daily for the purpose of maintaining your living quarters in a clean manner. The deputy assigned to the area will inspect cell and dormitory areas on each shift. It will be your responsibility to keep the bunk or mattress assigned to you (the linen, blanket, etc.) in a neat and orderly appearance during non-sleeping hours. Blankets and sheets are issued solely for the purposes intended. Blankets and sheets are to remain on your mattress, except when deputies conduct linen exchange.

Lighting, vents, and windows will remain unobstructed at all times. Placing items over lights, vents, and windows will not be tolerated, and will result in disciplinary action being taken against you.

No items are to be attached to the cell walls – walls will be bare and the defacing of walls is prohibited. (i.e., Graffiti)

Do not take leftover food from your meal back to your cell or living quarters to store, or to eat at a later time, **unless you have documented approval from the medical provider to do so.** Only food items purchased through commissary, or approved by medical, are allowed to be stored in your cell or living quarters. You are **only** permitted to keep limited amounts of regular commissary items in your possession at any given time (Specific dollar amounts are listed in the housing unit / and or kiosk). Any excess commissary is considered contraband, and will be disposed of.

Report any problems with your cell (i.e., inoperable plumbing, lighting) to the deputy in charge of your area. When you inform the deputy as soon as the problem happens, repairs will be made within a reasonable time.

BULLETIN BOARD/ KIOSK INFORMATION: Each housing unit / area has a bulletin board / electronic kiosk displaying the activities scheduled for that housing area / unit, and other information relevant to your stay in while in custody.

EMERGENCY / EVACUATION PROCEDURES: You will be required to participate in quarterly evacuation / fire drills. It is important to be familiar with the emergency / evacuation diagram route(s) posted in your housing area. In the event of a fire, major emergency or routine drill(s), remain calm and quiet and listen to the instructions given to you by your housing deputy.

PERSONAL PROPERTY: (In-Cell Allowable): Personal items you may keep in your cell are listed on the In-Cell Allowable List as described in this handbook and posted in your housing area. Items not on the In-Cell Allowable List that have not been approved are considered contraband. Failure to obey In-Cell Allowable List guidelines will result in the confiscation and discarding of contraband items without reimbursement, as well as disciplinary action.

- You may request your in-cell allowable property and telephone numbers at the time of jail issuance.
 - After you have been processed through the property jail issuance process you will not be allowed access to your cell phone without a court order.
 - You may voucher out your property to a family member, friend, or recipient of your choice.
 - You will have 30 days after your release/transfer to claim your property. Failure to do so will result in disposal of all property that is left unclaimed.
-

COURT CLOTHING: Court clothes are only accepted before your **jury trial**. If you are scheduled for a jury trial, you may have court clothes brought to the facility in which you are housed. You are limited to storing one (1) set of court clothing in the property room, unless special provisions are made by your attorney and approval is received from the Department of Detention. At no time is court clothing allowed to be stored in your cell. The Inmate Property Unit is responsible for approving court clothing requests. **Sneakers, boots and undergarments are not accepted as court clothing.**

Court clothes may be delivered to the DOD facility, where you are being housed, twenty-four (24) hours a day, seven days a week.

We do not accept court clothes for Federal inmates that are in BSO custody for housing only. Court clothes for Federal inmates can be coordinated with the United States Marshals Service.

You may obtain your court clothing on the evening before your court appearance by letting the alpha shift deputy know that you are required to wear court clothes in the morning. Court clothing cannot be borrowed or exchanged. Personal court clothing cannot be worn except during the time you are in court **for a jury trial**. Violation of this rule may result in disciplinary action.

CLOTHING AND BEDDING ISSUANCE: You are supplied with a clean bedroll and uniform once you are assigned to a housing location. A bedroll consists of: 1-washcloth, 2-sheets, 2-towels, and a blanket. A uniform consists of (depending on the facility in which you are housed) either a one-piece jumpsuit, or long pants and a shirt. You are responsible for maintaining county property issued to you. If you alter your uniform, or bedding, and / or if extra uniforms or linen are found in your cell, disciplinary action may be taken. You will also be criminally charged if you destroy or alter county property.

PERSONAL HYGIENE: General Population inmates will be required to shower at least twice weekly.

LAUNDRY SERVICES: Clothing and linen are laundered according to your facility's schedule. You are supplied with a clean bedroll and uniform once you are assigned to a housing location.

Uniforms are exchanged at least twice weekly. Underwear is laundered twice weekly. Linen is exchanged at least once each week.

Personal clothing items will be laundered once (1) each week. The Department of Detention is **not responsible** for any personal items damaged, lost, or stolen during the laundering process. The laundry service for these

personal items is provided as an option to you and used at your own risk.

The specific days and times for laundry services are posted within your individual housing unit.

Keeping extra uniforms and / or linens is strictly prohibited and will result in disciplinary action.

CONTRABAND: Contraband includes any items possessed by a person, or found within a facility, or upon the grounds, which are either illegal by law or are not permitted within a DOD facility, including but not limited to, weapons, drugs, currency, items not included on the authorized in-cell allowable list, excess or altered clothing, linen, or in-cell allowable items that have been altered from their original state, or fabricated into something to be used for other than its original purpose, and any item or article that has not been officially issued, purchased in commissary, or approved by detention staff. Contraband items will be confiscated, and possession may result in disciplinary action and / or criminal charges.

SEARCHES: You and your housing area / unit are subject to searches at **any time** for security and sanitation reasons. If contraband is found in your possession or in your cell, criminal charges and / or in-house disciplinary action may be taken against you.

RULES AND DISCIPLINE: Inmate behavior management begins when you are admitted to the facility. You are required to obey the facility rules and regulations and the Inmate Code of Conduct posted in this handbook and in your housing area. Violating a rule or regulation may result in disciplinary action, for which you will receive a written disciplinary report (D.R.). Discipline **will not** involve sanctions which are unconstitutional, unlawful, arbitrary, capricious, or in the nature of retaliation or revenge.

DEFINITIONS:

Counseling / Verbal Warning: Informal resolution of non-conforming inmate behavior. A written and / or verbal warning by staff that does not require a formal written disciplinary report.

Room Restriction: Informal resolution of non-conforming inmate behavior. An inmate is temporarily restricted to their cell and their privileges have been temporarily suspended.

Disciplinary Report: A report used to document infractions of rules and regulations and is used as part of the formal disciplinary process.

Disciplinary Confinement: Housing designation for an inmate who has been found guilty and/or pending a disciplinary hearing of a Disciplinary Report.

Pre-Hearing Segregation: Housing designation outside of general population for an inmate who is pending a disciplinary hearing or awaiting the completion of an investigation and is a danger to self or others if housed with the general population.

1. **Reporting Infractions:** Upon witnessing a rule violation, or after investigation has determined that a state law or facility rule violation has occurred (based on evidence, witness statement, or probable cause), staff will take immediate action. This could involve verbal reprimand, counseling, room restriction, a Disciplinary Report (D.R.), or prosecution as determined by the deputy and the applicable supervisor.

When a D.R. is completed, the shift-commander may authorize **pre-hearing segregation** (housing designation outside of general population for an inmate who is pending a disciplinary hearing or awaiting the completion of the investigation).

Your pre-hearing status will be reviewed by Classification within three (3) days including weekends and holidays. If the reason for the pre-hearing segregation, which was initially ordered, no longer exists, you will be returned to general population pending the disciplinary hearing. In addition to disciplinary action, you may also be required to pay for damaged, destroyed, or misappropriated property or goods.

When a D.R. is completed the report will include:

- a. Specific rule(s) violated
- b. A formal statement of the charge

- c. Any unusual inmate behavior
- d. Names of staff witnesses
- e. An explanation of the event including who was involved, what transpired, and the time and location of the occurrence
- f. Any physical evidence and its disposition
- g. Any immediate action taken, including the use of force
- h. Reporting staff's signature, the date and time of report, and
- i. A written statement from the accused inmate.

2. **Investigation:** The D.R. will be submitted to a supervisor who will initiate an investigation within twenty-four (24) hours of the time the incident was reported. When the investigation is complete, you will be given a copy of the D.R.

3. **Disciplinary Hearing Process:** A Disciplinary Hearing Committee consisting of three (3) staff members, one of whom is designated as the hearing chairperson. Your hearing will be conducted within five (5) business days of the time the report was written. When the hearing is complete, you will be given a copy of the Committee Action Sheet upon approval of the Department of Detention.

- a. If you are charged with a rule violation, you will be present at the hearing unless you waive that right in writing or safety and security risks prevent your presence. The reason for your absence or exclusion from the hearing is documented on the report.
- b. You will have the opportunity to make a statement and present documentary evidence at the hearing and may request witnesses to appear on your behalf. If your request is denied, the reason is documented on the report (i.e., security risks, witness location).
- c. Staff assistance will be provided upon request. A representative is appointed by the Disciplinary Committee Hearing Chairperson when it is apparent that you are not capable of collecting and presenting evidence effectively on your own behalf.

4. **Disciplinary Findings:**

- a. **Dismissal of the Charge / Rule Violation:** Insufficient evidence upon which to proceed with a disciplinary hearing.
- b. **Not Guilty:** The inmate is not found guilty of committing the alleged violation after the conclusion of the disciplinary hearing.
- c. **Guilty:** Sufficient evidence was found to determine guilt.

5. **Sanctions:** The following is a list of sanctions, which may be imposed if you are found guilty.

NOTE: You may receive one or any combination of the following:

- a. A counseling / verbal reprimand from the Disciplinary Committee Hearing Chairperson after the hearing.
- b. Probation: a specific time period with provisions for sanctions to be imposed if probation is violated, not to exceed thirty (30) days.
- c. Temporary loss of privileges for a specific time period, not to exceed thirty (30) days.
- d. Extra duty not to exceed thirty (30) days.
- e. Disciplinary confinement not to exceed thirty (30) days; and / or
- f. **Forfeiture of Good / Gain Time:** Good / Gain time earned by a county sentenced inmate may be subject to forfeiture for violation of a state law or facility rule. The Sheriff is authorized to declare forfeiture of any / all good / gain time pursuant to the delegated authority in the County Ordinances and in accordance with the provisions set forth in Standard Operating Procedure "Inmate Rules and Discipline."
- g. Pay for damaged, destroyed, or misappropriated property or goods.

6. **Disciplinary Appeal Process:** Once your disciplinary hearing is completed, you will be told if you have been found guilty or not guilty. If guilty, you will be given the reason for the finding, and the committee chairperson will advise you of the right to appeal by using the **Inmate Request** on the housing unit kiosk. If you decide to appeal, you **must** submit the appeal within fifteen (15) days of the hearing to the facility commander's (captain's) office. The facility commander, or designee, will approve, disapprove, or modify downward the decision of the Disciplinary Committee. You will be informed of the facility commander's decision-within five (5) days of receiving your appeal.

CODE OF CONDUCT

The following rules and regulations govern inmate conduct and discipline while in BSO detention facilities. This Inmate Code of Conduct is posted in all Housing Units. Failure to abide by these rules can result in disciplinary measures.

Any violations in the "A" category listed below may result in up to thirty (30) days of disciplinary segregation, up to thirty (30) days of room restriction, and / or loss of partial or all earned gain time if you are found guilty.

- A-1 Assault or battery or attempted assault or battery with a deadly weapon.
- A-2 Fighting with another person.
- A-3 Threatening another with bodily harm, spoken or written, any offense against their person or their property.
- A-4 Refusing to obey an order of any staff member.
- A-5 Conduct which disrupts or interferes with the security or orderly running of the institution.
- A-6 Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others to avoid bodily harm, or under threat of informing.
- A-7 Engaging in sexual acts with others, sexual battery or attempted sexual battery.
- A-8 Failing to stand for headcount or interfering with the taking of headcount.
- A-9 Escape, attempting, planning an escape or possession of escape paraphernalia.
- A-10 Wearing a disguise or mask for the purpose of evading detection or escape.
- A-11 Setting a fire or attempting to set a fire.
- A-12 Destroying, altering or damaging government property or the property of another person valued at over \$300.00 dollars.
- A-13 Tampering with or blocking any locking device or any security device (i.e., cameras, windows, etc.).
- A-14 Purposeful contamination of any food or drink.
- A-15 Possession or introduction of any explosive, ammunition, firearm, or weapon.
- A-16 Possession of any unauthorized articles that pose a serious threat to the security of the institution (i.e., intoxicating beverages, drugs, firearms / weapons, poisons, caustic or toxic materials, inhalants).
- A-17 Use, possession, manufacture, or sale of drugs, narcotics, or medication not prescribed by facility personnel, or of intoxicants; use or possession of authorized medication contrary to prescriptions; being under the influence of any intoxicant.
- A-18 Participation in or encouraging others to riot, strike, commit a mutinous act or major disturbance whether in writing or orally.
- A-19 Engaging in or encouraging a group demonstration.
- A-20 Encouraging others to refuse to work or participation in work stoppage.
- A-21 Counterfeiting, forging, or unauthorized reproduction of any document, article, or identification, money, security, or official paper.
- A-22 Unauthorized use of mail or telephone, to include: engaging in criminal activity as defined in state statutes.
- A-23 Giving or offering any official or staff member a bribe, or anything of value.
- A-24 Extorting money or anything of value, or accepting money or anything of value from, or on behalf of, another inmate, a member of their family, a friend or an associate.

Any violations in the "B" category listed below may result in up to fourteen (14) days of disciplinary segregation, up to fourteen (14) days of room restriction and / or loss of up to 30 days gain time if you are found guilty.

- B-1 Making sexual proposals or threats toward another.
- B-2 Obscene act (indecent exposure). Obscene act either by gesture, written or oral.
- B-3 Destroying, altering, or damaging government property or the property of another person valued under \$299.00 dollars.
- B-4 Stealing (theft).

- B-5** Possession of article(s) prohibited when excessive or altered (i.e., excess or altered clothing, linen, money, etc.).
- B-6** Loaning of property or anything of value to an inmate not issued through regular institutional channels.
- B-7** Mutilating or altering issued clothing, bedding, linen or mattresses or other issued articles.
- B-8** Refusing to work.
- B-9** Unexcused absence from work, or any assignment.
- B-10** Failing to perform work as instructed by a supervisor.
- B-11** Participating in an unauthorized meeting or gathering.
- B-12** Being in an unauthorized area.
- B-13** Failure to follow safety or sanitation regulations.
- B-14** Smoking or possession or use of any tobacco products where prohibited.
- B-15** Using abusive or obscene language towards another person.
- B-16** Gambling, preparing or conducting a gambling pool, possession of gambling paraphernalia.
- B-17** Being unsanitary or untidy, failing to keep one's quarters in accordance with posted standards.
- B-18** Tattooing self or others.
- B-19** Self mutilation.
- B-20** Unauthorized contact with the public or with individuals on behalf of another inmate.
- B-21** Malingering, feigning an illness or injury.
- B-22** Insolence toward a staff member.
- B-23** Lying or providing a false statement to a staff member.
- B-24** Using any equipment or machinery contrary to instructions or posted safety standards.
- B-25** Disobeying facility regulations. **(These vary slightly by facility and are posted in all individual housing units.)**

Violations of these rules and regulations may not only result in disciplinary sanctions, but repeated violations will alter your classification status. This status determines the facility and unit in which you are housed (i.e., Main Jail, Conte, etc.). A classification status change can adversely affect your custody level and / or your housing assignment.

RESTRAINT OF PREGNANT INMATES:

1. Under no circumstances shall leg, ankle, or waist restraints be used on a pregnant inmate who is in labor, delivery, and post partum recovery.
 2. Restraints (wrist) will not be utilized on pregnant inmates during labor, delivery and post partum recovery- unless the facility commander makes an individualized determination that not restraining the inmate presents an extraordinary circumstance. An Event Report listing the extraordinary circumstance will be completed.
 3. If wrist restraints are used on a pregnant inmate they will be applied in front so that they can protect themselves in the event of a fall forward.
-

VISITATION:

1. The visiting schedule is posted on the Kiosk or bulletin board in your housing area / unit, telling you the day and times you may have visitors.
2. You will be given an opportunity for two **(2)** hours of visitation per week. You may **only** see up to (2) two visitors at a time.
3. Minors are only permitted to visit when accompanied by a parent or legal guardian, unless the facility commander or designee authorizes, in advance of the visit, the minor to be accompanied by some other adult.
4. Persons presenting themselves as the minor's parent or legal guardian must provide legal documentation supporting the claim of custodial responsibility (i.e. birth certificate, adoption papers, documentation from the courts indicating custodial responsibility, etc.).

RULES FOR VISITORS: Please notify your visitors of the following rules:

- Visitors must have proper / current photo identification. **(NO IDENTIFICATION - NO VISIT)**
- Visitors must be on time.
- Visitors must abide by the dress code. (Read below, "Visitor's Dress Code")
- Visitors may be subjected to a pat-down / frisk search and / or electronic search for the detection of contraband. Children must be accompanied by an adult and supervised at all times.
- Visitors cannot be on parole, probation, or work release without the prior written permission of the facility commander.
- Visitors are not permitted to visit more than one inmate on any given day. An exception may be granted if the visitor is an immediate family member of more than one inmate confined in the facility. Other exceptions will be at the discretion of the facility commander.
- Obscene actions or gestures will terminate the visit. If you are asked to leave please do so immediately.
- Visitors are **NOT** permitted to pass / give any items to an inmate. **(Violators are subject to arrest.)**

Please notify your visitors that transportation is available by county buses, downtown trolleys, or taxi cabs. They should contact the bus stations for route information. This information will be made available in all DOD facility lobbies.

VISITOR'S DRESS CODE: If your visitor refuses to comply with the dress code, your visit will be denied or terminated.

The following dress code will be enforced at all times.

- a. Shirts and shoes must be worn.
- b. Visitors wearing clothing marked by words or pictures that are profane or offensive will not be allowed.
- c. Halter tops, swim suits, tank tops, strapless tops, spaghetti straps, sheer, see-through or provocative clothing, any clothing that exposes the midriff, short shorts, mini dresses, and mini skirts that appear too short **are prohibited.**

If a visitor's clothing is deemed inappropriate by facility staff, the visitor may have the decision reviewed by the shift commander. The shift commander's decision is final.

HEALTH CARE SERVICES: No inmate will be denied medical, mental health, or dental care while in custody. Ability to pay for medical services will have no bearing on services rendered. Qualified health care professionals are available to provide medical, dental, and mental health care in all BSO facilities.

You were medically screened by a nurse during the intake process. If you did not give the nurse complete and accurate information regarding your medical history, including any prescribed medication you are taking and special medical needs you may have (including dietary requirements), you should contact medical staff as soon as possible.

Within the first two (2) weeks of incarceration, you will be given a full health assessment that includes tuberculosis screening and physical. Again, it is in your best interest to cooperate with medical staff by giving them complete and accurate information. The tuberculosis testing is mandatory.

All inmates should be aware of a skin infection known as "MRSA" that can be common in jail and prison settings. Lesions on your skin that look like a spider bite or boil should be evaluated by the nurse. There is no charge for this. Good personal hygiene, especially washing hands frequently and not sharing clothing, towels or linens, is the best prevention.

ACCESS: Health care services are accessible by completing a **Medical Request** form. These are available daily from the nurse during their medication rounds. You **must** deliver your completed request to a nurse and not to the deputy. Remember requests for medical services are only to be on a Medical Request and not the Inmate Request.

FEE SCHEDULE: There is a fee schedule for various medical services posted in your housing area Kiosk / unit. If you have money in your account, the cost will be deducted from your account. If you have less than \$1.00, the fee will be charged to your account and will be deducted later when funds become available in your account. At no time will you be denied access to health care services because of your inability to pay. (You will receive medical, dental, and mental health care whether or not you can pay.)

Your initial medical / mental health / dental screening assessments are free, as well as certain other situations which are described and posted in your housing area / unit. Over the counter medication, including pain relievers, are available through commissary. You will not be charged for the following:

- Mental health services
- Prescription and psychotropic medications
- Initial medical / mental health / dental screening assessments
- Follow-up visits of an existing condition if scheduled by the provider within sixty (60) days of initial visit
- Health assessment
- Tests to detect communicable diseases, tuberculosis, and MRSA
- Care while housed in mental health and other specialized health care units
- Laboratory services
- Pregnancy management services to include: pregnancy testing; routine and high risk prenatal care; management of the chemically addicted pregnant offender; comprehensive counseling and assistance to support offender's decision about child rearing, adoption, or abortion; appropriate nutrition; and postpartum follow up
- Infestations including lice and scabies
- Emergency medical care requiring immediate outside medical intervention
- Treatment of injuries resulting from use of force, inmate confrontations, restraint checks, and injuries that are not self inflicted
- Medical examination needed to become an inmate worker
- Injuries sustained while working as an inmate worker

If you are taking prescription medication when you are released, you will be offered at least three (3) days dosage to take with you, unless otherwise directed by the medical provider's physician.

AIDS / HIV: HIV testing and information is available, upon your request, from medical personnel or your program specialist.

STD's and Other Communicable Diseases: Various brochures and pamphlets on a variety of health topics are available, upon your request. (e.g., MRSA, Syphilis, etc.)

HAIR CARE SERVICES: Hair care services are available to all inmates. The hair care services will be conducted in accordance with the schedule. You may receive your first haircut thirty **(30)** days after your initial incarceration and approximately every thirty **(30)** days thereafter. The thirty **(30)** day rule may be waived for medical reasons, hygiene reasons, or for inmates scheduled to appear in court. If needed, haircuts for inmates appearing at a **trial** will be given within three **(3)** days of their trial date. You are responsible for signing up for hair care services according to the schedule.

RELIGIOUS SERVICES: Religious services are scheduled at least once a week for most housing areas / units. Refer to your schedule to see when they are available to you. Most services are non-denominational. Items such as radios, playing cards, and leisure books or reading materials are **not permitted** at the services. However, one (1) text representing religious belief (i.e., Bible, Koran, Torah, etc.) will be permitted at religious services.

Requests for texts representing religious beliefs (the sacred text of an authorized religion) to be brought into the jail will be submitted on an **Inmate Request**, to the Chaplain. Inmate requests for religious items and liturgical apparel will be sent to the Chaplain's office for approval. The Chaplain and a representative of the inmate's faith must approve all personal religious items before an inmate is authorized to retain the item(s).

RECREATION: The schedule for indoor recreation and outdoor recreation (**weather permitting**) is posted within your housing area / unit. You may sign up for recreation on the sign up sheets provided in your housing unit. You will not be permitted to attend recreation unless you sign up for it.

Sign up is not required at some BSO detention facilities due to the design of their recreation yard. Ask the deputy assigned to your housing area if sign up is necessary at your location. You must be **quiet and orderly** as you are escorted to the recreation areas.

PROGRAMS: The In-Custody Behavioral Services Division (ICBSD) provides constructive psycho-educational activities to inmates in order to address the attitudinal and related psychological factors which permit and perpetuate the incidence of substance abuse and/or behaviors that lead to incarceration. Programs provide inmates with a set daily schedule of activities that include group sessions, lesson plans, workbook assignments, and video learning combined with 12-Step recovery (AA/NA) groups. Programs are available to male and female inmates, are primarily accessed by court order, and are 30-days in length. Inmates who volunteer for programs will be recruited by program staff as bed space is available. Whether participating voluntarily or by court order, your participation is contingent upon meeting classification criteria for placement into a program housing unit.

There are three program components offered by the ICBSD within the BSO facilities:

SUBSTANCE ABUSE PROGRAM (SAP): The SAP program component is a 30-day intervention that primarily focuses on basic substance abuse education regarding addiction terminology, the substances of abuse, identifying and coping with triggers, relapse prevention, and the various emotional components of addiction and recovery.

LIFE SKILLS PROGRAM: The Life Skills program component is a 30-day intervention that includes instruction on substance abuse, criminal and addictive thinking, self-control skills, parenting, leisure and peer association planning, relapse prevention, and community reintegration skills.

MENTAL HEALTH UNIT PROGRAMS: The mental health programs are voluntary services offered to all inmates housed in the mental health unit at the North Broward Bureau. These services consist of psycho-educational groups, crisis intervention, brief individual therapy, and discharge planning.

SPIRITUAL LEARNING: This program provides the unique opportunity to participate in a spiritual living unit of your understanding. A structured learning environment will be provided in conjunction with the Chaplain's office and church volunteers.

EDUCATION: Education is the key to a successful future and various opportunities to participate in this process are provided within BSO facilities. If you wish to participate in the school program, and do not have a high school diploma, fill out an Inmate Request and forward it to Classification requesting to attend this program.

N.A., A.A., PROGRAMS: These voluntary program services are **provided in most** areas / units of the jail. Please refer to the schedule posted on the bulletin board in your housing area / unit. Submit an Inmate Request to Classification or speak with your housing unit deputy in order to attend any of these services. Recreational items such as radios, playing cards, and leisure books are not permitted at these services.

READING (LEISURE) LIBRARY: Either a mobile book cart or a bookshelf containing a variety of general reading material is brought to or placed within your housing area / unit on a regular basis. Check your housing unit schedule for your day and time. Newspapers are also available and delivered to the units daily. Magazines of various types can be purchases through the inmate commissary.

DAY REPORTING AND REENTRY CENTER: The Day Reporting and Reentry program (DRRD) is an alternative to incarceration designed to alleviate jail crowding through intensive community supervision. DRRD focuses on reintegration of offenders back into the community from jail. Some participants are court ordered to the program as a condition of probation, although all inmates who are released from any of the facilities may access the "Jail Transition to Community" program located in the lobby of the Main Jail in Fort Lauderdale. Case managers will work with participants to address needs such as substance abuse, life skills, financial planning, employment readiness classes, and employment assistance.

PRETRIAL SERVICES: The Pretrial Services Program is part of BSO's initiatives to divert criminal defendants from pretrial incarceration, providing an integrated approach to law enforcement. Its functions include interviewing defendants who may be eligible for release from custody, providing risk assessments to the judge during the First Appearance Court process, supervising defendants in the community, and ensuring compliance of court ordered conditions. Such conditions might include electronic monitoring (house arrest) and drug/alcohol testing. Failure to abide by any conditions may result in release revocation and return to custody.

If your family would like more information about the rules & regulations, services, and programs offered by BSO's Department of Detention and Community Programs, have them visit the website: www.sheriff.org and follow the link Jail & Inmate Info.

DIRECTORY OF SERVICES AVAILABLE UPON RELEASE:

Shelters:

Broward Coalition for the Homeless

Linkage to available beds at shelters in Broward County.....(954) 561-5559

Covenant House

Emergency / temporary shelter and crisis intervention for people under 21, with or without infants; 24-hour intake

733 Breakers Avenue, Fort Lauderdale (954) 561-5559

Faith Farm

Live-in Christ centered Alcohol / Drug regeneration program for men 21 years of age and over. 6-8 month minimum commitment; enrollment subject to intake interview. Intake between 9:00 A.M. and 3:00 P.M.

1980 NW 9th Avenue, Fort Lauderdale..... (954) 468-1402

The Lippman Youth Center

Emergency / temporary shelter for youth under 18 years of age; 24-hour intake

221 NW 43 Court, Oakland Park (954) 568-2801

Salvation Army

Emergency / temporary shelter for men, women, families

1445 West Broward Boulevard (954) 463-4572

Women in Distress

Emergency shelter for women and children; 24-hour intake (954) 761-1133

Substance Abuse Services:

Alcoholics Anonymous

• North Center (954) 462-7202

• South Center..... (954) 462-0265

Broward County Alcohol and Drug Abuse

24-hour intake for inpatient / outpatient alcohol / drug abuse treatment / counseling

1000 SW 2nd Court, Fort Lauderdale (954) 765-4200

Crisis Line (24 hours).....**Normal business hours 954-463-0911 after hours (954) 739-8066**

Narcotics Anonymous (954) 967-6755

Nar-Anon Help Line (954) 584-6578

Substance Abuse Hotline (24 hours)..... (954) 831-1579

Health Care:

Archways Mental health counseling and treatment

919 NE 13th Street, Fort Lauderdale (954) 763-2030

- Henderson Mental Health Center**
 Medical health counseling and treatment
 3501 South University Drive, Ste 6, Davie..... (954) 888-7999
- Broward County Elderly and Veteran Services Division**
 Counseling and treatment for individuals over age 55.....(954) 357-6622
- Specialty Care Center**
 Medical and dental care, medications, referrals
 1111 W. Broward Blvd, Fort Lauderdale..... (954) 463-7313
- Henderson Mental Health Center**
 Mental health counseling and treatment
 4720 N State Rd 7, Lauderdale Lakes..... (954) 463-0911
- HIV-Jail Linkage Program**
 Medical and social services assessment, referrals, housing, Social Security, drug program, case management
 800 E. Broward Boulevard, Suite 301, Fort Lauderdale (954) 467-4700
- North Broward Hospital District-Health Assistance Center**..... (954) 467-4705

Food:

- LifeNet for Families Co-op Feeding Program**
 1 NW 33rd Terrace, Fort Lauderdale (954) 792-2328
- St. John's Episcopal Church**
 1704 Buchanan Street, Hollywood (11 am to 12 pm) (954) 921-3721
- St. Lawrence Chapel (Jubilee Center)**
 1698 Blount Road, Pompano Beach..... (954) 785-8510

Veterans Services:

- Veteran's Center**
 713 NE 3rd Avenue, Fort Lauderdale (954) 356-7926

Jobs:

- Workforce One**
 3800 Inverrary Boulevard, Suite 400, Lauderhill..... (954) 535-2300
- Agency for Workforce Innovation**
 North Area - 2301 West Sample Road, Building 4 / Suite 7A, Pompano (954) 969-3541
 South Area - 7550 Davie Road Extension, Hollywood (954) 967-1010

Vocational-Technical Programs:

Workforce One has a program that works with ex-offenders by providing training and possible employment. Upon release, contact one of the Workforce One offices to see how they can help you become gainfully employed.

- Workforce One:**
 North Area - 2301 West Sample Road, Building 4 / Suite 7A, Pompano (954) 969-3541
 South Area - 7550 Davie Road Extension, Hollywood (954) 967-1010
 Central Area-2610 W. Oakland Park Blvd (954) 677-5555
- Atlantic Technical Center**
 Fill out an application for acceptance and admittance.
 4700 Coconut Creek Parkway, Coconut Creek (754) 321-5100
- McFatter Technical Center**
 6500 Nova Drive, Davie (754) 321-5700

THE FOLLOWING INFORMATION WILL ASSIST YOU IN ACCESSING MENTAL HEALTH TREATMENT AND MEDICAL CARE IN THE COMMUNITY.

IF YOU LIVE IN **FORT LAUDERDALE** OR THE **NORTHERN AREA** OF BROWARD COUNTY:

MENTAL HEALTH TREATMENT

HENDERSON CRISIS WALK-IN CENTER
4720 N. STATE ROAD 7 BLDG. B
LAUDERDALE LAKES, FL 33319
(954) 463-0911

BROWARD OUTREACH CENTER
1700 BLOUNT ROAD
PAMPANO BEACH, FL 33069
(954) 979-6365

MEDICAL CARE

7th AVENUE FAMILY HEALTH CENTER
200 NW 7TH AVE.
FT. LAUDERDALE, FL 33311
(954) 759-6600

URGENT / EMERGENCY CARE
BGMC 1600 ANDREWS AVE
FT. LAUDERDALE, FL 33316
(954) 355-4400

IF YOU LIVE IN **HOLLYWOOD** OR THE **SOUTHERN AREA** OF BROWARD COUNTY:

MENTAL HEALTH TREATMENT

HENDERSON MENTAL HEALTH CENTER
3501 S. UNIVERSITY DRIVE
DAVIE, FL 33314
(954) 888-7999

MEMORIAL REGIONAL HOSPITAL
3400 N. 29TH AVE.
HOLLYWOOD, FL 33020
(954) 987-2000

HENDERSON SOUTH (Walk-in days are Tuesday and Friday, 8:00 a.m. to noon)
1957 JACKSON STREET
HOLLYWOOD, FL 33020
(954) 921-2600

MEDICAL CARE

SOUTH BROWARD MEDICAL SERVICES
4105 PEMBROKE ROAD
HOLLYWOOD, FL 33021
(954) 985-1551

*FOR **BENEFIT REINSTATEMENT** OR APPLICATION, PLEASE CONTACT THE SOCIAL SECURITY ADMINISTRATION AT: 1-800-772-1213.

*FOR **EMERGENCY SHELTER/TEMPORARY HOUSING**, PLEASE CONTACT THE BEDS HOTLINE AT: (954) 792-BEDS (2337) or dial "211" for First Call for Help.

*IF YOU ARE **RELEASED AFTER HOURS FROM ONE OF OUR NORTH FACILITIES**, PLEASE WALK TO THE **BOC** LOCATED AT 1700 BLOUNT ROAD, JUST NORTH OF THE NORTH BROWARD JAIL FACILITY, THEY WILL PROVIDE 3 DAYS SHELTER.

DROP IN CENTERS

PEER CENTER (954) 202-7379
4545 POWERLINE RD
FT LAUDERDALE, FL 33309

MENTAL HEALTH ASSOCIATION (954) 746-2055
7139 W OAKLAND PARK BLVD
LAUDERHILL, FL 33311

AUTHORIZED IN – CELL ALLOWABLE LIST		
address book	1	soft back
batteries	4	total in possession
books / magazines	8	combination of leisure (only 2 allowed from the Leisure Library), educational, or religious reading materials (soft or hard cover)
comb / brush	1 or the other	
commissary (regular)	\$70 in possession	not including approved exceptions
contact lenses		w / storage container (contact solution is sold thru commissary)
dentures	1 set	w / storage container
stamped post cards or envelopes	reasonable*	through Commissary only
hearing aid		authorized by medical
legal paperwork	1 archive size box	
over the counter medication	1 week supply	
pen / pencil	2 each	
personal letters	reasonable*	
photographs	reasonable*	no Polaroids / no pictures or like images of themselves or other known inmates
corrective eyeglasses	2	w / storage containers(reading glasses are sold thru Commissary; and any glasses received via Visitation / mailroom must be pre-approved by medical)
prosthesis		authorized by medical
radio (w / earphones)	1	
religious items / liturgical apparel	approved by Chaplain	
shoelaces	1 pair	
shorts	1 pair	recreational type (no drawstrings or pockets)
shower slides	1 pair	
sneakers	1 pair	Inmate workers may have two pair as necessitated by their job assignment.
socks	3 pair	
sweater or sweatshirt	1	no collar or turtleneck (gray only)
undershirts	4	white only - no logos or printing (undershirts-white with no logos or printing)
underwear	4 pair males, 7 pair females	
brassiere	2 (females only)	
writing tablet	2	

* Inmates will not be permitted to accumulate printed material that may pose a fire hazard in their housing area.

RESTRICTIONS ON REGULAR COMMISSARY			
1	after shave lotion	2	hair conditioners
2	bars of soap	1	Heritage Skin Cream
4	batteries	2	lotions
1	radio	2	packs of emery boards
2	bottles of shampoo	1	hair pomade
1	lip balm	1	Shaving lotion
1	deck of playing cards	1	soap dish
2	denture toothpastes	1	styling gel
2	deodorants	1	toothbrush or finger toothbrush as facility appropriate
1	denture adhesive cream	1	toothbrush holder

NOTES:
