

**INYO COUNTY
SHERIFF'S DEPARTMENT**



**SHERIFF
JEFF HOLLOWELL**

INMATE HANDBOOK (L506)

REVISED 12-16-2019

**INYO COUNTY JAIL
INMATE HANDBOOK**

INTRODUCTION

This inmate handbook is designed to provide information for inmates consistent with California Administrative Code, Title 15. The objective of this handbook is to provide answers to the most frequently asked inmate questions and to present a clear and understandable set of rules and information to govern conduct within the Inyo County Jail. (L506)

In order to maintain the efficient and orderly operation of the Inyo County Jail, the following are expected and required of all inmates:

- All inmates will conduct themselves in an orderly manner at all times.
- All facility rules, regulations, procedures, and orders, whether written or verbal, will be followed without delay.
- Inmates will keep themselves clean, neat, and well-groomed at all times.
- Inmates will keep their living areas, including bunks, housing units, dayrooms and recreational areas neat, clean and orderly.
- Inmates will treat staff in a courteous manner.
- Although issued to you, this handbook is not your property. It belongs to the Inyo County Jail and must be returned prior to your release. Destruction, defacing or writing in this manual may result in discipline.

Receipt of this book means that you are familiar with its contents and will be responsible for following the rules and directives listed. "I didn't know" WILL NOT be accepted as an excuse for a violation of the jail rules.

You are reminded that all local, State, and Federal Laws are fully in effect while you are in custody. Violations of law will result in criminal prosecution. It is possible to violate the conditions of your probation while in custody. Additionally, you may be disciplined for violations of Jail rules and regulations with loss of privileges and/or time credits.

You will see a number in parentheses following many of the sections in this book. These numbers relate to sections in the Inyo County Jail Lexipol Policy Manual. You may request to see the complete text of any section so numbered.

GENERAL RULES AND REGULATIONS

1. SEARCHES – All inmates entering this facility are subject to a custodial search. Additionally, inmates returning from Court, work detail, visits, or being moved from one area to another are subject to search. (L528.3/L504.4)
2. BOOKING – All inmates entering the Inyo County Jail will be asked questions regarding their identity and health. You must also be photographed and fingerprinted. These procedures do not violate your rights. Failure to comply may result in discipline and/or delay in your release. (L504.5/L1203.3)

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GENERAL RULES AND REGULATIONS
(Continued)**

3. **WRISTBANDS** – Every inmate will be issued a wristband. This band may not be removed by any inmate. If the wristband becomes damaged or comes off, notify the on-duty staff at once. Intentional removal WILL result in disciplinary action. Commissary will not be given out to any inmate not wearing his/her wristband. Inmate Workers must wear their identification badges.
4. **ASSIGNED BUNKS** – Each inmate will be assigned a bunk in a housing area. Inmates are not allowed to change assigned bunks without the permission of the jail staff. Inmates who violate a staff member’s instructions regarding bunk assignments will be subject to disciplinary action.
5. **ITEMS ALLOWED IN HOUSING AREAS / CONTRABAND** – “Contraband” is any item not allowed or not issued by the Inyo County Jail or its staff. “Contraband” includes, but is not limited to, weapons, drugs, alcohol, tobacco items, matches, lighters, food withheld from an inmate’s meal without staff authorization, extra clothing, or any item not used for its intended purpose. (L528.7)

The following items are allowed each inmate with limits as set:

MISCELLANEOUS ITEMS

Newspapers.....	Limit 1
Magazines.....	Limit 2
Books.....	Limit 3
Bible.....	Limit 1
Legal papers.....	Unlimited
Mail and Photographs.....	By volume 12”x12”x6”
Cup 22 oz.....	Limit 1
Clear plastic bags (13x13)	Limit 2
Plastic spoons (only commissary type).....	Limit 2

LAUNDRY / CLOTHING ITEMS

Top and bottoms.....	Limit 1
T-shirts.....	Limit 2
Underwear.....	Limit 2
Bra (Female only).....	Limit 1
Nightshirt (Female only).....	Limit 1
Socks (pair).....	Limit 2
Shoes (pair).....	Limit 1
Towel.....	Limit 1
Blanket (Spring / Summer).....	Limit 1
Blanket (Winter).....	Limit 2
Mattress cover.....	Limit 1

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(L600/L602)**

COMMISSARY ITEMS

Cookies / crackers.....	Limit 5
Candy.....	Limit 15
Foods / snack items.....	Limit 15
Beverages single serving pkgs.....	Limit 10
Beverages large pkgs.....	Limit 2
Hair ties.....	Limit 5
Hair conditioner.....	Limit 1
Flex Pens.....	Limit 3
Detachable razor head.....	Limit 1
Soap.....	Limit 2
Toothbrush.....	Limit 1
Toothpaste.....	Limit 2
Shampoo.....	Limit 1
Writing tablet.....	Limit 2
Sketch pad.....	Limit 1
Washcloth.....	Limit 1
Alka Seltzer, Ibuprofen, Tylenol.....	Limit 10
All other items.....	Limit 1

(Refer to the commissary order slip for other limits.)

Excess photographs or correspondence will be placed into the inmate's "personal property". Excess newspapers, books, etc. will become facility property. It is the individual inmate's responsibility to not purchase commissary items in quantities above the set limits. Commissary items over the limit WILL BE taken or destroyed.

These rules are provided to all inmates and are for the protection of their rights and safety during their stay. Any violation of the rules will result in loss/restriction of privileges, time credits, and/or criminal prosecution.

Each rule is followed by a code letter i.e. (M), (m), or (C). Those code letters indicate the severity of the offense committed and are defined as follows:

(M) – Major Violations

(m) – Minor Violations

(C) – Criminal Law Violations

Inmates who violate any law, Federal, State, or County Ordinance may have criminal charges filed against them. In addition, they may also be reclassified/re-housed and have other privileges restricted. Staff members may isolate and/or lockdown any individual or housing area for reasons of inmate(s), staff, or facility security or to maintain control over any given incident.

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(Continued)**

INMATES SHALL:

- (1) (C) (M) (m) obey all laws, rules, and regulations, either posted or printed here and all instructions issued by staff.
- (2) (m) Be fully dressed at all times, except when in their assigned sleeping quarters. When going to and from the shower, inmates shall wear their pants, T-shirt (male), nightshirt (female), and shoes or shower shoes. At all other times, "fully dressed" means wearing the jail top and pants with shoes and socks or shower shoes. T-shirt may not be worn as an outer garment. Females shall not wear their nightshirts as an outer garment in the dayroom.
- (3) (m) Address staff in a respectful manner. Staff will be referred to by their title (Deputy, Officer, Corporal, Sergeant, etc. or by Mr. or Ms.). Inmates will not make personal advances or comments toward any staff member. This includes any gestures directed to the Tower. Abusive, improper or disrespectful language, remarks, comments, or gestures will not be permitted.
- (4) (m) Address visitors with respect and composure. Visits may be terminated for the use of loud, abusive, improper or disrespectful language. Discipline, including the loss of visiting privileges, may be imposed for violations.
- (5) (m) Be responsible for the cleanliness of their cell/common areas. ALL inmates will awaken at 5:00 a.m. to clean. Televisions and phones will be turned on AFTER staff inspection of the pod area for cleanliness each morning.
- (6) (C) (M) Be responsible for all jail property issued to them. Inmates will be held liable for torn clothing and proper fit of clothing at the time of clothing exchange. Loss or destruction of these items will result in disciplinary action, criminal charges, or both.
- (7) (m) Refrain from loud talking, shouting, and other disruptive acts at ALL TIMES. Failing to follow this rule WILL result in the loss of television for the pod area for 24 hours.
- (8) (m) Will store ALL personal property in storage containers provided. Items not in storage containers are subject to seizure.
- (9) (m) Return kitchen items such as trays, cups, spoons, etc. immediately after each meal, stack trays and place spoons in the basket provided. Failure to comply may result in pod lockdown.
- (10) (m) Walk in a single file line with hands behind their back while in any hallway, and stop when directed and turn and face the nearest wall when directed to.

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GENERAL RULES (Continued)**

INMATES SHALL NOT:

- (11) (C) (M) Mark or deface any wall or structure within the jail, or destroy or alter any county property. This includes, but is not limited to, inmate apparel and bedding, books, magazines, and all property purchased by the Inmate Welfare Fund.
- (12) (M) Gamble. This includes any game played for money or property.
- (13) (M) (C) Fight, challenge to fight, make threatening remarks, or become involved in boisterous horseplay. Immediate lockdown will be imposed until further review by the Disciplinary Review Board.
- (14) (C) (M) Have in their possession any contraband or dangerous weapons.
- (15) (M) Have in their possession any pointed or sharpened objects.
- (16) (m) Throw any object(s) unless in the exercise yard, and only then those object(s) designed for throwing (i.e. racquetball, handball, etc.)
- (17) (m) Have in their possession any items not purchased from the commissary or issued or approved by the jail staff.
- (18) (m) Hang or attach photographs or other items on walls, windows, bunks, or fixtures. Items placed on or attached to walls, windows, bunks, or fixtures will be considered contraband. The following items may remain on the cell's desk: (2) photographs; (1) writing or drawing tablet; (3) flex pens; (1) bible, book, or magazine. Any other items may be confiscated. Photographs and correspondence will be removed and placed into the inmate's property. They will be returned only upon the inmate's release.
- (19) (M) Smoke or possess any tobacco product(s) inside the Jail, during transports, at Court or during any visit outside the jail, or on work crew.
- (20) (m) Cover, tamper with, alter, or manipulate any light(s), vent(s), or thermostat.
- (21) (C) (M) Burn any object(s) or start any type of fire, possess any match(es), lighter(s), or any other item capable of ignition.
- (22) (C) (M) Engage in any sexual activity with other inmates.
- (23) (M) Change assigned bunks or sleeping quarters without staff authorization.
- (24) (M) Remove, tamper with, or alter identification bracelets. COMMISSARY WILL NOT be given to anyone without an identification bracelet.
- (25) (C) Enter or remove property from another inmate's sleeping quarters without expressed permission of the cell occupant.

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- (26) (m) Use issued property or commissary items for anything other than their intended purpose.
- (27) (m) To store food or beverages other than commissary items in their cells.
- (28) (m) Give, loan, or transfer money or commissary items to other inmates. No staff member will transfer food or commissary items between pod areas.
- (29) (m) Loiter near or cross red lines unless accompanied by jail staff.
- (30) (m) (C) (M) Temper with any fixture, thermostat, plumbing fixture, fire or life safety device, or any other door, lock, fixture, or device.
- (31) (m) Tattoo, possess tattoo equipment, pierce any skin area(s) or wear any object(s) in any skin area(s) already pierced prior to arriving in custody.
- (32) (C) Escape, attempt to escape, or aid or abet any escape or any attempted escape by any person.
- (33) (m) Pound on doors or yell except to notify jail staff of an emergency. Facility intercoms are only to be used for emergencies.
- (34) (m) Pass articles, notes, or any items from one housing unit to another, or communicate with inmate(s) in another pod except via U.S. Mail or communicate with anyone in "lockdown".
- (35) (m) Refuse to do any work assigned by staff without a legitimate excuse that can be verified by staff.
- (36) (M) Bring or take any items to and/or from the Jail, Court, medical appointments, or other activities without approval by Jail Sergeant or Corporals.
- (37) (m) Sit or loiter on balconies or stairs or exercise equipment, sit on table tops or railings or stand on tables or benches. Sliding down the bannister is prohibited. Violations in a housing area WILL result in the loss of television and/or telephone privileges, lockdown of the area or individual disciplinary action against the offending inmate.

INMATE WORKERS (L1028)

- (1) Inmate Workers are subject to ALL jail rules and regulations unless otherwise specified by staff. This applies during any assigned work detail.
- (2) Inmate Workers will be at their work station, or when done, in their housing unit.
- (3) Those assigned to work in the kitchen will wear a white shirt and blue pants.
- (4) Those assigned to work in or around the jail will wear blue pants and a blue work shirt.

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- (5) An inmate worker will not visit the nurse's office unless called for. An inmate worker requesting sick call will do so in the normal manner. Those who are unable to carry out all of their duties will inform the on-duty Supervisor at once.

INMATE WORKERS (Continued) (L1028)

- (6) Violation of any General Rule or Inmate Worker Rule or failure to complete their assignment may result in disciplinary action and/or the loss of their job assignment.
- (7) Male and female workers will be kept separate and may not communicate in any manner.

WORK CREW RULES (L1028)

- (1) While working on crews outside the Jail, workers are to follow all of the general rules for inmates within the Jail as well as the directions of the person they are working for.
- (2) Workers are not allowed to have visits from anyone while working on outside work crews.
- (3) Workers are not to leave their assigned stations for any reason.
- (4) Workers are not to bring any item(s) into the Jail without staff's knowledge and approval.
- (5) Violations of any General Rule or Work Crew Rules or failure to complete the job assignment may result in disciplinary action and the loss of the job assignment.

DISCIPLINE PROCEDURE (L600)

- (1) **FORMS OF DISCIPLINE** – The degree of punitive action taken by a disciplinary officer shall be consistent with the severity of the rule infraction. Acceptable forms of discipline shall consist of, but not be limited to, the following:

MINOR INCIDENTS

- A. Loss of visitation privileges
- B. Loss of television privileges
- C. Loss of commissary privileges
- D. Loss of exercise yard
- E. Reclassification/re-housing/lockdown (with no privileges)

MAJOR INCIDENTS

- A. Restriction of telephone use (except legal calls)
- B. Loss of good time/work time credits
- C. Reclassification/re-housing/lockdown (with no privileges)
- D. Restriction of privileges

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NOTE: Three (3) or more minor violations will be handled as a major violation. All criminal violations will be handled as major violations.

CRIMINAL INCIDENTS

All criminal violations will be forwarded to District Attorney's Office for criminal review and prosecution.

- (2) PLAN FOR INMATE DISCIPLINE – All jail staff have investigative and limited punitive powers. Inmates may, at the discretion of the staff member observing the violation, be isolated or administratively segregated. A supervisor will be notified of any disciplinary action taken. Minor acts of non-conformance or minor violations may be handled informally by warning the inmate of the violation and the expected conduct.
- A. The violation shall be reported in writing by the staff member observing or investigating the violation.
 - B. The inmate shall be notified of the charges against him/her and be given a copy of the written notice of violation.
 - C. A Sergeant or Corporal may act as a Disciplinary Officer in minor violations.
 - D. A Disciplinary Review Board of uninvolved, jail staff members will be assigned by the Jail Sergeant. This board shall conduct a hearing. The inmate shall be allowed to appear and to present testimony and evidence on their own behalf. This hearing shall not be held sooner than 24 hours or later than 72 hours after written notice of the alleged violation is given to the inmate. Inmates may waive the 24 hours requirement and request an earlier hearing, subject to staff approval. The hearing may be postponed or continued for a reasonable time through a written waiver by the inmate or "for good cause".
 - E. The inmate will be advised of any disciplinary actions imposed by the review board. All disciplinary action shall be reviewed by the Jail Commander. The inmate will be given a copy of the review board's findings and actions.
 - F. Inmates wishing to appeal the decision of the hearing officer must do so in writing within five days of the decision. All appeals will be forwarded to the Jail Commander or the authorized designee for review (L600.9), (15 CCR 1081). Only appeals based on the following will be considered:
 - A. The disciplinary process or procedures were not followed.
 - B. There was insufficient evidence to support the hearing officer's decision.

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C. The discipline imposed was not proportionate to the violation committed.

G. Minor acts of non-conformance to the rules may be handled informally by any correctional officer (L600.4), (15 CCR 1081).

A violation of rules observed by general service employees, volunteers, or contractors will be reported to a correctional officer for further action. Correctional officers are authorized to recommend informal sanctions on minor violations.

Any staff member imposing informal discipline shall complete the reporting portion of the disciplinary report and provide the form to the supervisor for review prior to the imposition of the sanction.

Disciplinary sanctions that may be imposed for minor rule violations include (15 CCR 1081):

- Counseling the inmate regarding expected conduct.
- Assignment to extra work detail.
- Removal from work detail (without losing work time credits).
- Loss of television, telephone, and/or commissary privileges for a period not to exceed 24 hours.
- Lockdown in the inmate's assigned cell or confinement in the inmate's bunk area for a period not to exceed 24 hours.

An inmate may request that a supervisor review the imposed sanction. However, this request must be made within one hour of receiving notice of the sanction. The supervisor should respond to the request within a reasonable time (generally within two hours) and shall have final authority as to the imposition of informal discipline.

Administrative Segregation - The physical separation of an inmate who is prone to (15 CCR 1053), (L510.1.1):

- a) Promote activity or behavior that is criminal in nature or disruptive to facility operations.
- b) Demonstrate influence over other inmates, including influence to promote or direct action or behavior that is criminal in nature or disruptive to the safety and security of other inmates or facility staff, as well as to the safe operation of the facility.
- c) Escape.
- d) Assault staff or other inmates, or participate in a conspiracy to assault or harm them.
- e) Need protection from other inmates.

This is a non-punitive classification process.

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SPECIAL CDCR NOTICE

Unsentenced inmates, especially those facing sentences with the California Department of Corrections and Rehabilitation, should take special notice. All disciplinary reports and hearings, reports of misconduct, and reports of criminal charges which occurred while in custody are sent to the CDCR with your commitment documents.

CLASSIFICATION PROCESS (L516.6.1)

The comprehensive classification process begins with a review of any initial classification information obtained during the reception and booking process, as well as an interview by the classification correctional officer. The review of initial classification documents and the questions, answers and observations from the inmate's interview will be documented and numerically scored, representing the security level and housing assignment appropriate for each inmate.

Individualized determinations shall be made about how to ensure the safety of each inmate (28 CFR 115.42; 15 CCR 1050).

REVIEWS AND APPEALS: Once an inmate is classified and housed, he/she may appeal the decision of the classification correctional officer. The appeal process shall begin at the first-line supervisor level. The decision by the supervisor may be appealed to the Jail Commander or the authorized designee. The decision by the Jail Commander or the authorized designee is final (L516.7).

INMATE GRIEVANCE PROCEDURE (L620)

An inmate may appeal and have resolved any grievances relating to any condition of confinement with the exception of decisions handed down by the Court. A grievance may be filed by either an individual or a group of inmates, but it must be signed by the person making the grievance. Non individual titles such as "Area F" are not acceptable. No inmate will be disciplined, punished, or lose any privilege because he/she have submitted a grievance.

Grievances must be submitted in writing. A form will be provided to any inmate within twenty-four hours of his/her request. No inmate may have more than two grievances pending at any one time.

Grievances will be submitted to the Jail Sergeant. If not handled verbally with the inmate, the Jail Sergeant or his designee will respond to the inmate in writing within ten days (excluding weekends and holidays), (L620.3).

An inmate may appeal the handling of a grievance by asking in writing for an appeal within ten days (excluding weekends and holidays) of receiving the Jail Sergeant's response. An appeal that contains new or additional information will be considered to be a simple grievance and handled as described above. Appeals may be made to the Jail

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Commander, then to the Undersheriff, and finally to the Sheriff. At each stage of the appeal the inmate will be given a written reply within ten days (excluding weekends and holidays). (L620.3.2/L620.3.3)

INFORMATION (L606)

- (1) **ACCESS TO COURTS AND COUNSEL** – Inmates may write postage free letters to the Courts and to their attorneys. Such mail may be sealed. Inmates shall be allowed confidential consultations with their attorneys at any time, subject to staffing and security requirements of the jail. Inmates are allowed access to telephones through which they may contact their attorneys. (L606)
- (2) **BOOKS, NEWSPAPERS AND PERIODICALS** – Inmates may obtain books, magazines, newspapers and periodicals from the jail library or through subscriptions mailed directly from a publisher. The jail does not accept such materials from visitors on visiting days and will not accept packages received by
- (3) mail for inmates. Legal reference books may be available by request through jail staff. Inmates are limited in the amount of such materials that they may possess in housing areas. (L528.7)
- (4) **CLOTHING EXCHANGE/LAUNDRY** – Undergarments will be exchanged twice each week. Outer garments, towels, and sheets shall be exchanged once each week. Blankets shall be exchanged once each month. Laundry/clothing exchange days are posted in each housing area. The Inyo County Jail is NOT responsible for damage or loss of personal property left in the pockets of clothing upon exchange due to laundering. The Jail IS NOT responsible for damage or loss of personal clothing if worn on a work detail. (L814)
- (5) **COMMISSARY** – Commissary is held once each week. Commissary order forms are passed out on Sunday evening and will show each inmate's account balance. Orders for commissary items are limited to the amounts allowed in housing areas (see pages 2 & 3 of this handbook). Inmates without funds will be provided with basic toiletry and stationary items each commissary day. Commissary will be delivered Wednesday evening. *NOTE: If you are released or transferred prior to receiving your order, you will have 72 hours (3 days) to claim it. Orders left longer will be discarded. By signing the commissary form you acknowledge and understand the terms of the commissary order.* (L1014)

Cash in the possession of an inmate at booking will be placed on the inmate's commissary account. Deposits made to an inmate's account must be made in the form of a money order made payable to the inmate. Deposits to an inmate account received by the jail after commissary slips have been issued to inmates

(normally 2:00 p.m. on Sunday) will not be available to the inmate for commissary purposes until the following commissary issue. No cash deposits or personal checks are accepted other than cash at booking. A check will be issued

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at release for any monies remaining on an inmate's account or as soon as possible after release.

- (6) **CORRESPONDENCE** – There is no limit to the amount of mail that an inmate may send or receive. All mail will be opened and inspected for contraband. Inmates sending mail (other than legal mail) must leave the envelope unsealed. Inmate mail will not be read unless there is a valid security reason for doing so. There is no limit on postage free mail to any Court, holder of public office, or any member of the state bar. Inmates without funds may send two letters postage free each week. A week begins on Wednesday and ends on Tuesday. Paper, pencils, and envelopes will be provided during commissary each week to inmates without funds. The jail will not accept any mail order item “junk mail”, lottery, gambling item, or package for any inmate. The jail will not accept the following mail that has; glitter, stickers, glued items, hard plastic, metal items, laminated items and no hand painted items and any items stained with lipstick, chocolate, oils or other materials. No musical or voice recorded cards and no cards larger than 5x7 will be accepted. Any letters written in code will not be accepted. (L1018)

ADDRESSES WHICH MAY BE NEEDED ARE LISTED BELOW

Your name
C/O The Inyo County Jail
P.O. Box 456
Independence, CA 93526

Northern Inyo Superior Court
301 W. Line St.
Bishop, CA 93514

Jail Commander
Inyo County Jail
P.O. Drawer “S”
Independence, CA 93526

Southern Inyo Superior Court
P.O. Box 518
Independence, CA 93526

Inyo County Probation
P.O. Box 306
Independence, CA 93526

Inyo County Superior Court
P.O. Drawer “U”
Independence, CA 93526

INYO COUNTY PUBLIC DEFENDERS:

Gerard Harvey
P.O. Box 1710
Bishop, CA 93515
(760) 264-5580

Kristine L. Eisler
308 W. Line St. Suite 5
Bishop, CA 93514
(760) 582-2120

Joshua D. Hillemeier
308 W. Line St. Suite 4
Bishop, CA 93514
(760) 462-5845

Elizabeth Corpora
P.O. Box 1161
Bishop, CA 93514
(760) 872-8226

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Victoria L. Campbell
314 W. Line St. Suite H
Bishop, CA 93514
(760) 873-7070

David D. Hammon
P.O. Box 1176
Bishop, CA 93514
(760) 873-4760

- (7) EXERCISE YARD – Each housing area has two scheduled days for time in the exercise yard. The schedule is posted in each housing area. You must use the exercise yard at the time offered or you will forfeit your time in the yard. Requests for additional yard time may be made and will be allowed as jail staff and workloads permit. (L1010)
- (8) MEALS – Meal times are 0600, 1200 and 1700 hours. Inmates must be up and standing in line at meal times. All plates and utensils must be returned. All meal items stored by inmates after mealtime will be considered contraband and confiscated; with the exception of commissary items. Meal times may be subject to change. (L900)
- (9) MEDICAL – Non-emergency medical services are available on request. Inmates should submit a medical request slip, which will be forwarded to the jail nurse. All scheduling of medical and dental appointments will be made by the jail nurse. (L704)
- (10) JAIL HOURS – Lights will be turned on at 0500 hours. Lights will be turned off and general lockdown started at 2300 hours. These hours may be subject to change.
- (11) TELEPHONE – Each inmate is allowed three (3) completed telephone calls at booking (PC 851.5), (15 CCR 1067). These calls are only allowed at booking and may not be “saved” until later. Telephones are provided in each of the housing areas. These phones are turned on after breakfast and turned off at lockdown. These telephones will not receive incoming calls. Outgoing calls must be placed “collect”. “Three way” calls are not allowed from inmate phones. Any three-way calls will be disconnected by the tower staff. (L1020)

Telephones are a privilege and can be taken away as a disciplinary action. If telephone equipment is damaged, inmates can expect a substantial delay in repair or replacement. TELEPHONE CALLS MAY BE MONITORED AT ANY TIME. SPECIAL NOTE: If an inmate finds that a block has been put on the telephone number being called, the following may be the reason: (1) The party has requested a block on their telephone; (2) The party has not paid their telephone bill from Correctional Billing Services. The inmate will need to advise the party to call Customer Service (1-800-844-6591) to arrange to pay the telephone bill. (3) If the party the inmate is calling has an answering machine, the call will not go through. (4) Three incomplete telephone calls have been made to the same number. (L1020)

- (12) TELEVISION - Television viewing is a privilege and not a right. Televisions and cable television services are provided by profits from commissary sales. Television sets may be turned off or removed as a disciplinary action and this action may be taken by staff prior to a disciplinary hearing. Inoperative sets will

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be repaired as soon as possible. However, the Sheriff's Department has no obligation to provide television during times when these unexpected events occur. The volume will be turned down during meals, medication rounds and at jail staff discretion.

- (13) **VISITING** – Visiting hours for the jail are on Saturday and Sunday from 9:00 a.m. to 3:45 p.m. Visiting is closed for lunch from 11:45 a.m. to 1:00 p.m. All visiting appointments must be made before 2:00 p.m. on the day of the visit. Visitors must arrive early to sign in prior to their appointment. (L1022)

Persons wishing to visit may call the Jail for an appointment after 8:00 a.m. on the date they plan to visit, or they may come to the jail without an appointment and wait for the next available visiting period. Appointments are cancelled for visitors who arrive late, but they may wait for the next available visiting period. A visitor(s) who wishes to see different inmates may only sign up for one visit at a time. Visitors may be required to provide a valid picture I.D. before being allowed to visit.

Visitors under the age of eighteen (18) must be accompanied by a parent or guardian. **SPECIAL NOTE:** Children age 12-18 years old may visit their biological parent without an adult present. Visitors will be limited to one thirty (30) minute visit per inmate per day. A maximum of two (2) persons will be allowed to visit an inmate at one time, including children.

NO CONTACT VISITS WILL BE ALLOWED.

SPECIAL NOTICE TO INMATES:

Inmates are not permitted to visit other inmates while incarcerated in Inyo County Jail. This applies to everyone including spouses and relatives. **NOTE:** If your visitor causes any problems or does not follow staff directions your visit will be terminated. If the problem continues they will not be allowed to visit for the remainder of your time in jail.

It is the policy of the Inyo County Jail to attempt to allow as many inmates to visit as time, staffing and facilities allow. (L1022)

- (14) **SECURITY/COUNTS/INSPECTIONS** – For security and safety, the staff will conduct several scheduled and unscheduled head counts to verify the presence of all inmates. Your cooperation is expected and you will be required to report to the green line when requested. (L508, L528.3)

In addition to daily scheduled hygiene and safety inspections, the staff may find it necessary to conduct an unscheduled inspection of your cell and pod area. Any contraband items found will be confiscated. You will be required to cooperate with the staff conducting the inspection and you do not have the right to be present during your inspection.

Your person and property are subject to search while in the Inyo County Jail. This includes, but is not limited to, "pat-down" searches and unclothed searches at any given time during your incarceration.

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SANITATION & HYGIENE – All cells and pod areas will be cleaned by 6:00 a.m. each day and inspected by the jail staff. (L800/L804/L814)

Shower facilities are located in each pod area and in some cells. The showers are available to you from 5:00 a.m. to 11:00 p.m. You will be required to shower and maintain a neat appearance.

If you are assigned to Administrative Segregation or Disciplinary Segregation, you will be permitted access to the showers every other day.

- (15) **RELEASING/RECEIVING PROPERTY** – All property held for an inmate at the Inyo County Jail WILL BE released to the inmate when he/she is released.

Inmates may request that property be released to any person (not in custody). Such releases must be completed during normal business hours (8.00 a.m. to 4:00 p.m.) Monday through Friday (excluding holidays).

Releasing/receiving property on weekends must be given prior approval by the Jail Sergeant or Corporals. This must be done prior to the weekend of the release.

Upon receipt of a release request, signed by an inmate and verified by jail staff, the designated property shall be removed from the inmate's property and released to the designated person only.

Items left over 90 days after an inmate's release will be destroyed or disposed of.

Inmates **will not** be allowed to release shoes or clothing items deemed necessary for transportation to another facility or necessary for release.

SPECIAL NOTE TO INMATES GOING TO STATE PRISON:

If you want to release your personal property (**excluding shoes and clothing**) you must have it done prior to going to State Prison. Property will not be held after your release/transfer.

- (16) **EMERGENCY PROCEDURES (L400)** – In case of an emergency, it is imperative that you do not panic. Follow the instructions of jail staff and/or emergency personnel. If you are instructed to go to a certain area you should do so immediately. You will be advised of the nature of the emergency as soon as possible. In the event of a fire in your cell/pod area, you should get as far from it as possible and immediately notify jail staff. Pounding on doors and yelling is allowed in emergencies to notify jail staff.
- (17) Intercoms are for emergency or urgent communication with staff. They are not to ask the time, what's for dinner or other trivial communications. Non-urgent requests should be submitted on an inmate request slip.
- (18) Photographs may be given to inmates subject to the following guidelines:
- a) The photographs shall be unadorned and shall not exceed 3 inches by 5

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inches in size. Number may not exceed as stated on page 2, item #5 of the Inmate Handbook.

- b) Jail staff may prohibit photographs that are deemed capable of compromising the security of the facility. Polaroid photographs altered Polaroid, negatives are not acceptable.
 - c) Photographs depicting gangs, or gang-related gestures, weapons, drugs, unlawful activities, nude children, and illustrating penetration are not permitted.
- (19) Consular Notification - Foreign nationals, without delay, may have his/her consular officers notified of the arrest or detention and may communicate with them. Jail Staff shall ensure this notification is acknowledged and documented. A list of countries with mandatory notifications is posted in the booking area. (L608.4.2)
- (20) Voting - Inmates who have not been convicted of a felony and are in custody during trial continue to have the right to vote. Except for individual inmates who have lost the right to vote, sentenced inmates also maintain this right. Because inmates are unable to access public voting polls, the Jail Commander or the authorized designee shall develop written procedures whereby the county registrar of voters allows qualified inmates to vote in local, state and federal elections, pursuant to election codes (15 CCR 1071), (L622.2).

Inmates maintain their right to vote while incarcerated if they are:

- a) A citizen of the United States.
- b) A resident of the county.
- c) At least 18 years of age at the time of the next election.
- d) Not been declared mentally incompetent by a court.
- e) Awaiting or on trial for a criminal offense.
- f) Serving time for a traffic or misdemeanor offense or as a condition of probation.
- g) Not convicted of a felony offense and sentenced to serve time in a state prison.
- h) Not on parole as a result of a felony conviction.

PROCEDURES (L622.4)

Prior to each election, the Jail Commander will designate a correctional officer to be a liaison between the Office and the local Registrar of Voters. The designated correctional officer will be responsible for assisting inmates who have requested to vote.

REGISTERING TO VOTE

An inmate who is eligible to vote and requests to register should complete a voter application. The application should be submitted to the liaison correctional officer, who will forward the application to the local election official.

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REQUESTING AN ABSENTEE BALLOT

An inmate who will be in custody during an election and requests to vote by absentee ballot should complete an application. The completed application should be submitted to the liaison correctional officer, who will forward the application to the local election official.

VOTING

All ballots received shall be delivered to inmates in a timely manner to ensure compliance with the inmate's right to vote. Once the ballot has been delivered to the inmate, it shall be the responsibility of the inmate to mail his/her ballot in accordance with the state's voting requirements. If the inmate is indigent, the jail will mail the ballot; if not, the inmate is responsible for the postage.

- (21) INFO FOR PREGNANT INMATES - Restraints **will not** be used on inmates who are known to be pregnant unless based on an individualized determination that restraints are reasonably necessary for the legitimate safety and security needs of the inmate, the staff, or the public. Should restraints be necessary, the restraints shall be the least restrictive available and the most reasonable under the circumstances (L524.9).

It is the policy of this office that a qualified health care professional should provide comprehensive prenatal and postpartum care for all pregnant inmates during their incarceration, which includes but is not limited to the following:

- Pregnancy testing
- Prenatal care, both routine and high-risk if needed
- Management of drug or alcohol addicted pregnant inmates
- Comprehensive counseling and assistance services
- Nutrition modification for term of pregnancy and lactation
- Birthing in an appropriate setting
- Postpartum care
- Family planning education and services
- Access to privately funded pregnancy alternative options

A qualified health care professional shall provide counseling and information to pregnant inmates regarding planning for their unborn child (15 CCR 1206(f); Penal Code § 4023.5, (L710.2).

- (22) RELIGIOUS BELIEFS AND ACCOMMODATION REQUESTS - Inmates are not required to identify or express a religious belief. An inmate may designate any belief, or no belief, during the intake process and may change a designation at any time by declaring their religious belief in writing to the Jail Commander or the authorized designee. Inmates seeking to engage in religious practices shall submit a formal request to the Jail Commander or Jail Sergeant via Inmate Request Form (15 CCR 1072), (L1030.3).

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Additional Programs

Church services, Alcohol and Substance Abuse Programs and counseling, Mental Health counseling, and other services are available as they are brought to our facility.

1. **Wild Iris:** Wild Iris offers a bi-weekly women's support group where women can come together and discuss topics such as domestic violence, sexual assault, trauma, and self-esteem. In addition, supportive counseling services for individual inmates are available by request on a case-by-case basis.
2. **Moral Recognition Therapy (MRT):** MRT is a 12-week treatment program which focuses on seven basic treatment issues: confrontation of beliefs, attitudes, and behaviors; assessment of current relationships; reinforcement of positive behavior and habits; positive identify formation; enhancement of self-concept; decrease in pleasure vs. pain and development of frustration tolerance; and development of higher stages of moral reasoning. **MRT** is offered individually on a case-by-case basis.
3. **Parenting Class:** Positive parenting is an effective approach to raising children and teens that emphasizes the positive. Learn strategies to help you raise a healthy, well-adjusted child who has the skills and confidence they need to succeed at school and in their relationships with others.
4. **Life Skills:** This course can help prepare you for a stronger start outside of jail. Learn everything from basic personal finance to how to prepare for a job interview. In this class you will get help writing a resume, goal setting, and connecting with community resources.
5. **Counseling:** Limited individual substance abuse or mental health counseling is offered to personals focused on behavioral change for reentry. These services are offered individually by request and provided by Inyo County Behavioral Health and Toiyabe Family Services.
6. **GED Preparation:** This course is designed for those who do not have a GED Certificate or High School Diploma and want to take the steps to get their GED Certificate. GED Preparation will give you the instruction to get ready to take the test. *If a class is not currently offered, individual materials are still available upon request.
7. **Alcoholics/Narcotics Anonymous:** This 12-step program is an international fellowship of men and women who have determined that alcohol or other substances have been a problem in their lives. It is nonprofessional and self-supporting.

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8. **Health Insurance:** If you are in need of health insurance, you may request an application for health insurance through Covered California. Your application will help to find-out if you qualify for free or low-cost health insurance, including Medi-Cal. Assistance in completing this application is available upon request.

9. **Reentry Services:** If you are preparing for reentry and need assistance--such as housing, employment, or referrals for other resources or programs—the reentry coordinator may be able to provide assistance. This is on a case-by-case basis upon request.

How to enroll in a class or request counseling:

Use an inmate request form to ask that you be considered for a desired class or counseling. Not all classes may be available at the same time and some classes require that you are pre-screened by the instructor for eligibility.

**WHAT YOU SHOULD KNOW ABOUT
SEXUAL ASSAULT/ABUSE**

What is sexual assault/abuse?

Sexual assault is when: ‘A person engages in sexual intercourse or oral sexual contact with any person without their consent.’ Sexual assault is a crime and the person convicted shall be sentenced not eligible for suspension of sentence, probation, pardon or release from confinement.

WHAT THIS MEANS: sexual assault (rape) is when a person has sex or oral sex with another person without their approval (forced sex). Sexual abuse is when a person commits sexual abuse by engaging in sexual contact with any person ... without their consent.

Sexual contact means any direct or indirect (on top of or inside clothes), touching, fondling or manipulating of any part of the genitals, anus or female breast by any part of the body or by any object or causing a person to engage in such contact.

WHAT THIS MEANS: sexual abuse is when a person has any form of sexual contact with another person without their approval. ‘Sexual contact’ means any touching, fondling (stroking) or manipulating of any part of the genitals, anus, or females breast by any part of the body or by any object (on top of or inside clothes).

How to avoid sexual assault/abuse.

The only way sexual assault/abuse can be prevented is when a suspect chooses

NOT to sexually assault/abuse. However, you may avoid an attack by keeping the following safety guidelines in mind:

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- Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, TELL A FRIEND, TELL STAFF, or TELL SOMEONE YOU TRUST.
- Don't be afraid to say "NO" or "STOP IT NOW."
- Walk and stand with confidence. Many suspects choose victims who look like they won't fight back or appear emotionally weak.
- Avoid talking about sex or being partly dressed. These things may be considered a come on, or make another inmate believe that you have an interest in a sexual relationship.
- Do not accept canteen items or other gifts from other inmate. Placing yourself in debt to another inmate can lead to the belief of repaying the debt with sexual favors.
- Avoid secluded areas. Always stay in plain view of staff members. If you are being pressured for sex, report it immediately to a staff member.

What do you do if you are sexually assaulted/abused?

Although a suspect may threaten to harm you and you may be scared, REPORT SEXUAL ASSAULT/ABUSE TO A STAFF MEMBER IMMEDIATELY.

The longer you wait to report the sexual assault/abuse, the more power you give the suspect. All reports will be fully investigated and will be kept confidential.

Request to see the nurse for immediate medical attention. You may have serious injuries that you are not aware of, and any sexual contact can expose you to sexually transmitted diseases.

Do NOT do the following:

- Do not shower
- Do not brush your teeth
- Do not use the restroom
- Do not change your clothes

You may destroy important evidence.

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**TELL A FRIEND
TELL STAFF
TELL SOMEONE YOU TRUST**

Did you know...

- Sexual assault/abuse happens to people of all ages, ethnic groups, social or economic status, sexual orientation or disability.
- Sexual assault/abuse can happen to males and females.
- Sexual assault/abuse is about power and violence. It is not about love.
- Sexual assault/abuse affects everyone, either directly or through the

experiences of those we care about.

- The fact that a victim of sexual assault/abuse becomes sexually excited does not mean they are not assaulted/abused or that they gave approval. These are normal, involuntary reactions.
- It is common for survivors of sexual assault/abuse to have feelings of embarrassment, anger, guilt, panic, depression and fear even several months or years after an attack.
- The offender uses sex as a weapon to assault the body, the mind and the spirit.
- Any sexual contact between staff and inmates is against the law.

If you are thinking of sexually assaulting or sexually abusing another inmate, you should know....

- An investigation will be conducted by a department investigator.
- You will face felony criminal charges.
- If you are found guilty your time will be increased and you will face life long reporting requirements to Law Enforcement to register as a Sex Offender after your release from jail or prison.
- Unprotected sex increases your risk of HIV infections, along with exposing you to other sexually transmitted diseases.
- If you have trouble controlling your actions, ask for help from medical personnel or other mental health staff

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RESOURCES

MENTAL HEALTH COUNSELING

Inyo County Behavioral Health
(760) 873-6533

RAPE COUNSELING

Wild Iris 24 hour hotline
(877) 873-7384 or
Wild Iris during business hours
(760) 873-6601 (collect calls accepted)

LEGAL ASSISTANCE

Inyo County Victim Witness Assistance
(760) 873-6669 or
(760) 878-0282

INYO LEGAL SELF HELP CENTER

301 West Line st.
Bishop, CA 93514
M-F 8:00am -12:00pm, 1:00pm – 4:00pm
(760) 872-4444

Root and Rebound

Social Service Support and Legal Help
1730 Franklin Street, Suite 300
Oakland, CA 94612
(510) 279-4662