

Contents
HENRY COUNTY JAIL
Section A

Henry County Jail Manual	Page 2
Property Accepted	Page 3
Visitation Schedule	Page 3
Recreation	Page 4
Telephone Call Policy	Page 4
Laundry Schedule	Page 4
Personal Property	Page 5

HENRY COUNTY JAIL ANNEX
Section B

Henry County Jail Annex Manual	Page 8
Community Service Guidelines	Page 11
Henry County Jail Annex Guidelines	Page 12
Work Release Status Information	Page 12
Community Service & Work Release Eligibility	Page 14
Work Release Recommendation	Page 14
Class & Education Violations/Sanctions	Page 14
Drug Violations/Sanctions	Page 14
Work Release Phase Programs	Page 14
Visitation Schedule	Page 15
Court Ordered Substance Counseling	Page 15
Child Support/Body Attachment Inmates on Work Release Status	Page 15
Money Withdraw off Commissary Account	Page 15
Property Accepted for Inmates	Page 16
Personal Property Permitted	Page 16
NA/AA Meetings	Page 17
Locker Assignment	Page 17
Recreation Schedule	Page 17
Job Search	Page 17

HENRY COUNTY JAIL & HENRY COUNTY JAIL ANNEX
SECTION C

Escape from Custody Agreement	Page 19
Major & Minor Offenses	Page 20
Inmate Disciplinary Due Process	Page 22
Behavior	Page 23
Care of the Jail & Henry County Jail Annex	Page 23
Headcount Procedure	Page 23
Medical Grievance	Page 23
Medical Services	Page 23
Cellblock Operations	Page 23
Contraband & Prohibited Property	Page 24
Meals	Page 24
Personal Hygiene	Page 24
Commissary & Commissary Account	Page 25
GED Classes & GED Credit Time	Page 25
Inmate Grievance Request Form & Grievance Procedure	Page 26
Mail	Page 26
Marriage of Inmates	Page 27
Law Library	Page 27
Legal Papers	Page 27
Church Services	Page 27
Inmate Funeral Visitation	Page 28
Bond Fee	Page 28
Court Appearance	Page 28
Sexually Explicit Material	Page 28
Smoking	Page 28
Release From Custody	Page 28
Receipt of Manual from Inmate	Page 29

HENRY COUNTY SHERIFF'S DEPARTMENT

Henry County Jail
&
Henry County Jail Annex



Butch Baker
Sheriff of Henry County

SECTION A

HENRY COUNTY JAIL

HENRY COUNTY JAIL

The contents of this manual apply to ALL inmates, regardless of their status and are intended to ensure safe custody, sanitary living conditions, fair treatment and protection of Constitutional Rights.

You have been issued this manual for your benefit. The purpose of this inmate manual consolidates the majority of the written policies, procedures, and rules of the Henry County Jail into one source.

You will be held accountable for your actions, and therefore will be responsible for keeping yourself informed of the various rules. If, after reading this manual you are in doubt as to what you are to do, or what your responsibilities are while incarcerated in this facility, it is YOUR responsibility to ask a member of the corrections staff. The excuse "I didn't know" will not be accepted to excuse a rule violation. In general, treat everyone you encounter with the same respect you wish to receive.

PROPERTY ACCEPTED AT THE HENRY COUNTY JAIL

No personal property will be accepted at the Henry County Jail by family or friends for inmates.

No money or money order will be received at the Henry County Jail. All money must be mailed to the Henry County Jail in the form of a money order, made payable to the inmate. The money order will then be signed by the inmate and placed on the inmate's commissary account.

Any inmate who has dentures, eyeglasses, or any type of medical/optical/dental needs may be approved for necessary cleaning products (i.e. denture tablets, cream, etc.) if approved by the medical staff. If approved the new, unopened product, may be brought to the Henry County Jail with the inmate's name on it. Family members may drop off items only when approved by medical staff and Commander. No items will be accepted unless approved, in advance, by the Jail Commanders.

VISITATION

Henry County Jail	
Tuesday	E & F BLOCK 0800 to 1200 Hours A & B BLOCK 1230 to 1930 Hours
Thursday	C & D BLOCK 0800 to 1330 Hours G BLOCK 0800 to 1000 Hours I BLOCK 0800 to 1500 Hours H BLOCK 1030 to 1330 Hours E & F BLOCK 1600 to 1930 Hours
Saturday	A & B BLOCK 0800 to 1400 Hours G BLOCK 1430 to 1630 Hours C, D & I BLOCK 1430 to 2000 Hours H BLOCK 1700 to 2000 Hours (May be subject to change)

All visits will be a non-contact electronic visit. Each inmate will be allowed an approximate 30-minute visit with their guests. Visitors must arrive at least 10 minutes before their scheduled visitation and sign in on the visitors list at the Henry County Jail.

Each inmate is limited to 4 visitors per visitation day.

Contact visits are not allowed except in special circumstances. They must be pre-approved by the Sheriff, Major or Jail Commander. Visitation phones and visitation area are monitored by audio and video surveillance.

Inmates must wear their complete uniform to visitation.

Attorneys and clergy may visit at any reasonable time with prior arrangements, except during meals. Attorneys and clergy must provide the Jail Staff with identification.

RECREATION

Inmates without gym equipment will be scheduled for regular recreation periods in the indoor and outdoor recreation areas. You are encouraged to exercise on a daily basis in your dayroom or dorm. Push-ups, sit-ups, walking and other exercises will allow you to keep fit while confined.

- A. Recreation Areas: No recreational supplies or equipment may be used in any way other than what they were designed for. Basketballs are not to be kicked etc. All damage to recreation equipment or recreation areas must be reported to the Jail Commander as soon as possible. Abuse of recreation supplies, equipment, or facilities will result in immediate restriction of the persons from the recreational areas and possible disciplinary action.
- B. Recreation Rules: The following rules must be followed during recreation periods.

No pushing, shoving, tripping, pulling, running or hiding while en route to or from the recreation area.

No profanity.

No food or beverages in the recreation areas.

No climbing on any fence or wall or tampering with security equipment or windows.

All injuries must be reported immediately. Injured inmates may be restricted from recreation. Certain injuries during recreation may be determined to be avoidable, or that the inmate was negligent, in such cases the inmate may be responsible for the medical co-payment if medical treatment is necessary.

The Henry County Jail is scheduled for recreation on Monday, Wednesday, and Friday, as posted on schedule in each block. The regular schedule is subject to change.

TELEPHONE CALL POLICY

Outgoing telephone calls on the dayroom telephones are made "collect" which means that the person you are calling must accept the charges. Calling cards are available at the Henry County Jail for purchase of \$10.00 or \$20.00. If the person you are calling has a collect "block" on their line you will not be able to call them. The phones will be turned on approximately 7:00 a.m. daily if the morning clean-up has been completed. The telephones will be turned off approximately 11:30 p.m.

LAUNDRY SCHEDULE

Everyone in the Henry County Jail will be provided with laundry service.

Inmate at the Henry County Jail will follow the schedule, located in each block, for laundry:

No personal items (hygiene, stuffed animals, flowers, etc.) will be accepted. However, if an inmate has dentures or special needs, these items will be presented to the jail nurse and/or Commander for approval.

LAUNDRY & BLANKETS

MONDAY A BLOCK BLANKETS
TUESDAY B BLOCK BLANKETS
THURSDAY C/D BLOCK BLANKETS
SATURDAY G/E/F BLOCK BLANKETS
SUNDAY H/I BLOCK BLANKETS

PERSONAL JAIL LAUNDRY

MONDAY ALL BLOCKS
WEDNESDAY ALL BLOCKS
FRIDAY ALL BLOCKS

JAIL UNIFORMS

TUESDAY ALL BLOCKS
SATURDAY ALL BLOCKS

PERSONAL PROPERTY

During the book-in process at the Henry County Jail personal property will be placed in the locked property room or locker. The following is a list of items that an inmate may keep with them in an assigned cell:

- Books: Each inmate may have in their possession a maximum of 6 items of reading material, including text books, library books, newspapers and a Bible. All books must have soft covers. Publications from outside must come directly from the publisher.
- Personal Letters: No limit if kept in an orderly manner.
- Eye Glasses: Prescription only. No sun Glasses.
- Jewelry: One necklace maximum, only if it is necessary for the wearing of a religious artifact. Any jewelry that would have to be cut to be removed may be left on unless it is declared a security problem. One watch with a \$40.00 maximum value.
- Photographs: Five personal photographs (no Polaroid) not larger than 5 X 7.
- Legal Papers: No limit if kept in an orderly manner.
- Stationery: No limit if kept in an orderly manner. Not to exceed 50 sheets or One tablet purchased at commissary.
- Envelopes: Purchase at commissary.
- Comb: Purchase at commissary.
- Toothpaste: One tube (from indigent kit) plus one tube from commissary.
- Toothbrush: One brush.
- Soap: Indigent kit or purchased at commissary.
- Clothing: One set of jail clothing (provided) and one pair of jail shoes, Five plain white "T" shirts, five white underwear, five pair of white socks. Five brassieres (female inmates only). One set of white long underwear. One pair gray sweat pants, one gray sweatshirt.
- Commissary: Any items purchased from commissary as long as there is not an Excessive quantity.

HENRY COUNTY JAIL ANNEX

HENRY COUNTY JAIL ANNEX

Part I. Mission Statement

Henry County Sheriff's Department HENRY COUNTY JAIL ANNEX is a work release facility operated by the Henry County Sheriff's Department under IC 11-12-5-2. The HENRY COUNTY JAIL ANNEX can accommodate both male and female offenders. The HENRY COUNTY JAIL ANNEX is a receiving agency for both misdemeanor and felony offenders being sentenced out of Henry Superior Court I, Henry Superior Court II, Henry Circuit Court, and Knightstown Town Court. The mission of the HENRY COUNTY JAIL ANNEX program is to positively affect the needs of both the local criminal justice system and the individual needs of defendants. By addressing both parties, the HENRY COUNTY JAIL ANNEX serves the public by offering a safe alternative to jail or prison at a fraction of the cost of incarceration. The local community is the ultimate benefactor of our mission at the HENRY COUNTY JAIL ANNEX in that by addressing the needs of the system and the defendant, local recidivism rates are positively affected.

An evaluation of how the HENRY COUNTY JAIL ANNEX works towards our mission begins with looking at the organization of the staff providing services. The HENRY COUNTY JAIL ANNEX and its' programs are a division of the Henry County Sheriff's Department. It is under the direction of the Henry County Sheriff.

Upon adjudication of a defendant involving an executed sentence, our program screens defendants for potential acceptance. The final element in achieving our ultimate objective is serving as a *treatment-based*, alternative sentencing program.

An offender who is accepted into the program and successfully completed said program would be released back into society with a head start towards crime-free behavior over those incarcerated in detention facilities. The Work Release staff builds and reinforces the essentials for program success and success in life.

Part II. Screening and Eligibility

The HENRY COUNTY JAIL ANNEX carefully screens each individual being referred for placement to ensure public safety and to find individuals who will benefit most from our programming. Each referral is subjected to the following screening levels before he or she can be found acceptable for placement.

1. Review of instant offense.

The instant offense must comply with statutory and policy guidelines to be found acceptable. Staff reviews information such as the Pre-sentence Investigation, Affidavit for Probable Cause, Petition to revoke, and Court Information for each cause number.

2. Criminal History.

A defendant's criminal history is carefully checked by reviewing rap sheets, criminal court's records, and booking records. The criminal history is an essential part of screening and is the most common cause for finding a defendant ineligible. Some areas considered are the length of the criminal history, the nature of prior offenses and the patterns of criminal history.

3. Interview.

A very important element of the screening process is an interview conducted by staff with the defendant. A defendant is asked numerous questions in areas such as their living situation, education, family background, drug and alcohol abuse, and employment. Not only is the information being gathered important, but also the way in which defendants answer questions and the attitude in which they present themselves is also measured. This is an important indicator to the interviewer as to the possible manageability of the defendant in a work release setting.

Once the above phases are complete, the staff compiles all of the information received and considers whether or not a defendant meets the legal criteria and the desired type of candidate for programming. The following criteria are applied to each case for a final decision on eligibility.

The Henry County Jail Annex may not accept certain defendants by law: (IC 11-12-5-2)

- A. Defendants who are disapproved by the court.
- B. Defendants being convicted under IC 35-42-4, being:
 - 1. Rape
 - 2. Criminal Deviate Conduct
 - 3. Child Molestation
 - 4. Child Exploitation and Possession of Child Pornography
 - 5. Vicarious Sexual Gratification
 - 6. Child Solicitation or Seduction
 - 7. Sexual Battery
- C. Persons being convicted under IC 35-46-1-3, being:
 - 1. Incest

The Henry County Jail Annex chooses not to accept defendants according to policy if under the following circumstances:

- A. Defendants disapproved by the Henry County Sheriff or Work Release Board.
- B. Defendants convicted of prostitution or who have a history of sex offenses or offenses listed in part 1 above.
- C. Defendants considered being flight risks, or who have a history of escape.
- D. Defendants who have an extensive criminal record or who are criminally versatile in the nature of prior offenses.
- E. Habitual program violators.
- F. Defendants being convicted of a violent crime or who have a history of violent behavior.
- G. Defendants who are deemed unmanageable (i.e. poor attitude, unable to maintain full time employment, in need of immediate medical services).
- H. Defendants convicted of dealing in a controlled substance.
- I. Class A and B felony charges.

It is essential to consider that each referral is considered on a case-by-case basis and may be adjusted based on aggravating or mitigating circumstances. As with most current risk and need assessment tools, our method of screening allows for an override should the screener decide that factors are present which require deviation

from the stated values of the case. This allows for a personal factor to be included in the screening process, which is important when dealing with the criminal population.

Henry County Sheriff's Department
HENRY COUNTY JAIL ANNEX
Incarcerated Community Service
Admittance Guidelines & Requirements

HENRY COUNTY SHERIFF'S DEPARTMENT
WORK RELEASE PROGRAM ADMITTANCE GUIDELINES

I, (offender), do hereby agree to the following provisions in order to satisfy my status of Community Service. I further understand that if I violate any rules set forth by the Work Release/Community Service Division, that I will be removed from the program and returned to Henry County Jail Division to serve the remainder of my sentence.

In order to qualify for admittance into this Community Service Program, the applicant must meet certain guidelines for admission as follows:

1. Must be physically and mentally fit and able to work and not be suffering from a mental or physical condition that could be aggravated by participating in this program.
2. Must be over 18 years of age or convicted in adult court.
3. Must have no conviction (past or present) of a violent crime.
4. Must be reviewed by the program administrators for any battery conviction before being placed in the Community Service Program.
5. Must use provided transportation to designated community service work-sites.
6. Sack lunches will be provided, if requested.
7. Must be fully dressed in stripes, issued at the HENRY COUNTY JAIL ANNEX/Henry County Jail, (not permitted to wear street clothes under stripes) while performing Community Service in public or at the Community Service site, and while in the day room of the dorm.
8. Not permitted to have family/friends visit while performing Community Service.
9. Not permitted to make any telephone calls while performing Community Service.
10. May not bring items into the HENRY COUNTY JAIL ANNEX/Henry County Jail when returning from Community Service (i.e. cigarettes, lighters, food, drink, personal items, etc.).
11. The officer(s) on duty will make assignments of where you (the offender) will be performing Community Service.
12. Every offender will be subject to a strip search upon returning to the HENRY COUNTY JAIL ANNEX/Henry County Jail.
13. No offender convicted of a drug dealing charge, misdemeanor or felony will be allowed to be in the Community Service Program.
14. The offender will be required to work where needed (usually from 0700 to 1800) throughout the week and weekends if needed/necessary.
15. The offender must follow the same rules as other incarcerated and Work Release offenders while serving in the Community Service Program. If he/she refuses to comply, he/she will automatically be placed on lockdown status at the HENRY COUNTY JAIL ANNEX/Henry County Jail or locked up in the general population of the Henry County Jail for the remaining time of the sentence.
16. Offenders who perform work poorly or refuse to comply with their supervisor's instructions will be placed on lockdown status at the HENRY COUNTY JAIL ANNEX/Henry County Jail or locked down into the general population of the Henry County Jail.
17. If an offender returns from Community Service intoxicated/having an alcoholic beverage odor coming from their breath/or appears to be under the influence of drugs/alcohol, that offender will be removed from the Community Service Program and may be locked back in the Jail Division, as well.
18. Offender will be subject to a drug screen test, as their expense, and/or PBT.
19. The offender agrees not to hold the Henry County Sheriff's Department (and all its division and personnel) responsible or liable for any injury or illness sustained while performing duties on the Community Service Program
20. The offender agrees to perform the work without pay but in a satisfactory manner.
21. The offender will act and speak appropriately while out serving the public with services.
22. Since the offender is not an employee, they shall waive any rights to workman's compensation or any other employee insurance programs and waive any claims they may have against the Henry County Sheriff, Henry County Commissioners, and Henry County, Indiana and its' employees arising from the work assignment. Any municipal corporation, not for profit organization, or any other entity for which this work might be performed is also covered by this agreement.
23. It is common practice that extra good-time credit is received while participating on the Community Service Program (40 hours of community service will achieve one day of good-time credit).

I agree that Henry County Jail Annex House Rules, Work Release/Community Service Manual, etc. has been issued and explained to me. I also understand the failure to comply with any of the above provisions will place my participation in the Community Service Program in serious jeopardy and could result in my termination from the program (resulting in being lock-down in the general population of the Jail Division). I also understand that work may not be performed for employees or relatives of persons employed by or holding office in Henry County, Indiana.

In order to qualify for admittance into this Work Release Program, the applicant must meet certain guidelines for admission as follows:

1. Must be physically and mentally fit and able to work and not be suffering from a physical or mental condition that could be aggravated by participating in this program.
2. Must be over 18 years of age or convicted in adult court.
3. If convicted of a violent crime (past or present), must be reviewed by the program administrator.
4. Must be reviewed by Work Release Board for any battery conviction before being placed in the Work Release Program.
5. Must have transportation to and from work and provide the staff with such information.
6. Must be willing to furnish their own lunch to take to work.
7. No offender convicted of a drug dealing charge, misdemeanor or felony, will be allowed on the Work Release Program.
8. The offender will be released to go to work after the offender or his or her employer has provided the HENRY COUNTY JAIL ANNEX/Henry County Jail a work schedule.
9. The offender must follow the same rules as other incarcerated offenders while serving in the Work Release Program.
10. Every offender will be subject to a strip search upon returning to the HENRY COUNTY JAIL ANNEX/Henry County Jail.
11. The offender must give accurate location and telephone number(s) of jobsite, daily. Failure to comply will result in a rule violation. Three rule violations may result in removal from Work Release Status.
12. It is the responsibility of the offender to call into the HENRY COUNTY JAIL ANNEX/Henry County Jail every time a location change is made. You will receive a rule violation if not in compliance. Three rule violations and a major rule violation applies, with the possibility of being removed from Work Release Status.
13. May not bring items into the HENRY COUNTY JAIL ANNEX/Henry County Jail when returning from Work Release (i.e. cigarettes, lighters, food, drink, personal items, etc.).
14. The offender may not work more than 80 hours, which includes travel time, per workweek. Each workweek begins on Saturday and ends on Friday. A 6-day workweek only.
15. There is no Sunday work, with an exception for those who have service jobs (i.e. Wal-Mart, fast food, etc.) and they are subject to 6-day workweek, as well.
16. Seasonal times for offenders to leave and clock back in are: April through October may leave no earlier than 5:00 a.m. and must return and clock in at the HENRY COUNTY JAIL ANNEX/Henry County Jail by 6:30 p.m. November through March may leave no earlier than 6:00 a.m. and must return and clock in at the HENRY COUNTY JAIL ANNEX/Henry County Jail by 7:00 p.m., based on my schedule from my employer. Service jobs (i.e. Wal-mart, restaurant jobs, etc.) will be viewed differently.
17. The offenders will be responsible for any injury or loss of property that they incur in connection with the Work Release Program.
18. Since the offender is not an employee, they shall waive any rights to Workman's Compensation or any other employee insurance programs and waive any claims they may have against the Henry County Sheriff, Henry County Commissioners, and Henry County, Indiana and it's employees arising from the work assignment. Any municipal corporation, not for profit organization, or any other entity for which this work might be performed is also covered by this agreement.
19. All debt will be paid weekly. Should the offender not pay debt he/she will be removed from the Work Release program until paid in full.
20. All offenders must bring in payroll stub and check for verification and a copy placed in file.
21. The offender is subject to a \$25.00 intake fee for employment. Should the offender change employment he/she will be subject to a \$25.00 intake fee for each employment change.
22. The offender will be subject to a week in advance, in the amount of \$84.00, which will be returned upon release
23. There is a fee of \$14.00 or 1hour's pay, whichever is larger, per day of Work Release, which must be paid each Friday prior to the beginning of work. Failure to pay this fee may result in immediate termination from the program.
24. The offender will be subject for a \$24.00 advance hold for an electronic device, which will be returned upon release and removal of device.
25. The offender will be charged a \$4.00 per day fee for the electronic device.
26. The offender will be charged \$5.00 for 1 to 3 days worked in a workweek period for laundry fee; and \$10.00 for more than 3 days worked for laundry fee.
27. Any offender who is fired from their employer will be viewed on an individual basis for returning to work release status.
28. The offender will be subject to a payroll contract, in which the offender's payroll checks will be mailed to the HENRY COUNTY JAIL ANNEX/Henry County Jail until debt is paid and employment is established. The contract may be reversed.
29. The offender will not be released until debt is paid in full. This is considered a rule violation and good time will be taken as a result and offender will be removed from the Work Release program.
30. The offender must agree to voluntarily submit to a drug screen by urine or blood and agree to pay for the expense of the drug screen.
31. The offender may be subject to a PBT at any time.
32. Medical attention for the Work Release offenders are paid by the WR offenders. Permissible providers are: Dr. Grider for dental care; Dr. Dinkalge, Spiceland Pike Clinic for medical care; and Vision Value for optical care. All medical related costs incurred will be the responsibility of the offender/offender. Prescriptions must be given to the medical staff to be filled at the expense of the Work Release resident; or may be dropped off at a pharmacy and paid for, then will be delivered to the HENRY COUNTY JAIL ANNEX.

I understand the failure to comply with any of the above provisions will place my participation in the Work Release Program in serious jeopardy and could result in my termination from the program and the resumption of weekend incarceration. Work shall not be performed for employees or relatives of persons employed by or holding office in Henry County, Indiana.

I am committed to making those personal changes necessary for me to remain crime-free. Therefore, I am ready to honestly accept responsibility for my own behavior and will demonstrate responsibility through my actions. I realize that if I violate any part of this agreement I can be removed from the program and returned to jail or prison, and I will be subject to penalties provided by law.

It is important to note that the HENRY COUNTY JAIL ANNEX is a minimum-security facility. There are no bars. It is possible to simply walk off. While this is true it is also true that to escape from the Henry County Work Release is illegal and will be prosecuted. The penalty ranges up to a ten-year sentence.

**HENRY COUNTY SHERIFF'S DEPARTMENT
HENRY COUNTY JAIL ANNEX
Instructions, Expectations, Financial Information**

The following charges will be imposed to those who are eligible for Work Release Status. It is the responsibility of the WR inmate to pay for his/her charges when they are charged. Non-payment of debt can and will result in removal from the Work Release program; and/or good time taken away until debt paid in full.

A \$25.00 Intake fee (non-refundable) for beginning Work Release. This charge may be imposed more than once, should an inmate be fired from employment and begin another job, if permitted.

The rate of daily charge for each WR approved inmate will be \$14.00 or whatever the hourly rate is, should the hourly rate be greater than \$14.00. This daily rate only applies to the days that are actually worked.

Each WR approved inmate will pay a week advance (hourly rate x 6 days) and have placed on account prior or within one week of beginning the WR program. Example: \$14.00 daily rate times 6 days equals \$84.00 week advance on books. The amount placed on week advance will be released upon sentence complete and released from custody.

Once approved for WR status, each inmate will receive an electronic device. The charge for the device will be \$4.00 daily rate. This daily rate only applies to the days that are actually worked.

Each WR approved inmate will pay a deposit for the electronic device in the amount of \$24.00. The amount placed for the electronic device will be released upon sentence complete and release from custody, once the device has been removed. Removal of the device without the authorization of an officer and/or lost by the WR approved inmate will result in the cost of the device, \$570.00, along with a charge of theft.

Each WR inmate is subject to a drug screen test. These tests can be requested at any time. The charge of the test is \$35.00, per drug screen test. Any WR approved inmate that fails a drug screen test will be sanctioned with one or all of the following: loss of good time and/or removal from the WR program.

It is the responsibility of each WR approved inmate to sign out on the compliance sheet when they leave to go out to their employment. A complete address and telephone number is to be placed on the compliance sheet. Also, when an inmate changes their job site for any reason they are required to call the WRC with the exact location and address of where they going. Any WR approved inmate found to be non-compliant will be sanctioned with all or one of the following: removal from the WR program and/or loss of good time.

Each WR approved inmate will receive a time card. Each WR approved inmate will initial time clocked out from and time clocked into the WRC. There will be a new time card issued every week. The workweek for the WR program begins on Saturday and ends on Friday.

It is the responsibility of the WR approved inmate to provide a copy of their weekly payroll stub. If paid in cash by employer, a money order must be brought or mailed in and the employer must provide dates and times of work for that week. Failure to provide this information may result in removal from the WR program. WR inmate will sign a check release form to be sent to his/her employer that will allow his/her payroll checks to be mailed to WRC.

WR approved inmates are to pay their bill by their payroll check or money order, which will be accompanied by a payroll stub and/or time card documentation from employer. There will be NO PERSONAL CHECKS accepted.

I have read the above information. _____
Signature

Date

WORK RELEASE PROGRAM

Work Release is a privilege at the HENRY COUNTY JAIL ANNEX and not a right! To become eligible for Work Release you must submit a grievance with a request for work including name of employer, address, telephone number, and schedule. The rules and policies for the Work Release program are signed off by the inmate and information regarding processes, (i.e. time card, compliance sheet, contract, etc.) will be gone over with the inmate before being approved. Verification of employment will be done, as well, before being approved for Work Release status.

COMMUNITY SERVICE PROGRAM

Community Service is a privilege at the HENRY COUNTY JAIL ANNEX. To be eligible for Community Service you must be sentenced and be approved for this status. At any time you may be called to perform Community Service. It is the decision of the staff to send you to a location for Community Service. Each inmate will have already signed off on the rules for Community Services before being sent out to perform Community Service. Each inmate will wear stripes while performing CS duties.

WORK RELEASE RECOMMENDATION

Occasionally the Judge will recommend Work Release. This is simply a recommendation and only indicates that the Judge will not object to a Work Release placement.

CLASS & EDUCATION VIOLATIONS/SANCTIONS

As an approved and eligible resident of the HENRY COUNTY JAIL ANNEX, it is mandatory that all Work Release residents attend all classes (i.e. GED, ABE, Daily Living Skills, HIV/AIDS, ETC.) or any class has been assigned and posted. Any Work Release resident who does not attend class, as scheduled or posted, will be in found violation and sanctions will imposed for the violation. The following sanctions will be imposed, as followed.

- A. If a Work Release resident is ill and cannot attend class, then the Work Release resident will not be permitted to go to work the following day (NO EXCEPTIONS).
- B. If a Work Release resident is sentenced through court for child support, your attendance and participation is sent directly to the sentencing court Judge for evaluation.
- C. It is the responsibility of the Work Release resident to check the board for all classes. Therefore, if a Work Release resident DOES NOT attend class, then a sanction may be imposed and/or will miss the next scheduled day of work.

DRUG VIOLATIONS/SANCTIONS; POSITIVE DRUG SCREEN TEST

Any inmate of the Henry County Sheriff's Jail and/or Annex who tests "POSITIVE" in any area from a drug screen test will be sanctioned. Any inmate who "refuses" to take a drug screen test will be considered a "POSITIVE" test and will be sanctioned, as well. The following sanctions shall be considered:

- A. Subject to loss of good time.
- B. Change of status (i.e. Community Service, Work Release, Trustee, etc.)
- C. Reassignment of housing status.
- D. Change of time class.

WORK RELEASE PHASE PROGRAMS

The Phase Programs are for those inmates who are participating in the Work Release Program, with the exception of those who are incarcerated for child support/cash bond. Any one who receives a sanction(s) while on the Work Release program and on the Phase Program may be considered ineligible for the Phase Program or remanded back to Phase I, based on decision from the Work Release Board and/or Commander.

Phase I – Eligible for 4-Hour Pass:

- Must be employed for five weeks.
- Must have debt paid in full.
- Must have week in advance on books.
- Must have no violations or sanctions.
- Must have minimum of \$100 in savings account at Citizen's State Bank.

- All passes are approved by the Sheriff and/or Commander, each month.

Phase II – Eligible for 8-Hour Pass:

- Must have successfully completed Phase I.
- Must have no violations or sanctions.
- Must have debt paid in full.
- Must have minimum of \$200 in savings account at Citizen's State Bank.
- All passes are approved by the Sheriff and/or Commander, each month.

Phase III – Eligible for 12-Hour Pass:

- Must have successfully completed Phase II.
- Must have no violations or sanctions.
- Must have debt paid in full.
- Must have minimum of \$300 in savings account at Citizen's State Bank.
- All passes are approved by the Sheriff and/or Commander, each month.

VISITATION

Visitation schedule for the HENRY COUNTY JAIL ANNEX is scheduled for each dorm and posted in each dorm.

	HENRY COUNTY JAIL ANNEX	
Sunday	WR/CS	Men
Sunday	WR/CS	Women
Monday	LD/NS	Men
Wednesday	LD/NS	Women
	(May be subject to change)	

All visits will be a non-contact electronic visit. Each inmate will be allowed approximately 50 minutes with their guests. Visitors must arrive at least 10 minutes before their scheduled visitation and sign in on the visitors list at the Henry County Jail.

Each inmate is limited to 4 visitors per visitation day.

Contact visits are not allowed except in special circumstances. They must be pre-approved by the Sheriff, Major or Jail Commander.

Visitation phones and visitation area are monitored by audio and video surveillance.

Inmates must wear their complete uniform to visitation.

Attorneys and clergy may visit at any reasonable time with prior arrangements, except during meals. Attorneys and clergy must provide the Jail Staff with identification.

COURT ORDERED SUBSTANCE COUNSELING

Should a commitment from court state that an offender is to attend counseling (i.e. Meridian Services, AADP) the staff will call and make arrangements for inmate to seek/begin counseling/classes.

CHILD SUPPORT/CASH BOND OFFENDERS ON WORK RELEASE STATUS

Any offender who is placed at the HENRY COUNTY JAIL ANNEX and participates in the Work Release program will be subject to paying their Work Release fees on a daily basis. In addition, the week in advance of \$84.00 and the intake fee of \$25.00 must be paid in full before being considered for the Work Release program. Once an inmate is established an electronic device will be placed on the inmate. The inmate will be charged a \$24.00 week advance for the electronic device.

MONEY WITHDRAWAL OFF OF COMMISSARY ACCOUNT

A money withdrawal sheet will be posted every week in the dorms at the HENRY COUNTY JAIL ANNEX. A withdrawal will be done for those who have money on their commissary accounts for cash to purchase items from the vending machines. No more than \$50.00 will be approved for withdrawal.

PROPERTY ACCEPTED AT THE HENRY COUNTY JAIL ANNEX

No personal property will be accepted at the HENRY COUNTY JAIL ANNEX by family or friends for inmates, unless approved in advance by the Commander. The Commander is the only one to approve and receive items.

All money must be mailed to the HENRY COUNTY JAIL ANNEX/Henry County Jail in the form of a money order, made payable to the inmate. The money order will then be signed by the inmate and placed on the inmate's commissary account.

Any inmate who has dentures, eyeglasses, or any type of medical/optical/dental needs may be approved for necessary cleaning products (i.e. denture tablets, cream, etc.) if approved by the medical staff. If approved then the new, unopened product, may be brought to the HENRY COUNTY JAIL ANNEX with the inmate's name on it. Family members may drop off medical accepted items only when approved by medical staff and Commander. No items will be accepted unless approved, in advance.

PERSONAL PROPERTY AT HENRY COUNTY JAIL ANNEX

The following is a list of items that you may keep with you in your assigned dorm, neat and orderly:

- Books: Each inmate may have in their possession a maximum of 6 items of reading material, including test books, library books, newspapers and a Bible. All books must have soft covers. Publications from outside must come directly from the publisher.
- Personal Letters: No limit if kept in an orderly manner.
- Eye Glasses: Prescription only. No sun Glasses.
- Jewelry: One necklace maximum, only if it is necessary for the wearing of a religious artifact. Any jewelry that would have to be cut to be removed may be left on unless it is declared a security problem. One watch with a \$40.00 maximum value.
- Photographs: Five personal photographs (no Polaroid) not larger than 5 X 7.
- Legal Papers: No limit if kept in an orderly manner.
- Stationery: No limit if kept in an orderly manner. Not to exceed 50 sheets or One tablet purchased at commissary.
- Envelopes: Purchase at commissary.
- Comb: Purchase at commissary.
- Toothpaste: One tube (from indigent kit) plus one tube from commissary.
- Toothbrush: One brush.
- Soap: Indigent kit or purchased at commissary.
- Clothing: One set of jail clothing (provided) and one pair of jail shoes (slides), Five plain white "T" shirts, five white underwear, five pair of white socks. Five brassieres (female inmates only). One set of white long underwear. One pair gray sweat pants, one gray sweatshirt. Shoes are only permitted with a medical excuse from medical staff.
- Commissary: Any items purchased from commissary as long as there is not an excessive quantity.

No personal items (hygiene, stuffed animals, flowers, etc.) will be accepted. However, if an inmate has dentures or special needs, these items will be presented to the jail nurse and/or Commander for approval.

The only items permitted to be accepted is if an inmate is approved for Community Service or Work Release status. The items accepted will be: five plain white tee-shirts; five white underwear; five pair white socks; five white brassieres; one gray sweat pant; and one gray sweat shirt. These items can only be approved and received by the Commander.

Items are considered to be a privilege in some situations and may be withheld for lockdown situations.

SECTION C

NA/AA MEETINGS

Inmates may be approved to attend NA and/or AA meetings while incarcerated at the HENRY COUNTY JAIL ANNEX/Henry County Jail. The determination for approval to attend meetings will be based upon status, write-ups, attitude and other factors, deemed by staff. Each inmate must write a grievance asking for permission to attend AA and/or NA meetings, giving day of meeting, time of meeting and location of meeting. It will be required of each inmate to bring the signed form stating that he/she had attended the meeting. Each inmate will sign out for meeting.

LOCKERS ASSIGNED AT HENRY COUNTY JAIL ANNEX

Inmates who are assigned a locker at the HENRY COUNTY JAIL ANNEX may purchase a lock for the locker. However, a copy of the key for the locker must be placed in the inmate's jail card file. There are to be no cigarettes, lighters, matches, cell telephones, snack-type food, candy or soft drinks allowed in the lockers. Work clothes and shoes are permitted in the lockers (locker room), as these items are not permitted to be taken into the dorm.

RECREATION

The HENRY COUNTY JAIL ANNEX upstairs dorm is equipped with weights and exercise equipment.

The downstairs south and north dorms will have recreation on the following days: Tuesday, Thursday, and Saturdays, as convenient for the officers to take from the HENRY COUNTY JAIL ANNEX to the Henry County jail for recreation. This schedule is subject to change.

The rules for recreation is the same for the Work Release inmates while participating. All injuries must be reported immediately. Injured inmates may be restricted from recreation. Certain injuries during recreation may be determined to be avoidable, or that the inmate was negligent, in such cases the inmate may be responsible for the medical co-payment if medical treatment is necessary.

JOB SEARCH

The HENRY COUNTY JAIL ANNEX provides job search opportunities, at least once a week. Transportation for job search will be provided by a transport officer, on designated days. Only inmates eligible for job search will be permitted to go out with an officer for job search. Should an inmate receive an opportunity for an interview, a grievance request form will need to be turned into the Commander to make arrangements for transportation.

All inmates who are eligible for job search are encouraged to sign up at Work One for employment opportunities.

HENRY COUNTY JAIL

AND

HENRY COUNTY JAIL ANNEX

HENRY COUNTY JAIL/HENRY COUNTY JAIL ANNEX

ESCAPE FROM CUSTODY AGREEMENT

I, the undersigned, have been informed verbally and in writing that it is against the law for me to be absent from the HENRY COUNTY JAIL ANNEX /Henry County Jail or an approved activity (such as employment, home visit, etc.) without proper authorization from the HENRY COUNTY JAIL ANNEX/Henry County Jail. I understand I am subject to legal detention and custody of the HENRY COUNTY JAIL ANNEX/Henry County Jail, and it is unlawful for me to escape from the detention center. I understand that escape includes any unauthorized departure from HENRY COUNTY JAIL ANNEX/Henry County Jail or its approved activities, which includes failure to report to my assigned work, education, or treatment, or my failure to return from these approved activities at the specified time. I am aware that if I escape from the HENRY COUNTY JAIL ANNEX/Henry County Jail, I will be prosecuted for a crime punishable by further imprisonment.

IC 35-44-3-5

Escape; failure to return to lawful detention following temporary leave 35-44-3-5 Sec. 5.

(a) A person, except as provided in subsection (b), who intentionally flees from lawful detention commits escape, a Class C felony. However, the offense is a Class B felony if, while committing it, the person draws or uses a deadly weapon or inflicts bodily injury on another person.

(b) A person who knowingly or intentionally violates a home detention order or intentionally removes an electronic monitoring device commits escape, a Class D felony.

(c) A person who knowingly or intentionally fails to return to lawful detention following temporary leave granted for a specified purpose or limited period commits failure to return to lawful detention, a Class D felony. However, the offense is a Class C felony if, while committing it, the person draws or uses a deadly weapon or inflicts bodily injury on another person.

As added by Acts 1976, P.L.148, SEC.4. Amended by Acts 1977, P.L.340, SEC.63; P.L.207-1986, SEC.1; P.L.17-1998, SEC.2; P.L.137-2001, SEC.11.

Offender's signature

Date

Staff Signature

Date

HENRY COUNTY SHERIFF'S DEPARTMENT HENRY COUNTY JAIL ANNEX/HENRY COUNTY JAIL MAJOR AND MINOR OFFENSES

Order is essential to the safe and secure operation of the HENRY COUNTY JAIL ANNEX/Henry County Jail. The following Inmate rules describe behavior expected of all Inmates. **Disregard of any rule will be cause for disciplinary action and/or loss of good time credit.** Listed below are Rule of Conduct, they are divided into two categories: Major and Minor violations. Violation of a Major rule may constitute in loss of good time and/or Community Service privileges. There may be other sanctions imposed instead of or in addition to the above. Nothing in this section shall prohibit the Sheriff from creating and enforcing temporary rules, whenever such become necessary, to protect the security of the institution, the health or safety of any individual in the HENRY COUNTY JAIL ANNEX/Henry County Jail, or the security of the HENRY COUNTY JAIL ANNEX/Henry County Jail.

Personal Conduct:

The best control of behavior is self-discipline. Your conduct at the HENRY COUNTY JAIL ANNEX/Henry County Jail requires more self-discipline and before you react you should think about the consequences of your actions.

- A. Rules of Conduct: The following rules of conduct are necessary to provide a safe and secure facility. Violation of these rules may cause charges to be filed by the Henry County Prosecutor or through the inmate disciplinary process. The most severe violations such as those that result in injury will be filed by the Henry County Prosecutor in the Henry County Court system. Frequent violations will result in a staff member filing charges through the Inmate Discipline Process. The entire process is described in another section of this manual.

Major Offenses:

1. Arson (Start A fire) or failing to extinguish a fire.
2. Assault.
3. Extortion blackmail protection demanding or receiving money or anything of value in return for protection against other to avoid bodily harm.
4. Attempting suicide or self-mutilation.
5. Failing to immediately report a suicide attempt.
6. Damaging, destroying, defacing, altering or misuse of Henry County Jail/Annex property.
7. Committing or attempting to commit or incite another to commit a violation disruptive act.
8. Dropping lighted articles on carpeting, floor, furniture, clothing, and bedding or in unapproved receptacles.
9. Endangering your own safety or that of another.
10. Engaging in or encouraging group demonstrations, including but not limited to riots.
11. Escape; escape attempt, or aiding in an escape attempt.
12. Failing to immediately report an escape attempt.
13. Making of a tattoo gun; receiving or distributing tattoo.
14. Fighting or threatening another with bodily harm.
15. Giving or offering any items of value to members of Staff.
16. Harassment, provocation or intentional annoyance of another person.
17. Indecent exposure or exposing yourself to another.
18. Intentional touching or striking of an Officer or other member of Staff.
19. Interfering with Staff duties or responsibilities.
20. Interfering with or failing to follow head count procedures.
21. Making, using, possessing intoxicants and/or unauthorized drugs/medications, or being under the influence of the same.
22. Refusal of a drug test.
23. Making sexual proposals or threats to another in the facility.
24. Misuse, hoarding or possession of your or another inmates medications.
25. Possession of another's identification.

26. Possession of another's property.
27. Possession of more than \$50.00 for each inmate.
28. Possession, manufacture, or smuggling of any type of contraband (alcohol, controlled substance, drugs, etc.) including, but not restricted to, weapons or anything that can be used as weapons. Page 20
29. Committing a sex offense as prescribed by Indiana Law against any individual in the HENRY COUNTY JAIL ANNEX/Henry County Jail.
30. Tampering with any alarm, safety, security camera and/or locking devices.
31. Tampering with any ventilation, plumbing, electrical, recreational, or communication system.
32. Theft (Stealing anything not issued to you, or belonging to another.)
33. Threatening, harassing, or intentionally intimidating another person.
34. Throwing or projecting an item.
35. Violation of any Indiana or Federal Law(s).
36. Flooding a cell, cellblock, restrooms or garage.
37. Possession or use of cigarettes, chewing tobacco, cigars or any other form of tobacco as well as matches, lighters and/or any accessories associated with tobacco products.
38. Habitual Rule Violator: Anyone guilty of 3 or more Minor Rule Violations within a 45-day period. Shall constitute a Major Rule Violation.
39. Failure to call the HENRY COUNTY JAIL ANNEX/Henry County Jail when moving from one job site to another and/or if you are going to be later than 6:00pm or seasonal hours.
40. Violation of the directives in this manual.

Additionally, any Inmate charged with violation(s) of Major Rules that also constitutes a violation of State Law may be prosecuted for said violation(s).

Minor Offenses:

1. Abuse of any permitted privilege(s).
2. Bartering of responsibilities.
3. Being in an area you were not authorized to be in.
4. Carrying unauthorized items out of your assigned area.
5. Failure to meet dress code standards, must be in complete uniform, when any place other than the dormitory (bed area).
6. Failure to obey Sanitary Rules (person or assigned area).
7. Failure to participate in scheduled cleanup activities.
8. Failure to provide proper identification.
9. Filing or making false reports or statement to the Staff.
10. Gambling.
11. Insubordination, insolence, or disrespect to any Staff member.
12. Keeping food or drink (not purchased from commissary) in your assigned area.
13. Littering.
14. Malingering or feigning illness.
15. Passing anything from one area to another that you are not assigned to.
16. Possession of excess issue (clothing, bedding).
17. Possession of unauthorized clothing, jewelry, eyewear, or currency.
18. Posting items to walls, doors, lights, fixtures, windows or beds.
19. Refusal to obey an order, written or verbal.
20. Smoking anywhere within the HENRY COUNTY JAIL ANNEX/Henry County Jail building.
21. Unauthorized use of the telephone.
22. Unauthorized wearing of head covering or headbands.
23. Unsatisfactory performance of work assignment, be it Work Release, Community Service and/or trustee while at the HENRY COUNTY JAIL ANNEX/Henry County Jail.
24. Using obscene or abusive language or gesture.
25. Using profane language.
26. Making loud and boisterous noises. Talking should be kept to the conversation level.
27. Loaning of property or anything of value for profit on increased return.
28. Unauthorized contact with the public.
29. Placing obstructions on light fixtures.
30. Interfering with the Court.
31. Receiving or taking more than one food tray.
32. Not being fully clothed in the presence of an Officer or Staff of the opposite sex.

Penalties For Misconduct (Not limited To Only One Category)

- A. A report, which may be, made part of the Inmates record.
- B. Loss of Community Service days.
- C. Loss or limitation of privileges.
- D. Restitution for damages on Henry County Jail/Annex property. Any restitution over the amount of \$200.00 will be forwarded onto the Sheriff, for review.
- E. Lock Down at the HENRY COUNTY JAIL ANNEX/Henry County Jail.
- F. Transfer to the Henry County Jail for a fixed period of time.
- G. Loss of good time.
 1. Deprivation of earned credit time under IC-35-50-6-5.
- H. Loss of Monthly Pass.
- I. Change of credit time classification.
 1. Reassignment to a lower credit time class under IC-35-50-6-4.

INMATE DISCIPLINARY DUE PROCESS

- A. Written notice of the alleged violation(s);
- B. The right to a fast and impartial hearing within seventy-two (72) hours of the written notice, or when a Commander can address the write-up;
- C. The right to be represented by a fellow inmate or staff member;
- D. The right to be present at the hearing unless waived by the accused inmate;
- E. The right to cross examine witnesses;
- F. The right to enter a statement of his/her version of the alleged violation;
- G. The right to appeal disciplinary action to the Sheriff.

Credit Time Assignments

Class I

A person assigned to Class I earns one day of credit for each day he/she is imprisoned for a crime or confined awaiting trial.

Class II

A person assigned to Class II earns one day of credit for every two days he/she is imprisoned for a crime or confined awaiting trial.

Class III

A person assigned to Class III earns no credit time and must serve their entire sentence.

BEHAVIOR

The best control of behavior is self-discipline. Failure to comply with the rules may cause disciplinary action or further criminal prosecution. The HENRY COUNTY JAIL ANNEX/Henry County Jail Staff may also revoke your privileges on a temporary basis. Always conduct yourself in a respectful manner. Promptly and politely obey all orders and insurrections.

CARE OF THE HENRY COUNTY JAIL ANNEX /HENRY COUNTY JAIL PROPERTY

You will not damage, destroy, deface, alter or misuse HENRY COUNTY JAIL ANNEX/Henry County Jail property. Any Inmate who destroys or defaces HENRY COUNTY JAIL ANNEX/Henry County Jail property will be prosecuted and upon finding of responsibility, will be held accountable for the cost of repair and/or replacement of said property. This is included to, but not limited to: uniforms, towels, wash clothes, bed covers, blankets, mattresses, electronic device, property boxes, bunks, and sporks.

HEADCOUNT PROCEDURE

Each inmate will be dressed in stripes, standing at end of bed (rack) and have area cleaned. It is the responsibility of the inmate to be prepared for headcount and be in place when the officer does headcount. Any inmate who is not up and present for headcount, in stripes, will be written up for not following procedures. Three write-ups will constitute a major rule violation and can result in loss of good days or change of status.

MEDICAL GRIEVANCE

Any inmate requesting medical, optical, and/or dental attention must complete a medical grievance form. This medical grievance will be forwarded onto the medical staff. For each service requested, a separate grievance form is required. When completing the medical grievance form, make sure that writing is clear and legible, and be specific as possible when describing the medical problem. Doctor, and other appointments, are scheduled by the medical staff and inmate will be notified by the medical staff when the appointment will be scheduled.

MEDICAL SERVICES

- A. Emergency medical treatment is available upon notification to a jail officer. If emergency medical treatment is necessary and the jail physician/nurse is not available inmate will be transported to the Henry County Memorial Hospital or another medical service provider.
- B. Routine medical services are available. Inmate Medical Request forms may be obtained during vending and medication distribution. Inmate Medical Request forms must be filled out completely with special emphasis given for the reason for "request to be seen". The requests will be given to the nurse and/or the jail physician. The jail nurse will screen the requests and monitor medication distribution and refills. Requests for refills should be addressed to the jail nurse.
- C. Eye care will be directed and assigned by the jail nurse.
- D. Dental Care will be directed and assigned the jail nurse. Treatment will be limited to pain and infection control. Inmate Medical Request forms should be addressed the nurse.

The following medical services will require a co-payment:

Doctors visit	\$7.00 Co-payment
Dentist visit	\$7.00 Co-payment
Optometrist visit	\$7.00 Co-payment
Each Prescription.....	\$3.00 Co-payment

Co-payments will be deducted from an inmates commissary account.

CELLBLOCK OPERATIONS

The following is a list of standard daily activities. All times referred to in this Inmate Manual are approximate, subject to circumstances and availability of the jail staff.

Wake-up Lights on	5:00 AM (LIGHTS ON ALL DAY)
Breakfast	6:00 to 7:00AM
Cleanup.	7:00 to 8:30AM

Cleanup	1900 to 2030
Lunch	11:30AM TO 12:30PM
Dinner	3:00 to 4:00PM
Lights Out	11:00 PM (LIGHTS OFF UNTIL MORNING)

You are required to sweep and mop your dorm daily. You are also required to clean your walls, toilet and area daily. When this is completed you will be expected to assist the other inmates in your block with the cleaning of the dayroom floors, walls and shower room. Cleaning equipment will be made available each morning. Televisions and phone will normally be turned on after each block is cleaned and checked.

All personal items, as well as reading materials, etc. shall be kept under your bunk in the property box provided for each inmate. Excess items must be stored neatly or placed in the inmate property room. **ANY PERSONAL PROPERTY FOUND ON VACANT BUNKS OR ON THE DAYROOM TABLES WILL BE CONSIDERED PROHIBITED PROPERTY AND CONFISCATED.** Pictures, printed material and other items including photographs shall not be hung or posted on the walls, doors, ceilings, bunks, windows or any other area in the cells or dayrooms. Jail staff will not be responsible for these items when they are confiscated; however, an attempt will be made to determine the owner of items of value and they will be placed in the inmates property.

Your bed must be made after cleanup and should remain made during the entire day. Each bed shall be neatly made with a mattress cover and blanket.

CONTRABAND AND PROHIBITED PROPERTY

Contraband and Prohibited property: Contraband shall be considered anything that the possession of is in violation of an Indiana or Federal statute. Anything considered to be contraband will be confiscated and Disciplinary Citation may be issued resulting in a hearing and/or criminal prosecution. Prohibited property shall be considered anything not issued to you, any item that has been altered in any way, item that is found in an unauthorized place. It will also be considered to be anything in excess of authorized inmate possessions. Prohibited property is also accumulations or hoarding of food or other items. Anything considered to be prohibited property will be confiscated and an inmate citation or charges may be issued.

MEALS

Meals are prepared immediately prior to distribution. Some food items such as bread and items that are normally served cold may become warm in the trays. Every effort will be made by the staff to deliver the food to the cellblocks as soon as possible. Occasionally, substitutions are made and each tray may not be exactly the same. All trays are counted when removed from the block and an improper count may result in a "LOCKDOWN" for the entire block.

PERSONAL HYGIENE

- A. Showers and Grooming: All inmates are encouraged to develop good grooming habits. You are encouraged to shower daily and after recreation. You are **REQUIRED** to shower at least every other day.
- B. Each inmate must be in full stripes.
- C. Razors will be dispensed to eligible Work Release inmates in the WRC Toilet Paper Kits on Sundays.
- D. Laundry: Each dorm will be scheduled for laundry, once a week. A schedule is posted in each block for laundry for stripes, bedding and personal clothing. Each inmate will receive a cup of laundry detergent, roll of toilet paper (and one razor every month) for 50 cents.
- E. Toilet Paper: Each Jail inmate will receive one roll of toilet paper on Saturday. Each Work Release inmate will receive a WRC Toilet Kit on Sunday. Inmates may purchase additional toilet paper from commissary for a nominal fee.
- F. Sanitation: You are encouraged to adopt good sanitary habits and practices, which assure acceptable hygiene and sanitary conditions. You must work with your cellmate to keep yourselves and your cell dorm clean and free of debris. The following rules are necessary to keep the facility clean and safe:
 - Keep your dorm clean and neat at all times.
 - Sweep and mop you dorm and dayroom daily.
 - Clean your toilet and sink daily.
 - Do not hang items on cell walls.

Keep commissary items and food covered.
 Do not tie, drape or hang anything on the walls bunks, lights, doors or ceiling.
 Keep dayroom tables clean and in an orderly manner.
 Trash containers are provided in each dayroom do not flush trash down the toilet.
 Flush toilet after each use.
 Do not damage your linen (report damage to staff).
 Do not drape or place blankets or other material in such a way that it would obscure the full view of a bunk.

Sanitary rules will be strictly enforced. If you fail to comply with the facilities sanitary regulations you may be denied certain privileges and face disciplinary action.

Indigent packs with hygiene products and paper products (stamped envelopes and writing paper) are available, once a week for \$6.00 each pack. An entrance pack with hygiene products only are available for \$4.00 each pack. Slides are available for \$1.00 each pair.

COMMISSARY

Commissary is a privilege that may be revoked for disciplinary reasons: Commissary will be distributed weekly. Funds must be deposited in your commissary account before ordering. A Commissary Officer will determine commissary days and distribution time. If you have problems calling in your commissary account please submit a grievance request. Items and prices may be subject to change.

COMMISSARY ACCOUNT

During the book-in process all of your cash will be placed into your inmate account (commissary). Checks that are in your possession at the time of book-in will be listed as personal property and not included in your account balance until they are cashed.

Transfer of funds between inmate accounts is **not authorized**.

Money may be released from an inmates account for the following reasons:

- Payment of commissary orders.
- Payment for inmate medical services.
- Payment of a bond.
- Payment of fines or costs as ordered by the Court.
- Payment to an attorney.
- Payment for the destruction of county property.
- Payment of support.
- Payment of haircuts.
- Payment of restitution.
- By order of the Sheriff or Jail Commander.
- During the Booking-out process.

Money may be deposited to an inmates account in the following manner:

- During the intake process.
 - Through the mail in the form of money order, certified check, cashiers check or government check.
- Personal checks are not authorized and will be placed in the inmate's property or locker.**

GED CLASSES AND GED CREDIT TIME

Any inmate that has not previously graduated from high school or completed a **GED** program may request **GED** classes by addressing an Inmate Grievance form to the **GED** teacher. You will be notified when the classes are scheduled. The following rules must be followed if you are to continue in the **GED** program:

- A. You must attend all sessions, missing more than one session per week is grounds for dismissal and/or rule violation(s).
- B. Disrupting the class or stealing is grounds for dismissal.
- C. Our GED instructor is employed by the New Castle School District and must be treated with respect.
- D. Inmates must be completely dressed in their uniforms when attending GED classes.

The inmate will pay the fees necessary to take the final exam. The final exam will be administered only when the GED instructor feels that an inmate is ready.

- A. **GED Credit Time:** By statute credit time for passing a GED test is given by the Henry County Sheriff, it is not necessary to contact the court. After you have received notification that you have passed the test you must submit an Inmate Grievance form to the Jail Commander asking that your out date be re-figured.
- B. An inmate that is serving county time, their time will be figured by the Jail Commander.
- C. The Following information for credit time passing GED which was approved by State Legislature January 1, 1999:

Sentenced to 1 year	Pass GED	Get 2 Months off	Serve 4 Months
Sentenced to 2 years	Pass GED	Get 4 Months off	Serve 8 Months
Sentenced to 3 years	Pass GED	Get 6 Months off	Serve 12 Months

INMATE GRIEVANCE REQUEST FORM

The non-medical request form is an inmate's key to communications with the Jail Commander and other members of the staff. It is helpful if the inmate would address the form to a specific person such as the GED instructor or the Jail Commander. The request will be taken into consideration as soon as possible after it has been received. Because of the nature of incarceration, problems seem much bigger than they actually are, and this can cause a great deal of frustration. Many questions may be answered by the Jail Officers and an inmate is encouraged to communicate with them directly. Listed below are several uses of the grievance request form:

- Communication with the Sheriff or Jail Commander
- GED Classes
- Request from Work Release resident for out date information

INMATE GRIEVANCE PROCEDURE

An inmate is encouraged to resolve their problems in the least formal manner. Begin first by discussing the matter with the Jail Officer. If an inmate feels they are unable to remedy their problem, request to speak with the Shift Supervisor. If the Shift Supervisor feels it is necessary, they will contact the Sheriff or Jail Commander.

Any inmate who feels they have a true grievance may request a grievance form from the jail staff. Complete the form giving complete details of the situation. The grievance form shall be sent to the Jail Commander who will investigate or review the situation. If an inmate feels that the matter has still not been resolved by the Jail Commander, an inmate may appeal the grievance to the Sheriff, who is the final authority. The Sheriff will review the grievance, taking into consideration the previous investigation by the Jail Commander. The inmate will then be contacted in person or writing notifying them of the Sheriff's decision.

MAIL

All inmates of the Henry County Jail may send and receive correspondence through the U.S. mail.

No mail, money, money orders, notes or photographs may be dropped off at the jail facility for the inmates.

Mail that is received at the facility for an inmate that has been released or transferred to another facility will be returned to the sender.

- A. Incoming Mail: All incoming mail will be opened and inspected for contraband, prohibited property and money. Incoming packages will normally be opened in the presence of the inmate. If the package contains unauthorized items they will be placed in the inmates property bag or locker.

Proper address for incoming mail for Work Release residents:

- 1. Inmate Name Block
- 2. c/o HENRY COUNTY JAIL ANNEX
- 3. 1124 Broad Street
- 4. New Castle, IN 47362

Proper address for incoming mail for Jail residents:

5. Inmate Name / Block
6. Henry County Jail
7. 127 North 12th Street
8. New Castle, IN 47362

- B. Outgoing Mail: Outgoing mail must have a complete return address. All outgoing Mail will be marked “**INMATE MAIL**” by a staff member.
- C. Mail between inmates: Mail between inmates in this facility or between an inmate of this facility and an inmate of another facility must be approved, in advance, by the Major or Jail Commander. If the facility administrators of both facilities deem that the correspondence is appropriate such correspondence will be approved. All correspondence between inmates in this facility must use the U.S. Mail. **Passing notes between inmates in different blocks or between the Henry County Jail and HENRY COUNTY JAIL ANNEX is a rule violation.**
- D. Official Mail: Any written correspondence with the following will be forwarded to the addressee without censorship or delay and may be opened in the presence of an officer.
- Attorneys
 - Court Officials
 - The Indiana Department of Corrections
 - The Attorney General
 - Sheriff
 - Jail Administrator/Commander
 - Judges and Elected officials

Incoming official mail may be opened in the addressee's presence for the purpose of insuring that contraband and or prohibited property is not being brought into the facility. The mail will then be promptly handed over to the inmate.

MARRIAGE OF INMATES

Marriage of inmates will be allowed only in emergency circumstances such as in the case of a pregnancy where the birth will occur before the inmate is released. In such cases proof of the pregnancy will be required.

A Grievance form addressed to the Sheriff will start an investigation into the need for a marriage before an inmate is scheduled to be released.

Inmates will responsible for all costs of the marriage including the license and tests if necessary.

Contact between the married couple will be limited and will be determined by the Sheriff or Jail Commander. Conjugal visiting is not allowed.

LAW LIBRARY

A law library is available upon request by submitting a grievance request form to the Major. Access to the law library is not required by statute if you are represented by an attorney. Every effort is made to keep the library current. No pages or books may be removed from the library. Damage to the law books will result in disciplinary action.

LEGAL PAPERS

Most legal requests can be handled by your attorney. The Jail does not have the ability to provide legal advice or other legal services. If you have legal papers that need to be notarized you may request this service by using a grievance request form. This service is provided by the administrative staff and is not available after 4:00PM or on weekends.

If you are submitting handwritten papers to the court a copy can be made for you by sending in a grievance request. Each inmate is responsible to send their requests/letters to the courts using the U.S. Mail.

CHURCH SERVICES

Clergy may visit an inmate scheduled in advance, if the visit does not interfere with meals or other jail operations. Services will held weekly at the HENRY COUNTY JAIL ANNEX/Henry County Jail on Sunday.

OFFENDER FUNERAL VISITATION

If approved and an officer is available to transport and accompany, an offender may be transported to a funeral or funeral home for visitation, when the following conditions exist:

- A. The deceased is one of the following family members:
1. Mother, father, sister, brother, aunt, uncle, grandparent, first cousin, mother in-law, father in-law, brother in-law, or sister in-law.

BOND FEE

There is a \$5.00 bond fee imposed for all cash bond, body attachment and surety bonds. The \$5.00 bond is in addition to the imposed bond. The bond fee is charged for each cause number. This process is due when the inmate is bonding.

COURT APPEARANCE

Each inmate will be notified by the staff when they are to appear in court. The staff at the HENRY COUNTY JAIL ANNEX/Henry County Jail does not get advance notice, other than notice at time of appearance from the security staff at the Justice Center. The staff at the HENRY COUNTY JAIL ANNEX/Henry County Jail will not contact the court to find out court appearance, nor will they contact the court to get or give information.

SEXUALLY EXPLICIT MATERIAL

Inmates are prohibited from possessing sexually explicit material at the HENRY COUNTY JAIL ANNEX/Henry County Jail. This includes any pornography, novelty items, magazines that would show or display penetration, as well as any sexually explicit photographs of girlfriends, boyfriends, spouses, etc. The staff will make the final determination as to what is acceptable and what is not. Items found in violation of this rule will be confiscated and disposed of.

SMOKING

There is no smoking in the HENRY COUNTY JAIL ANNEX/Henry County Jail. Smoking in a Henry County office is in violation of county ordinance. Any type of smoking or non-smoking product found will be considered contraband and confiscated, then destroyed.

RELEASE FROM CUSTODY

Once you have completed your sentence you will be released directly from the HENRY COUNTY JAIL ANNEX/Henry County Jail. All issued items that you have possession (i.e. mattress, mattress cover, cup, spork, towel, wash clothe, blanket, pillow, pillow case, gray property box, etc.) must be checked and verified by releasing officer. Should an inmate have an outstanding balance the release may be delayed until payment is made in full. Release from custody is scheduled for 6:00 p.m., with the clearance of release due to outstanding debt.

Should an inmate be released or transferred to another agency, guidelines are the same as above, only with variations to meet the transport for release.

ACCEPTANCE OF MANUAL RECEIVED BY INMATE

I, _____, have received the Henry County Jail/Annex manual.

I accept the rules and policies, and information that is listed in this manual and agree to follow all of the rules and policies contained within this manual.

By signing this acceptance page, I agree to follow all of the Henry County Jail and Henry County Jail Annex, if applicable, rules and policies, contained within this manual.

I understand that this manual is my property and that I will be charged \$2.00.

Inmate Signature

Date

Officer Signature

HENRY COUNTY JAIL/HENRY COUNTY JAIL ANNEX

ESCAPE FROM CUSTODY AGREEMENT

I, the undersigned, have been informed verbally and in writing that it is against the law for me to be absent from the HENRY COUNTY JAIL ANNEX /Henry County Jail or an approved activity (such as employment, home visit, etc.) without proper authorization from the HENRY COUNTY JAIL ANNEX/Henry County Jail. I understand I am subject to legal detention and custody of the HENRY COUNTY JAIL ANNEX/Henry County Jail, and it is unlawful for me to escape from the detention center. I understand that escape includes any unauthorized departure from HENRY COUNTY JAIL ANNEX/Henry County Jail or its approved activities, which includes failure to report to my assigned work, education, or treatment, or my failure to return from these approved activities at the specified time. I am aware that if I escape from the HENRY COUNTY JAIL ANNEX/Henry County Jail, I will be prosecuted for a crime punishable by further imprisonment.

IC 35-44-3-5

Escape; failure to return to lawful detention following temporary leave 35-44-3-5 Sec. 5.

(a) A person, except as provided in subsection (b), who intentionally flees from lawful detention commits escape, a Class C felony. However, the offense is a Class B felony if, while committing it, the person draws or uses a deadly weapon or inflicts bodily injury on another person.

(b) A person who knowingly or intentionally violates a home detention order or intentionally removes an electronic monitoring device commits escape, a Class D felony.

(c) A person who knowingly or intentionally fails to return to lawful detention following temporary leave granted for a specified purpose or limited period commits failure to return to lawful detention, a Class D felony. However, the offense is a Class C felony if, while committing it, the person draws or uses a deadly weapon or inflicts bodily injury on another person.

As added by Acts 1976, P.L.148, SEC.4. Amended by Acts 1977, P.L.340, SEC.63; P.L.207-1986, SEC.1; P.L.17-1998, SEC.2; P.L.137-2001, SEC.11.

Offender's signature

Date

Staff Signature

Date

NOTE TO OFFICER:

Place the signed receipt, Escape/Failure to Return To Lawful Detention form and the Educational Survey form in the inmate's file. Charge the inmate's commissary account \$2.00 for the manual and place the receipt from commissary in the inmate's file, as well.

HENRY COUNTY WORK RELEASE CENTER – INMATE SURVEY
COMPLETE THIS FORM (WITH ALL REQUESTED INFORMATION)

Please Print

Date _____

NAME (First) _____ (Middle) _____ (Last) _____

SOCIAL SECURITY NUMBER _____

DOC # (IF APPROPRIATE) _____

BIRTHDAY: MONTH _____ DAY _____ YEAR _____ AGE _____

HOME ADDRESS: _____

CITY _____ STATE _____ ZIP _____

COUNTY _____

PHONE NUMBER (____) _____

DO YOU HAVE A HIGH SCHOOL DIPLOMA ? NO ___ YES ___ (if yes - year _____)

DO YOU HAVE A GED? NO ___ YES ___ (if yes - year _____ location _____)

LAST GRADE IN SCHOOL **COMPLETED?** _____

LOCATION _____

SCHOOL _____

Training beyond High School: Yes _____ No _____ If yes, location _____

Year _____ Area of study _____

DATE ENTERED JAIL: Month _____ Year _____

LENGTH OF SENTENCE _____

CURRENT EARLIEST POSSIBLE RELEASE DATE _____

COMMENTS:

Do not write in this section:

WR _____ Comm. Ser. _____

Child Sup. _____

Status: _____

Do not write in this section:

GED _____ Other ABE _____ CP _____

DLS _____ (_____) _____

IED _____