

## INMATE ORIENTATION

THE FOLLOWING INFORMATION IS BEING PROVIDED TO INFORM YOU OF WHAT IS EXPECTED OF YOU AND WHAT YOUR RIGHTS ARE WHILE BEING HOUSED IN THIS FACILITY. IF YOU DO NOT UNDERSTAND OR HAVE ANY QUESTIONS ABOUT THIS MATERIAL, DISCUSS IT WITH A STAFF MEMBER OR WRITE A LETTER TO THE JAILER ON A FULL SHEET OF PAPER.

### 1.) ACCESS TO THE COURTS AND ATTORNEYS

THE JAILER OR THE DEPUTY OF CARROLL COUNTY SHALL INSURE THE RIGHTS OF INMATES TO CONFIDENTIAL ACCESS TO HIS/HER ATTORNEY. YOUR ATTORNEY MAY VISIT YOU AT REASONABLE HOURS, OTHER THAN REGULAR VISITATION PERIODS. CALLS TO ATTORNEYS MAY BE MADE AT ANY TIME ON THE PHONES IN YOUR CELL. ANY INMATE WHO IS REPRESENTED BY COUNSEL SHALL MAKE A VERBAL OR WRITTEN REQUEST FOR LEGAL REFERENCE MATERIAL DIRECTLY TO HIS/HER ATTORNEY. MAIL FROM THE COURTS AND ATTORNEYS WILL BE GIVEN TO YOU WITHIN 24 HOURS OF RECEIPT. JAIL STAFF WILL NOT READ LEGAL MAIL, BUT WILL OPEN IT IN YOUR PRESENCE.

### 2.) PUBLIC INFORMATION

WITH THE CONSENT OF THE INMATE, NEWS MEDIA SHALL BE PERMITTED TO INTERVIEW INMATES FOR A PERIOD OF NOT LONGER THAN ONE HALF (1/2) HOUR BETWEEN THE HOURS OF 9:00am AND 4:00pm, MONDAY THROUGH THURSDAY. JAIL STAFF WILL RELEASE NO INFORMATION ABOUT YOU THAT IS NOT A MATTER OF PUBLIC RECORD WITHOUT YOUR WRITTEN CONSENT.

### 3.) MAIL

YOU SHALL BE ALLOWED TO CORRESPOND WITH ANYONE OUTSIDE OF THIS FACILITY, SO LONG AS SUCH CORRESPONDENCE DOES NOT VIOLATE ANY STATE OR FEDERAL LAW. INMATES WILL NOT BE ALLOWED TO CORRESPOND WITH OTHER INMATES. ALL CORRESPONDENCE IN THIS NATURE WILL BE RETURNED TO THE INMATE. INCOMING MAIL AND OUTGOING MAIL, (OTHER THAN LEGAL MAIL) WILL BE CENSORED AND INSPECTED FOR CONTRABAND AND/OR EVIDENCE PRIOR TO DELIVERY TO YOU OR THE U.S. POSTAL SERVICE. ANY CONTRABAND AND/OR EVIDENCE WILL BE CONFISCATED FOR POSSIBLE PROSECUTION. MAIL WILL BE PICKED UP MONDAY THROUGH SATURDAY.. YOU WILL BE GIVEN YOUR MAIL WITHIN 24 HOURS OF RECEIPT AS LONG AS IT IS PERMITTED INTO THE JAIL. IF IT IS NOT, IT WILL BE RETURNED TO SENDER OR PLACED IN YOUR PERSONAL PROPERTY UNTIL YOUR RELEASE. YOU WILL BE ALLOWED ONLY 5 LETTERS, POSTCARDS, ETC. IN YOUR CELL AT ONE TIME FROM OUTSIDE WRITERS. ALL MAIL MUST BE WRITTEN ON REGULAR PAPER. NAME OF SENDER AND RETURN ADDRESS OF SENDER MUST BE ON THE OUTSIDE OF ALL MAIL. NO POLAROID PICTURES. NO ADVERTISEMENTS, NO NEWSPAPER CLIPPINGS, NO ENVELOPES, THESE CAN BE PURCHASED OUT OF CANTEEN, NO STICKERS, NO MAGAZINES. ALL MAIL MUST GO THRU THE POST OFFICE. ONLY 3 PICTURES ARE ALLOWED TO BE IN THE INMATES POSSESSION AT ANY TIME, THESE CAN ONLY BE 4 X 6 OR SMALLER. NO PORNOGRAPHIC OR SEXUAL PICTURES OF ANY KIND. ALL MAIL NOT ALLOWED WILL BE RETURNED TO SENDER. NO CONVICTED FELON WILL BE ALLOWED TO WRITE ANY INMATE IN THIS JAIL. THIRD PARTY MAIL WILL NOT BE ACCEPTED. ALL MAIL RECEIVED WITH INSUFFICIENT POSTAGE WILL BE RETURNED, IF NO RETURN ADDRESS, IT WILL BE DESTROYED.

### 4.) ITEMS PROVIDED UPON INTAKE

UPON INTAKE YOU WILL BE GIVEN 1-TOOTHBRUSH, 1-TOOTHPASTE, 1-SOAP, 1-TOWEL, 1-

WASHCLOTH, 1-PAIR FLIP FLOPS, 1-ROLL TOILET PAPER, 1-COMB, 1-SPOON, 1-CUP, 1-DEODORANT. THIS WILL BE AT A COST OF \$30.00, IF YOU ARE UNABLE TO PAY FOR THIS AT THE TIME OF BEING PLACED INTO POPULATION THIS WILL BE GIVEN TO YOU. IF AT ANYTIME IN THE FUTURE YOU RECEIVE MONEY YOU WILL PAY FOR THIS KIT. OTHER ITEMS FURNISHED ARE 1-MAT, 1-FITTED SHEET, 1-FLAT SHEET, 1-BLANKET, 1-PLASTIC PROPERTY BOX. WHAT IS ISSUED TO YOU ON BEDDING IS THE LIMIT THAT YOU ARE TO HAVE AT ANY ONE TIME.

#### 5.) TELEPHONE

UPON YOUR ADMISSION AND YOUR COOPERATION, YOU WILL BE PERMITTED TO MAKE A LOCAL AND OR COLLECT LONG DISTANCE TELEPHONE CALL TO YOUR ATTORNEY OR FAMILY MEMBER AFTER THE BOOKING PROCESS, UNTIL ONE CALL HAS BEEN COMPLETED. COLLECT PHONES ARE PROVIDED IN EACH POD FOR YOUR USE. A 2 MINUTE PHONE CARD SHOULD BE GIVEN TO YOU UPON BOOKING AND YOUR COOPERATION TELEPHONE PRIVILEGES MAY BE SUSPENDED AT ANY TIME. HOWEVER, YOU WILL HAVE THE RIGHT FOR A 5 MINUTE PHONE CALL PER WEEK. NO MESSAGES WILL BE ACCEPTED FOR INMATES. PHONE CALLS MAY BE MONITORED. PHONES WILL BE TURNED ON AT 6:15am AND TURNED OFF AT MIDNIGHT.

#### 6.) GRIEVANCES

YOU WILL BE ALLOWED TO FILE A GRIEVANCE IF YOU BELIEVE YOU HAVE BEEN SUBJECTED TO ABUSE, HARASSMENT, VIOLATION OF YOUR CONSTITUTIONAL OR CIVIL RIGHTS, OR HAVE BEEN DENIED PRIVILEGES WITHOUT JUSTIFICATION, SUCH GRIEVANCES SHALL BE IN WRITTEN FORM AND SHALL BE ON PLAIN PAPER. THE TOP OF EACH PAGE MUST BE TITLED "GRIEVANCE".

GRIEVANCE PROCEDURE

THERE ARE 3 STEPS TO THE GRIEVANCE PROCEDURE:

STEP 1 - GRIEVANCE SHOULD BE ADDRESSED TO THE DAY SHIFT LT. OR SUPERVISOR.

STEP 2 - GRIEVANCE SHOULD BE ADDRESSED TO THE CAPTAIN OR MAJOR AND MUST HAVE THE STEP 1 WITH IT AND THE RESPONSE.

STEP 3 - GRIEVANCE SHOULD BE ADDRESSED TO THE JAILER AND MUST HAVE STEPS 1 AND 2 WITH IT AND THE RESPONSE FROM BOTH.

#### 7.) SEARCHES

WHILE YOU ARE HOUSED IN THE CARROLL COUNTY DETENTION CENTER YOUR PERSON AND YOUR PROPERTY ARE SUBJECT TO SEARCH AT ANY TIME. SEARCHES WILL BE CONDUCTED AS PRIVATELY AS POSSIBLE TO PROTECT YOUR DIGNITY. ALL STRIP SEARCHES WILL BE CONDUCTED BY A STAFF MEMBER OF THE SAME SEX AS YOURSELF. ANYTHING FOUND IN YOUR CELL THAT IS NOT LISTED OR MORE THAN WHAT IS LISTED WILL BE CONSIDERED CONTRABAND AND THROWN AWAY. EXAMPLE: EXTRA CLOTHES, PICTURES, SHOES, LETTERS, ANY HAND MADE ITEMS, ETC.

#### 8.) RACIAL SEGREGATION

THE INMATE CLASSIFICATION SYSTEM DOES NOT ALLOW DISCRIMINATION OR SEGREGATION BASED ON RACE, COLOR, CREED OR NATIONAL ORIGIN. ANY QUESTION YOU MAY HAVE CONCERNING YOUR CLASSIFICATION STATUS SHOULD BE DIRECTED TO A STAFF SUPERVISOR.

#### 9.) MEDICAL, DENTAL AND MENTAL HEALTH CARE

BY SIGNING FOR MEDICAL ATTENTION ALL INMATES WITH THE EXCEPTION FEDERAL WILL BE CHARGED A \$5.00 CO-PAYMENT. THERE MAY BE ADDITIONAL CHARGES AS FOLLOWS:

YOU HAVE THE RIGHT TO NECESSARY MEDICAL, DENTAL AND MENTAL HEALTH CARE, AS AVAILABLE IN THE COMMUNITY. IF YOU FEEL YOU NEED SUCH CARE, YOU MUST FILL OUT A REQUEST SLIP FOR MEDICAL CARE. MED SLIPS CAN BE PICKED UP AT ANY MED CALL AND THAT SLIP IS TO BE FILLED OUT AND RETURNED AT THE NEXT MED CALL. SICK CALL IS CONDUCTED THREE (3) TIMES A WEEK. IF YOU HAVE AN EMERGENCY, MAKE SURE YOU TELL A JAIL OFFICER AS SOON AS POSSIBLE. ANY MEDICAL BILLS WILL BE YOUR RESPONSIBILITY TO PAY UNLESS YOU ARE DEEMED TO BE INDIGENT PURSUANT TO KRS.441.045 AND KRS 31.120 (NECESSARY MEDICAL CARE IS THAT OF ANY EMERGENCY NON-ELECTIVE NATURE THAT CANNOT BE POSTPONED UNTIL AFTER THE PERIOD OF CONFINEMENT WITHOUT HAZARD TO THE LIFE OR HEALTH OF THE INMATE) DEFINITION OF INDIGENT BEING AN INMATE WHO HAS NO MONEY AND NO FAMILY. THE FOLLOWING FEES APPLY FOR MEDICAL CARE.

- 1.) NURSE OR DOCTORS VISIT - \$30.00 EACH VISIT DENTAL, MENTAL HEALTH CONT.
- 2.) PRESCRIPTION - YOU ARE RESPONSIBLE FOR 100% OF THE COST FOR ANY AND ALL MEDICATIONS.
- 3.) DENTAL - YOU ARE RESPONSIBLE FOR 100% OF THE COST FOR ANY AND ALL CHARGES.
- 4.) MENTAL HEALTH - SAME AS DENTAL
- 5.) MEDICATIONS - ALL OVER THE COUNTER MEDS WILL NEED TO BE PRE- APPROVED BY THE NURSE AND OR DOCTOR BEFORE FRONT OFFICE WILL ACCEPT. ONLY UNOPENED OVER THE COUNTER MEDICATIONS WILL BE ACCEPTED THROUGH THE FRONT OFFICE, MONDAY THRU FRIDAY AND SATURDAY FROM 9AM TO 4PM.  
PRESCRIPTIONS - THEY WILL BE CHECKED BY OUR NURSE AND OR DOCTOR BEFORE BEING GIVEN TO THE INMATE. ALL PRESCRIPTIONS ARE TO BE IN THEIR PROPER CONTAINER WITH THE PROPER COUNT AND UP TO DATE. NURSE AND OR DOCTOR HAS THE RIGHT TO DISCONTINUE OR STOP NON-LIFE SUBSTAINING MEDS.
- 6.) ANY INMATE THAT RETAINS OR KEEPS MEDICATION AND DOES NOT TAKE AT THE TIME THE MEDS ARE GIVEN, WILL LOSE THE RIGHT TO HAVE THE MEDICATION. MEDICATION WILL BE GIVEN 2 OR 3 TIMES A DAY AND THE MEDICATION IS TO BE TAKEN AT THE TIME IT IS GIVEN TO YOU. NOT TO HOLD TO TAKE AS YOU AN INMATE WANTS. ONCE A INMATE IS CAUGHT RETAINING MEDS, THE MEDS WILL BE REMOVED FROM THE CART AND PLACED IN LOCKUP UNTIL THE JAILER OR DESIGNEE RECIEVES THE NOTICE AND AT THAT TIME THE NURSE AND DOCTOR WILL BE ADVISED TO SEE IF THE MEDS CAN BE DISCONTINUED AND TO SEE IF CHARGES CAN BE PLACED AGAINST THE INMATE FOR PROMOTING CONTRABAND.

#### ALL STATE INMATES MEDICAL FEES

- 1.) NURSE, DOCTORS, PRESCRIPTIONS MENTAL HEALTH - YOU WILL BE RESPONSIBLE FOR A CO-PAYMENT OF \$10.00 FOR EACH
- 2.) DENTAL - IF YOU WANT OTHER DENTAL WORK BESIDES PULLING, YOU WILL BE RESPONSIBLE FOR 100% OF THE COST (CLEANING, ROOT CANAL, FILLING, ETC) DENTAL APPOINTMENTS FOR PULLING. A CO-PAYMENT OF \$35.00 PLUS \$10.00 EACH TOOTH PULLED. ALL FEDERAL INMATES ARE EXCLUDED FROM MEDICAL CHARGES.
- 3.) MEDICATION - ONLY UNOPENED OVER THE COUNTER MEDICATION WILL BE ACCEPTED THROUGH THE FRONT OFFICE, PRESCRIPTIONS - THEY WILL BE CHECKED BY OUR NURSE BEFORE GIVEN TO THE INMATE. THEY ALSO NEED TO BE IN THEIR PROPER CONTAINER WITH PROPER COUNT.

10.) VISITATION

VISITING HOURS ARE ON WEDNESDAY AND SATURDAY. FRIENDS AND RELATIVES MUST CALL THE CARROLL COUNTY DETENTION CENTER TO SCHEDULE AN APPOINTMENT. CALL MON. OR TUES. FOR A WED VISIT - CALL THURS OR FRI FOR A SAT VISIT. OFFICE HOURS ARE 9am TILL 4pm MON - SAT. THE PHONE NUMBER IS 502.732.9542. ONLY ONE VISIT PER WEEK, IF MORE THAN ONE VISITOR, WE WILL ALLOW UP TO A TOTAL OF 30 MINUTES TO BE DIVIDED BY THE VISITORS.

#### 11.) MEALS

MEALS WILL BE SERVED AS CLOSE TO THE FOLLOWING SCHEDULE AS POSSIBLE:

BREAKFAST: BETWEEN 6:30AM - 7:00AM

LUNCH: AT 12 NOON

DINNER: 5:00PM - 5:30PM

IF YOU REQUIRE A SPECIAL DIET FOR MEDICAL OR RELIGIOUS PURPOSES, INFORM JAIL STAFF UPON ADMISSION AND YOU WILL THEN NEED TO PROVIDE VERIFICATION FROM YOUR DOCTOR OR CLERGYMAN.

#### 12.) PROGRAMS

A.) RELIGIOUS SERVICES - YOU WILL BE ALLOWED TO PRACTICE YOUR RELIGION WITHIN THE LIMITS NECESSARY TO MAINTAIN INSTITUTIONAL ORDER AND SECURITY.

RELIGIOUS SERVICES WILL BE HELD ON: (TIMES ARE SUBJECT TO CHANGE) THURSDAY NIGHT - FEMALES - 7PM TILL 8PM, MALES - 8PM - 9PM SUNDAY AFTERNOON FEMALES - 1PM - 2PM MALES - 2PM - 3PM, SUNDAY NIGHT FEMALES - 7PM - 8PM, MALES - 8PM - 9PM.

B.) RECREATION - INDOOR, TV, GAMES, CARDS, ETC 3 HOURS OF OUTDOOR REC PER WEEK AS LONG AS WEATHER PERMITS, NOT ABOVE 95 DEGREES NOR BELOW 32 DEGREES.

C.) LIBRARY - LIBRARY FACILITIES ARE AVAILABLE AT THE TIME OF YOUR OUT DOOR REC. LIBRARY IS USED FOR OTHER PROGRAMS SO MAY NOT ALWAYS BE AVAILABLE.

D.) WORK - UNSENTENCED INMATES ARE NOT REQUIRED TO WORK EXCEPT TO DO PERSONAL HOUSEKEEPING, STAFF WILL INSPECT YOUR LIVING AREA DAILY. IF YOUR LIVING AREA IS NOT KEPT CLEAN, DISCIPLINARY ACTION WILL BE TAKEN

E.) GED - MONDAY AND WEDNESDAY NIGHT, FEMALES 6PM - 7PM MALES - 7PM - 8PM (SUBJECT TO CHANGE)

F.) A. A. - TUESDAY, FEMALES 6PM - 7PM, MALES - 7PM - 8PM (SUBJECT TO CHANGE)

13.) FOR SECURITY REASONS AND OR VIOLATION OF ANY RULES YOU MAY BE KEPT FROM PARTICIPATING IN ANY PROGRAMS OR RECEIVE OTHER DISCIPLINARY ACTIONS.

#### RULES

\*\* NO TOBACCO PRODUCTS ON JAIL PROPERTY

1.) NO SITTING ON TABLE TOPS ANY WHERE IN THE JAIL

2.) DISOBEYING AN OFFICER

3.) LYING TO ANY OFFICER

4.) FIGHTING, MOLESTING

5.) MINOR DAMAGES TO FACILITY PROPERTY

6.) PASSING ITEMS FROM CELL TO CELL

7.) ATTEMPTING TO CONTROL THE BEHAVIOR OF ANOTHER

8.) DISRUPTION OF FOOD SERVICE OR ANY OTHER PROGRAMS OR ACTIVITY.

9.) ABUSING COMMISSARY, VISITING OR TELEPHONE PRIVILEGES.

10.) STOPPAGE OR PLACEMENT OF FOREIGN MATTER INTO THE TOILET OR SINK OR SHOWER DRAIN

11.) RETENTION OF ANY MEDICATION ISSUED AT THIS FACILITY

12.) WRITING ON THE WALL OR FURNITURE

13.) WALKING AROUND IMPROPERLY DRESSED. UNIFORM TO BE ON AT ALL TIMES WHEN

LEAVING YOUR DORM.

14.) POSSESSION OF ANY ITEMS NOT ON THE LIST OF PERMITTED ITEMS OR AUTHORIZED BY JAIL STAFF. ITEMS WHICH ARE ITEMS SOLD IN THE COMMISSARY OR CANTEEN AND THERE IS A LIMIT OF HOW MANY ITEMS YOU CAN HAVE AT ONE TIME. ANYTHING OVER THAT LIMIT IS CONTRABAND AND WILL BE TAKEN/DISPOSED OF.

15.) TV., PHONE AND LIGHTS OFF AT MIDNIGHT, CELLS 130-147 AND 119 MAY BE LOCKED DOWN AT MIDNIGHT ALSO.

16.) SERIOUS VIOLATIONS INCLUDE ACTS WHICH ARE VIOLATION OF STATUTORY LAWS AND/OR PRESENT A THREAT TO THE SECURITY OF THE REGIONAL JAIL, SUCH ACTS INCLUDE BUT ARE NOT LIMITED TO WHAT IS LISTED BELOW:

A.) REPEATED MAJOR VIOLATIONS

B.) ASSAULT ON ANOTHER INMATE, STAFF MEMBER OR VISITOR

C.) ESCAPE OR ATTEMPTING TO ESCAPE, OR ASSISTING ANOTHER TO ESCAPE.

D.) POSSESSION OF ALCOHOLIC BEVERAGES OR DRUGS

E.) THEFT

F.) DAMAGE TO FACILITY PROPERTY IN ANY WAY

G.) INTERFERING WITH SECURITY OPERATION OF THE FACILITY

H.) ARSON

I.) POSSESSION OF ANYTHING THAT COULD BE USED AS A WEAPON OR A CHEMICAL AGENT. ANY OTHER OBJECT WHICH HAS BEEN MODIFIED SO THAT IT MAY BE USED AS A WEAPON.

J.) CREATION OR INCITING A RIOT DISCIPLINARY ACTION WHICH MAY BE TAKEN AGAINST YOU INCLUDE: ISOLATION AND OR LOSS OF ALL INMATE PRIVILEGES.

IF THE VIOLATION IS CONSIDERED TO BE A CRIMINAL ACT UNDER THE LAWS OF THE COMMONWEALTH OR THE UNITED STATES OF AMERICA YOU WILL BE PROSECUTED!!!

14.) MONEY RECEIVED FOR INMATES

ALL MONEY LEFT FOR INMATES MUST BE A MONEY ORDER (NO CASH WILL BE ACCEPTED.) MONEY ORDERS WILL ONLY BE TAKEN AT THE ADMINISTRATION OFFICE MONDAY THROUGH FRIDAY BETWEEN THE HOURS OF 9AM AND 4PM AND SATURDAY BETWEEN THE HOURS OF 9AM TO 3PM OR BY US MAIL. ALL MONEY FOR CANTEEN MUST BE IN AT LEAST TWO DAYS PRIOR TO CANTEEN. ANY MONEY NOT CLAIMED WITHIN 90 DAYS AFTER AN INMATE IS RELEASED WILL BECOME THE PROPERTY OF THE CANTEEN ACCOUNT. WEEKENDERS MAY BUY AN EMERGENCY PACK UPON ENTERING THE JAIL IF ALL FEES ARE PAID AND THE INMATE HAS MONEY ON HIS ACCOUNT FOR THE COST OF THE PACK. MONEY ORDERS ARE TO BE IN YOUR NAME, YOU ARE NOT TO HAVE MONEY PLACED ON ANOTHER INMATES ACCOUNT, TO KEEP FROM PAYING FEES. IF CAUGHT YOU WILL LOSS CANTEEN PRIVILEGES. BOTH INMATES WILL LOSS CANTEEN, THE ONE GIVING AND RECEIVING. ALL YOUR MONEY WILL BE APPLIED TO YOUR JAIL FEES.

15.) CANTEEN

CANTEEN WILL RUN 2 DAYS A WEEK (SCHEDULE WILL BE POSTED AND SUBJECT TO CHANGE) CANTEEN DAYS ARE ON TUESDAY AND FRIDAY. ALL ITEMS WILL BE PURCHASED THROUGH CANTEEN. INDIGENT INMATES WILL BE PROVIDED SOAP, 3 SHEETS OF WRITING PAPER PER WEEK AND ONE PENCIL, 2 STAMP ENVELOPED. IF YOU ARE FOUND NOT TO BE INDIGENT, YOU MUST REPAY THE CANTEEN FOR THE ITEMS GIVEN TO YOU.

16.) HAIRCUTS

THE JAIL WILL PROVIDE HAIR TRIMMERS ONCE A WEEK ON WEDNESDAY NIGHT AS LONG AS THEY ARE AVAILABLE. JAIL STAFF WILL NOT GIVE OR ASSIST IN GIVING HAIR CUTS.

17.) LIBRARY

LIBRARY FACILITIES WILL BE AVAILABLE. YOU WILL BE RESPONSIBLE FOR THE BOOKS THAT YOU ARE USING. IF IT IS DAMAGED, YOU WILL BE REQUIRED TO PAY FOR THE

BOOK.

18.) FINAL SENTENCED STATE INMATES/PAROLE VIOLATORS

THE STAFF HERE AT THE CARROLL COUNTY REGIONAL DETENTION CENTER HAS NO CONTROL OVER HOW LONG AN INMATE IS HELD HERE. THE DEPARTMENT OF CORRECTIONS IS THE ONLY ONE WHO HAS CONTROL OVER AN INMATE'S STAY HERE. WE ALSO ARE NOT NOTIFIED OF WHO WILL MEET THE PAROLE BOARD UNTIL A FEW WEEKS BEFORE THE BOARD MEETS. WE WILL LET YOU KNOW AS SOON AS WE KNOW.

19.) PROPERTY STORAGE

YOU WILL HAVE 30 DAYS FROM THE ARRIVAL TO HAVE ALL EXCESS PROPERTY PICKED UP. IF NOT PICKED UP WITHIN 30 DAYS, IT WILL BE MAILED AT YOUR COST OR WILL BE DESTROYED. UPON ARRIVAL AT CARROLL COUNTY DETENTION CENTER, YOU WILL BE TOLD WHAT ITEMS YOU MAY KEEP. ANY ITEMS NOT ALLOWED IS EXCESS PROPERTY AND WILL BE SHIPPED OUT.

20.) TOBACCO FREE

THIS IS A TOBACCO FREE FACILITY. NO TOBACCO PRODUCTS BROUGHT FROM OUTSIDE WILL BE ALLOWED INTO THIS JAIL.

21.) INMATE PROPERTY THROUGH FRONT OFFICE

NO PROPERTY WILL BE ACCEPTED AFTER OFFICE HOURS. PROPERTY CAN BE BROUGHT IN ONCE EVERY 3 MONTHS IF APPLICABLE. THEY CAN HAVE 7 PAIRS OF SOCKS -WHITE ONLY 7-WHITE TEE SHIRTS (NO POCKETS, NO V-NECK, NO SLEEVELESS, 7-PAIR OF WHITE UNDERWEAR, NO BUTTONS, ZIPPERS, INITIALS ARE TO BE PUT ON ALL CLOTHING WITH A PERMANENT MARKER OR STITCHING. ON EXCHANGING CLOTHES AFTER THE 3 MONTH PERIOD. ALL OLD CLOTHES MUST BE IN THE OFFICE BEFORE NEW ONES WILL BE ACCEPTED; EXCHANGES WILL NOT BE DONE ON SATURDAY. AFTER THE RELEASE OF AN INMATE, ALL PERSONAL PROPERTY LEFT OVER 30 DAYS AT CCDC WILL BE DONATED TO CHARITY OR DESTROYED. WEEKENDERS MAY BRING THESE ITEMS IN WITH THEM.

22.) THERE IS TO BE NO PASSING OF ANYTHING FROM ONE CELL TO ANOTHER, SUCH AS CANTEEN ITEMS, CLOTHES, MAIL, PICTURES, ETC.

ITEMS ALLOWED IN POSSESSION AT ONE TIME

- 1.) T-SHIRTS -WHITE -7
- 2.) WHITE SOCKS - 7
- 3.) UNDERWEAR-WHITE - 7
- 4.) EYEGLASSES 1-PAIR
- 5.) BIBLE - 1 BIBLE MUST COME FROM THE JAIL
- 6.) LETTERS 5 FROM OUTSIDE THE JAIL
- 7.) PICTURES 3 NO POLAROID (4X6 ONLY)
- 8.) WRITING PAPER 5 SHEETS OR 1 WRITING PAD
- 9.) LEAD PENCILS 5 AND 1 FULL PACK OF COLORING PENCILS, ALL PENCILS MUST BE KEPT TOGETHER
- 10.) LEGAL MATERIAL
- 11.) STAMPED ENVELOPES 5 SOLD THRU THE CANTEEN
- 12.) ADDRESS BOOK 1 SOLD THRU THE CANTEEN
- 13.) COMB AND HAIRBRUSH 1 EACH SOLD THRU CANTEEN
- 14.) TOOTHBRUSH AND HOLDER, TOOTHPASTE 1 SOLD THRU CANTEEN
- 15.) SOAP 2 SOLD THRU CANTEEN
- 16.) DEODORANT 2 SOLD THRU CANTEEN
- 17.) WALKMAN RADIO 1 SOLD THRU CANTEEN
- 18.) BATTERIES FOR WALKMAN ONLY 4 YOU MUST RETURN OLD BATTERIES BEFORE BUYING NEW ONES

- 19.) SOFT BACK BOOKS 3, HARD BACK BOOKS , NO NEWSPAPERS OR MAGAZINES
- 20.) OTHER ITEMS FROM CANTEEN WHICH ARE LIMITED ON THE CANTEEN SLIPS. YOU ARE NOT TO HAVE MORE THAN THE CANTEEN SLIP LIST AT ONE TIME. ANYTHING OVER THE LIMIT ON CANTEEN SLIP IS CONSIDERED CONTRABAND AND WILL BE TAKEN AND NOT RETURNED.
- 21.) NO JUNK MAIL OR MAGAZINES
- 22.) ONLY MONEY ORDERS FOR YOUR CANTEEN WILL BE ACCEPTED
- 23.) ANYTHING NOT LISTED WILL BE DECIDED UPON BY THE JAILER
- 24.) ALL ITEMS TO BE KEPT IN YOUR PROPERTY BOX OR ON YOURSELF

#### ONCE AGAIN RULES OF THE JAIL

BELOW IS A LIST OF RULES AND REGULATIONS THAT WILL BE STRICTLY ENFORCED BY ALL JAIL STAFF. ALL INMATES ARE EXPECTED TO ABIDE BY THESE RULES. IF THE RULES BELOW ARE VIOLATED, ACTION WHICH MAY BE TAKEN AGAINST YOU INCLUDES: ISOLATION AND LOSS OF ALL INMATE PRIVILEGES. IF THE VIOLATION IS CONSIDERED TO BE A CRIMINAL ACT UNDER THE LAWS OF THE COMMONWEALTH OF KENTUCKY YOU WILL BE PROSECUTED.

#### \*\* NO TOBACCO PRODUCTS

- 1.) DO NOT DISOBEY AN OFFICER
- 2.) DO NOT LIE TO AN OFFICER
- 3.) NO FIGHTING OR MOLESTING
- 4.) NO HORSEPLAY
- 5.) NO MINOR DAMAGES TO FACILITY, TO INCLUDE: STICKING THINGS ON THE WALLS, DOORS AND LIGHT FIXTURES WITH ANYTHING. NO PLAYING WITH LIGHT SWITCHES.
- 6.) DO NOT ATTEMPT TO CONTROL THE BEHAVIOR OF ANOTHER INMATE THROUGH COERCION, FORCE OR THREAT
- 7.) THERE WILL BE NO DISRUPTION OF FOOD SERVICES, RELIGIOUS OR MEDICAL SERVICES OR ANY OTHER PROGRAMS OR ACTIVITIES
- 8.) DO NOT ABUSE COMMISSARY, VISITATION, OR TELEPHONE PRIVILEGES
- 9.) THERE IS TO BE NO STOPPAGE OR PLACEMENT OF FOREIGN MATTER INTO THE TOILET, SICK OR SHOWER DRAIN.
- 10.) THERE IS TO BE NO RETENTION OF MEDICATION ISSUED AT MED CALL THERE IS TO BE NO MEDICATION IN THIS FACILITY EXCEPT IN THE MED ROOM, MEDICATION IS TO BE TAKEN AT MED CALL ONLY.
- 11.) THERE IS TO BE NO WRITING ON THE WALLS, DOORS, WINDOWS OR FURNITURE OR UNIFORMS
- 12.) YOU MUST HAVE YOUR JAIL UNIFORM ON IN THE HALLS AT ALL TIMES
- 13.) ALL ITEMS IN YOUR POSSESSION MUST BE ITEMS THAT ARE ON THE LIST OF PERMITTED ITEMS OR AUTHORIZED BY MICHAEL W. HUMPHREY
- 14.) ALL ITEMS MUST BE KEPT IN YOUR BOX OR SHELF, NOTHING IN THE WINDOW, ANYTHING FOUND IN WINDOWS WILL BE CONFISCATED.
- 15.) DO NOT SIT ON TABLE TOPS
- 16.) NO BEATING ON WINDOWS OR DOORS UNLESS IT IS AN EMERGENCY (EXAMPLES: FIRE, FIGHT/LIFE OR DEATH)
- 17.) DO NOT COME OUT OF YOUR DORM UNLESS ORDERED BY A GUARD
- 18.) DO NOT CLOSE INDIVIDUAL CELL DOORS UNLESS AUTHORIZED BY A GUARD.
- 19.) DO NOT ASSAULT OTHER INMATES, STAFF MEMBERS OR VISITORS, VERBALLY OR PHYSICALLY
- 20.) DO NOT ESCAPE, ATTEMPT TO ESCAPE OR AID IN THE ESCAPE OF ANOTHER INMATE
- 21.) NO ALCOHOLIC BEVERAGES OR DRUGS PERMITTED ON THE PROPERTY OF C.C.D.C.
- 22.) NO STEALING FROM ANYONE
- 23.) DO NOT INTERFERE WITH THE SECURITY OPERATION OF THE FACILITY
- 24.) DO NOT START FIRES.
- 25.) DO NOT HAVE POSSESSION OF A WEAPON OR CHEMICAL AGENT OR ANY OTHER

OBJECT WHICH HAS BEEN MODIFIED SO THAT IT MAY BE USED AS A WEAPON

- 26.) DO NOT CREATE OR INCITE A RIOT
- 27.) COOPERATE FULLY WITH ALL PERSONNEL OF THE INSTITUTION
- 28.) YOU MUST BE IN PROPER UNIFORM WHEN MEALS ARE SERVED. ALSO THE ONLY CUPS THAT ARE TO BE USED ARE THE BROWN JAIL ISSUED CUPS, NOTHING ELSE
- 29.) CARRY OUT ALL WORK ASSIGNMENTS THAT ARE GIVEN TO YOU
- 30.) KEEP YOU PERSONAL APPEARANCE NEAT AND SHOWER REGULARLY DO NOT LEAVE THE DORM AREA UNLESS FULLY DRESSED
- 31.) PLACE ALL TRASH IN THE TRASH CANS LOCATED IN YOU LIVING AREA
- 32.) DO NOT LAY DOWN ON ANOTHER INMATES BED
- 33.) OBSERVE STRICT SILENCE AFTER LIGHTS OUT IN THE EVENING. INMATES ARE NOT PERMITTED TO GROUP TOGETHER, EITHER BEDSIDE OR IN THE BATHROOM OR SHOWER AREAS OR INDIVIDUAL CELL. ALSO, WHEN LOCKDOWN IS ANNOUNCED, GO TO YOUR PODS AND SHUT YOUR DOORS (130-147) AND 119
- 34.) REMAIN IN YOUR LIVING AREA AT ALL TIMES UNLESS YOU ARE GIVEN PERMISSION OR CALLED BY A DEPUTY FOR MED CALL, VISITATION OR OTHER ASSIGNMENTS.
- 35.) UTILIZE THE FACILITIES TO WHICH YOU ARE ASSIGNED, INMATES ARE NOT PERMITTED TO VISIT OTHER LIVING AREAS OR STAND IN DOORWAYS YELLING AT OTHER LIVING AREAS OR TALK WITH INMATES FROM OTHER LIVING AREAS.
- 37.) OBSERVE ALL RULES AND REGULATIONS WHICH ARE COVERED IN THE INMATE HANDBOOK. IF YOU ARE IN NEED OF A HANDBOOK, ASK A DEPUTY FOR ONE.
- 38.) DURING YOUR STAY IN THE C.C.D.C. YOU WILL BE EXPECTED TO ASSIST WITH THE CLEANING AND SANITATION OF THE JAIL
- 39.) NO GAMBLING
- 40.) YOU ARE RESPONSIBLE FOR ALL ITEMS AND UNIFORMS ISSUED TO YOU AT C.C.D.C. YOU ARE NOT TO HAVE ANY EXTRA ITEMS SUCH AS LINENS, UNIFORMS, MATS, ETC.
- 41.) AT NO TIME IS AN INMATE TO STAND AROUND OR LOOK INTO THE CONTROL ROOM. ALSO, NO TALKING TO THE DEPUTY IN THE CONTROL ROOM.

INMATES TO COURT (DISTRICT OR CIRCUIT)

THE FOLLOWING ARE RULES AND DRESS CODES FOR INMATES GOING TO COURT FROM CARROLL COUNTY DETENTION CENTER.

- 1.) IF NOT IN DETOX, YOU MUST BE IN JAIL UNIFORM
- 2.) NO TENNIS SHOES OR REGULAR SHOES, MUST WEAR JAIL ISSUE SHOWER SHOES
- 3.) NO CIGARETTES TAKEN TO COURT
- 4.) NO PENCILS TAKEN TO COURT
- 5.) NO NOTES TAKEN TO COURT, ONLY PAPERS ALLOWED ARE LEGAL PAPERS PERTAINING TO YOUR CASE.
- 6.) NO TALKING TO OR SIGN LANGUAGE TO ANYONE IN THE COURTROOM, BESIDES THE JUDGE OR LAWYER WHEN THEY ARE TALKING TO YOU.

INMATES AS OF JULY 16, 2000

KRS ALLOWS JAILS TO CHARGE FEES TO INMATES:

- 1.) UPON ENTERING C.C.D.C. YOU WILL BE CHARGED A BOOKING FEE OF \$25.00, \$5.00 PHONE CARD, FINGERPRINTING FEE OF \$10.00 (IF PRINTED), RELEASE FEE OF \$15.00, AND A 1ST DAY OF STAY (PER DIEM) \$30.00 FOR A TOTAL OF \$85.00 OR MORE DEPENDING ON THE COUNTY YOU ARE BEING HOUSED FOR.
- 2.) THIS AMOUNT WILL BE COLLECTED ASAP FROM THE MONEY IN YOUR POSSESSION AND ANY MONEY ADDED TO YOUR CANTEEN
- 3.) FOR EACH DAY THAT YOU STAY PAST THE HOUR OF MIDNIGHT, YOU WILL BE CHARGED (PER DIEM)
- 4.) IF PLACED INTO POPULATION, ALL INMATES WILL BE CHARGED FOR A HYGIENE KIT



AT THE FEE OF \$25.00

5.) SPLIT SENTENCE PAY \$30.00 PER DAY. EXAMPLE: FRIDAY FROM 7PM UNTIL MIDNIGHT IS 1 DAY. EACH DAY YOU ARE IN JAIL PAST MIDNIGHT IS \$30.00 A DAY. FROM FRIDAY TO SUNDAY IS A TOTAL OF \$90.00

6.) INMATES BEING BOOKED IN AS A STATE INMATE WILL NOT BE CHARGED A FEE EXCEPT FOR A HYGIENE KIT.

7.) WORK RELEASE WILL PAY ALL FEES FOR DAYS THAT THEY WORK PLUS \$10.00 PER DIEM FOR DAYS STAYING IN JAIL. YOU WILL PAY \$30.00 PER DIEM

8.) UPON YOUR RELEASE WE WILL TRY TO COLLECT ALL OUTSTANDING MONIES OWED. IF WE ARE UNABLE TO DO SO, YOU WILL BE RESPONSIBLE TO MAKE MONTHLY PAYMENTS TO THE CARROLL COUNTY DETENTION CENTER MONDAY THRU FRIDAY 9AM - 4PM

9.) IF RELEASED AT NIGHT OR ON WEEKEND, WE WILL PROVIDE YOU WITH A BILLING STATEMENT. THE AMOUNT OWED AND THE AMOUNT TO BE PAID EACH MONTH WILL BE ON THE STATEMENT YOU WILL HAVE 30 DAYS TO START MAKING PAYMENTS ON YOUR ACCOUNT. IF NO PAYMENTS MADE YOUR ACCOUNT WILL BE TURNED OVER TO A COLLECTION AGENCY.

CARROLL COUNTY DETENTION CENTER  
800 CLAY STREET - CARROLLTON, KY 41008 PHONE: 502-732-9499 FAX 502-732-9544  
MICHAEL W HUMPHREY, JAILER

JAIL FEES AND COSTS

1.) WESTERN UNION PICKUP .....	\$25.00
2.) SPLIT SENTENCE EACH DAY.....	\$30.00
3.) DISTRICT COURT WORK RELEASE.....	\$35.00
4.) CIRCUIT COURT WORK RELEASE.....	\$35.00
5.) MEDICAL SLIP (EVERY INMATE).....	\$ 5.00
6.) DOCTOR/NURSE VISIT STATE INMATE (CO-PAYMENT).....	\$ 5.00
7.) DOCTOR/NURSE VISIT COUNTY INMATES.....	\$30.00
8.) MEDICATION FOR STATE INMATES.....	\$10.00
9.) MEDICATION FOR COUNTY INMATE.....	100% OF COST
10.) DENTAL FOR COUNTY INMATES.....	100% OF COST
11.) DENTAL FOR STATE INMATES (CO-PAY).....	\$35.00
12.) DENTAL FOR STATE INMATE EACH TOOTH PULLED (CO PAY)	\$10.00
13.) HYGIENE KIT.....	\$25.00
14.) BOND FEE (\$5.00 JAIL, \$25.00 COURT).....	\$30.00
15.) DRUG TEST.....	\$35.00 to \$85.00
16.) TRANSPORT - PER; MILE.....	\$ .35
17.) TRANSPORT PER OFFICER AN HOUR.....	\$20.00
18.) BOOKING FEE.....	\$25.00
19.) RELEASE FEE.....	\$15.00
20.) DAILY BOARD FEE.....	\$30.00
21.) FINGER PRINTING.....	\$10.00
22.) PHONE CARD.....	\$5.00

CARROLL COUNTY  
REGIONAL DETENTION CENTER

INMATE ORIENTATION

MICHAEL W. HUMPHREY  
JAILER

508.025 ASSAULT IN THE THIRD DEGREE

(1) A PERSON IS GUILTY OF ASSAULT IN THE THIRD DEGREE WHEN

(A) WITH RECKLESSNESS HE CAUSES OR ATTEMPTS TO CAUSE PHYSICAL INJURY TO STATE, COUNTY, CITY OR FEDERAL PEACE OFFICERS, EMPLOYEES OF A DETENTION FACILITY, OR PROBATION AND PAROLE OFFICERS BY MEANS OF DEADLY WEAPON OR A DANGEROUS INSTRUMENT OR

(B) BEING A PERSON CONFINED IN A DETENTION FACILITY, HE INFLICTS PHYSICAL INJURY UPON AN EMPLOYEE OF THE DETENTION FACILITY.

(C) ASSAULT IN THE THIRD DEGREE IS A CLASS D FELONY

CARROLL COUNTY DETENTION CENTER  
INMATE ASSIGNED PROPERTY

\*CONDITION OF PROPERTY WHEN ISSUED OUT

G = GOOD, F = FAIR, P = POOR IF POOR PUT DOWN WHAT IS WRONG WITH IT ON "OTHER"

MATTRESS \_\_\_\_\_ PILLOW \_\_\_\_\_ PILLOW CASE \_\_\_\_\_

#1 SHEET \_\_\_\_\_ #2 SHEET \_\_\_\_\_ BLANKET \_\_\_\_\_

PROPERTY BOX \_\_\_\_\_ JUMPSUIT \_\_\_\_\_ PANTS \_\_\_\_\_

SHIRT \_\_\_\_\_

OTHER \_\_\_\_\_

IF ANY OF THE ASSIGNED PROPERTY IS MISSING OR DAMAGED BESIDES NORMAL WEAR AND TEAR, IT WILL BE THE RESPONSIBILITY OF THE INMATE TO PAY FOR IT.

\_\_\_\_\_  
INMATES SIGNATURE DATE

\*CONDITION OF ASSIGNED PROPERTY WHEN RETURNED

G=GOOD, F=FAIR, P=POOR, IF POOR PUT DOWN WHAT IS WRONG WITH IT ON "OTHER"

MATTRESS \_\_\_\_\_ PILLOW \_\_\_\_\_ PILLOW CASE \_\_\_\_\_

#1 SHEET \_\_\_\_\_ #2 SHEET \_\_\_\_\_ BLANKET \_\_\_\_\_

PROPERTY BOX \_\_\_\_\_ JUMPSUIT \_\_\_\_\_ PANTS \_\_\_\_\_

SHIRT \_\_\_\_\_

OTHER \_\_\_\_\_

CARROLL COUNTY DETENTION CENTER  
HEALTH RULES FOR INMATES

1. AS AN INMATE LODGED IN HTE CARROLL COUNTY DETENTION CENTER AT NO TIME SHOULD YOU WEAR OTHER INMATES CLOTHING OR UNIFORM
  - a. USE OTHER INMATES COMBS / BRUSHES OR ANY OTHER PERSONAL HYGIENE ITEMS
  - b. SIT, LAY ON OR WITH OTHER INMATES AT ANY TIME
  - c. LAY ON OTHER INMATES BEDS, MATTS AND OR BEDDING
  - d. HAVE PERSONAL PHYSICAL CONTACT WITH ANOTHER INMATE.
2. THE RULES LISTED ABOVE ARE FOR YOU OWN HEALTH AND HYGIENE SAFETY WHILE YOU ARE HOUSED AT THIS FACILITY.
3. THERE ARE INDIVIDUALS WHO WILL COME INTO THIS FACILITY WITH VARIOUS HEALTH PROBLEMS SUCH AS LICE, SCABIES, VERMIN, MRSA, ETC. THAT MAY BE TRANSMITTED BY TOUCH, USE OF OTHERS BEDDING, CLOTHING, COMBS AND BRUSHES.
4. IF AT ANYTIME, YOU AS AN INMATE ARE IN NEED OF TREATMENT FOR ANY MEDICAL CONDITION, YOU NEED TO FILL OUT A MED SLIP. IF YOU SEE SOMEONE ELSE IN YOUR AREA THAT IS IN NEED OF MEDICAL TREATMENT AND WILL NOT FILL OUT A MED SLIP, WRITE A LETTER TO THE JAILER WITH THE PERSONS NAME AND PROBLEM AND WE WILL INVESTIGATE.
5. ALL INMATES ARE SHOWERED BEFORE ENTERING GENERAL POPULATION (IF YOU ARE NOT OFFERED A SHOWER PLEASE WRITE A LETTER TO THE JAILER) MEDICATED SOAP IS DISPENSED THROUGH THE WATER TO AID IN THE REMOVAL OF LICE AND ACT AS A SKIN DISINFECTANT. THIS TREATMENT MAY NOT BE EFFECTIVE ON SOMEONE WHO HAS AN ADVANCED CASE OF LICE OR BODY VERMIN. A SECOND TREATMENT MAY BE NEEDED, IF THIS IS THE CASE YOU NEED TO FILL OUT A MED SLIP TO RECEIVE THIS SECOND TREATMENT.

CARROLL COUNTY DETENTION CENTER

ACKNOWLEDGE OF RECEIPT  
OF INMATE ORIENTATION

I ACKNOWLEDGE THAT I HAVE BEEN GIVEN A COPY OF THE INMATE ORIENTATION, INMATE GRIEVANCE PROCEDURES AND PRISON RAPE ELIMINATION ACT (PREA), IF NECESSARY, HAVE HAD IT EXPLAINED TO ME.

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INMATE SIGNATURE DATE

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DEPUTY SIGNATURE DATE