



# WALTON COUNTY JAIL INMATE HANDBOOK



**Walton County Sheriff's Office, Jail Operations Division**

**Dustin Burlison, Director of Jail Operations**

**This handbook is the property of the Walton County Jail. Destroying, altering, writing, or damaging this handbook is a violation of Florida Model Jail Standards and agency policy. Violators are subject to criminal, administrative or financial penalties.**

**IT IS IMPORTANT THAT YOU READ AND KNOW THE CONTENTS OF THIS HANDBOOK. THIS IS YOUR INFORMATION. IT IS YOUR RESPONSIBILITY TO SEEK CLARIFICATION ON ANYTHING IN THE HANDBOOK THAT YOU DO NOT UNDERSTAND.**

This handbook is intended for your use while incarcerated in the Walton County Jail. It is provided to help you understand the general rules, procedures, and routines during your confinement in the Walton County Jail. It also defines your responsibilities, rights, privileges you may earn, and disciplinary actions that may be taken should you fail to comply with these regulations, or any lawful orders given by staff. You are required to read this handbook in its entirety and abide by its guidelines.

This handbook also contains valuable information about programs and services available to you during your incarceration. We encourage you to take advantage of the programs offered. If you have questions not covered in this handbook, facility personnel are available to assist with answers.

We are committed to providing safe, secure, and humane detention during your time here.

A handwritten signature in cursive script that reads "Major Dustin Burlison".

**Dustin Burlison**

Director of Jail Operations

**NOTE: The policies and procedures described within this handbook may change with or without notice, and their inclusion herein shall not be construed to create a liberty or property interests of any kind.**

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**DEFINITIONS**

- A. Administrative Confinement (AC)- The temporary removal or segregation of an inmate from the general inmate population in order to investigate, provide safety and security to all staff, other inmates, and to him/herself or some other cause other than disciplinary action.
- B. Contraband- Any item(s) possessed by inmates or found within the confinement facility which are not issued to the inmate by the facility, sold in the commissary, approved items which have been altered from their original conditions or in quantities greater than approved, items passed from one inmate to another without proper authorization, or items brought back from court appearances or furloughs which have not been pre-approved.
- C. Disciplinary Confinement (DC)- Refers to a form of disciplinary action in which inmates found guilty of committing violations of the facility rules are confined or segregated for specified periods of time to individual cells based upon authorized penalties for prohibited conduct.
- D. Disciplinary Report (DR)- A report, documented in the jail management system, detailing the rules that were broken that led to segregation of an inmate from general population to a confinement cell.
- E. Emergency Grievance- A grievance of those matters which, if disposed of per the regular time frames, would subject the inmate to substantial risk of personal injury or cause other serious and irreparable harm to the inmate.
- F. Formal Grievance- A statement of complaint or appeal filed after the informal process has been followed and completed.
- G. Gain Time (GT)- Days awarded for good conduct, allowance for meritorious conduct, and/or exceptional industry to shorten a sentenced inmate's time of incarceration per Florida Statutes Chapter 951. A maximum of ten (10) days can be earned per month.
- H. Grievance- A complaint or petition, either informal or formal, by an inmate concerning an incident or condition within the facility which affects the inmate personally.
- I. Indigent inmates- Inmates maintaining a balance of \$.50 or less for a minimum of seven (7) days.
- J. Informal Grievance- An initial statement of complaint.
- K. Inmate Request- An electronic or hand-written communication between the inmate and staff.
- L. Pro Se- Refers to an inmate who has decided to represent themselves in court without the assistance of an attorney.
- M. Privileged Correspondence- Correspondence between an inmate and attorneys, legal service agencies, judges, clerks of federal, state, or local courts, public officials, probation, and parole authorities and grievable systems.

## **BOOKING**

Inmates are required to provide the booking deputy with all necessary booking information, to include an emergency contact person and phone number. Bondsmen contact information is included in the property bag for each inmate, and on Channel 2 on the pod televisions. All personal property will be taken from the inmate except their approved personal undergarments they are wearing and placed in the inmate's stored property.

## **CLASSIFICATION**

Classification is a process by which a security level is established for each individual inmate. Each inmate is classified using information resources such as criminal, medical, and social histories.

Classification is done by a Classification Specialist. Inmates are assigned housing based on classification level, past and current disciplinary issues, keepaways, and medical/mental health needs. All housing assignment changes must have prior approval. Inmates may request a housing assignment change by submitting an Inmate Request Form to the Sergeant or their designee for legitimate reasons.

The classification section is responsible for the assignment of inmate worker inmates and the assignment of inmates into the vocational programs.

## **INMATE REQUEST**

Inmate request can be found on the electronic tablet system located in the pod. Inmates may only submit one request per issue and must wait for a response before submitting another request to another person or pursuing an informal grievance. Duplicate request shall be closed and not responded to.

## **PRISON RAPE ELIMINATION**

THE WALTON COUNTY SHERIFF'S OFFICE IS COMMITTED TO EMPHASIZING A ZERO TOLERANCE POLICY OF THE SEXUAL ABUSE OF INMATES, EITHER BY STAFF OR OTHER INMATES. ALL REPORTS AND INFORMATION WILL REMAIN CONFIDENTIAL.

The Prison Rape Elimination Act of 2003 (PREA, P.L. 108-79) was enacted by Congress to address the problem of sexual abuse of persons in the custody of U.S. correctional agencies. The Act applies to all public and private institutions that house adult or juvenile offenders and is also relevant to community-based agencies. It addresses both inmate-on-inmate sexual abuse and staff sexual misconduct.

Inmates who are victims of sexual abuse/assault have the option to report the incident to any staff member, volunteer, Programs Manager or Chaplain. The inmate may also contact the Shift Lieutenant or Director of Jail Operations via an inmate request.

The reporting methods an inmate can utilize are:

1. Verbal Reporting
2. Inmate Request
3. Informal Grievance
4. Formal Grievance
5. National Sexual Abuse Hotline -1-800-656-4673

If you believe you are the victim of an assault or abuse, you should immediately contact a staff member. Staff shall then:

- A. Notify medical staff
- B. Notify the appropriate investigating agency

Inmates who are the victim of a sexual assault shall be provided prompt and appropriate medical and mental health treatment. You may seek counseling and/or treatment from a therapist or psychologist regarding coping skills, PTSD, suicide prevention or other issue you may be experiencing because of the trauma. All examinations and counseling sessions will be conducted privately and professionally in the strictest of confidence.

#### Avoiding Sexual Assault/Abuse

- Always carry yourself in a confident manner. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable with to voice your fears and concerns.
- Be alert. Do not use contraband substances such as drugs. These can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you do not want to do. Do not give mixed messages to the inmates regarding your wishes for sexual activity.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, self-help programs, or religious services.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns.

## FACILITY ISSUE ITEMS

The following items will be issued to each inmate upon admission, and shall be returned upon release:

- |                                 |                           |
|---------------------------------|---------------------------|
| 1. Towel (1)                    | 7. Orange Slides (1 Pair) |
| 2. Wash Cloths (1)              | 8. Drinking Cup (1)       |
| 3. Sheets (2)                   | 9. Spork (1)              |
| 4. Mattress (1)                 | 10. Laundry Loop (1)      |
| 5. Blanket (1) or (2) in winter | 11. Property bag (1)      |
| 6. Uniforms (2)                 |                           |

It is the policy of the WCJ that whenever an inmate receives a new or clean item, they must turn in an empty container or dirty items. Inmates will be held accountable for all jail issued items. Any property that is lost, altered, or destroyed will result in the inmate's account being charged the current replacement cost and/or disciplinary action.

No inmates are allowed out of their bunk area without the full uniform being worn. Inmates must wear uniforms with their pants around their waist and their shirt on their shoulders.

## **PERSONAL HYGIENE**

The Walton County Jail provides inmates with the initial issue of the following personal hygiene items:

1. Comb (1)
2. Toothbrush (1)
3. Toothpaste (1)
4. Bar of soap (2)
5. Deodorant (1)
6. Shampoo (1)
7. Feminine hygiene items, as appropriate

These items shall be turned into the detention deputy upon release.

Inmates must purchase these items from commissary after initial issue. Indigent inmates can still receive hygiene and postal kits during commissary order. Indigent inmate's account will still be debited for these items but will not be refused these items because they have no money.

Inmates are required to shower at a minimum twice (2 times) per week. Failure to do so will result in disciplinary action.

Barber services will be scheduled by security staff. Fingernails are not to be grown beyond the tips of the fingers.

Laundry will be done as scheduled by security staff. Each inmate will be issued a laundry loop with an assigned number. Personal items such as socks, undergarments, t-shirts, and thermals may be placed on the laundry loop and laundered at the appropriate time. Each inmate is responsible for their assigned laundry loop. If the loop is broken, destroyed, or altered in any way the inmate will be charged for the cost of the laundry loop.

## **FEMALE HYGIENE PRODUCTS**

Female inmates who need feminine pads may submit an Inmate Request to Commissary. Orders submitted will be filled once every 30-days. Monthly orders will consist of a total of thirty (30) female sanitary napkins. Feminine hygiene products, including tampons are available in the housing areas and medical at no cost.

## **LIST OF APPROVED IN-CELL ITEMS**

Inmates will be responsible for all items in their cell and/or around their living area. Personal items will be stored in the inmate's assigned container/bag.

Inmates may have the following items:

1. Facility issued items i.e. Uniforms, towels, sheets, etc.
2. Two (2) soft covered books
3. One (1) Bible or another religious book (approved by Chaplain)

4. One (1) commissary draw
5. One set of slides
6. Some inside inmate workers can also have one pair of approved shoes
7. Three (3) pairs of underpants/panties, NO thongs or bikini panties allowed
8. Three (3) crew or V-neck t-shirts without pockets
9. Three (3) pairs socks
10. Three (3) bras with NO underwire, sports bras preferred (female inmates)
11. One (1) pair of shorts (sold on commissary)
12. Permitted hygiene items
13. Two (2) radio batteries
14. One (1) Radio with headphones
15. One (1) pair of reading or prescription glasses or contact lenses, no dark lenses
16. Medical devices approved by medical staff (hearing aid, false teeth, etc.)
17. Two (2) white standard thermal tops, NO buttons or pockets (sold on commissary)
18. Two (2) white standard thermal bottoms, no buttons or pockets (sold on commissary)
19. Dentures, but adhesive must be obtained from medical.
20. Plain wedding band with no stones

## **WEEKEND INMATES**

Allowed items for inmates who are serving their time on weekends are as follows:

1. Two (2) pairs of boxers, underpants/panties, NO thongs, or bikini allowed
2. Two (2) bras with NO underwire, sports bra preferred (female inmates)
3. One (1) standard thermal top, NO buttons, or pockets
4. One (1) standard thermal bottom, No buttons, or pockets
5. Two (2) Socks: no extra
6. One (1) pair of reading or prescription glasses or contact lenses, no dark lenses  
Prescription medication in the original container with the prescription label. This is subject to the approval of the medical staff. No over the counter medication is allowed.
7. Dentures, but adhesive must be obtained from medical.
8. Plain wedding band with no stones

All items brought into the jail will be taken out with you when you leave. Clothing items brought in by the inmate serving weekends will not be left with or given to another inmate. Failure to remove your items can result in discipline.

## **CONTRABAND AND SEARCHES**

Inmates and inmate housing areas are subject to search at any time for security and sanitation reasons. Any item or article which is not issued by the facility, purchased from the commissary, purchased through approved channels, or is not on the authorized in-cell list will be considered contraband and confiscated. Authorized items will be considered contraband when not properly stored, found altered, in excessive quantities, or in possession of an inmate in an unauthorized area. Contraband will be confiscated and disposed of per policy. Such items WILL NOT be

returned to the inmate. Weapons, drugs, and other serious contraband found in the possession of an inmate will subject the inmate to criminal prosecution and/or disciplinary proceedings. Confiscated monies will revert immediately to the inmate welfare fund unless it is needed as evidence in a trial or disciplinary hearing.

## **RELEASE OF PROPERTY**

If an inmate wishes to release any of his/her property to someone outside the facility, he/she must release ALL property except clothing needed upon release. A Property Release Form must be completed and signed by the inmate and turned into a detention deputy. Property Release Forms may be obtained from the Inmate Welfare Clerk or a Detention Deputy.

Inmates who have been sentenced to state prison must arrange for someone outside the facility to pick up any personal property before they are transported, or the property will go to state prison and they will determine what the inmate is allowed to have.

It is the inmate's responsibility to contact the person picking up the property to arrange for pick up. The person who is picking up the property must call the jail and schedule a time to pick up the property. Property pickup can be scheduled Monday through Friday, 8 AM – 4 PM.

Any inmate property remaining after release will be disposed of properly.

Inmates have 60 days following their release from jail to pick up any property that is stored in the evidence section at the Sheriff's Office. All property will be disposed of after 60 days.

## **INMATE HEADCOUNTS**

At least four (4) times a day, staff will conduct a formal count. During all counts, inmates will be required to sit quietly on their bunks in full view of deputies until the count is cleared. Any inmate who fails to cooperate with deputies or obstructs the count in any manner will be subject to disciplinary procedures and/or removal from inmate programs and worker status for the duration of discipline. NO movement or talking during count. You will be notified by the housing officer when count has cleared. TV/phones will be turned off during counts. Showers are closed during any count and (30) minutes prior to lights out. (9:30 PM Sun-Thurs, 11:30 PM Fri and Sat)

**U.S. Marshal** inmates will be given an Inmate Property Release Request during the booking process and will be informed that property must be picked up within 60 days of your release from the facility. Failure to do so will result in the property being disposed of properly. Money remaining on the USM inmates account will be mailed to the Federal Bureau of Prisons.

## **HOUSEKEEPING AND BUNK RULES**

Whether an inmate lives in an area with others, or in a single cell, he/she is responsible for keeping his/her living area clean and neat. This applies to inmate workers as well.

Cleaning shall be done immediately following breakfast each day. Each day cleaning supplies will be issued, and each inmate will be required to clean their cell and common area.

Inmates shall not mark on the walls, paste pictures or paper on the walls, bunks, or shelves, or use sheets, blankets, or mattresses for anything other than sleeping purposes. Inmates shall not hang anything on stairs, bunks, including empty bunks, windows, or railings. Clothing may only be hung from the hooks provided.

Inmates are not allowed in cells they are not assigned to. No items are to be left in the dayroom area after lights out. Any items left will be considered contraband.

Each cell and immediate area shall always remain neat and clean. All bunks will be fully made when not in use. Each inmate shall be held responsible for his/her cell and immediate area. Privileges may be suspended if cleanliness is not maintained. All inmates are expected to participate unless they possess a medical pass. Cleaning will consist of the following:

1. Return food tray to cart immediately after use.
2. Eliminate clutter, paper, and debris.
3. Floors in cells and halls are to be kept swept and mopped.
4. Walls and beds are to be kept clean and kept free from any object, pictures, graffiti, etc.
5. Mattress will not be removed from the bunks.
6. Garbage and trash receptacles emptied and cleaned.
7. Toilets, showers, and lavatories cleaned.
8. Windows cleaned and kept free from clutter, towels, books, uniforms etc.
9. Inmate's property will remain orderly with excess property placed in storage.
10. Perishable food or other items that may cause unsanitary conditions will not be stored in the housing areas.
11. Towels and wash cloths will be placed on the towel racks against the wall.

**Do not flush any foreign objects, you may be charged for damages. Disciplinary actions or criminal charges may result.**

## **FACILITY RULES**

Each inmate is responsible for obeying all established rules and regulation and is instructed that any violation thereof will result in disciplinary action. Any violation of these rules may result in any one or combination of the disciplinary actions below.

### **DISCIPLINARY ACTION:**

1. Loss of privileges for a specified length of time. (visitation, telephone, commissary, etc.)
2. Loss of meritorious gain time (earned or statutory)
3. A classification status changes
4. Restitution
5. A probationary period
6. Disciplinary confinement time

## **DISCIPLINARY PROCEDURES**

The Disciplinary Hearing Officer (DHO) shall decide what sanctions shall be applied to the inmate if found guilty of the violation(s). The DHO will suggest the maximum penalty; however, he/she can evaluate the case and request a lesser penalty if he/she feels it appropriate. The DHO shall submit this written decision to the Jail Director or his designee for final approval. The inmate shall receive a copy of the written decision. In accordance with the Florida Model Jail Standards (FMJS) an inmate can be deprived of bedding, clothing, towels, and other items if the inmate's actions deem it necessary. Inmates may also be placed on special management meals for certain behavioral problems.

- A. Should a staff member believe an offense cannot be handled by a verbal warning; a written disciplinary report (DR) will be filed.
- B. An inmate will be placed in Administrative Confinement (AC) if he/she is found to be a threat to themselves, others, or the security of the facility.
- C. An inmate may be placed in AC while a DR is being processed, pending its outcome.
- D. An inmate will be notified, in writing, at least twenty-four (24) hours prior to the Disciplinary Hearing of any disciplinary charges against him/her. An inmate can waive the 24-hour notification in writing.
- E. A Disciplinary Hearing will be held as soon as possible after the twenty-four (24) hour notifications. The hearing should be held no later than seven (7) working days after the incident, excluding weekends and holidays but under extenuating circumstances the Director or his designee can issue a 3-day extension.
- F. The inmate may request a staff member to assist him/her at the Disciplinary Hearing if the inmate is illiterate, has a language barrier or the complexity of the issues makes it unlikely that the inmate would be able to properly represent him or herself. Staff assistance is limited to helping the inmate understand the disciplinary process.
- G. The inmate shall have the opportunity to request witnesses or present documentary evidence on his/her behalf, unless doing so would be irrelevant, redundant, or would endanger the safety of the inmate.
- H. The inmate will be present during the hearing unless he/she waives the right in writing or is excluded for reasons of facility security.
- I. Law enforcement agencies and the court system will handle all violations of county, state or federal laws made by an inmate. This does not exclude him/her from the disciplinary report process.

## **DISCIPLINARY ACTION APPEALS**

An inmate can appeal the decision of the DHO to the Director, or his/her designee, via a Formal Grievance. To appeal a DHO decision an inmate must submit a formal grievance within five (5) working days of the DHO's decision. The grounds for the appeal must be clearly stated.

## **GRIEVANCE PROCEDURES**

Prior to a grievance being filed, an inmate request must first be submitted in an attempt to resolve the situation unless the inmate is appealing a disciplinary decision. A response from the initial

inmate request must be received by the inmate before proceeding with the grievance process. An inmate may file an informal grievance after the initial inmate request is received if they feel they need further remedy or appeal. If the inmate receives an unsatisfactory response, they may reply to submit a formal grievance.

An inmate may file a grievance through one of the electronic tablets located in their pod. The grievance must include the specific nature of the complaint including the date, time, and location of the incident.

- A. The following matters can be grieved by inmates:
  - a. Application of policies, rules, and regulations
  - b. Individual staff and inmate actions
  - c. Any other matter relating to the conditions of care and supervision within the authority of the WCJ
- B. The following matters cannot be grieved by inmates:
  - a. State and Federal court decisions
  - b. State and Federal regulations
  - c. The Director's final decision on grievance
- C. An inmate may not submit a grievance on behalf of another inmate
- D. Time Guidelines:
  - a. An inmate must file a grievance within five (5) days of his first knowledge of the incident, reply from a previous inmate request or informal grievance or a decision from a disciplinary action.
  - b. The inmate must submit an appeal to the Director or his/her designee, within five (5) days of his/her receipt of the DHO's decision.
  - c. Staff will have fifteen (15) days in which to answer the grievance and return a response to the inmate.
  - d. At any level of the administrative process, including the final level, if the inmate does not receive a response within the time allotted for the reply, including any properly noticed extension, the inmate may consider the absence of a response to be a denial at that level.

## **EMERGENCY GRIEVANCE**

An Emergency Grievance shall be submitted by an inmate who feels he/she may be at risk for substantial risk of imminent sexual abuse or some other substantial risk of personal injury. The inmate must state the grievance they are submitting is an emergency for a grievance to be considered as such.

1. Staff will process this type of grievance immediately and forward the grievance to a level of review at which immediate corrective action may be taken. An initial response shall be provided to the inmate within (48) hours and a final agency decision will be returned within (5) calendar days.

**INFRACTIONS AND MAXIMUM PENALTY IMPOSED**

*## days in disciplinary confinement - ## days gain time forfeited*

**MAJOR OFFENSES**

Rule #	Offense Description	Penalty
1	Arson – setting a fire	30 DC-ALL GT
2	Assault/Battery/Sexual Battery – an attack upon the body of another inmate/person	30 DC-ALL GT
3	Extortion/Blackmail/Protection- demanding or receiving anything of value in return for protection against others to avoid bodily harm, or under threat of informing	30 DC-30 GT
4	Attempt/Conspiracy-this offense covers those who do not actually commit the offense, but participate in the following ways: a. attempts to commit the offense b. solicits another or others to commit the offense c. conspires with another or others to commit the offense d. facilitates the action of another or others in committing the offense e. facilitates the action of another or others in committing the offense	30 DC-30 GT
5	Counterfeiting, forging, or unauthorized reproduction of any document, article, identification, money or official paper	30 DC-30 GT
6	Causing the death of any person	30 DC-30 GT
7	Destroying, changing, damaging, or defacing any property of the WCJ or any other person	30 DC-30 GT
8	Detaining a person against his/her will by keeping a person in or removing them from an area without the agreement of the person who is being kept or removed (e.g. the taking of hostages)	30 DC-30 GT
9	Escape or attempted escape leaving the grounds of an institution or from the custody of an officer outside the facility without permission, failure to return from a furlough, leaving a place of assignment outside the facility or planning of any of the previously mentioned acts  <i>Florida Statute 944.40, Any prisoner confined in any prison, jail, private correctional facility, road camp, or other penal institution, whether operated by the state, a county or a municipality, or operated under a contract with the state, a county, or a municipality, working upon the public roads, or being transported to or from a place of confinement who escapes or attempts to escape from such confinement commits a felony of the second degree punishable as provided in s. 775.082, s. 775.083, or s.775.084. The punishment of imprisonment imposed under this section shall run consecutive to any former sentence imposed upon any prisoner.</i>	30 DC-30 GT
10	Failure to follow verbal or posted rules and/or orders not following any written rules or regulations or any verbal order given	30 DC-30 GT
11	Fighting - engaging in physical conflict with another person	30 DC-30 GT
12	Unauthorized contact with the public, such as at a work site, any outside appointments, or unauthorized contact with family and friends	30 DC-30 GT

13	Disorderly conduct – behavior such as loud talking, yelling, pushing, beating, or kicking which creates a disturbance or disrupts the orderly operation of the facility	30 DC-30 GT
14	Insurrection – participation or encouraging others to participate in an unauthorized activity, such as rioting or a work stoppage	30 DC-ALL GT
15	Possession of Contraband – having in one’s control anything not authorized for the retention or receipt by an inmate and not issued to him/her through regular institutional channels	30 DC-15 GT
16	Possession of tobacco products, or any items pertaining to smoking inside/outside the facility – WCJ is a smoke free facility	30 DC-15 GT
17	Engaging in or encouraging a group demonstration	30 DC-ALL GT
18	Unexcused absence from work or any assignment	30 DC-30 GT
19	Use of vulgar, abusive, or obscene language towards a staff member, visitor, or another inmate	30 DC-30 GT
20	Tampering with or blocking any locking device	30 DC-30 GT
21	Wearing a disguise or mask	30 DC-30 GT
22	Possession or introduction of any explosive, ammunition, firearm, or weapon	30 DC-ALL GT
23	Refusal to submit to a drug or intoxicant test	30 DC-30 GT
24	Inmate refusal to submit to search of body, belongings, or living area	30 DC-30 GT
25	Rioting or encouraging others to riot	30 DC-ALL GT
26	Repeated violations of minor rules- obtaining three (3) minor rule violations within a thirty (30) day span	30 DC-30 GT or permanent suspension of visitation
27	Sexual misconduct – engaging in sexual acts with others, exposing oneself in a deliberate and/or obscene manner, masturbation, kissing, hugging, or making sexual proposals or threats or sexually provocative or suggestive behavior during visitation	30 DC-30 GT or 30 day suspension to permanent suspension
28	Lying or providing a false statement/information to a staff member	30 DC-ALL GT
29	Threatening another through any actions or words, that harm will come to them	30 DC-30 GT or 30 day suspension of visitation
30	Giving or offering a bribe	30 DC-30 GT
31	Disrespect or insolence towards staff – such as insulting or vulgar verbal or written statements and/or distasteful or insulting gestures meant toward staff	30 DC-30 GT or 30 day suspension of visitation
32	Unauthorized use of making of any drug or intoxicant	30 DC-30 GT
33	Tampering with any part of the fence on the recreation yard	30 DC-ALL GT
34	Any attempt to circumvent any facility procedure	30 DC-30 GT
35	Assault/Battery upon Staff/Deputy	30 DC-ALL GT
36	Tampering with lighting or intercoms or other security devices	30 DC-15 GT
37	Introduction of any contraband	30 DC-15 GT
38	Possession of Escape Paraphernalia	30 DC-ALL GT
39	Destruction of County Inmate ID/Wristband – Second Offense	30 DC-20 GT

**MINOR OFFENSES**

Rule #	Offense Description	Penalty
40	Not following visitation rules and regulations, correspondence or conduct with a visitor in violation of posted rules and regulations	20 DC-15 GT or 20 day suspension of visitation
41	Unauthorized use of mail or telephones	20 DC-15 GT
42	Gambling – operating or participating in any game	10 DC-15 GT
43	Hindering an employee in the performance of his/her duties, acting in such a way to interrupt an employee during his/her work time, such as causing delays or giving false information	20 DC-30 GT
44	Failure to maintain personal hygiene – not taking a minimum of two (2) showers per week and/or not exchanging uniforms and linens as scheduled	10 DC-15 GT
45	Being present in any area designated through verbal, written, or posted orders as being unauthorized	15 DC-15 GT
46	Self-mutilating or tattooing	20 DC-30 GT
47	Misuse of authorized medication	20 DC-15 GT
48	Malingering – faking or feigning an illness	10 DC-15 GT
49	Not keeping a sanitary, neat, and clean living area	15 DC-15 GT
50	Alteration of any food or drink – making of alcoholic beverage or food	20 DC-30 GT
51	Possession of stolen property	20 DC-30 GT
52	Loaning of property or anything of value for profit or increased return	15 DC-15 GT
53	Refusal to work	20 DC-30 GT
54	Theft	20 DC-30 GT
55	Misuse of any equipment or machinery contrary to instructions or posted safety standards	20 DC-30 GT
56	Unauthorized receipt of any item of value	20 DC-30 GT
57	Failing to stand count or interfering with count – failure to be on assigned bunk in plain view of the officer and/or interfering by causing a disturbance, talking or any activity that would disrupt the counting process	15 DC-30 GT
58	Removal or tampering with an identification wristband	15 DC-30 GT
59	Unauthorized sale or transfer of any property	15 DC-15 GT
60	Tampering with anything that is not that inmate's property	20 DC-15 GT
61	Wearing a head rag	10 DC-15 GT
62	Changing bunk assignment without authorization	10 DC-15 GT
63	Engaging in any type of communication with inmates of the opposite sex unless authorized	20 DC-30 GT
64	Hanging items (linen, clothes, towels, etc.) on bunks, tables, stairs, railings, or in any window (items must be stored in bins, on shelves, or on towel hooks)	10 DC-15 GT
65	Placing any item over any security light or camera	20 DC-15 GT
66	Making or having in one's possession any item made with county property, such as garbage bag necklaces, head rags, etc.	15 DC-15 GT
67	Use of gang signs and/or language	15 DC-15 GT
68	Using another inmate's booking number, wristband or identification, telephone account, or commissary account, and/or permitting another inmate to use an account not belonging to them	15 DC-15 GT or 14 day suspension of visitation

69	Unauthorized sale or transfer of any property	15 DC-15 GT
71	Tampering with anything that is not that inmate's property	20 DC- 5 GT
72	Wearing a head rag	10 DC-15 GT
73	Changing bunk assignment without authorization	10 DC-15 GT
74	Engaging in any type of communication with inmates of the opposite sex unless authorized	20 DC-30 GT
75	Hanging items (linen, clothes, towels, etc.) on bunks, tables, stairs, railings, or in any window (items must be stored in bins, on shelves, or on towel hooks)	10 DC-15 GT
76	Placing any item over any security light or camera	20 DC-15 GT
77	Making or having in one's possession any item made with county property, such as garbage bag necklaces, head rags, etc.	15 DC-15 GT
78	Use of gang signs and/or language	15 DC- 15 GT
79	Using another inmate's booking number, wristband or identification, telephone account, or commissary account, and/or permitting another inmate to use an account not belonging to them	15 DC- 15 GT and/or 14 day suspension of visitation
80	Mailing letters out to be mailed back into another inmate or using another inmate to mail unauthorized correspondence	20 DC-30 GT
81	Wearing uniform pants below the waist	10 DC-15 GT
82	Failing to perform work as instructed by a supervisor	10 DC-15 GT
83	Participating in an unauthorized meeting or gathering	20 DC-30 GT
84	Failure to follow safety and sanitation rules and regulations	15 DC-15 GT
85	Mutilating or altering issued clothing, bedding, mattresses, pillows, etc.	15 DC-10 GT
86	Destruction of County Inmate ID/Wristband – First Offense	15 DC-10 GT
87	The use of obscene, profane or offensive language while utilizing the visitation system	Verbal warning – 14 days suspension of visitation
88	Abuse or misuse of the visitation tablets in any way that were not intended to be used or the abuse or misuse of the request system	Verbal warning – 14 day suspension of visitation

## CONFINEMENT AREAS

All inmates assigned to Confinement Units will not be allowed to visit with other inmates during recreation period. If an inmate violates this order, the remainder of his or her recreation time for that period will be discontinued, and he/she will be returned to their cell immediately.

Inmate in disciplinary confinement (DC) will NOT be allowed to purchase food items, radios, or batteries from commissary.

Any items possessed by a confinement inmate could possibly pose a threat to the inmate, another inmate, or staff will be removed from the inmate's possession and processed per policy.

## **GAIN TIME**

Inmates receive gain time in accordance with Florida Statute 951.21 and the Walton County Jail policy. Gain time is a privilege and is only earned by inmates who are sentenced.

## **HOW TO EARN GAIN TIME**

- Inmates can earn up to five (5) days per month because of good conduct.
- Inmate workers can earn up to five (5) days per month.
- Inmates who complete educational, vocational, or life skills programs can earn up to an additional five (5) days of gain time to the inmate's total amount of gain time.

Meritorious gain time, which can be awarded in the result of a singularly noteworthy action or a noteworthy pattern of behavior, can add an additional five (5) days of gain time to the inmate's total amount of gain time. This type of gain time will be presented to the Jail Director and must be approved by the Jail Director.

## **INMATE WORK PROGRAMS**

Only inmates sentenced to county jail time may be required to participate in work programs, however, those held in pre-trial status may volunteer for work programs.

Classification will decide who is made an inmate worker and which non-sentenced inmates, if any, can volunteer for inmate worker work. Inmate worker status is a privilege, not a right. All inmate worker assignments are at the discretion of the agency.

All inmate workers are subject to random alcohol and drug testing. Daily searches will be conducted on all inmate workers.

Gain time for being an inmate worker will be awarded to inmate workers per Chapter 951, Florida Statutes. Any inmate who refuses or neglects to do his/her assigned duties will be subject to disciplinary action.

### **Inmate Worker Appearance**

1. All inmate workers shall reflect a professional appearance.
2. Male inmate workers hair:
  - a) Shall not extend over the top of the ears nor lap over the shirt collar.
  - b) Hair at the nape of the neck shall be tapered up the back of the neck or be shaved square.
  - c) Longer hair shall be worn up to present a neat appearance, permitting the proper wear of agency-issued hats.

- d) Beards shall not be more than  $\frac{1}{4}$  inch in length. Inmates with beards working in the kitchen or with food shall wear a beard hair net.
3. Female inmate workers hair:
    - a) Shall not extend more than two inches below the top of the shirt collar when standing with the head in the normal posture.
    - b) Longer hair shall be worn up to present a neat appearance, permitting the proper wear of agency-issued hats.
  4. Fingernails shall be neat, clean, and no longer than  $\frac{1}{4}$  inch beyond the end of the finger.
  5. Full uniform shall be worn at all times. All inmate workers will wear a uniform of the appropriate size as determined by the deputies assigned to housing. No “sagging” or oversized uniforms will be allowed at any time whether in the housing unit or on the job. Inmates may not remove the shirt and wear only a t-shirt and they may not add additional unapproved components to the uniform such as unapproved hats, undershirts, or shoes.

All inmate workers will keep their fingernails neat, clean, and no longer than  $\frac{1}{4}$  inch beyond the end of the finger.

Inmate workers will NOT:

- Refuse to work
- Encourage others to refuse to work
- Refuse to obey an order of a staff member
- Malingering or feign an illness
- Fail to perform work as instructed by a supervisor
- Fail to follow safety and sanitation regulations including wearing proper protection equipment/clothes
- Use any equipment or machinery contrary to instructions or posted safety standards
- Have a verbal or physical confrontation with staff

No inmate worker will refuse a work assignment and remain an inmate worker.

Any absence due to illness from the work squad must be approved by Medical Staff and/or Shift Commander.

Any violation of the above rules will result in immediate removal from inmate worker status, and you will not be reinstated except by through approval of classification. Any inmate caught introducing contraband will not be allowed to be reinstated as an inmate worker unless approved by the Director of Jail Operations or designee.

If an inmate has experience with a specific job, the inmate may fill out an Inmate Request to be assigned to a specific job where these skills can be best utilized; however, this does NOT guarantee the inmate will be assigned to any particular job. Inmates will be assigned as needed by the facility.

## **INMATE VOCATIONAL AND EDUCATIONAL PROGRAMS**

Inmate vocational and educational programs are offered to inmates as a privilege. To be eligible for vocational, educational and substance abuse programs, the inmate must be an inmate worker.

### **Vocational Programs**

- Heavy Equipment Operator Program
- ServSafe® Food Protection Manager Certification Class
- Florida Licensing on Wheels (FLOW)
- OSHA 10
- Commercial Driver's License (CDL) Program

### **Educational Programs**

- Anger Management
- Parenting Classes

### **Substance Abuse Programs**

- Residential Substance Abuse Treatment (RSAT) Program

Inmates must submit an application through the electronic tablet system to be considered for inmate programs.

## **RESTRAINT OF PREGNANT INMATES**

Restraints may not be used on an inmate who is known to be pregnant during labor, delivery, and postpartum recovery, unless the deputy makes an individualized determination that the inmate presents an extraordinary circumstance, except that:

1. If the doctor, nurse, or other health care professional treating the inmate requests that restraints not be used, the deputy accompanying the pregnant inmate shall remove all restraints; and under no circumstances shall leg, ankle, or waist restraints be used on any pregnant inmate who is in labor or delivery.
2. If restraints are used on a pregnant inmate pursuant to paragraph (1) the type of restraint applied, and the application of the restraint must be done in the least restrictive manner necessary; and the deputy shall complete a written report before departing for the day for use of restraints as to the extraordinary circumstance that dictated the use of the restraints.

3. During the third trimester of pregnancy, or when requested by the doctor, nurse, or other health care professional treating the pregnant inmate, waist restraints that directly constrict the area of pregnancy may not be used.
4. If wrist restraints are used, they must be applied in such a way that the pregnant inmate is able to protect herself in the event of a forward fall; and leg and ankle restraints that restrain the legs close together may not be used when the inmate is required to walk or stand. Use of leg, ankle, or waist restraints is subject to the provisions of subparagraph (1).
5. In addition to the specific requirements of paragraphs (1)-(4), any restraint of an inmate who is known to be pregnant must be done in the least restrictive manner necessary to mitigate the possibility of adverse clinical consequences.

## **COMMISSARY**

The WCJ provides inmates with commissary services. Inmates with money in their account, and who are eligible, may draw on their account for commissary or phone services purchases.

Commissary orders are taken, and goods issued on a set schedule, barring holidays or unforeseen circumstances. Commissary orders will be made by using the kiosk or tablet, placing your commissary order before 10:00 pm, on Monday evening for a Wednesday deliver, or 10:00 pm Wednesday for a Friday delivery. Inmates can place commissary orders seven (7) days per week. The maximum purchase for food orders is \$100 per week. The maximum purchase for hygiene items is \$100 per week.

Money orders must be received the working day prior to the scheduled commissary order day for the inmate to have access to the funds that week.

Confinement and Medical unit inmates can be given a commissary order form upon request if they are unable to use the tablet system. Orders for inmates under Disciplinary Confinement will be limited to non-food items only, this also includes care packs. The inmate should indicate the items and quantities desired on the order form. The inmate **MUST** sign the form, or the order will not be filled. Completed order forms should be placed in the mailbox located in the pod and in medical.

Failure to follow the instructions for filling out the commissary form will void the order.

## **COMMISSARY ISSUING PROCEDURES:**

The following procedures will be followed when commissary orders are distributed to the inmates:

1. The Housing Deputy/Control Room Officer will notify the pod that commissary will be distributed.
2. Inmates will be in full uniform to receive their orders.
3. Inmates will remain on their assigned bunk until their name is called.
4. Inmates must provide their inmate ID in order to receive their commissary.
5. The orders will be verified in front of a commissary representative.
6. The commissary representative will note any shortages.
  - a. NOTE: Inmates who do not verify their order in front of the commissary representative will not receive any credit or replacement for missing items.
7. The inmate shall receive a copy of the order form and must keep the form to provide proof of order.
8. Shortages noted by the commissary representative deputy will be handled in one of the two following ways:
  - a. If the item is readily available at the facility, the Inmate Welfare Clerk or designee will replace the item by the end of the following workday: or,
  - b. Items will be refunded.
9. Inmates who are not available to receive their commissary order at the time of distribution due to an authorized absence (e.g., court, doctor, etc.) will receive it from a commissary representative by the end of the following workday.
10. Any inmate released from custody prior to the receipt of his/her commissary will have five (5) working days from the date of delivery to claim the order. They may pick up the order Monday through Friday between 8 am and 4 pm, excluding holidays. They must sign the release to accept the order. Any person released or transferred to another facility may transfer their order to another inmate by completing and signing a commissary release form. Any unclaimed commissary property will be disposed of properly.

## **MONEY**

All money an inmate possesses when booked into the facility will be deposited in, and credited to, an account established for the inmate and a receipt will be given to the inmate to reflect the deposited amount. If there is an outstanding debt from a previous booking(s), 50% of the deposit amount will be deducted from the deposited money. The remaining funds will be available for the inmate to use within the abilities of the jail. When an inmate is released from custody, a debit card will be issued for the balance of money remaining in the account, minus any outstanding debt. When an inmate is transferred or released to another facility an agency check will be issued and sent with the inmate.

Personal checks on the inmate's person when booked into the jail will be placed in the inmate's stored property. Checks from other correctional facilities will require the inmate's signature on the back of the check to be deposited into the inmate's trust fund account.

Inmates can receive money while incarcerated. A money order may be mailed to the inmate in an envelope and should be addressed to the inmate with inmate ID # and "attention inmate welfare" clearly printed on the front. WCJ will only accept money orders addressed to the inmate or checks from other correctional facilities. All money orders must be signed by the

sender/purchaser. Money orders may be delivered to the front desk at the facility during normal business hours. Cash/debit cards may be used to place money on an inmate's account by using the kiosk in the lobby of the facility or by going online to [www.commissarydeposit.com](http://www.commissarydeposit.com) or calling Customer Care # 1-800-673-7335.

A percentage of funds deposited into an inmate's account will be collected and applied to any debt owed. Upon release 100% of the account balance will be applied to any debt owed.

No cash or payroll checks will be accepted. Inmate funds will not be transferred from one inmate's account to another inmate's account. Inmate funds may not be disbursed to family members. Inmate funds can be used for court or bond payments.

Any money found on an inmate during incarceration will be confiscated as contraband and deposited in the facility's general Inmate Welfare Account.

## **IDENTIFICATION CARDS**

It is the policy of this facility that each inmate wears a jail identification card while incarcerated. This ID is issued to each inmate during the booking process. This ID serves multiple purposes for facility personnel and the inmate. Any inmate who does not wear their identification card at all times will be subject to disciplinary action. If an inmate experiences a problem with the ID and it needs replacing, he/she should notify the detention deputy or shift supervisor by submitting an inmate request form. Inmates who do not immediately report the problem or who tamper with the ID will be subject to disciplinary action. Such action includes, but is not limited to, loss of commissary, visitation, telephones, and loss of other programs as well as a charge to the inmate for the replacement cost of the identification card (\$10.00).

**You must have your identification card on your person at all times. Identification Cards are required for all activities to include the issuance of canteen, movement within and outside the facility and recreation participation.**

## **RECREATION**

All inmates will be offered at least three (3) hours of recreation each week of outdoor exercise, weather permitting. Recreation may be conducted in the inside recreation areas attached to each pod or the exercise yard between buildings. Uncontrollable or violent inmates and escape risk are not subject to this provision.

Confinement cells are allowed recreation (Inside or exercise yard) 3 hours per week, 1 hour a day on Monday, Wednesday, and Friday. It is the inmate's responsibility to utilize the recreation areas when they are open.

## **READING LIBRARY**

Reading materials will be made available to inmates via the electronic tablet system.

Books may be mailed to inmates. Books must be of an acceptable nature (soft cover only) and must come directly from the publisher or bookstore. Book shall be no more than 2 inches thick and no more than 6 inches by 9 inches in size. If not ordered and received directly from a publisher or bookstore, all religious books must be provided by the Chaplain and/or designee. Any exceptions must be approved by the Chaplain and/or designee. All books received (minus non-issued religious books) become the property of the WCJ inmate library upon the release of the inmate. The WCJ reserves the right to refuse to accept any book deemed to be a threat to the security of the facility.

## **RELIGIOUS SERVICES**

Religious services are available to inmates based on their classification and religious belief. Service times will be announced by the Chaplain.

- Inmates must send an inmate request to the Chaplain stating what religious services they would like to attend.
- The Chaplain will make church list for the day of service. Church services will consist of 15 or less inmates per service.
- Personal religious items will be inspected for safety and security of the jail. Items found to be a risk will be placed in the inmate's property.
- Religious items can be requested and will be issued appropriate to the inmate's religious preference by the Chaplain. Inmates will receive ONE of each item. If the item is lost, stolen, or removed by deputies it will not be reissued.
- Religious items must be used for their original purpose. If the items are NOT used the proper way, they will be removed. Deputies will place removed religious items in the Chaplain's office for proper destruction, search, and reissue.
- Religious items may NOT be worn around the neck. (ex. Prayer Beads)
- Religious books with pages torn out will be discarded of.
- Inmates list their religious preference at the time of booking. Inmates will not be allowed to change their religious preference. If an inmate feels that there was an error in how they were listed in religious belief they can request to change their religion by making a request to the Chaplain. The Chaplain will approve or deny the request based on information given by the inmate.

## **LEGAL SERVICES/LAW LIBRARY**

Inmates certified by the courts as pro se will be provided reasonable access to legal materials upon request. The law librarian may be contacted by submitting a request to the Inmate Welfare, Law Library via the electronic tablet system. The Florida Rules of Criminal Procedures, can be found on the tablet system under the Jail Information App.

- Each request for materials or information must be specific in nature listing exactly what is needed such as cases, statutes, or other reference materials.
- Each request should be for only one item needed
- The law librarian is not permitted to give legal advice or assistance, prepare legal documents for inmates, or suggest areas to be searched.

- Legal research services are only available to court recognized pro se inmates.
- Specific information will be provided ONLY ONCE.
- Time limits imposed by court order, statute or rules are the sole responsibility of the inmate, NOT the law librarian or the Walton County Jail. The inmate will be responsible for notifying the law librarian of his/her deadline in a timely manner.
- Inmates who have court and statutorily imposed time constraints must submit their request in sufficient time to allow the law librarian to provide the information. The Walton County Jail will assume no responsibility for filling request for legal material by inmates not made in sufficient time to allow the materials to be gathered and copied.

The following can be provided to pro se inmates monthly if requested:

- 1 8.5 X 11 notepad
- 5 standard #10 mailing envelopes addressed by staff before issuance
- 4 black flex pens

Inmates will be charged for cost incurred for copies of legal documents and accompanying evidentiary materials needed to initiate civil or criminal proceedings pursuant to Section 945.6038, Florida Statutes, and charges will be as follows:

1. Inmates will be charged .15 cents per one sided copy for duplicated copies not more than 8.5 X 14 inches
2. Inmates will pay postage and any special delivery charges, if required by law or rule, for mail to courts, attorneys, parties to the suit or other persons required to be served
3. If the inmate is indigent and unable to pay the cost of duplicating services, a lien will be placed on the inmate's trust fund account and a negative balance will accrue pursuant to Rule 33-501.302 (6) (c), Florida Administrative Code
4. Access to ballpoint pens, for signature purposes only, will be provided through the law library clerk. The use of the pen will be supervised by the staff and taken from the inmate immediately after its use.

## **TELEPHONES**

*ALL TELEPHONE CALLS (EXCEPT PRIVILEGED) ARE SUBJECT TO MONITORING AND RECORDING*

After being booked into the facility, each inmate will be allowed to set up a telephone account. This is done by using the phones in the pods. Family or friends can set up and conduct this through [www.connectnetwork.com](http://www.connectnetwork.com).

Inmates placed in general population will have access to telephones located in the day room of their assigned Pod. These telephones are computerized and are equipped with volume control. Inmates will not be allowed to call numbers which have been blocked. Phone calls can be pre-paid debit or debited from the inmate's commissary account. Three-way calls, 800 and 900 numbers are not permitted and if detected the inmate's account can be charged.

Any inmate who is hearing impaired will be afforded the use of a text telephone (TTY) at a minimum of three times the length of time permitted for voice communications, upon his/her request.

There are no facility time limits on telephone use; however, each individual telephone call is restricted to 15 minutes by the telephone service provider. Telephone usage will not be allowed during count time and telephone calls are not allowed during lock down hours.

## **MAIL**

Inmates are encouraged to correspond with their family and attorney through the mail.

There is no limitation on the amount of mail an inmate can receive or send, if the inmate has money in his/her commissary account to purchase stamps and envelopes.

Indigent inmates will receive stationery and envelopes with postage for two (2) general correspondence letters per week. Indigent inmates will receive stationery and envelopes for privileged correspondence with their attorney, after submitting a written request to the Inmate Welfare Clerk.

Inmates are not allowed to correspond with other inmates in this facility or other corrections or jail facilities unless written approval is obtained from the Chaplain or designee. Any attempt to do so will result in disciplinary action. Request to correspond may be submitted through the facility messaging system under mail requests.

All mail will be handled in accordance with guidelines outlined in the FMJS.

### *OUTGOING MAIL*

Outgoing general correspondence should not be sealed. The envelopes must contain the first and last name of the person the letter is intend for. Letters must have the appropriate postage applied. The return address will include the inmate's full name (first and last) and the facility address. FACILITY ENVELOPES ONLY! All others will be rejected.

Walton County Jail  
Inmate's full name as booked  
40 Sheriff Circle  
DeFuniak Springs, FL 32433

Outgoing privileged/legal correspondence shall be treated as privileged, only if the name and official status of the receiving person appears on the envelope. Privileged/legal mail must have a recognizable legitimate address of the legal firm, attorney, court, public official, or government entity that the mail is being sent to.

Legal mail is NOT to be placed in the mailbox located in the pod. The inmate will present the letter to the Detention Deputy and/or Inmate Welfare Clerk, at the appropriate time, prior to

sealing for verification of privileged/legal correspondence. Legal mail placed in the box will be returned to the inmate and will not be mailed. The cost of materials and envelope will be incurred by the inmate. Outgoing privileged mail will not be opened, inspected, or censored in any manner, unless there is reasonable suspicion that it contains contraband.

If there is reasonable suspicion to believe outgoing correspondence is not privileged, the Director may hold it, prior to mailing, for a reasonable period, not to exceed seventy-two (72) hours, to allow verification of the privileged status of the addressee.

No mail will be sent out with any type of drawing or messages on the outside of the envelope. Only the send-to address, return address, postage, and identifiers for privileged or legal mail will be permitted on the outside of the envelope.

All outgoing mail will be placed in the mailboxes mounted on the walls inside each pod. They will be collected once daily, during weekdays, at a scheduled time. If the mail is not in the box at this time, it will not be collected until the next scheduled time.

### *INCOMING MAIL*

#### *ALL MAIL OTHER THAN PRIVILEGED MAIL MUST BE SENT TO THE MAIL DISTRIBUTION CENTER IN PHOENIX, MARYLAND*

All mail is electronic and can be viewed on the tablets following the Mail Distribution Center forwarding the mail to the Inmate Welfare Clerk or designee. All mail will be reviewed and approved before being made accessible to the inmate receiving the mail. Any mail that is not privileged mail must be sent to the address below:

Walton County Jail, Florida  
Inmate Name, Inmate Booking Number  
PO Box 247  
Phoenix, Maryland 21131

Incoming privileged correspondence shall be treated as privileged only if the name and official status of the sender appear on the outside of the envelope. Privileged mail must have a recognizable legitimate name and address of the legal firm, attorney, court, public official, or government entity that the mail is being mailed from. All incoming privileged correspondence may be opened and examined for money orders or contraband; the inmate to whom the mail is addressed will be present.

All incoming packages, other than books from publishers, must have been approved by the Inmate Welfare Clerk or designee, prior to being delivered to the facility or the package will not be accepted. Inmates shall wait until they receive a copy of the approved request form back before notifying family or friends to send packages to the facility.

Mail correspondence and photos are electronic and can be viewed on the tablets. All photos will be viewed and approved before being made accessible to the inmate receiving the photo.

Pictures showing nudity, obscenity or depictions of illegal activities will not be permitted. Any photo with a filter will not be approved.

Incoming privileged mail and packages must have a return address to be accepted. Mail with no return address will be considered contraband and will be destroyed.

**PRIVILEGED MAIL WILL BE MAIL TO:**

Walton County Jail  
C/O Inmates Full Name (as booked)  
40 Sheriff Circle  
DeFuniak Springs, FL 32433

**SCANNING AND/OR REJECTION OF MAIL**

Incoming and outgoing correspondence may be scanned and/or copied. They may also be rejected if the correspondence does not abide by the information above or contains one or more of the following:

1. Plans for sending contraband in or out of the facility
2. Plans for criminal activity or activities in violation of facility rules
3. Instructions for the manufacture of weapons, drugs, drug paraphernalia, or alcoholic beverages
4. Threats of blackmail or extortion
5. Plans for escape or unauthorized entry
6. A code which is not understood by facility staff
7. Pictures with nudity or obscenity
8. Discussion of illegal activity
9. Inmate to inmate correspondence of another penal institution without prior approval
10. Information, which, if communicated, would create a serious danger of violence and/or physical harm to a human being

Mail to inmates no longer in the custody of this facility will be returned to the sender.

**VISITATION**

WCJ encourages inmates to continue contact with family, friends, and others in the community. WCJ uses a video internet visitation system. Inmates may receive on-site visits or remote visitation that is paid for by the visitor.

- a. On-site internet visitation hours will be between 8 AM to 11:45AM, 1 PM to 4:30 PM, 7 days a week. Inmates are allotted one free 15-minute phone call per week when an visitor comes to the facility to visit.
- b. If you are an inmate worker or in a program, it is your responsibility to notify family and friends of your work schedule. before they visit.

- c. Contact visits are NOT permitted at this facility unless there exist extremely extenuating circumstances, and then, only with the prior approval of the Director, or his designee.

All requests for special visits should be made on an inmate request. The request should be sent to the attention of the Captain or Major of the facility.

Any visit may be terminated if the inmate or visitor becomes disruptive, poses a threat, inappropriate, or danger to the security of this facility or violates any rules or regulations of this facility.

All visitation areas and equipment, except attorney visitation, is subject to video and audio monitoring and recording. Lewd, obscene, or profane speech, motions or actions are strictly prohibited. Violation of this rule may result in the revocation of visitation privileges for the inmate and/or the visitor.

### *On Site Visitation*

Visitation will be denied if the visitor refuses to comply with the dress code while on site

- Clothing should be moderate attire
- Shirt and shoes must be worn when visiting the facility
- No shorts cut higher than mid-thigh
- No skirts or dresses that are shorter than ones knee
- Shirts must cover the entire upper torso and not be see-through or tight fitting
- Pants must be above the waist line and will not expose under garments
- No clothing marked with offensive or profane words or pictures

Former inmates will not be allowed to visit for sixty (60) days after their release.

Inmates will have their uniforms on and buttoned up at all times during visitation.

The use of profane or offensive language will not be allowed.

Inmates will be responsible for the behavior of their visitors. Obscene and/or offensive gestures, acts or language is strictly prohibited.

The facility reserves the right to refuse any visitor to visit or terminate any visit when deemed necessary to enforce the rules and regulations for the security of the facility.

Visitors or inmates found in violation of the rules will be subject to temporary or permanent suspension of visiting privileges or other appropriate action.

### *Online Video Visitation*

Visitation will be denied if the visitor refuses to comply with the dress code

- Clothing should be moderate attire
- Shirts and pants/shorts must be worn at all times
- Shirts must cover the entire upper torso and not be see-through or tight fitting
- No clothing marked with offensive or profane words or pictures

Nudity of any kind is NOT permitted. Sexually provocative or suggestive behavior from either party will result in the termination of visitation. Any visitor found to be removing clothing or being sexually explicit will have visitation cancelled and possibly result in the termination of all visitation privileges.

You have the option to send a one-minute video message and/or a one-thousand-character message via the internet visitation system.

All internet visitation and character messages will be subject to recording and monitoring by members of the Walton County Sheriff's Office, for the purpose of enforcing visitation rules.

To use the off-site video visitation, visitors may set up a visitation account by going to [www.gettingout.com](http://www.gettingout.com)

The facility reserves the right to terminate any visit when deemed necessary to enforce the rules and regulations for the security of the facility. The facility reserves the right to cancel, terminate, discontinue, or permanently revoke any inmate or visitor's visitation privileges at the discretion of the Jail Director or his designee.

## **MEDICAL SERVICES**

The WCJ has medical staff on duty to provide inmates with medical, dental, mental health and emergency health care. To obtain emergency health care, notify the nearest staff member immediately.

All necessary medical care and approved medications are provided to all inmates, regardless of ability to pay for services.

A health appraisal and blood work (if necessary) shall be performed on each inmate within fourteen (14) days of being booked into the facility. Refusal to cooperate with the required physical examination and blood work may result in the loss of certain privileges and isolation from the general population until these requirements have been fulfilled.

Medication will be administered throughout the facility as prescribed by the ordering physician.

Inmates **MUST** take their medications in the presence of the nurse issuing it. You may not accumulate medication in your cell, bunk or on your person. This does not include medicines that are ordered by Medical to be kept on your person. Any inmate caught "cheeking" or spitting out their medication will have their medication discontinued immediately.

Unauthorized medications found on you or in your property, will be confiscated and may result in disciplinary action.

Grievance procedures previously outlined must be followed if inmates should have a complaint concerning their medical, dental, or mental health treatment while incarcerated.

Inmates entering the Walton County Jail will complete a “Medical Screening” intake sheet, authorizing the facility to give routine medical care while incarcerated. All inmates must also give permission for release of medical records to consulting agencies. All inmates (with exception of US Marshal inmates) shall understand, and agree, that the cost of medical treatment may be charged to their insurance carrier or withdrawn from their inmate accounts. Refer to Florida Statutes Chapter 951.032- Financial Responsibility for Medical Expenses.

Some prescription medicine may be brought by family if pre-approved by the Medical Section. Over the counter medications must be obtained from the Medical Section or purchased from the Commissary.

US Marshal inmates who require outside appointments- these appointments must be pre-approved by the US Marshals. This procedure takes a little extra time for correspondence and approval but will be done in a timely manner.

Inmates may request special diets based on their medical needs from the jail physician. The Jail physician will approve special diets only if medically indicated.

## **SICK CALL PROCEDURES**

Sick Call provides inmates who have non-emergency health care request, the opportunity to have their situation evaluated and treated by a health care professional in a clinical setting within a reasonable time.

Daily Sick Call is conducted in the following manner:

- a. Any inmate who needs to attend Sick Call must submit a request via the electronic tablet system located in their pod.
- b. Sick call will be announced overhead in the POD. Inmates are expected to be waiting at the cell door or first table in the POD otherwise they are marked as a refusal.
- c. Inmates who turn in sick call requests will not be allowed to attend recreation or other programs until seen by medical staff.
- d. Once an inmate reports to sick call three (3) times within a month for the same complaint or problem, he will be referred to the facility physician before the nurse continues treatment.
- e. Inmates referred to the physician will normally be seen by him/her within a week of the referral.
- f. Sick Call requests may also be used to request necessary mental health services.
- g. All mental health requests will be forwarded to the mental health care provider.

- h. Inmates will receive emergency dental care as needed and approved by the facility physician.

**MENTAL HEALTH SERVICES**

Substance abuse and mental health counselling services are available to all inmates and include group and individual counseling. If interested submit a request through the electronic tablet system.

*COUNSELING FOR VICTIMS OF ABUSE OR VIOLENCE*

24 Hour Hotline number for counseling service: 850-863-4777 or 1-800-ABUSE (22873)

**FOOD SERVICE**

Modified diets shall be served to inmates when ordered by the health authority or clergy. You must request modified diets utilizing the electronic tablet system by submitting a request to Medical or the Chaplain. Medical approves medically necessary diets and the Chaplain approves religious diets.

**INMATE FEES**

The fees are charged against an inmate’s account in the same manner as commissary charges are deducted. Medical charges will be charged for services rendered, whether the inmate initiated the visit or not. A subsistence fee is charged to inmate accounts upon booking. This is assessed to help cover meal charges and miscellaneous costs of incarceration. No subsistence fees are charged for inmate workers, federal inmates with no local charges, juveniles and overnight holds or weekenders. Fees other than the subsistence fees may be charged to those listed above.

Most prescriptions are charged by schedule; however, single dose medicine prices may vary. There is no charge for the required 14-day health appraisal.

The Walton County Jail Charges the following fees for services provided:

ITEM	FEE
Initial Subsistence Fee	\$20.00
Daily Subsistence Fee	\$2.00
Sick Call	\$10.00
Nurse Visit	\$10.00
Staff Doctor Visit	\$20.00
Prescriptions	\$5.00 (each)
Dentist (Emergency)	\$20.00
Outpatient Care	\$175.00
X-Ray/Scans	\$50.00
Outside Doctor	\$75.00

Emergency Room Visit	\$125.00
Hospital Inpatient	\$250.00
Psychologist	\$75.00
Lab Work	\$10.00
Haircuts	\$3.00
Copies	\$0.15 per page

We also assess the inmates' accounts for items destroyed based on the replacement cost of the item pursuant to disciplinary process based on the following:

ITEM	FEE
Inmate Uniform	\$35.00
Clogs	\$10.00
Mattress	\$120.00
Tablet	\$450.00
Blanket	\$25.00
Sheet	\$12.00
Towel	\$6.00
Wash Cloth	\$2.00
Spork	\$1.00
Cup	\$1.00
Replace ID Card	\$10.00
Property Bag	\$50.00
Inmate Worker/Kitchen Boots	\$30.00
Inmate Worker Sunglasses/Caps	\$5.00
Inmate Worker Jacket	\$30.00
Inmate Worker Thermals	\$10.00
Laundry Loop	\$3.75
Sprinkler Head	\$105.00

Destruction or defacing of painted surfaces by writing, scratching or peeling paint will result in the inmate being charged the cost of materials for repair to include sandpaper, primer, paint etc. and the cost of labor at market prices (example \$17.50 per hour). Tampering with or the destruction of a fire sprinkler will result in the inmate being charged for the replacement and repair of the sprinkler and could result in criminal charges.

No inmate is denied meals, medical services, or haircuts if they are indigent. We also provide indigent packages from commissary –stationery to include 8 envelopes, stamps, paper and pencil – once per month.

**ALL INMATES WILL BE PROVIDED NECESSARY MEDICAL CARE, REGARDLESS OF ABILITY TO PAY.**

Exceptions to the fee schedule will be determined on a case-by-case basis as defined by policy and must be approved by the Director or his designee.

Inmates who believe they have been charged fees inappropriately may contest the charges by submitting a grievance within five (5) working days (not including holidays and weekends) of receiving notice of the charge(s).

Policy is defined by Florida Statutes 951.032, 951.033 and Florida Model Jail Standards 2.14.

## **EMERGENCY DRILLS**

The Walton County Jail conducts quarterly emergency drills that involve the participation of staff and inmates.

In the case of a Tornado, the Housing Officer(s) will instruct you to stay away from exterior walls and windows and to move to the center of the pod or cell. Inmates should stay on the ground until instructed otherwise. Inmates who are located outside of the pods or cells will be moved to an interior hallway furthest from exterior walls and windows. If an inmate is outside with a work crew, the Deputy assigned to the crew will get them to the nearest form of safety immediately.

In the case of an emergency that requires evacuation, listen to the Housing Deputy for instructions. When exiting the facility, leave calmly and quietly in a single file line.

We are here to provide protection for inmates when an emergency is underway, in order for the inmate to assist in their safety, they must be alert, listen to the Deputies commands, and remain calm. Failure to do so could result in disciplinary action or injury to an inmate.

## **FILING A FALSE REPORT**

Filing a false police report is prohibited in Florida by statute. Per Florida Statute 817.49, anyone who knowingly misleads the authorities or who causes someone else to mislead the police about the commission of a crime is guilty of a misdemeanor of the first degree. The statute covers those who not only lie to the police, but those who report crimes that were not actually committed as well as misinformation about crimes that were.

Per Florida Statute 775.082(d), under Florida law, the maximum penalty for a person convicted of providing a false report to law enforcement about any crime, a first-degree misdemeanor, is a one-year prison term and a fine of \$1,000. However, for a person convicted of providing a false report about a capital felony, the maximum penalty is a five-year prison term and a fine of \$5,000. The severity of the prison term and fine given, however, is up to the discretion of the sentencing judge and varies depending on the facts of the case, and the prior criminal record of the defendant. Florida Statute 775.082 (2) further orders the defendant to pay court costs.

## **GENERAL RULES AND RESPONSIBILITIES**

1. All inmates, regardless of commitment circumstances, are subject to the laws of the State of Florida, Florida Model Jail Standards and the rules and regulations of the Walton County Jail.
2. All detention deputies and staff members shall be addressed as Mr., Ms., or deputy by their rank (Sergeants and above) as appropriate followed by their last name. Under no circumstances will any other terms be allowed. Use of staff's first names by inmates is strictly prohibited.
3. It is your responsibility to follow all orders, directives, or requests from staff immediately.
4. Any form of disrespect, insolence or use of profanity or obscene language toward staff will be grounds for disciplinary action and will not be tolerated. Sarcastic or insulting remarks to/or concerning others are also prohibited.
5. During your incarceration, you are prohibited from transferring or selling any of your property to other inmates or to any member of the Corrections staff.
6. No sitting on stairs, tabletops, or floors.
7. No horse playing or wrestling.