



WALTON COUNTY JAIL INMATE HANDBOOK



**Walton County Sheriff's Office, Jail Operations Division
Taylor Park, 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 blue ink, appearing to read 'Maj. Taylor Park'.

Taylor Park

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, including an emergency contact person and phone number. Bondsmen contact information is included in the property bag for each inmate and listed on the electronic tablet.

All personal property, except for the approved personal undergarments the inmate is wearing, will be removed and placed in the inmate's stored property

CLASSIFICATION

Classification is the process used to determine each inmate's appropriate security level. This determination is based on information such as criminal history, medical needs, and social background.

The classification process is completed by a Classification Specialist. Inmates are assigned housing based on classification level, past and current disciplinary issues, keep-aways, and medical/mental health needs. All housing assignment changes must have prior approval. Inmates are not permitted to request special housing assignments unless they have a legitimate security issue. Inmates must make requests to security supervisors for consideration.

The classification section is responsible for determining housing assignments, assigning inmate workers, and placing inmates into vocational programs. **INMATE REQUEST**

Inmate requests are submitted through the electronic tablet system in the housing pod. Only one request may be submitted per issue, and inmates must wait for a response before submitting another request or beginning an informal grievance. Duplicate requests will be closed without a response.

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 issues 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 are in fear for your safety, report your concerns.

FACILITY ISSUED 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.

Inmates are required to be in full uniform when addressing or interacting with staff members. Inmates may wear commissary purchased or jail issued shorts and t-shirts while in the day room of their assigned housing pods. At no time shall inmates leave their housing unit without being in their full uniform.

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 may request hygiene and postal kits through the kiosk; their accounts will still be debited for these items. Indigent inmate's account will still be debited for these items; however, they will not be denied due to lack of funds.

Inmates are required to shower at a minimum twice (2 times) per week. Failure to do so may 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; however, the jail is not responsible for any lost, missing, or misplaced property:

1. Facility issued items i.e. Uniforms, towels, sheets, etc.
2. One (1) Bible or another religious book (approved by Chaplain)
3. One (1) commissary draw
4. One set of slides
5. Some inside inmate workers can also have one pair of approved shoes
6. Three (3) pairs of underpants/panties, NO thongs or bikini panties allowed
7. Three (3) crew or V-neck t-shirts without pockets
8. Three (3) pairs of socks
9. Three (3) bras with NO underwire, sports bras preferred (female inmates)
10. One (1) pair of shorts (sold on commissary)
11. Permitted hygiene items
12. One (1) pair of reading or prescription glasses or contact lenses, no dark lenses
13. Medical devices approved by medical staff (hearing aid, false teeth, etc.)
14. Two (2) white standard thermal tops, NO buttons or pockets (sold on commissary)
15. Two (2) white standard thermal bottoms, no buttons or pockets (sold on commissary)
16. Dentures, but adhesive must be obtained from medical.
17. 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 or her property to someone outside the facility, the inmate must release all property except clothing needed upon release. A Property Release Form must be completed and signed by the inmate and submitted to a Detention Deputy. Property Release Forms may be obtained from the Inmate Welfare Clerk or any Detention Deputy. The individual picking up the property must present a valid ID at the time of pickup and sign the release.

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.

Property not picked up within 60 days of an inmate's release from our facility will be disposed of.

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. Mattresses 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 washcloths 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 following all established rules and regulations and is advised that any violation may result in disciplinary action. Violations of these rules may lead to one or more of the disciplinary actions listed below

DISCIPLINARY ACTION:

1. Loss of privileges for a specified length of time. (visitation, telephone, commissary, etc.)
2. Loss of -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 Committee (DHC) shall decide what sanctions shall be applied to the inmate if found guilty of the violation(s). The DHC will suggest the maximum penalty; however, the committee can evaluate the case and request a lesser penalty if the committee feels it appropriate. The Disciplinary Hearing Officer (DHO) shall submit the written decision to the Jail Director or his/her 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. If a rule violation cannot be corrected with a verbal warning, staff will file a written Disciplinary Report (DR).
- B. An inmate may be placed in Administrative Confinement (AC) if they are a threat to themselves, others, or facility security.
- C. An inmate may also be placed in AC while a DR is being reviewed, until a final decision is made.
- D. Inmates will receive written notice of disciplinary charges at least 24 hours before the Disciplinary Hearing, unless they choose to waive this notice in writing.
- E. A Disciplinary Hearing will be held as soon as possible after the 24-hour notice and no later than seven working days after the incident, excluding weekends and holidays. The Director or designee may grant a 3-day extension in special circumstances.
- F. Inmates may request staff assistance at the hearing if they are illiterate, have a language barrier, or cannot understand the process due to the complexity of the issue. Staff assistance is limited to helping the inmate understand the procedure.
- G. Inmates may request witnesses or present documents, unless doing so is irrelevant, repetitive, or creates a safety risk.

- H. Inmates will attend the hearing unless they waive the right in writing or are excluded for security reasons.
- I. Violations of county, state, or federal laws will be handled by law enforcement and the courts. This does not prevent the inmate from also receiving a disciplinary report.

DISCIPLINARY ACTION APPEALS

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

GRIEVANCE PROCESS

Before filing a grievance, inmates must first submit an inmate request through the electronic tablet system, unless they are appealing a disciplinary decision. The grievance process may begin only after a response to the initial request has been received.

If the issue is not resolved, the inmate may file an informal grievance. If the response to the informal grievance is unsatisfactory, the inmate may then file a formal grievance.

All grievances must clearly state the complaint and include the date, time, and location of the incident.

A. Issues That *Can* Be Grieved

- Application of policies, rules, or regulations
- Actions of staff or other inmates
- Conditions of care, custody, or supervision under WCJ authority

B. Issues That *Cannot* Be Grieved

- State or federal court decisions
- State or federal laws or regulations
- The Director's final grievance decision

C. Filing Limitations

- Inmates may only file grievances for themselves, not on behalf of others.

D. Time Guidelines

- A grievance must be filed within 5 days of:

- First knowledge of the incident,
- Receiving a response to an inmate request or informal grievance, or
- Receiving a disciplinary decision.
- Appeals to the Director or designee must be submitted within 5 days of receiving the Disciplinary Hearing Committee’s decision.
- Staff have 15 days to respond to a grievance.
- If no response is received within the allowed timeframe (including approved extensions), the lack of response is treated as 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

DC - days in disciplinary confinement

GT- 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: <ul style="list-style-type: none"> 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, security, 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 property of 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	30 DC-30 GT
10	Refusing to obey an order of any staff member	30 DC-30 GT
11	Fighting - engaging in physical conflict with another person	30 DC-30 GT
12	Unauthorized contact with the public	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	Depriving an officer or staff of means of protection of communication in accordance with FS 843-025.	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	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 with bodily harm, or any offense against another person or property	30 DC-30 GT or 30 day suspension of visitation

30	Giving or offering any official or staff member a bribe, or anything of value; Giving money or anything of value to, or accepting money or anything of value from, another inmate, a member of their family, or their friend	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	Making intoxicants or being intoxicated	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	Correspondence or conduct with a visitor in violation of posted regulations	20 DC-15 GT or 20 day suspension of visitation
41	Unauthorized use of mail or telephones	20 DC-15 GT
42	Gambling, preparing or conducting a gambling pool, possession of gambling paraphernalia	10 DC-15 GT
43	Conduct which disrupts or interferes with the security or orderly running of the institution	20 DC-30 GT
44	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards.	10 DC-15 GT
45	Being in an unauthorized area	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 or injury	10 DC-15 GT
49	Not keeping a sanitary, neat, and clean-living area	15 DC-15 GT
50	Adulteration 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	Refusing to work; Encouraging others to refuse to work or participate in work stoppage	20 DC-30 GT
54	Stealing (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 card	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	Being in cell not assigned	15 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
73	Changing bunk assignment without authorization	10 DC-15 GT
69	Mailing letters out to be mailed back into another inmate or using another inmate to mail unauthorized correspondence	20 DC-30 GT
70	Wearing uniform pants below the waist	10 DC-15 GT
71	Failing to perform work as instructed by a supervisor	10 DC-15 GT
72	Participating in an unauthorized meeting or gathering	20 DC-30 GT
74	Failure to follow safety and sanitation rules and regulations	15 DC-15 GT
75	Mutilating or altering issued clothing, bedding, linen, mattresses, , etc.	15 DC-10 GT
76	Destruction of County Inmate ID card – First Offense	15 DC-10 GT
77	The use of obscene, profane or offensive language while utilizing the visitation system	Verbal warning – 14 days suspension of visitation
78	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.

Inmates on disciplinary confinement (DC) status may purchase hygiene items only. No privilege items may be purchased while an inmate is on DC status. 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 may be awarded for a singularly noteworthy action or a consistent pattern of commendable behavior. This award provides up to an additional five (5) days of gain time. All meritorious gain time recommendations must be submitted to the Jail Director for review and approval.

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 reviews the inmates' current and past criminal history, records of current and past disciplinary issues, and will decide who is considered for inmate worker status and which non-sentenced inmates, if any, can volunteer for the inmate worker program. 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 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 uniforms 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.

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 or other inmates

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, EDUCATIONAL, REENTRY, AND SUBSTANCE ABUSE PROGRAMS

Inmate programs are offered as a **privilege**.

To be eligible for **vocational programs**, an inmate **must be assigned as an inmate worker**.

For **educational, reentry, and substance abuse programs**, an inmate **does not have to be an inmate worker but must be willing to work**.

Vocational Programs

- Heavy Equipment Operator Program
- ServSafe® Food Protection Manager Certification Class
- Commercial Driver's License (CDL) Program
- Forklift Program
- Construction Program

Educational Programs

- Anger Management
- Parenting Classes
- OSHA 10

Reentry Programs

- Florida Licensing on Wheels (FLOW)

Substance Abuse Programs

- Residential Substance Abuse Treatment (RSAT) Program

Inmates must apply 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 are 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 delivery. Inmates can place commissary orders seven (7) days per week. The maximum purchase for food orders is \$150 per week. The maximum purchase for hygiene items is \$150 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.

Paper order forms will be provided if the tablet system is not working. 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 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 receiving 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 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 always have your identification card on your person. Identification Cards are required for all activities, including issuance of canteen items, movement within or outside the facility, and participation in recreation.

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 three hours of recreation per week, scheduled as one hour per day on Monday, Wednesday, and Friday. Recreation may take place inside or in the exercise yard. It is the inmate's responsibility to utilize the recreation areas during the times they are open.

READING LIBRARY

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

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 -24 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 and Security Captain. 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.
- Religious books with pages torn out will be discarded of.
- Inmates list their religious preference at the time of booking. Inmates are not permitted to change their listed religious preference after booking. If an inmate believes an error was made in recording their religious belief, they may submit a request to the Chaplain. The Chaplain will approve or deny the request based on a review of prior acknowledgements and information provided by the inmate.

LEGAL SERVICES/LAW LIBRARY

Inmates certified by the courts as pro se will be provided with 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 filing requests 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 using the phones located in the housing unit. Family and friends may create and manage account through [getting out.com](http://gettingout.com)

Inmates assigned to general population will have access to telephones located in the day room of their assigned Pods. These telephones are computerized and equipped with volume control. Inmates may not place calls to numbers that have been blocked. Phone calls may be made using prepaid debit, funds from the inmate's commissary account, or through the tablets assigned to inmates or available in the pods. Three-way calls, 800 numbers, and 900 numbers are prohibited, and if detected, the inmate's account can be charged.

Hearing-impaired inmates will be provided access to a text telephone (TTY) upon request, for a minimum of three times the length of time permitted for voice communication.

There are no facility-imposed time limits on telephone use; however, telephone use is not permitted during count time, and calls are not allowed during lockdown 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 stamped envelopes for two (2) general-correspondence letters per week. Indigent inmates will also receive stationery and envelopes for privileged correspondence with their attorney after submitting an Indigent Care Pack request through the commissary system on the tablet or the kiosk located in the pods.

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. Requests 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 must not be sealed. Envelopes must include the full first and last name of the intended recipient. Appropriate postage must be applied. The return address must include the inmate's full name (first and last) and the facility address. **FACILITY ENVELOPES ONLY**—any other envelopes will be rejected.

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

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

Legal mail must not be placed in the mailbox located in the pod. The inmate must present the letter to the Detention Deputy and/or Inmate Welfare Clerk, at the appropriate time, for verification before sealing the envelope. Legal mail placed in the mailbox will be returned to the inmate and will not be mailed. The cost of materials and envelopes is the responsibility of the inmate. Outgoing privileged mail will not be opened, inspected, or censored unless there is reasonable suspicion that it contains contraband.

If there is reasonable suspicion that outgoing correspondence is not privileged, the Director may hold the mail prior to sending it out for a reasonable period, not to exceed seventy-two (72) hours, to verify the privileged status of the addressee.

No outgoing mail may have drawings or messages on the outside of the envelope. Only the send-to address, return address, postage, and identifiers for privileged or legal mail are allowed on the exterior.

All outgoing mail must be placed in the mailboxes mounted on the walls inside each pod. Mail is collected once daily on weekdays at a scheduled time. Mail not in the box at that time will not be collected until the next scheduled pickup.

INCOMING MAIL

Regular (Non-Privileged) Mail

All regular mail must be sent to the Mail Distribution Center:

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

Mail is processed electronically. After approval, inmates can view it on their tablets.

Photos are electronic. Photos will not be approved if they contain:

- Nudity or obscenity
- Illegal activity
- Filters of any kind

Privileged Mail

- Treated as privileged only if the sender's name and official status appear on the envelope.
- Must come from a verifiable legal firm, attorney, court, public official, or government entity.
- Can be opened and checked for contraband or money orders, but only in the inmate's presence.
- Must include a return address. Mail without a return address is destroyed.

Send privileged mail to:
Walton County Jail
C/O Inmate's Full Name (as booked)
40 Sheriff Circle
DeFuniak Springs, FL 32433

SCANNING AND REJECTION OF MAIL – SUMMARY

Incoming and outgoing mail may be scanned, copied, and reviewed. Mail may be rejected if it violates facility rules or contains any of the following:

1. Plans to send contraband into or out of the facility
2. Plans for criminal activity or violations of facility rules
3. Instructions for making weapons, drugs, drug paraphernalia, or alcohol
4. Threats of blackmail or extortion
5. Plans for escape or unauthorized entry
6. Use of codes that staff cannot interpret
7. Pictures containing nudity or obscenity
8. Discussion of illegal activity
9. Inmate-to-inmate correspondence with another correctional institution without prior approval
10. Any communication that could cause serious danger, violence, or physical harm to someone

Mail for individuals who are no longer in custody will be returned to the sender.

VISITATION

Walton County Jail (WCJ) encourages inmate contact with family and friends through video internet visitation, either on-site or remote (remote visits are paid by the visitor).

On-Site Internet Visitation

- Hours: 8:00 AM–11:45 AM and 1:00 PM–4:30 PM, 7 days a week
- One free 15-minute phone call is provided each week when a visitor comes on-site.
- Inmate workers or program participants must notify their visitors of their work/program schedule.
- Contact visits are not allowed except in extremely rare cases with prior approval from the Director or designee.
- Special visit requests must be requested through the Captain or Major.
- Visits may be terminated if behavior is disruptive, threatening, inappropriate, or violates facility rules.
- All areas except attorney visitation are subject to video and audio monitoring/recording.
- Lewd, obscene, or profane behavior is prohibited and may result in loss of visitation.

On-Site Dress Code (Visitors)

- Moderate attire required
- Shirt and shoes required
- No shorts above mid-thigh
- No skirts/dresses above the knee
- Shirts must cover the torso and not be tight or see-through
- Pants must sit above the waist; undergarments cannot show
- No offensive or profane images or wording

Additional On-Site Rules

- Former inmates cannot visit until 60 days after release.
- Inmates must wear their uniforms fully buttoned during visits.
- No profane or offensive language.
- Inmates are responsible for visitor behavior.
- Facility staff may deny or terminate any visit for security or rule violations.
- Violations may result in temporary or permanent loss of visitation.

Online (Off-Site) Video Visitation

- Visitors must follow the dress code:
 - Moderate attire
 - Shirt and pants/shorts required
 - Shirt must fully cover the torso and not be tight or see-through

- No offensive or profane images/wording
- No nudity or sexually suggestive behavior of any kind is permitted. Violations may result in termination of the visit and loss of visitation privileges.
- Visitors can send:
 - One-minute video messages
 - 1,000-character text messages
- All video visits and messages are monitored and recorded.
- Visitors must create an account at www.gettingout.com to use off-site visitation.
- The facility may cancel or revoke visitation privileges at any time for security or rule enforcement.

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 requests 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 are provided only when ordered by Medical or by the Chaplain. To request a modified diet, you must submit a request through the electronic tablet system. Medical approves diets required for health reasons, and the Chaplain approves diets required for religious reasons.

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

Walton County Jail conducts emergency drills every quarter. Both staff and inmates participate to ensure everyone knows what to do during an actual emergency.

Tornado Procedures

- Housing Officers will direct inmates to move away from exterior walls and windows.
- Inmates should move to the center of the pod or cell and stay low to the ground until instructed otherwise.
- Inmates outside their housing area will be moved to an interior hallway away from windows.
- Work crews outside the facility will be taken to the nearest safe location by the assigned Deputy.

Evacuation Procedures

- Listen carefully to instructions from the Housing Deputy.
- Exit calmly, quietly, and in a single-file line.

General Safety Expectations

- Staff are responsible for protecting inmates during emergencies.
- Inmates must assist in their own safety by staying alert, following commands, and remaining calm.
- Failure to follow directions may result in disciplinary action or injury.

FILING A FALSE REPORT

Filing a false police report is illegal in Florida. Under Florida Statute 817.49, anyone who knowingly provides false information to law enforcement, or causes someone else to do so, is guilty of a first-degree misdemeanor. This includes lying about a crime, reporting a crime that never occurred, or giving misleading details about a crime.

Under Florida Statute 775.082(d), the maximum penalties for making a false report are:

- Up to 1 year in jail and a \$1,000 fine for false reports about most crimes
- Up to 5 years in prison and a \$5,000 fine for false reports involving a capital felony

Actual penalties depend on the judge, the details of the case, and the individual's criminal history. Additionally, Florida Statute 775.082(2) requires defendants to pay court costs.

GENERAL RULES AND RESPONSIBILITIES

1. All inmates are required to follow the laws of the State of Florida, the Florida Model Jail Standards, and the rules of the Walton County Jail, regardless of the reason for their commitment.
2. All detention deputies and staff must be addressed respectfully as Mr., Ms., or by their rank (Sergeant and above), followed by their last name. Using first names or any other terms is strictly prohibited.
3. Inmates must follow all orders, directions, and requests from staff immediately.
4. Disrespect, insolence, profanity, or obscene language toward staff will not be tolerated and may result in disciplinary action. Sarcastic or insulting comments about others are also prohibited.
5. Inmates may not transfer, trade, or sell property to other inmates or to any member of the Corrections staff.
6. Sitting on stairs, tabletops, or floors is not permitted.
7. Horseplay, wrestling, or similar behavior is prohibited.