



Sheriff Bob Gualtieri

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"

To The Inmate:

The Florida Legislature has established administrative and operational requirements to be maintained by all county detention facilities. Additionally, the State Jail Standards Committee has established specific operational standards. In Pinellas County, the Sheriff is charged with the responsibility of maintaining the county's jail facilities.

It is my policy that the Pinellas County Jail system shall operate in full compliance with all State Laws and the Florida Model Jail Standards.

The maintenance of a jail that provides safe, secure and sanitary conditions requires the cooperation of all confined persons. Every effort will be made to provide you with adequate confinement and nutrition while you are in jail. Your courtesy and attention to the rights of your fellow inmates will help make your stay in jail less complicated. You are encouraged to take advantage of the library, religious, social and education programs offered to all inmates.

A handwritten signature in black ink, appearing to read "Bob Gualtieri", is located below the main body of text.

Sheriff Bob Gualtieri
Pinellas County, Florida



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Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"

To The Inmate:

This Inmate Handbook is provided so you may have a better understanding of the operations, programs and services of the Pinellas County Jail.

It is our objective to provide a secure, safe and sanitary jail. You are expected to assist in this effort by keeping yourself and your living area clean at all times. It is also expected you will respect the rights of your fellow inmates and obey staff charged with your supervision.

Sheriff Bob Gualtieri provides a number of opportunities for inmates to use their time productively. A variety of religious programs and recreational activities are available. In addition, those individuals who can meet the necessary qualifications can use various education and / or training opportunities.

During your confinement in the Pinellas County Jail, the same laws that exist in our society will govern you. Any violation of federal, state or municipal ordinance will result in prosecution of those involved. Any violation of the rules and regulations of the jail will be dealt with appropriately. It is our hope when you leave the Pinellas County Jail system, you will be a better person. It is up to you.

A handwritten signature in cursive script that reads "Colonel Halle".

**Paul Halle, Colonel
Department of Detention and Corrections**

I. Introduction

- A. The Pinellas County Jail Complex contains several buildings. Each building of the complex has the same mailing address: 14400 49th Street North, Clearwater, FL 33762-2877, Phone (727) 464-6415.
- B. The various housing divisions within the complex house a wide array of inmates, including but not limited to, felons, misdemeanants, females and sentenced inmates. No individual shall be discriminated against because of race, color, national origin, gender or disability. Inmates shall have equal access to all programs and privileges unless deemed to be a threat to the safety of staff, other inmates or the security of the facility. Reasonable accommodations are provided for persons with a disability.
- C. All rules and staff direction must be obeyed. The housing deputies shall direct and control all housing unit activities. Inmates must conduct themselves in an orderly manner at all times with respect to the rights of other inmates and staff.
- D. Emergencies or safety drills can occur that may require inmates to evacuate or relocate to another area. It is important to remain calm and listen to the instructions given by detention personnel. Not following instructions may lead to disciplinary action.
- E. **SMOKING AND TOBACCO PRODUCTS ARE PROHIBITED.** Any tobacco brought into booking, in the possession of an inmate or in their property, will be discarded.
- F. Searches are necessary to control the introduction of contraband and to prevent escapes. Inmates must comply with the search of their person and personal property at any time. Inmates do not have to be present while staff is conducting a search of their cell area and/or belongings. Inmates will cooperate with deputies to expedite this process.
- G. Anytime there is a call for a headcount appearance, inmates are to proceed to their cell location immediately. Inmates are to remain quiet until the count is complete and they are excused. Inmate counts will be at the discretion of the deputies.

II. Booking Process

- A. All non-federal inmates booked into the Pinellas County Jail will be charged a non-refundable Inmate Subsistence Fee to cover administrative costs with the following exceptions:
 - 1. Detainees in an "in-transit" status for another agency or jurisdiction.
 - 2. Department of Corrections inmates brought back to Pinellas County by the State Attorney or Public Defender on writs of testificandum or inmates returning on writs of prosequendum (prose inmates) only.
 - 3. Walk-through, Paperwork Only and Marchman Acts.
- B. If an inmate's cash account balance is not sufficient to cover this charge, a lien will be placed against the inmate's cash account. The balance owed will be deducted from any deposits received. The debit balance will be carried for a period of three years from the date the debt was incurred.
- C. Upon arrival, inmates receive a medical screening. Please inform staff of any special medical or emotional needs during this process. If you have an emergency medical problem, please contact a deputy immediately. He or she will contact the proper medical person to handle your medical problem.
- D. At the time of booking, all money in an inmate's possession will be credited to his/her personal inmate account, except for foreign coins and/or foreign paper

money which will be placed in his/her personal property. No inmate will keep in his/ her possession any money, checks, money orders or any other legal tender. If any unauthorized funds are discovered, they will be forwarded to the Inmate Welfare Fund.

- E. During the booking process you will be interviewed by classification staff. Each person incarcerated at the Pinellas County Jail must have a photograph and fingerprints taken. Each inmate will be provided with an identification card to wear at all times **on the chest area** (not on the sleeve), with the photograph showing.
- F. If you are not released on your own recognizance, or do not bond out and are assigned housing at the jail, personal clothing will be exchanged and an inmate uniform or alternative clothing will be issued. Make no alterations to clothing. Inmates will be expected to reimburse the facility for intentional damage to or loss of clothing.
- G. Bed linens, towels, one drinking cup, soap, one toothbrush, one toothpaste, one comb and footwear (if needed) will be issued. Feminine hygiene items will be provided. Razors will be provided and exchanged in accordance with Department directives.
- H. A replacement cost will be charged to your account for missing, destroyed or damaged jail issued property or any jail property. If unable to pay, a lien will remain on the account for 3 years from the date the debt was incurred.
- I. Posting Bond/Purging Child Support Payments

How to post a bond for a Pinellas County Jail inmate:

If you have a bond amount, you can post a bond or have someone else post the bond to facilitate your release.

How to post an inmate's bond using a credit or debit card:

The Pinellas County Jail is now accepting bond payments through the GovPayNow program. Up to \$2,500 can be accepted on a per charge basis. Be advised a non-refundable service fee to GovPayNow will be added to all transactions.

If you need your credit card information from Property to self-bond, you can submit a Form 62 to Property or speak to a deputy who can initiate the process with Property.

How to purge an inmate's child support payment:

If you have been arrested for failure to pay child support, you can purge the child support payment or have someone else purge the child support payment in order to facilitate your release.

How to purge an inmate's overdue child support payment using a credit or debit card:

The Pinellas County Jail is now accepting payment for child support purges through the GovPayNow program. Payments are accepted for the full amount of the purge.

Make sure the person paying your bond has the following information ready before proceeding to www.GovPayNow.com:

This information is available in the "Who's in Jail" function on the Sheriff's Office website, or through the Clerk of the Circuit Court.

- The defendant's name

- The defendant's docket number
- The case number

The Pay Location code is **6343** for inmate bond payments.
 The Pay Location code is **6143** for inmate child support purges.

There are three ways to pay with a credit or debit card:

- Online at www.GovPayNow.com
- By phone at 1-877-EZBAIL5
- In person at the Pinellas County Jail Bond Counter

Other payments accepted:

Bonds of any amount can be paid using the following payment options:

1. **Surety Bonds** are accepted from registered bonding agents. A list of registered bonding agents is located in the Booking Area and enclosed case just outside of the Public Lobby area. You may also refer to the telephone book. The Pinellas County Sheriff's Office cannot and will not recommend a bonding agent.
2. **Cash bonds** are accepted in the full amount of the bond. In order to post a cash bond, the person posting the bond needs to present a valid photo I.D. **All bank checks, travelers' checks and money orders must be made payable to the Clerk of the Circuit Court.** No personal checks will be accepted.
3. Child Support Purges are accepted in the full amount of the purge. In order to pay the purge, you will need to present a valid photo I.D. **All bank checks, travelers' checks and money orders must be made payable to the Clerk of the Circuit Court.** No personal checks will be accepted. Child Support payments must be on a separate check or money order if a bond is being posted at the same time.

Important Notice

F.S. 903.286 requires the Clerk of the Court to withhold from the return of a cash bond posted on behalf of a criminal defendant by a person other than a bail bond agent, sufficient funds to pay any unpaid court fees, court costs, and criminal penalties. This means that if the defendant for whom you are posting bond owes costs and penalties, those fees will be taken out of the bond money you posted. You may receive only a portion or none of the posted bond money even though the defendant makes all timely court appearances. F.S. 903.26(2)(b) states that if a defendant fails to appear at the time, date and place of required appearance, the bond money will be forfeited.

III. Medical Services

- A. Upon arrival, inmates shall receive a medical and mental health screening. Please inform the nurse of any special medical or emotional needs during this process.
- B. All inmates have the opportunity to request healthcare for their health needs on a daily basis. If you wish to see a qualified healthcare provider regarding a medical, dental or mental health concern, you will follow one of the two following procedures, depending on housing location.
 1. Submit a Medical Request Form (Form 82) to the nurse on duty.
 2. Sign your name and docket number on the Nurse Sick Call list posted on the wall in the housing area.

- C. A \$10.00 co-payment will be charged against your account for each non-exempt medical, dental or mental health visit you initiate. If unable to pay, a lien will remain on the account for 3 years from the date the debt was incurred.
- D. You will not be charged a co-payment for exempt services, including medical screenings, the 14-day Annual History and Physical Assessment (H & P), or non-elective hospitalizations, off-site consultations, diagnostic studies, wound care, vital sign monitoring, medications or well-being checks. Other exempt services include:
 - 1. Urgent or emergent referrals as determined by medical staff, including treatment of injuries received due to an accident, sexual abuse, assault, use of force, etc.
 - 2. Medical staff referral to another qualified healthcare provider, including follow-up visits scheduled by the qualified professional.
 - 3. Administrative referrals to a qualified healthcare provider.
- E. **How to Inform Staff of a Medical Emergency** - If you have an emergency medical situation, please contact the floor deputy or the nearest available staff member on duty immediately. This includes feeling suicidal, or having knowledge that another inmate may be feeling suicidal. He / she will contact a medical staff member who will address your immediate healthcare need. Treatment for emergent services, as deemed appropriate by the qualified healthcare provider shall NOT be charged a medical co-payment.
- F. **No inmate shall be refused necessary medical treatment due to inability to pay.**
- G. **Malingering, feigning an illness or injury, or otherwise attempting to manipulate the system to avoid a medical co-payment, secure certain housing or other privileges is prohibited and shall be referred for disciplinary action.**
- H. Although every attempt will be made to verify medications taken prior to incarceration, your medical and/or mental health condition will be assessed by a provider on site, and only those medications deemed necessary and appropriate by the provider shall be initiated.
- I. Once you are released and sign for your property you will be offered a voucher for a 3 day supply of medication. You are required to take it to an authorized pharmacy in the area. If you do not report to the pharmacy for your medications within twenty-four (24) hours of your release, you will not be given the medication. Certain items are exempt from this voucher program, including narcotic medications, over-the-counter drugs, and IV drugs. U.S. Marshal and ICE detainees retained under contract, as well as those being transferred to another facility are exempt from this provision.
- J. When a U.S. Marshal and/or ICE detainee retained under contract is being transferred and/or released from the jail, seven (7) days of approved prescription medication will be provided.
- K. Fugitives will receive a 10 day supply of approved prescribed medication.

IV. Reports of Sexual Abuse/Sexual Misconduct

The Pinellas County Sheriff's Office has a zero tolerance policy towards all forms of sexual abuse and sexual harassment of any inmate and is committed to upholding the Eighth Amendment Rights of all inmates as required by the Prison Rape Elimination Act of 2003 (PREA).

Sexual misconduct herein is defined as any behavior or act of any sexual nature directed toward an inmate or detainee by an employee, vendor, contractor, volunteer,

visitor, or any other agency representative. Sexual misconduct includes, but is not limited to, committing or attempting to commit acts such as sexual assault, sexual abuse, sexual harassment, sexual contact, obscenity, unreasonable and unnecessary invasion of privacy, behavior of a sexual nature or implication, and conversations or correspondence suggesting a romantic or sexual relationship. Sexual acts of any type between staff and inmates/detainees amounts to sexual abuse, regardless of whether consent exists. Sexual misconduct may involve individuals of either sex and may involve interactions between staff and inmates of the same sex. Staff sexual misconduct is an inappropriate use of power and violates both federal and state law.

- A. Any sexual activity and/or sexual misconduct, forced or consensual, between inmates or between inmates and staff or others is strictly prohibited and will be fully investigated. No individual has the right to pressure another to engage in sexual acts. Involvement or knowledge of such acts should be reported immediately.
- B. All sexual abuse and/or sexual misconduct will be investigated and prosecuted to the fullest extent of the law, including administrative sanctions and/or criminal prosecution.
- C. **Reporting** – Any incidence of sexual abuse and/or sexual misconduct should be reported immediately. A report can be made directly to a staff member or via an Inmate Request Form; to speak with a detention supervisor, chaplain, social worker, the Detention Investigative Unit (DIU) or use a Form 82 to speak with healthcare staff.

If you are not comfortable reporting the abuse to staff as described above, you have other options:

1. The Detention Investigations Unit can be contacted directly by dialing 1*9042 from the inmate's phone located in every housing unit.
2. The Division of Inspector General, Pinellas County Clerk of the Circuit Court and Comptroller can be contacted directly by dialing 1*9094. This office is a public entity that is not part of the Pinellas County Sheriff's Office and is able to receive and immediately forward reports to agency officials allowing you to remain anonymous upon request.

There is no charge for this reporting method and a phone card or pin number is not necessary to make these calls.

In addition to the above, the following methods of reporting are available to US Marshal Service and ICE Detainees:

- Report to the ICE Field Office – Tell an ICE/ERO staff member who visits the facility or File a written informal or formal request or grievance to ICE/ERO.
- Report to the Department of Homeland Security Office of Inspector General or ICE Headquarters – Call DHS/OIG 1-800-323-8603 (1*9050) or by U.S. Mail to DHS Office of Inspector General/Mail Stop 0305 Attention Office of Investigations – Hotline 245 Murray Lane SW, Washington, DC 20528.
- Report to the ICE Community and Detainee Hotline 1-800-351-4024 (1*9095) or the ICE Office of Professional Responsibility (OPR) Joint Intake Center (JIC) 24 hours a day at 1-877-246-8253 (1*9092). Write a letter to P.O. Box 14475 1200 Pennsylvania Ave. NW Washington, D.C. 20044. To ensure confidentiality, use special (Legal) mail procedures.
- United States Marshals Service - File an Emergency Detainee Grievance – If you decide your complaint is too sensitive to file with the Officer in Charge, you can file your Grievance directly with the Field Office Director. You can get the forms from your housing unit officer or a facility supervisor.

- United States Marshals Service - Write to the Office of Inspector General (OIG), which investigates allegations of staff misconduct. The address is: Office of Inspector General, U.S. Department of Justice, 9050 Pennsylvania Ave. Room 4706, Washington, D.C. 20530. To ensure confidentiality, use special (Legal) mail procedures.
 - United States Marshals Service - Call, at no expense to you, the Office of Inspector General (OIG). The phone number is 1-800-869-4499 (1*9093).
- D. **Confidentiality** - If an inmate reports sexual abuse and/or sexual misconduct, confidentiality will be maintained with regard to all information obtained during the course of the investigation. Only those with a legitimate "need to know" will be provided facts for investigation and prevention purposes.
- E. **Protecting the Victim** – Every effort will be made to protect the victim from further harm. If he/she cannot, or will not identify the individual(s) involved in the sexual abuse, he/she does not give up the right to receive protection from the assailant(s).
- F. **Medical Assistance** - Sexual abuse/assault victims will be evaluated and provided medical treatment and follow-up care, as appropriate. The Suncoast Center, Inc. Rape Crises Center of Pinellas County has entered into a collaborative agreement with the Pinellas County Sheriff's Office to provide services to inmates who are victims of sexual abuse. These services include:
1. The services of a victim advocate who will provide sexual abuse victims with crisis intervention counseling and information regarding their rights under relevant federal and state law.
 2. Providing timely information and access to emergency contraception and testing and prophylactic treatment for sexually transmitted infections.
 3. Forensic medical examinations conducted by a Sexual Assault Nurse Examiner.
 4. Trauma specific treatment by a Mental Health professional.
 5. Confidential Support Services which includes, a free Rape Crisis Hotline by dialing 1*9073 from any inmate phone. Communication with Suncoast will be considered confidential and this number will not be monitored or recorded.
 6. Follow-up services when the victim is released from custody.
- G. **Counseling** - Most people need help recovering from the emotional effects of sexual abuse. A qualified mental health professional will provide crisis intervention counseling and coping skills and will monitor for the necessity of long term support. Any inmate at risk for, or having a history of victimization or sexually aggressive behavior, and is interested in self-initiated counseling may contact any staff member. In addition, you may also sign your name and docket number on the Nurse Sick Call list posted on the wall in the housing area or complete a medical request Form 82.
- H. **False Accusations** - Pursuant to Florida Statute, it is unlawful to falsely accuse any person of sexual assault/battery and is punishable by law and administrative action.
- I. **Avoiding Sexual Abuse** - Following these tips will not guarantee you are not abused / assaulted, but may help decrease the risk.
1. Carry yourself in a confident manner. Many attackers choose victims who look like they would not fight back or who they think are emotionally weak.

2. Do not accept gifts or favors from others. Most gifts or favors come with special demands or limits that the giver expects you to accept.
3. Avoid isolated areas whenever possible.
4. Find a staff member with whom you feel comfortable discussing your fears and concerns. Trust your instincts; if you feel unsafe, voice your concerns.
5. Do not accept an offer from another inmate to be your protector.
6. Choose your associates wisely. Involve yourself in positive activities (educational, self-help, religious programs, etc.).
7. Do not use drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
8. If you suspect another inmate or detainee is being sexually abused, report it immediately.

V. Restraint of Pregnant or Post-Partum Inmates

- A. Restraint of Pregnant or Post-Partum Inmates – In accordance with FSS 944.241, restraints shall not be used on an inmate known to be pregnant during labor, delivery and post-partum recovery unless the deputy makes an individualized determination that the inmate presents an extraordinary circumstance. If the deputy determines there is an extraordinary public safety risk, the officer is authorized to apply restraints as limited below:
 1. If the doctor, nurse or other healthcare professional treating the inmate requests restraints not be used, the deputy accompanying the pregnant inmate shall remove all restraints.
 2. Under no circumstances shall leg, ankle or waist restraints be used on any pregnant inmate who is in labor or delivery.
 3. If restraints are used on a pregnant inmate pursuant to paragraph (A) above, the type of restraint applied and the application of the restraint must be done in the least restrictive manner necessary. If wrist restraints are used, they must be applied in such a way the pregnant inmate is able to protect herself in the event of a forward fall.
- B. During the third trimester of pregnancy, or when requested by the doctor, nurse or other healthcare professional treating the pregnant inmate, unless there are significant documentable security reasons noted by the Department of Detention and Corrections to the contrary that would threaten the safety of the inmate, the unborn child, or the general public:
 1. Leg, ankle and waist restraints may not be used.
 2. If wrist restraints are used, they must be applied in such a way the pregnant inmate is able to protect herself in the event of a forward fall.
- C. In addition to the specific requirements of restraining pregnant inmates as discussed above, any restraint of an inmate who is known to be pregnant must be done in the least restrictive manner necessary in order to mitigate the possibility of adverse clinical consequences.

VI. Indigent Inmate Supplies

- A. Indigent inmates are defined as inmates who are without funds or who have \$1.00 or less at time of admittance. These individuals may receive necessary health, hygiene and writing materials after 14 days of indigent status.
- B. Once such an individual establishes an inmate account and has sufficient money posted to the account (more than \$1.00), they will not be considered indigent again until their account remains at \$1.00 or less for a period of 14 days from the date of the last entry.
- C. Indigent items are distributed in an Indigent Kit. The Indigent Kits contain the following:

Standard Indigent Kit:

- 1. One (1) 8 ½ x 11 legal pad
- 2. One (1) black ink pen
- 3. Four (4) stamped post cards
- 4. One 1.5 oz. tube of toothpaste
- 5. One 1.5 oz. deodorant
- 6. One (1) toothbrush

Clothing Indigent Kit:

Male

- 1. Two (2) t-shirts
- 2. Two (2) boxer shorts

Female

- 1. Two (2) bras
- 2. Two (2) panties

Note: Both the Standard and Clothing Indigent Kits will be ordered and distributed as a full kit only, no half kits and variations thereof will be given.

Eligible indigent inmates shall use the kiosk available to them within their assigned housing units to place indigent orders. In the event the kiosk is not operational or available, paper order forms will be distributed for completion.

- D. Eligible indigent inmates may request and receive the Standard Indigent Kit once every 30 days. Eligible indigent inmates may request and receive the Clothing Indigent Kit only one time each 365 days.
- E. Any inmate in need of footwear shall submit an Inmate Request Form to the appropriate floor deputy. The floor deputy shall assess each individual situation, process the Inmate Request Form accordingly, and provide shower shoes as needed.
- F. Indigent inmates will be continuously furnished with soap/shampoo, as will all general population inmates.
- G. If an indigent inmate needs legal envelopes to mail legal/privileged correspondence, he/she will submit an Inmate Request Form to the Law Library. The law library clerk will verify the inmate's indigent status by checking his/her inmate account status. Once verified, the law library clerk will process the request in the inmate accounting system and distribute the envelopes. The indigent legal mail will be forwarded back to the law library for indigent status

confirmation/verification and logging prior to being sent to the mail room. Each qualified indigent inmate may request up to four legal envelopes every 30 days.

VII. Dress Code and Personal Hygiene

- A. An issued uniform will be required anytime an inmate exits his/her housing area, to include visitations, religious services, medical services, social services, educational classes and attorney visits, etc.
- B. All inmates will maintain a high degree of personal cleanliness. Showers and toiletry items are available. Each division schedules haircuts; ask the housing deputy about the schedule. Inmates with upcoming court appearances will have priority.
- C. All inmates will be given the opportunity to shower/bathe daily, but are required to bathe at least twice weekly. Housing unit deputies will require inmates to be neat and clean before work.
- D. Linen exchange is once per week. Issued uniform exchange is twice per week. Inmates are responsible for any linen and uniform issued. Personal laundry is on a twice per week schedule. Inmates assigned to jobs within the jail will receive clean clothes each day they work. The laundry services are under the supervision of the staff; a laundry schedule will be available based on cell and unit assignment.

VIII. Replacement of Hygiene Items

- A. Housing area deputies will replenish or exchange bath soap, razors and feminine hygiene items.
- B. Items issued such as toothbrushes, toothpaste and combs must be purchased through commissary at the inmate's expense when replacements are needed. Indigent inmates will be given personal hygiene items once every 30 days.
- C. Inmates are not permitted to hoard Department issued personal hygiene items.

IX. General Housekeeping

- A. Inmates are responsible for keeping their cell and the immediate area around the cell clean and neat at all times.
- B. Beds will be made anytime they are not in use.
- C. Inmates are responsible for damages to their cell, which are a result of negligence or malicious destruction.
- D. Trash will be placed in the containers provided and is removed daily from living quarters. No trash bags are allowed except as needed to line the inside of the receptacles.
- E. Inmates cannot place personal items, clothing or linen on the bars, windows, bunks or vents.
- F. Do not post or attach anything to walls, mirrors, windows, bunks or on lights.
- G. Inmates cannot write, draw or mark on walls, ceilings, tables, chairs, bunks or any other facility owned property.
- H. Immediately report any inoperative equipment (such as light, sink, toilet, etc.) to a deputy.
- I. When there are too many flammable materials such as paper and plastics, a fire hazard exists. Excess items are to be discarded or they will be confiscated by

detention staff as a safety precaution. The facility is inspected regularly and adheres to all state fire safety codes.

X. Meals

- A. The jail offers three meals a day; there are no extra helpings or trays. Inmates must eat the meals at mealtime. No food from your tray can be saved, given, traded or sold to other inmates.
- B. Inmates will have the opportunity to exchange or clean his/her drinking cup daily.
- C. Only food items purchased through commissary may remain in the housing unit.
- D. If, for medical reasons, an inmate requires a special diet, medical will review the request and advise if approved or denied. If approved, medical will notify the food service provider to provide the required diet.
- E. If an inmate requires a religious diet, he/she must complete an Inmate Request Form to the Department Chaplain stating the name of the religion and the type of diet. The chaplain will review the request and advise of the approval or disapproval of the request.

XI. Inmate Accounts and Commissary

- A. Only other facility checks, certified checks, cashier's checks or money orders of at least \$1.00 are acceptable for deposit into the inmate's account. No cash will be accepted from visitors for deposit into an inmate's account. Any deposit received containing damaged or unreadable money orders, personal checks or cash will be returned to the sender if the name and address has been provided.
- B. Inmates' family and friends may order commissary items or make deposits to your account online via www.mycarepack.com or by dialing 1-800-353-4330. Online commissary orders will be delivered during normal commissary distribution. In addition, kiosks where funds (cash or credit card) can also be deposited into inmate accounts are available to the general public at the jail's visitation center and public lobby. Electronic deposits are limited to \$300 per inmate per day.
- C. No inmate will keep any money, checks, money orders or any other legal tender in his / her possession. Any unauthorized funds that are discovered will be forwarded to inmate accounting for processing.
- D. An inmate may transfer or release funds from his/her account to the public by completing the "Inmate's Permission for Money Release Form." Money releases may be held up to 5 business days pending verification. Any other requests will be at the discretion of the Division Commander.
- E. Commissary is a privilege provided for the exclusive use and benefit of all inmates. Inmates may use money in his/her inmate account to purchase commissary items. The commissary provider deducts purchases from the inmate account. A list of items available from the commissary is in each housing unit or a list may be requested from a deputy.
- F. Inmates may place orders to the commissary twice weekly.
- G. Each order may be no more than \$100.00 combined clothing and food.
- H. Inmates may go over the \$100.00 limit in order to purchase a radio.
- I. Damages or shortages must be identified upon delivery to you. By signing, you acknowledge that you understand the terms of commissary orders and authorize funds to be deducted from your trust fund account to pay for the order. Once the order is accepted it is a final sale. All inmates have 60 days from purchase to request any information regarding a commissary sale or credit.

XII. Notary Public Services

The Pinellas County Jail will make a Notary Public available when requested by an inmate. Contact the shift sergeant or social worker for a Notary Public.

XIII. Good Time/Gain Time

Good Time/Gain Time is awarded and the release date calculated at the time of sentencing. Records of Adjusted Release Dates can be accessed by staff in all housing areas. No inmate release will take place until verification is completed. Any discrepancies should be addressed on an Inmate Request Form to Inmate Records.

- A. Good Time awards are granted to all sentenced inmates. Good Time awards are not to exceed five days per month.
 - 1. Good time is calculated on the balance of the sentence after deducting gain time and credit for time served as determined by the courts.
 - 2. If an inmate fails to comply with established facility rules and regulations and is disciplined, including transfer to another facility offering a more secure environment, the inmate can also lose good or gain time, receive time in detention or a combination of actions.
 - 3. Inmates whose offense dates are prior to November 1, 2001 (when the five days per month good time policy was implemented), will have good time calculated according to the days worked. This calculation will be one day off of the sentence for every day of work completed.
- B. Gain Time - county sentenced inmates earn Gain Time at a rate of five days for every 30 days of sentence.
 - 1. Gain time is not allowed for any sentence of 29 days or less.
 - 2. The Inmate Records Section computes gain time at the time they receive notification of sentencing.
- C. Certain county inmates are not eligible to receive either good or gain time. Included in these categories are the following: Inmates incarcerated on Civil Contempt of Court Orders, inmates sentenced to a specific time period and those inmates stipulated by the sentencing judge not to receive good time awards.
- D. Any part of good or gain time shall be subject to forfeiture for any violation of law, rule, or regulation of the institution.

XIV. Mail

Inmates may write and receive unlimited correspondence. However, if the inmate is under any restrictions or disciplinary actions, mail may be limited with the exception of legal mail.

- A. Mail is delivered and picked up once a day, except on weekends and postal holidays.
- B. All incoming mail must have the inmate's full name, docket number, housing location and a return address or it will be returned to the Post Office. Incoming mail is limited to properly addressed letters, post cards, greeting cards, and up to (10) pictures per inmate, per day in good taste and no larger than 4" x 6". Photographs exceeding 4" x 6" and letters containing more than (10) ten photographs will be returned to the sender. All correspondence items are limited to non-valuable paper products only.
- C. All outgoing mail will be sent in plain envelopes which will be free of drawings, art work, etc. Any mail being forwarded with drawings, art work, etc. will be returned to the inmate.

D. All outgoing mail must include a return address as follows

Full name, identification number, housing assignment
Pinellas County Jail
14400 49th Street North
Clearwater, Florida 33762-2877

E. Incoming and outgoing inmate mail will be monitored by the staff for security reasons. Staff will inspect incoming mail to intercept cash, checks, money orders or contraband. Any monies found will be sent to inmate accounting for processing. If contraband or unapproved items are found in the correspondence, the entire letter or package will be returned to the sender or handled according to policy or statutory law. Inmates will be notified in writing of the rejected correspondence.

F. Any legal or privileged mail received will be opened in the presence of the inmate to confirm it is legal or privileged mail. If the mail is not legal mail, it becomes contraband and is handled appropriately.

G. Detention staff will not interfere with outgoing mail except to open and inspect it to determine if it contains contraband or interferes with the security and orderly operation of the facility.

H. Publications:

1. Inmates may receive printed material and publications (books, magazines, newspapers, etc.) he/she purchases from, and are mailed by, the publisher or established book retailer. Book clubs are not considered an established book retailer.
2. Materials that may affect the order, security and safety of the facility are not allowed. The Pinellas County Jail does not forward subscriptions upon release or transfer of the inmate.
3. There is a limit of three books, three magazines and three days of newspapers at one time. Excessive items are put with the inmate's property or seized and disposed of as contraband.
4. The receiving mail clerk will forward any unacceptable publications or material to the Department Commander for review and disposition.

XV. Telephones

A. Three-way calling is not permitted and is a violation of inmate conduct. **Your telephone calls may be recorded.**

B. The Pinellas County Jail provides telephones for inmate convenience as a means to contact attorneys, bondsmen and family. All calls are on a "collect call" basis. To contact the Public Defender's Office dial 1*7 from any inmate phone (Mondays, Tuesdays, and Fridays from 2:00 p.m. until 3:00 p.m.).

C. Inmates can purchase pre-paid phone cards that will enable them to make local and long distance calls. The deputy on duty can provide information on how to purchase one. **Once you take physical possession of the phone card from the member delivering it to you, it cannot be returned.**

D. Criminal charges or disciplinary action may be placed against persons found destroying, altering or damaging telephones and/or making obscene, threatening or harassing telephone calls.

E. Inmates may not charge calls to a credit card or other number. Fraudulent long distance calls will result in prosecution.

F. T.D.D. Machines are available for the hearing impaired, upon request.

- G. Inmates are encouraged to use either an Inmate Request Form or the US Mail if there is a need for communication within the Pinellas County Sheriff's Office. If there is an absolute necessity to contact any agency or a section of the Sheriff's Office by telephone, a request should be made with a detention supervisor or a member of the Detention Investigations Unit (D.I.U.).
- H. There are enough telephones to accommodate the number of inmates housed in each area. However, during times of high demand, be aware other inmates need to use the phone. No continuous calling is allowed during these times.
- I. If an inmate feels he/she needs to make an emergency phone call, an Inmate Request Form addressed to the Social Worker is to be completed.
- J. If a phone is not working, notify the staff member in the housing area. If you are experiencing issues with the call itself, contact GTL, the current phone provider. Have the person you called contact 1-877-650-4250 with their phone number, time and date of call, and the 16 digit number from your phone card.

XVI. Disciplinary Procedure

- A. When an infraction of the rules is alleged to have occurred the following will happen:
 - 1. A disciplinary report will be processed.
 - 2. The incident will be investigated and the inmate will be provided written notice of the charges against him/her at least 24 hours prior to a hearing.
 - 3. A deputy will speak with the affected inmate, notify him/her of his/her rights, take a statement concerning the violation and answer any questions the inmate may have.
 - 4. A hearing will be held as soon as possible.
 - 5. The inmate will receive a copy of the committee's or Hearing Officer's written decisions.

A detention supervisor may place an individual in an administrative confinement cell for the safety of the inmate or the security of the facility, pending an investigation or disciplinary hearing.

- B. **Appeals** – If an inmate disagrees with the disciplinary action rendered by the committee or Hearing Officer, he/she has the right to file an appeal to the Division Commander. To do this, make a request for an "Administrative Remedy Form." This form must be filed within five calendar days from the date of the notification of the Disciplinary Committee's decision. The Division Commander will review all appeals and the ruling will be binding.

XVII. Prohibited Conduct and Penalties

Inmates are responsible for adhering to all policies, rules and regulation of the Pinellas County Jail, as well as Federal, State and Local laws. Prohibited conduct can result in the loss of privileges. Sentenced inmates that have violated institutional rules may lose good and gain time if they are eligible to receive such.

- A. Loss of Privileges. The following privileges can be restricted:
 - 1. Religious Services – Attendance at religious services is a closely protected privilege. Attendance at services is not normally denied to an inmate however, if the inmate continues to show inappropriate behavior while in a segregation cell, or the Disciplinary Report involves behavior occurring during a religious service, or if participation causes a security/safety problem, the inmate shall lose the right to attend chapel however, he/she may request a visit from a member of the clergy on an individual basis.

2. Law Library – An inmate may not be denied reasonable, meaningful access to legal materials.
 3. Mail – Mail is a right. However, inmates who receive magazines or newspapers through fourth-class mail do not have the right to have them while in disciplinary confinement. Those materials will be placed in property. Once released from disciplinary confinement an inmate request form shall be submitted to the Property Section in order to obtain these materials. Otherwise, the inmate should receive all mail except that specifically prohibited by the Division or Department Commander.
 4. Telephone – Detention staff shall direct any request from an attorney or the courts to the appropriate shift commander who will either authorize or deny the call. Emergency phone calls will be at the specific authorization of the appropriate Shift Commander. Inmates will not be denied a phone call to attorneys unless the inmate poses a documentable security risk at the time the call is to be made; any denial of such calls shall be documented and approved by the Shift Commander. Requests for phone calls to an attorney must be addressed in a timely manner by a counselor.
 5. Commissary – While in disciplinary confinement, inmates may order health and comfort items (i.e. toiletry articles, stamped envelopes, writing paper, pens, etc.) from the commissary but candy or other snacks are not authorized. Any unopened food items confiscated will be placed in the inmate's property. Any opened food items will be disposed of accordingly.
 6. Program Attendance – Inmate programs are privileges. Inmates in disciplinary confinement will not be authorized to attend group programs except with the express approval of the Division Commander.
 7. Radios, TV and recreational reading will be denied while in disciplinary confinement. If the inmate has their own radio, detention staff has the duty to ensure the radio is properly stored in the Inmate Property Section until he/she is released from confinement.
 8. Visitation – Visitation is a right. However, if the violation involved misconduct at visitation, the inmate's visitation may be suspended for a period of time.
- B. The following infractions carry a maximum penalty of 30 days in Disciplinary Confinement. The Disciplinary Committee or Hearing Officer may elect to impose a lesser penalty.
1. Adulteration of any food or drink.
 2. Assault and/or battery on any person.
 3. Attempting or planning escape.
 4. Conduct that disrupts or interferes with the security or orderly running of the institution.
 5. Correspondence or conduct with a visitor in violation of posted regulations.
 6. Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security or official paper.
 7. Destroying, altering or damaging government property or the property of another person.
 8. Encouraging others to refuse to work.
 9. Encouraging others to riot.
 10. Engaging in, or encouraging a group demonstration.
 11. Engaging in sexual acts with self or others.
 12. Escape.
 13. Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others to avoid bodily harm, or under threat of informing.
 14. Failing to properly stand count.
 15. Fighting with another person.

16. Giving or accepting anything of value from another inmate, a member of his/her family, or his/her friend.
 17. Giving or offering any official or staff member a bribe or anything of value.
 18. Inappropriate conduct (i.e. gestures, language, comments and noises) directed at staff or other inmates.
 19. Indecent exposure ***See section G** for more information
 20. Interfering with the taking of a count.
 21. Loaning of property or anything of value for profit or increased return.
 22. Making intoxicants or being intoxicated.
 23. Malingering, feigning an illness.
 24. Manipulating housing.
 25. Misuse of authorized medication.
 26. Possession of contraband as defined.
 27. Possession or introduction of any explosive or ammunition.
 28. Providing a false report of sexual abuse, sexual harassment and/or staff sexual misconduct.
 29. Rioting.
 30. Setting a fire.
 31. Sexual abuse of another.
 32. Sexual harassment of another.
 33. Smoking or tobacco use.
 34. Stealing (theft).
 35. Tampering with or blocking any locking device.
 36. Threatening another with bodily harm or any offense against his/her person or his or her property.
 37. Wearing a disguise or mask.
- C. The following infractions carry a maximum penalty of 25 days in Disciplinary Confinement.
1. Mutilating or altering issued clothing.
 2. Possession of anything not authorized for retention or receipt by the inmate and not issued to him through regular Department channels.
- D. The following infractions carry a maximum penalty of 20 days in Disciplinary Confinement.
1. Failing to perform work as instructed by a supervisor.
 2. Gambling, preparing or conducting a gambling pool, possession of gambling paraphernalia.
 3. Lying or providing a false statement to a staff member.
 4. Tattooing or self-mutilation.
 5. Unauthorized contacts with the public.
- E. The following infractions carry a maximum penalty of 15 days in Disciplinary Confinement.
1. Being in an unauthorized area, including the marked areas of any recreation area.
 2. Being unsanitary or untidy, failing to keep one's person and one's quarters in accordance with posted standards.
 3. Failure to follow safety or sanitation regulations.
 4. Refusing to obey an order of any staff member.
 5. Refusing to work or participating in work stoppage.
 6. Unauthorized removal or alteration of the inmate identification card. Inmates may also be charged with the replacement cost of his or her identification card.
 - a. First Infraction -15 Days
 - b. Second Infraction - 30 Days
 7. Unauthorized use of mail or telephone.
 8. Using any equipment or machinery contrary to the instructions or posted safety standards.
 9. Using abusive or obscene language.

- F. The following infractions carry a maximum penalty of 10 days in Disciplinary Confinement.
1. Participating in an unauthorized meeting or gathering
 2. Unexcused absence from work or any assignment.
- G. Indecent Exposure Sanction (Violation XVII, A., 19):
1. First Offense will include, at a minimum:
 - a. Thirty days mandatory disciplinary confinement (such as loss of all privileges, recreation reduced to three days per week, loss of social visitation and phone calls, etc.).
 - b. During the 30 days of mandatory disciplinary confinement, all personal clothing (including shoes) will be placed in property.
 - c. All pictures and reading material shall be placed in property while in confinement.
 2. Second Offense will include at a minimum:
 - a. Thirty days mandatory disciplinary confinement (i.e. loss of all privileges, recreation reduced to three days per week, loss of social visitation and phone calls, etc.).
 - b. During the 30 days of mandatory confinement, all personal clothing (including shoes) will be placed in property.
 - c. All pictures and reading material shall be placed in property while in confinement.
 3. Third or Subsequent Offense will include at a minimum:
 - a. Notification will be made to D.I.U. to initiate a formal criminal complaint.
 - b. Thirty days mandatory disciplinary confinement (i.e. loss of all privileges, recreation reduced to three days per week, loss of social visitation and phone calls, etc.).
 - c. All personal clothing (including shoes), pictures and reading material will be placed in property for the duration of the disciplinary confinement.
 - d. Upon completion of Disciplinary Confinement, notification will be made to Classification and the inmate shall be reclassified "Close Custody-Predator" status and will remain in administrative segregation.

XVIII. Contraband

Searches are necessary to control the introduction of contraband and to prevent escapes. Inmates must comply with the search of their person and personal property at any time. Inmates do not have to be present in the cell at time of a search. Inmates will cooperate with deputies to expedite this process.

Included below is a list of items that can be considered contraband. Items not listed here may be considered contraband at the discretion of staff.

- A. Any item or article not issued or sold to an inmate by this facility, or is found to be altered or used for a purpose other than what it was intended for. These items will be removed and destroyed.
- B. Any item detailing weapons or explosive manufacturing, or gives information that could aid in planning or making an escape or producing any item which could injure another.
- C. Gang symbols or related items such as drawings, literature, etc., which relate to gangs.

- D. Pornographic photographs, magazines, centerfolds, etc. shall be considered contraband.
- E. Food left over from meals.
- F. Laundry lines or hangers.
- G. Non-Department issued phone cards.
- H. Credit cards.
- I. Maps, catalogs, travel brochures or calendars.
- J. Cleaning equipment or materials.
- K. Tape recorders or tape machines.

XIX. Inmate Identification Card

- A. Identification cards are required to be worn and properly displayed on the chest area at all times with the photo facing out. Inmates without their identification cards will be returned to their housing units and face disciplinary action. Identification cards are to be turned in at the Release Desk for destruction at the time of the inmate's release.
- B. Lost, stolen or damaged identification cards will result in formal disciplinary action and a monetary charge for the I.D. replacement will be deducted from the inmate's money account.

XX. Programs and Services

There are various comprehensive educational and vocational programs provided.

- A. Program participation is voluntary except for work assignments, programs required by State Statute, Federal Law or as court ordered. Monthly program schedules are posted in each housing area.
- B. Some of the programs and services offered include basic education-GED classes, weekly services for various faith groups, crisis intervention counseling, HIV/AIDS education, juvenile education, vocational programs and recreation. GED enrollment and testing fees may apply.
- C. Televisions are equipped with closed caption for the hearing impaired. If closed caption is required, contact the administrative staff via an Inmate Request Form to activate this function.

XXI. Visitation

- A. All visitors are required to schedule their visits and may do so up to one week in advance. Reservations are made by calling (727) 464-6842 or online @ www.pcsoweb.com/onlinevisitation.
- B. Inmates are allowed seven 40 minute visits per week. The hours of visitation are 11:30am – 7:40pm daily. Visitors arriving 20 minutes after the start of their scheduled session will not be permitted to enter.
- C. Three individuals may visit: one adult with two children or two adults with one child. No more than two adult visitors at any one time.
- D. All visitors must present a valid photo identification card (driver's license or state-issued identification card) for admittance to visitation.
- E. Regulations concerning dress and conduct for all visitors are on display.

- F. All visitors must comply with these regulations or face the possibility of terminating their visit.
- G. Attorneys may visit their clients at any time. However, they are encouraged to conduct their visits during the regular work week at normal business hours.
- H. Behavior problems involving children will not be tolerated. If such problems occur, the children and the accompanying adult will be asked to leave the area.
- I. Funds are accepted during visitation hours; only certified check, money order or cashier's check is accepted. The funds will be deposited in the inmate's personal account on the next business day (Monday through Friday). In addition, kiosks where funds (cash or credit card) can also be deposited into inmate accounts are available to the general public at the jail's visitation center and public lobby.
- J. When a conflict in scheduling exists between a scheduled visit and other programs, the inmate shall have the option of attending the program or visitation. Inmates choosing to attend a program over visitation shall not be removed from the program to attend their visit.

XXII. Library Services

A. Law Library

- 1. To receive information from the Law Library, an inmate must submit a request to the Law Librarian. It is the inmate's responsibility to specify the cases, statutes, or other legal reference material and/or information directly on the Inmate Request Form (62 Form). The requested material will then be delivered within five days (excluding weekends and holidays).
- 2. All inmates may receive up to 50 copies of legal material per month, free of charge. There is a fee of 10 cents per page for additional copies; the cost will be deducted from the inmate's money account. Exigent circumstances for indigent inmates will be considered on a case-by-case basis.
- 3. The Law Library keeps 10 copies of the Florida Model Jail Standards and inmates may review them by using the request form.
- 4. Information concerning immigration law and legal services is available by request.
- 5. No inmates (Pro se' inmates included) are allowed physical access to the Law Library at any time.

B. Recreational Reading

- 1. Any inmate desiring books or periodicals from the library must submit an Inmate Request Form stating the type of books or periodicals desired. This form should be given to a floor deputy.
- 2. Any books or periodicals requested that are not available will be substituted with a similar selection.
- 3. There is a limit of three books and three magazines at one time per inmate. Return previously distributed books and/or magazines before distribution of additional books and/or magazines.

C. Upon release, turn in all jail issued books and periodicals.

- D. Inmates may request Bibles, Qurans or other Holy Scriptures from the library or chaplain's office. They are provided for your use as available.

XXIII. Property

- A. Inmates will be held accountable for the deliberate destruction or damage of issued jail property.
- B. Inmates are prohibited from giving or exchanging issued inmate clothing or linens to another inmate.
- C. Personal property, as listed below, will be permitted in cells if it does not pose a threat to the health and safety of the inmate or the security of the facility.
 - 1. Authorized hygiene items such as soap, toothbrush and toothpaste, comb and razor (when issued).
 - 2. One plastic bowl with lid purchased through the commissary.
 - 3. Clothing items received from the Indigent Inmate Program or purchased through the commissary in the amounts listed:
 - a. Male – Five pairs of under shorts, five white tee shirts (without logo or design), five pairs of socks, and one pair of thermal underwear, solid white, cream or beige in color.
 - b. Female – Three bras or sports bras (no under-wire bras), five pairs of panties, five white tee shirts (crew neck only) and one pair of thermal underwear, solid white, cream or beige in color.
 - 4. Prescription eyeglasses, contact lenses, eye prosthesis and dentures. No Dark tinted eyeglass or sunglasses allowed unless deemed medically necessary by the physician. These items are your responsibility and you must maintain them in an appropriate manner. **Do not place them in a container that may be considered contraband, such as a Styrofoam cup or trash bag.**
 - 5. Medically necessary lotions and soaps will be in new, unopened containers when brought to the jail complex. A member of the medical staff must authorize these items before they will be released to you.
 - 6. You may display up to three family pictures, in good taste, no larger than 4" x 6". Pictures may not be attached to any part of the cell, to include; walls, bunks and/or tables. No Polaroid™ photographs are permitted through the mail.
 - 7. Limit of three each: books, magazines and newspapers.
 - 8. Books with your name and magazines must be sent directly from the publisher or an authorized bookstore. If any other method is used, the books and/or magazines will be considered contraband and the complete package will be returned to the sender. The mailroom staff will label these with your docket number.
 - 9. Newspapers are by subscription only. The publisher sends newspapers by third class mail so several days' worth may arrive at one time. However, stockpiling newspapers can create a fire hazard therefore, after you read each newspaper, throw the newspaper away.
 - 10. If detention staff feels there is an excessive amount of newspapers, they will remove all but the three most recent days and discard them in the trash.
 - 11. One radio, one pair of headphones and only the number of batteries needed to operate the radio plus a replacement set, per inmate are allowed. All items must be purchased from commissary and are not

available through Secure Pak. Staff will confiscate as contraband any altered radio and/or headphone.

12. Addresses and telephone numbers.
 13. Pencils, paper, stamped envelopes, stamps, pens and colored pencils purchased through the commissary or received through the Indigent Program are permitted. Any of these items sent through the mail will be considered contraband and will be returned to the sender.
 14. Legal materials, papers and letters. Pro-Se status inmates will be given up to three green storage boxes for legal materials. Any additional storage boxes will be at the discretion of the Division Commander. Only three boxes at one time are permitted in the housing area; any additional boxes will be placed in inmate property.
- D. Court Clothes – Inmates will be allowed to retain one set of personal clothing in the Property Room for court appearances and/or for use upon discharge.
- E. Court Attendance – Inmates attending court are not permitted to have any personal or jail issued property in their possession with the exception of legal materials. All inmates are subject to a search and any contraband found will be disposed of per policy.
- F. Bulk Property
1. Any item that will not fit through the inmate property release pass-through box will be transported to the Property and Evidence Section by the arresting officer.
 2. Any weapons, bicycles or tools determined to be a potential safety or security risk by the Division Commander, or any unusually cumbersome items that may have been taken by the arresting officer will be stored at the Pinellas County Sheriff's Office, Property and Evidence Division, 4707 145th Avenue North, Clearwater, FL 33762-2877, Phone 727-464-6391.

Bulk property stored at the Property and Evidence Division will only be kept in inventory for **30 days after the date of your incarceration.**

G. Procedure for Release of Property

No property, with the exception of medication, stored in the Inmate Property Section will be sent with an inmate being transferred to another state or federal facility. It is the inmate's responsibility to arrange for the release of this property utilizing the following methods. Property not released within 30 days from the date of transfer will be considered abandoned and will be disposed of in accordance with agency policy.

1. Pickup From Jail by Outside Person
 - a. Inmates must complete, in ink, an "Inmate's Permission for Property Release Form." Any form not completed in ink or filled out properly will be returned to the inmate.
 - b. The person designated by an inmate to receive his/her property must present a valid photo identification (Driver's License, Florida I.D. card, etc.) before any property will be released to them.
2. By Mail
 - a. Inmates may request property be shipped via US Mail either during their incarceration or within 30 days of their release/transfer from the Pinellas County Jail.

- b. A completed "Inmate's Permission for Property Release Form" and pre-paid postage (at the inmate's or recipient's expense) must be received by the Property Section prior to shipment of the property.
- c. Property shipping information must include name, street address and phone number of accepting party.

Note – When property is released, the inmate must release everything (excluding clothing) located in the Property Section. Partial items may not be released. The exception to this is the release of a single credit card. Clothing may be released to an outside party only if sentenced to prison.

H. Personal Property Accepted at State and Federal Facilities:

Inmates transferred to a State Facility and/or Federal Custody will be transported with only those items in their possession at the time of transfer which are authorized by the facility or federal regulation. This regulation is strictly enforced. Inmates are limited to taking only that property which will fit in an 8" x 11" x 12" box. If an inmate has unauthorized items, he/she must arrange for them to be released by mail or picked up by an outside person as outlined above.

1. **Central Florida Reception Center** – Only the following will be accepted:

- a. Bible/Religious Text – (1)
- b. Address Book – (1) wallet size
- c. Calendar – (1) wallet size
- d. Personal mail – (10) letters
- e. Pencils, Ball-point, Flair type, or Security pens – (4) No Markers
- f. Writing paper – (50) Lined/un-lined or Note pads
- g. Plain envelopes – (25)
- h. Stamped envelopes – (25)
- i. First – Class stamps – (40)
- j. Shower shoes – (1) pair
- k. Photographs – (50)
- l. All items issued by County Medical Staff will need to be re-issued by State Medical Staff.
- m. All Legal material is authorized as long as the case is active.

If an inmate exceeds the allotted amount of items listed above, he will be financially responsible for mailing the property out or the property will be disposed of in accordance with department policy.

2. **Lowell Reception Center** – Only the following will be accepted:

- a. Address book – (1) wallet size
- b. Eyeglasses w/case – (1) prescription only
- c. Personal photographs – (50) No nudity or obscenities
- d. Envelopes – (50)
- e. Postage stamps – (1) Book (20 individual stamps)
- f. Pencils – (4) Standard / non-mechanical
- g. Sheets of white notebook paper lined or unlined – (50)
- h. Legal material
- i. Bible – (1)
- j. Pens – (4) non-refillable / non-retractable
- k. Hair brush – (1)
- l. Comb – (1) standard / no handles
- m. Denture cup – (1)
- n. Denture cream only – (1)
- o. Personal Hygiene items – (1) each (brand new and unopened)
 - Shampoo
 - Conditioner
 - Deodorant
 - Bar of soap and case
 - Toothbrush and case (no caps)

- p. No body piercing jewelry of any kind is permissible
- q. Any inmate with braids, plats, extensions or hair weaves, should be removed prior to being transferred to Lowell CI.

All items other than listed above will be considered contraband and will not be allowed within the Florida Department of Corrections.

All property in excess of the specified above limits will be disposed of upon arrival at these facilities. These items shall be discarded, mailed out at inmate's expense or picked up by a family member.

3. Transfer to Federal Custody – Only the following will be accepted:

- a. Legal material directly related to his/her immediate criminal case in the United States District Courts.
- b. Prescription medication in labeled container.
- c. Prescription glasses.
- d. Monetary funds (check issued by Detention Facility) when being transferred to Federal Custody.

I. Transported Before Release of Property

- 1. If an inmate is transported to another facility before completing an "Inmate's Permission for Property Release Form", the inmate must mail a notarized letter authorizing all of his/her remaining property be released to the designated person. This letter must give a list of the items to be released, the name, complete address and relationship of the person authorized to receive the property. *(It is the inmate's responsibility to notify the person designated to claim the property)*. Mail the letter to Pinellas County Jail, Property Section, 14400 49th Street North, Clearwater FL 33762-2877.
- 2. The person designated to receive the property must present a valid photo identification (driver's license, Florida I.D. card, etc.) before any property will be released to them. The notarized authorization letter will be kept on file in the Property Section. This process must be completed within 30 days from the date of transfer to another facility.

J. Release of Money upon Transfer

- 1. State Facility: Money will be mailed within 7-10 business days from the date of transfer.
- 2. County Facility: A check is written for cash funds on-hand at the time of transfer and given to the Transport Officer for delivery to the receiving facility.
- 3. Federal facilities: Checks are provided to the U.S. Marshal Service.

XXIV. Inmate Grievance Procedures

Most grievances can be taken care of quickly and efficiently by voicing the complaint to any deputy. Inmates are encouraged to use this method before filing a formal complaint.

- A. If unable to resolve the grievance in this matter, submit an Inmate Request Form to the Shift Commander or Shift Supervisor asking for a "Request for Administrative Remedy Form." "The Request for Administrative Remedy Form" must be filed within three business days from the date of the incident, unless it is not feasible to file within such a period. There is no time limit imposed on any complaint regarding an allegation of sexual abuse.
- B. The Division Commander or designee will have up to five days from receipt of the complaint to act on the matter and provide a written response.

- C. If the complaint is of an emergency nature and threatens immediate health or welfare, a reply must be made as soon as possible.
- D. If dissatisfied with the response given to a complaint, the inmate may file an appeal to the Department Commander using a Request for Administrative Remedy Form within three business days of receipt of the response. The appeal should be attached to the response of the original grievance. The Department Commander will forward a receipt and reply within ten days from receipt. The response from the Department Commander is final.
- E. If dissatisfied with the response to the complaint and the appeal, the inmate may file suit in an appropriate court.
- F. Inmate grievances will not be processed if they are determined to be frivolous, excessive, and repetitive or have been previously answered. They will be returned to the inmate with a written explanation.

XXV. Religion

The Pinellas County Department of Detention and Corrections provides inmates of all faith groups with reasonable and equitable opportunities to pursue religious beliefs and practices, within the constraints of budgetary limitations and consistent with the security and operational concerns of the facility. Because of security reasons, any inmate transferred from a state or federal institution will be required to place all religious items in property.

The Department Chaplain must approve all religious paraphernalia to ensure it meets Pinellas County Jail criteria for safety and security. If the item(s) does not meet the criteria, the Chaplain's office will issue approved required items as available. If any religious concerns arise, contact the Chaplain utilizing an Inmate Request Form for information or guidance. The ability to attend worship or a group study conducted by a religious volunteer is contingent upon behavior. Violations will be dealt with according to established disciplinary procedures.

- A. The following items are authorized, if they meet the Pinellas County Jail criteria:
 - 1. Rosary and prayer beads are for praying and are not an essential need in the religious sense. Therefore, inmates may have a single rosary or string of beads of the approved breakaway style in their possession for their personal use. Inmates may not wear a rosary or prayer beads around the neck or wrist at any time. Rosary or prayer beads worn around the neck or wrist will be considered jewelry and will be taken as contraband. Inmates must keep their rosary or prayer beads in the housing unit and properly stored unless attending religious services; they are not to be taken to court. No metal beads and/or medallions are permitted. If the rosary or prayer beads are altered in any manner, they become contraband and will be confiscated.
 - 2. Headgear must follow these restrictions:
 - a. Koofi Cap – If worn for everyday use, it must be made of white cloth that is either plain or crocheted. Inmates may wear Koofi caps only when attending the Jumah prayer service (not to and from), during the Quranic study (not to and from) and in their assigned housing area.
 - b. Yarmulke – If worn for everyday use, it must be made of black cloth. Inmates may wear Yarmulkes in their assigned housing area or for religious services (not to and from). It is not to be worn outside the housing unit or chapel.
 - c. Head coverings worn by female inmates for religious purposes should not cover the face or be large enough or loose fitting enough to readily conceal contraband. When a female inmate is booked into the Pinellas County Jail wearing a religious head/body covering these coverings must be removed in order for a booking photograph to be taken. The

head/body covering will be placed in their property until the inmate is released. If they so desire, a black headscarf will be issued to them by Intake Deputies as a replacement. If a female inmate is booked into the jail not wearing a religious head/body covering, but wishes to do so, a 62 Form must be submitted to the Department Chaplain for approval. Female inmates will be allowed to wear the religious headscarves at all times but they will be subject to searches at any time. These headscarves will be worn in such a way as to follow the hairline across the forehead, around the ears and be tied behind the head.

3. Prayer rugs – The Chaplain's Office will provide a piece of a blanket or a durable cloth to use when the inmate's faith practice requires it. This facility does not allow ornate colorful cloths or rugs designated for this practice. If one is in an inmate's possession, it will be placed in Property. Do not take towels and blankets used for bedding to the chapel or otherwise use them for prayer rugs.
4. Bibles, Qurans or other Holy Scriptures may be requested from the Chaplain's office and provided for use as available.

B. The following items are **not** authorized:

1. No inmate may possess scented oil, holy water or ashes. Chapel leaders and religious volunteers may receive authorization from the Department Commander to use these substances for the anointing of inmates during services or while visiting.
2. No open flame candles or battery powered candles. Only paper facsimiles are authorized.

XXVI. Alternative Sentencing Programs

Assignment into an Alternative Sentencing Program is based on an inmate meeting the qualification criteria, if not prohibited by the judge at the time of sentencing.

Electronic Monitoring Program - This program allows selected, low risk, offenders to complete the terms of their jail sentence through home detention as an alternative to being physically confined to jail. The offender will be fitted with an ankle bracelet and monitored electronically through the use of GPS tracking. If, once on the program, the inmate violates the conditions, he/she will be returned to jail to serve the remainder of the sentence on straight time.

Eligibility Criteria:

1. The inmate must be serving county sentence of no less than 14 days and no more than 365 days, no open or pending charge(s), no out of county holds; no holds for another agency.
2. The inmate must have no charge or conviction for violent charges within the past three years. This will include review of all criminal history, for all states, and inmate's juvenile history.
3. The inmate must have no prior charge or conviction(s) of any sexual offenses.
4. The inmate must have a residence within the Tampa Bay area.
5. The inmate must demonstrate the ability to pay a program fee of \$7.00 per day.
6. Review of the inmate's housing history must demonstrate good conduct. The inmate must not have any DR's being served or pending.

7. The inmate must not have any VOP, FTA or Contempt of Court charges within twelve (12) months.
8. Placement on this program will be at the discretion of Pinellas County Sheriff's Office.
9. The inmate must be employed, or obtain employment within 45 days.
10. The inmate must not have a history of habitual offenses.
11. The inmate must not have absconded previously from any of our programs.

For additional information, contact the Alternative Sentencing Unit Supervisor via an Inmate Request Form.

XXVII. Inmate Marriages

The Department Commander retains final authority on all inmate marriage requests. The following is a list of steps for inmates interested in the procedure for marriage while housed in the Pinellas County Jail.

- A. All inmate marriage requests will be directed to the Department Commander via an Inmate Request Form. The request form (form 62) must contain the fiancée's full name, date of birth, full address, contact phone number and Social Security number. Once the request is received, a background check is conducted on the fiancée to verify he/she is not currently involved in any court proceedings with the requesting inmate. If for any reason they are involved in the same open court proceeding, Legal will determine if the marriage can or cannot be allowed. Such requests will be liberally allowed. However, the Department Commander may deny a marriage request if there is information the marriage will cause a threat to security, order or public safety.
- B. If allowed, the petitioner must obtain a marriage license from the Clerk of Courts' office by following their license procedures.
- C. All inmate marriages shall be conducted through video visitation. Once the marriage license has been obtained, the requestor should contact the Pinellas County Jail's Video Visitation Center to make arrangements with a date and time for the marriage ceremony.
- D. The requestor must provide a Notary Public or a clergy member who can legally perform the marriage ceremony.
- E. A social worker will assist the requestor in obtaining any necessary signatures.

US MARSHAL INMATES

Must submit a written request for authorization to be married to the United States Marshals Service at the following address:

United States Marshals Service
ATTN: Prisoner Operation Division
U.S. Courthouse
801 N. Florida Avenue, 4th Floor
Tampa, FL 33602-4519

Such request should contain the full name, date of birth, address and contact phone number of the individual the inmate wishes to marry as well as the requesting inmate's full name, date of birth and docket number. Once the U.S. Marshal has approved or denied the request, the inmate will be notified.

XXVIII. Armed Escort

An inmate, via a public defender, attorney or an Inmate Request Form (62) may petition the Department Commander through the Inmate Records Section to approve an armed escort off compound transport in the event of a death/bed visit or death. Under No circumstances will a Department of Corrections inmate be approved for any death bed visit or funeral service. An armed escort shall require the inmate to pay the cost of transportation and supervision by the agency prior to the escort.

XXIX. Release Preparation - Upon Release From:

- A. **Housing Area** – Gather all belongings when called for release. Inmates are responsible to remove all of his/her belongings, personal as well as jail issued. The released inmate will be taken to a dress-out area and his/her property will be returned; money will be returned at a separate location.
- B. **Court** – If an inmate goes to advisory court and is released by the judge, he/she will return to their assigned housing area to gather belongings and wait for the Inmate Records Section to complete the proper clearance of paperwork. This process could take several hours. To be eligible for the “release from court” process, the “Application for Release Pending Not Guilty Verdict” form must be completed. This form will be sent to Inmate Records for processing prior to your court date. When a judge has ordered the release at the conclusion of the court proceeding, the bailiff will initiate the release process. Upon approval and proper clearance for release, the bailiff will affect the release from the court room. **EXCEPTION:** If the inmate is in jail-issued clothing, he/she will return for normal release procedures.
- C. Social workers are available to conduct discharge planning sessions and referral procedures for inmates upon release.
- D. Helpline Information and Referral Telephone (24 hours a day, 7 days a week): 211 (Tampa Bay Cares, Inc.) provides information regarding housing, shelter and many other services for released offenders.
- E. In accordance with Florida Statutes, a released inmate may be required to provide a DNA sample prior to release from jail.

XXX. Voting

Inmates that are incarcerated and legally eligible to vote may do so by contacting the Supervisor of Elections Office of their county and requesting an absentee ballot by mail. The office will take requests from family members, spouse, or the inmate may write or call directly to the office themselves. Ballots should be requested in a timely manner to prevent missing the election date due to the postal transit times.

Inmates must already be registered to vote and must meet all requirements prior to requesting a voting ballot. The absentee ballot needs to be mailed to the Pinellas County Jail and include your docket number on the address line to ensure proper voter identification. Inmates convicted of a felony without restoration of civil rights are prohibited from voting. Pinellas County Supervisor of Elections Office can be reached at (727) 464-VOTE (8683).

XXXI. Pinellas Safe Harbor Program

- A. Upon your release, the Pinellas County Sheriff's Office wants you to be successful as you reintegrate back into the community. There are several resources and services available to you. Before your release, please meet with the Social Worker in your assigned area for discharge planning. If you are homeless, the Social Worker can assist you with placement into an emergency shelter or transitional housing. Pinellas Safe Harbor, an emergency homeless shelter, is located adjacent to the Jail Facility at 14840 49th Street North – Clearwater, Florida. Intake is 24 hours a day, 7 days a week. Placement is dependent upon bed availability and appropriateness for the facility.

- B. Case Managers at Pinellas Safe Harbor are able to provide assessment and coordination of services to local agencies that will help you in your re-entry efforts including, but not limited to: mental health, substance abuse, ex-offender case management, educational, and vocational services. Life skills classes are also offered on site.
- C. Request to speak to a Jail Social Worker to learn more about Pinellas Safe Harbor.

XXXII. Public Records

Distribution of agency records shall be made in accordance with Section 119 of the Florida Statutes and Pinellas County Sheriff's Office policy. An inmate wishing to request access to the public records of the Pinellas County Sheriff's Office must make the request to the Records Unit at:

Pinellas County Sheriff's Office
Public Records Processing Unit
PO Drawer 2500
Largo FL. 33779-2500

Once the request has been processed, the requestor will receive a letter informing them of what requested records they may obtain, any costs associated with the request and the process to follow to pay for the request. Any costs incurred to fulfill the request must be obtained by the Pinellas County Sheriff's Office in advance of the records responsive to the request being produced. Indigent inmates may use provided writing supplies to complete the letter of request but will be responsible for any costs associated with their public records request.



1-800-873-TIPS (8477)

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Crime Stoppers is a community-based program involving citizens, the media and law enforcement in the fight against crime. It is based on the principle that there is always someone out there besides the perpetrator who has information about a crime. Crime Stoppers gives people the opportunity to do the right thing and remain anonymous – which may be necessary for their own personal safety.

If you have information on a suspect or a crime, you can remain anonymous by calling Crime Stoppers. You may be eligible for a reward of up to \$1000 if your tip leads to an arrest.

If you would like to report a crime that occurred in or outside of the jail, please follow the phone prompts and then dial

1*9042

This is a free call from all inmate phones

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