

Reno County Correctional Facility

Inmate Handbook

This Inmate Handbook contains necessary information about rights, responsibilities and the daily operations of this facility. All inmates are to treat deputies with respect and courtesy and in turn will be treated with the same respect. All Inmates will obey any order(s) given by a deputy.

You are accountable for your conduct. Your behavior will affect your housing assignment and eligibility for programs and services. You are expected to keep yourself, your living area and common areas clean at all times. It is your responsibility to know and follow the rules and regulations of the **Reno County Correctional Facility (RCCF)**. It is important for you to know that violations of rules and regulations will be dealt with swiftly and decisively.

> Hygiene and Supplies

- Supplies are exchanged as follows:
 1. Monday – Towels
 2. Tuesday – Linens
 3. Wednesday – Clothes & Razors
 4. Thursday – Towels
 5. Saturday – Clothes & Razors
 6. 1st Sunday of the Month – Blankets
- Inmates will be issued a 10-day supply of hygiene (deodorant, 2 toothbrushes, toothpaste, comb, roll of toilet paper, ibuprofen, Tylenol and Roloids) upon being put into population. Inmates are responsible for ordering further hygiene from Turnkey.
- Toilet paper roll will be exchanged between 1615 – 1630 before dinner trays are passed. Inmates will turn in an empty toilet paper core for a full one. ONE roll of toilet paper per inmate.
- Inmates will also be issued clothing, linen, a towel and a blanket. These items will be exchanged one dirty item for a clean one. Inmates are responsible for these items. If they are damaged, you will be charged for it. Items will be accounted for upon release
- Soap will be exchanged one for one, one empty bottle of soap for one full bottle. If the soap needs exchanged it will be placed on the window ledge before lockdown.
- Inmates are only allowed one mattress unless approved by the medical staff to have a second mattress. All mattresses are to stay on the assigned bunks. Inmates may not sleep on the floor or tables in the dayroom.
- Underwear may be purchased through Commissary on the Kiosk. FEMALES: if underwear is needed before Commissary will be delivered you may request underwear. You will be issued two pairs and charged \$8.00 (\$4.00 each). It is the

inmate's responsibility to care for the underwear. **You will only be issued the two pairs.**

- Inmates in general population will receive one razor upon request on Wednesday and Saturday mornings at approximately 6am and will be picked up at approximately 10am. Inmates are responsible for returning the razor. You will not alter or break the razor for any reason. If the razor breaks under normal use immediately notify a Deputy and return all the pieces of the razor. Failure to do so is a rules violation and **WILL** result in disciplinary action. (See **Dangerous Contraband**).
- You may request the use of nail clippers by filling out a General request form. Nail clippers are completed on Saturday mornings.
- A message will be sent out on the Kiosk when the barber is scheduled to come. Inmates who want a haircut will respond to the message on the Kiosk. You must have the money on your account when you put in the request and the day of haircuts. You will then be charged \$10.00 for the haircut, \$5.00 for a beard trim. This is only available when we have a qualified barber. Price is subject to change.
- Jury Trial haircuts will cost \$10 when the inmate has the money. If the inmate is indigent and needs a haircut for the Jury Trial, the inmate will get a haircut for free the day before trial.

>Housing

- Lockdown is every day is at 10pm. Inmates will go into his/her assigned cell and close the door. The televisions will be turned off at this time.
- Inmates are not to enter another inmate's cell at any time.
- If an inmate chooses to close their cell door, it shall be closed completely and secured. If this occurs, deputies will not open the cell door until the next meal pass. The only exception to this rule is when using the restroom. While using the restroom, inmates may partially close the door (without securing it) for a short time but should be opened all the way once finished.
- Cell and pod windows will not be covered by anything at any time.
- Lights will not be covered with anything at any time. Lights will be turned off when head count is completed. The lights in booking cells are on 24 hours a day when occupied.
- All phones in population will be turned on from 8:00am and will be turned off at 10:00pm.

>Incidents in Housing

- When an incident occurs that affects the normal routine in the pod, such as a disturbance, **go to your cell immediately** or you may be considered part of the incident and face disciplinary action. If your cell door is locked, you are to remain in front of your cell door and remain quiet. Do not aid or defend another inmate when deputies are bringing a situation under control. You **WILL** face disciplinary action. A pod lockdown may occur following an incident. This lockdown is not penalizing and will be over as soon as the situation is under control. You must remain quiet during lockdown and follow the directions of the deputies.

>Emergency Procedures

- In the event of any type of emergency: be calm, quiet and follow the instructions of the deputies.

>Inmate Movement

- While moving through the facility there is **NO** talking; inmates will walk to the right side of the halls in a single file line. You **WILL** obey all instructions from deputies. If more than one inmate is being escorted you are to stay in arms reach of the person in front of you.

>Cell Searches

- Deputies will conduct unannounced searches of your living area and assigned cell to maintain safety and security.
- Any unauthorized or altered items and anything that does not fit in your property bucket (excluding legal items) will be confiscated as contraband. Deputies will provide a list of items removed from your pod and why it was taken. You will fully cooperate with the deputies conducting the search. The search may be conducted whether or not you are present.

Contraband is any item found in the facility or on the grounds that is prohibited by jail policy, that is illegal to possess and if items do not fit in your property bucket. Authorized items may be considered contraband if they are altered, modified, kept in amounts of excess of authorized limits, or used for purposes other than originally designed.

>Inmate Searches

- You will be searched when necessary at deputy's discretion.

Property Section

>Inmate Money

Money in your possession at the time you were booked into the *Reno County Correctional Facility* has been deposited in the Inmate Funds Account.

- All bills will be deposited; loose change will be placed into the inmate's property bag.
- Inmates may not transfer funds to each other.
- Checks from other counties will be posted. **NO** personal checks/money orders/paychecks etc will be posted or cashed. They will be placed into property.

>Issued Property

- Uniform (Shirt, Shorts, Shoes)
- Property Box
- Blanket
- Mattress Cover
- Towel
- Wristband
- Hygiene (10 day supply)
- Cup

- Spork

These items are property of the *Reno County Correctional Facility*.

>Acceptable Personal Property

Miscellaneous property allowed: (Up to full property box)

- Legal documents
- One (1) book from the facility library and 1 religious textbook
- Two personal books (Mailed into RCCF new and from a manufacturer. No books from individuals will be accepted)
- Prescription glasses/contact lenses
- Items approved by Administration or Medical Staff
- Authorized commissary items

>Release of Inmate Property (while still incarcerated)

You may be permitted to release money or property to someone outside the *Reno County Correctional Facility*.

- Put in a request to the Sergeant stating what you want to release and why you need to release it.
- Inmates may release money of his/her account to pay an attorney with approval of the captain.

Inmates wanting to release money from his/her account to someone other than an attorney must get the Captain's approval. The captain will review the request. If approved, the designated person may pick up property 7 days a week, excluding holidays, between 7:00pm to 9:00pm.

Inmate's clothing will not be released from RCCF until that inmate has been released. When property is released, the person may not return it to you while you are still in this facility. No property will be accepted into RCCF except what the inmate has on their person at the time of arrest

The person designated to pick up property must show valid state/government photo identification and sign the Property Release form.

Inmates Awaiting Transfer to a State Institution

The Kansas Department of Corrections will not allow you to take anything with you besides legal paperwork and religious texts. You **MUST** fill out a Property Release form. The designated person will be contacted by mail to pick up your property. The property must be picked up within ninety (90) days or the property will be disposed of.

Services Section

>Inmate Request Form

- Any questions will be addressed on a request form. No verbal requests will be answered.

- Inmate Request Forms are found on the Turnkey touch screen. Inmates must submit request by 6pm. Any request submitted after 6pm will not be answered until the next day.
- If an inmate is on locked down you may submit a request during your hour out. If you are not allowed on the Kiosk you may request a paper Request Form at breakfast, Monday thru Friday excluding holidays or when there is no district court.
- This form may be used for requesting information, applying for programs, court dates, charges, bond amounts, or reporting problems.
- **General requests are NOT** for Medical/Mental concerns or requests. Those must be addressed by completing a Sick Call form. (See section: Health Services-Medical/Mental)
- Deputies will answer the Request Form him/herself or pass the Request Form on to the designated person or persons needing to see the Request Form. Requests are handled daily.
- Inmates are limited to one Request Form per type, per day.
- Only one request can be put on a Request Form. If there is more than one request on a Request Form, the request form **will be denied**. The only exception is Church, AA, and other programs can be submitted on the same form.
- Phone cards will be purchased through the Turnkey kiosk.
- Multiple phone cards may be purchased.
- Frivolous request may result in disciplinary action.

>Religious Diet and Vegetarian Diet Request Form

- Non-medical diet requests will be submitted on a Diet Request form. All medical diet requests need to be addressed on a Medical Request.
- The Inmate Diet Program consists of the following three (3) diets:
 1. No Pork Diet: The Reno County Correctional Facility is a **NO** pork facility. This policy is an attempt to encompass the religious needs of the State Recognized Certified Religions
 2. Kosher Diet
 3. Vegetarian Diet
- **Please note diet changes are only processed once per week (Wednesdays).**

>Health Services – Medical/Mental

- If an Inmate wants to be seen at sick call or talk with the nurse, then he/she must fill out a Sick Call form that is found on the Turnkey kiosk.
- If an Inmate asks to have their vitals checked, the inmate will automatically be put on the next Sick Call and will be charged for it. Seeing the nurse for a sick call will cost \$10. The monthly cost of medication is \$10 for each prescription. Visits to the Doctor or Dentist will be \$15.
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- Any inmate that wants to check his/her weight will be required to place a sick call to medical. The fee for this will be \$1 and will be completed by the nursing staff on weekdays.
- Sick Call Forms may not be used for any reason other than medical/mental concerns and requests.
- Sick Call is Monday through Friday when called by the nurse (Excluding holidays)

> Medication

- Only medication prescribed or approved by the facility's medical staff will be given to inmates. Medication will be passed as close to the time indicated on the prescription as possible. The inmate will take the medication with water. The inmate will only take the medication in the presence of medical staff or deputy, and must open his/her mouth for inspections, show inside of cup, hold both hands up with fingers spread apart.
- Medication Pass is for receiving medication only. Addressing medical staff with requests at this time is not allowed.
- Medication will be passed as follows:
 - 8am
 - 3pm
 - 8pm
 - If medication is needed more than 3 times a day it will be scheduled when necessary
 - Upon release from custody, inmates will be given a 3 day supply of the medication they were receiving.

> Recreation

- Food, drink, towels, and blankets are not allowed in the recreation area.
- You are not allowed to remove any part of your uniform.
- Recreation is supervised may be restricted for safety and security reasons.

> Television

- Television is provided in each pod. Mutual respect and cooperation is required of all the inmates or the **ENTIRE** pod will lose the privilege of the television. It will be up to deputies to decide on how long the television will be taken.

> Commissary / Inmate accounts

- Orders for Commissary can be placed twice a week via the Kiosks.
- If your account is at or below 1 dollar for 7 continuous days your account will automatically revert to an indigent account in Turnkey.
- Inmates qualifying for indigent will be able to order indigent items off the indigent commissary list on the Turnkey kiosk.
- The ordering times and amounts for indigent commissary is set by turnkey.
- Order at your own risk. If you are released before the commissary order arrives, the items will be destroyed.

- Your commissary purchases are only for you. You will not purchase commissary for others. Stockpiling, selling or bartering commissary will result in disciplinary action.
- Inmates on lockdown may order Commissary on their hour out.
- While on loss of privileges your Commissary order will be restricted to hygiene and stationary items. Any non-hygiene and stationary items will be placed in your property. When you are off Loss of Privileges, for all incidents, you may put in a request to get your commissary back. The request will be addressed to the last Deputy that handled your discipline.
- Commissary orders may be limited for medical or dietary reasons. (Diabetic, cardiac, and kosher menus available.)
- All commissary items are to remain in the inmate's cell.
- Deputies will call your name to get your commissary, whether this is indigent items or items you have ordered otherwise, and you refuse to come up to the door, your order will be placed in your property and we WILL NOT give these items back to you during your stay. They will remain in your property until you are released from RCCF.

NICOTINE POUCHES:

Reno County Correctional Facility offers a Nicotine Pouch program, in which inmates can purchase small, wrapped nicotine pouches. Nicotine pouches will be offered for sale to inmates over 18 years of age. Nicotine pouches can be purchased from the vending machine and can be ordered from commissary as well. Inmates will be allowed to purchase 2 cans per transaction 4 cans per week maximum at \$12.50 a can (Prices are subject to change). Please note that purchase of these Nicotine Pouches is a privilege and not a right. The following are prohibited:

1. Use or possession by any inmate under 18 years of age (subject to change).
2. Discarding pouches in any way other than in an appropriate trash can (floors, walls, toilets).
3. Possessing pouches which you did not purchase.
4. Sharing or trading pouches.
5. Snorting or using pouches in any way other than as intended by the manufacturer.
6. If a Deputy were to find more than 4 cans in someone's possession, then all extra would be disposed of.
7. Inmates may not keep empty cans, once all pouches are used the can must be thrown away.
8. You cannot possess nicotine pouches or cans when leaving your housing pod, this includes inmates going to court, programs, kitchen workers, or non-contact visitation.
9. **NO SPITTING!!!**

Any infraction, misuse, or abuse will result in disciplinary action. Disciplinary action may range from Minimum to Maximum at the discretion of the Correction Staff, with accompanying and appropriate punishment. Disciplinary action will result in confiscation of all the inmate's nicotine pouches to be placed in their property or disposed of. Maximum violations may also result in a suspension and confiscation of

pouches for the entire Pod. **AGAIN, THIS IS A PRIVILEGE AND NOT A RIGHT AND CAN BE TAKEN AWAY IF ABUSED!!**

A commercial vendor provides commissary (Turnkey). The inmate and the deputy will make sure that all items that were ordered were delivered, will check each commissary bag. If you are missing items but were charged for them, then the deputy-handling commissary will be notified to credit your account. If you are missing items but were not charged for them, then there will be no action taken. Commissary is a privilege not a right. Any abuse of this privilege will result in loss or suspension.

> Programs

- Inmate programs are available for all inmates. Programs may be restricted for disciplinary, medical or security reasons.
- Each individual inmate interested in participating in a program will fill out a Request Form to the Program director.
- Church is scheduled at the RCCF on Sundays at 8:00am.
- When Catholic Church services are available a message will be sent out on the Kiosk. If you are interested in attending respond to the message on the Kiosk.
- All programs and Church meetings will be scheduled through the Program director.
- Inmates will be allowed to use the library every Tuesday and must trade in their old books to get new ones if they have them. Loss of this privilege will occur and you will be banned from the library if books are torn up, used to cover lights or vents, used as pillows and if more than one (1) book per inmate in a pod. You are not allowed to trade or swap library books with other inmates. If you do so you will be banned from the library. If you leave the library book in the pod/cell when you are released from RCCF, you will be banned from the library.
- All programs are subject to change or cancellation.

> Jury Trial Clothing

- Clothing for jury trials will be accepted one (1) day before the beginning of the trial between 7:00pm and 9pm.
- Jury trial clothing will be brought to RCCF, as the inmate will need to try it on to check fit.
- Clothing items can be exchanged daily at RCCF.
- The person bringing the clothing to RCCF must pick up all of the clothing at the end of the jury trial. Clothing not picked up upon completion of the trial will be disposed of.

> Copying Services

- The inmate will need to fill out a Request Form indicating exactly what he/she wants copied.
- Inmates will be charged 5¢ for each copy. The inmate has to have money on their account at the time of the request.

- No copies of any personal letters, drawings, pictures, etc will be made.
- No copies of legal work will be made unless the inmate is acting as his/her own attorney.
- Pictures sent in on the Kiosk will not be printed off.

> Notary Services

- Inmates wanting something notarized will submit a General request stated what they want notarized.
- Inmates will be allowed two (2) free notaries per month for local cases that they are being held on.
- If additional notaries are required for cases relating to their confinement, then inmates can send a Request Form detailing why they need additional notaries to the Sheriff. The Sheriff will decide if additional free notaries will be provided.
- If an inmate wants an item notarized that is not related to their confinement, then this will be available for \$5.00.
- If an inmate does not have any funds and needs a notary service for an issue not relating to their confinement, they must send a request to the Sheriff.

> Reading Glasses

- Family and friends may bring prescribed glasses to the inmate, including reading glasses.
- Inmates can order reading glasses from commissary.

> Visitation

- During emergency situations within RCCF or staff shortages, all visitation times may be altered or cancelled. During severe weather all visitation may be cancelled. No visitation will occur during meal times or after lockdown. There are no contact visits.
- All inmates must log onto the Turnkey kiosk when put into population for them to have access to visits.
- Visitors that are under the age of 18 are considered children and **MUST** have an adult with them.
- All visitors must produce a current and valid photo I.D. (i.e. state issued I.D., drivers license, passport, military I.D., etc.)
- Each inmate is allowed 2 visits a week and 2 visitors at each visit. Visits are 30 minutes long. One (1) child and one (1) adult count as two people.
- Inmates will have to be up and out of their cell to get a visit. Deputies will not notify inmates about their visits. It is the responsibility of the inmate to know when their visitors are coming.
- Inmates may only communicate with the visitors they are authorized to visit. Inmates are not allowed to visit with co-defendants, victims, and etc.
- Visitors will be turned away if the Inmate is on loss of privileges and lockdown.
- Visitors will report to the Lobby of RCCF and will be checked in. If the visitor is dressed improperly, they will be turned away. The visitors will be checked for warrants, no contact orders, etc.

- Hand carried items will be left in the visitor's vehicle or may be put into a locker located in the Lobby area. Cameras, pagers, cellular telephones, and other electronics are prohibited except for health care items. Visitors who bring in any of these items will not be allowed to visit.
- All visitors are required to dress and conduct themselves in an appropriate manner. Any visitor that violates any of the visitation rules of RCCF, including but not restricted to, dressed inappropriately, removing any clothing, is under the influence of alcohol and/or drugs, fails to submit to search, refuses to produce sufficient I.D. or gives false I.D., uses profane language, or any act deemed inappropriately to a deputy or other visitors will lose his/her visitation privileges with any inmate in the Reno County Correctional Facility for a year.
- Visiting hours are as follows:
 - 8am to 11:30am
 - 1:30pm to 4:00pm
 - 6:30pm to 9pm

> Professional Visits

- Professional visitors may include attorneys, parole, probation and community corrections officers or investigators.
- Professional visitors may not visit during meal times, medication times, head count, and emergency situations. Professional visits can occur any other time, 7 days a week.

> Emailing

- Inmates can email their families and friends from the Turnkey Kiosk.
- For anybody outside RCCF, they must first sign up with the website (team3.inmatecanteen.com) and then they can send emails.
- Any Inmate trying to email another inmate **WILL LOSE** emailing privileges.
- No contacting victims, alleged victims, anyone with a PFA or PFS against them, and other inmates in RCCF or any other facility, detention center, jail, or prison.

> Video Chat

- Inmates are allowed to use the video chat on Turnkey.
- When the Turnkey Kiosk starts ringing for a video chat while the inmate is not in that area, other inmates need to let that person know that they have a video call. If turnkey rings for 3 minutes without an answer it will automatically hang up on the visitor and they will not be charged.
- When using the video chat, there will be absolutely **NO** tolerance for nudity by either party, alcohol and drugs, or inappropriate gestures. You **WILL** be banned from using video chat and so will the visitor. The first offense is being banned for a minimum of 30 days. The second offense will be permanent.

INMATE WRITING and OTHER INMATE COMMUNICATIONS or PUBLICATIONS

PRIVILEGED MAIL DEFINITION:

- “Legal Mail” means the mail affecting the inmate’s right of access to the courts or legal counsel. This term shall be limited to letters between the inmate and any lawyer, a judge, a clerk of a court or any intern or employee of a lawyer or law office, legal clinic or legal services organization, including legal services for prisoners. K.A.R.. 44-12-601-601(1)(A)
- Communication methods through the kiosk do not afford senders the guarantee of confidentiality which are otherwise provided by privileged communications from inmates in hand written letter form. Such communications include e-mails or other written communications from an inmate which need to be copied on a printer by jail staff in order for the same to be provided to the addressee. For that reason it is suggested that privileged written communications from an inmate be conducted through the United States Postal Service.

>Privileged Mail

- An deputy will open incoming clearly marked privileged mail in the inmate’s presence. This mail will be inspected for contraband.
- Privileged mail received by RCCF for an inmate, will be opened in front of the inmate and searched for contraband. Any staples, paper clips or other contraband will be removed prior to giving it to the inmate.
- Calls from the cells to attorney are free of charge.

PERSONAL MAIL DEFINITION:

- All incoming and outgoing mail that is not privileged mail.

>Personal Mail:

- Each inmate will comply with the mail procedures and restrictions established by the facility administration. Failure to comply with mail procedures or restrictions, or circumventing or attempting to circumvent mail procedures or restrictions, by any means, will be prohibited. If you are caught circumventing mail, the mail will be put in your property. Any delivery of mail through an employee, volunteer, teacher, or any other person who is not authorized to perform functions related to the established mail handling system will be prohibited.
- Inmates will be allowed one envelope containing no more than 15 photographs to be mailed in once per incarceration. If inmate is incarcerated for a period longer than 6 months new pictures may be sent following the same procedure. This may be repeated every 6 months. Inmates must exchange photos on a one for one basis to insure the 15-photograph limit is not violated. Envelopes containing photographs must be clearly marked “Photographs”. Photographs cannot depict alcohol, weapons, gang activity, drug activity, nudity, be pornographic or sexually suggestive. Photographs will be no larger than 3’x5’.

- Inmates are only allowed to have 20 personal letters in their cell at a time. Inmates may request to have extra letters placed in property. If a deputy finds extra letters they will be placed in the inmate's property.
- Mailed items identified as contraband will be dealt with as provided in section (Less Dangerous Contraband) and either returned to the sender at the inmate's expense or destroyed.
- All incoming mail shall identify the inmate by both first and last name as well as the first and last name of the sender and the full mailing address.
 1. Inmate's full first and last name
Reno County Correctional Facility
1800 S. Severance
Hutchinson, Ks 67501
- No money of any kind will be accepted by mail.
 1. All funds sent for inmates' commissary will be done by phone (715-386-5700), online (<https://team3.inmatecanteen.com/#/>), or through the Kiosk machine in the lobby of the *Reno County Correctional Facility*.
 2. Major credit, debit, or pre-paid debit cards may be used to pay cash bail or bond for inmates. This will be done by phone (866-564-0169), online (www.allpaid.com), or in person through agency personnel. You will need the case number and court of jurisdiction. Contact the Reno County Correctional Facility for this information.
- Any incoming or outgoing personal mail may be read and reproduced if the Jail Captain or his representative has reason to believe there are safety or security considerations involved.
- Correspondence between inmates of RCCF or that of an outside correctional facility that has not been authorized will cause mail to be returned and either recipient and/or sender to be placed on readable mail.
- Only first-class mail will be accepted for both outgoing and incoming mail. No packages including, but not limited to, padded manila envelopes, boxes, Fed Ex, etc., will be accepted with the only exception being that of legal documentation that will not mail in a standard first-class envelope.
- Outgoing inmate personal mail will bear the inmate's first and last name, as well as the complete name and address of recipient. No other words, drawings or messages will be placed on the outside of the envelope.
- Outgoing personal mail must be left unsealed when given to deputies. If the envelope is sealed and is not privileged mail, the mail will get rejected, you will receive an "Inmate Mail Rejection Letter," and the mail will be put into your property.
- Envelopes will not be sent out for the purpose of being used to send mail back into the facility.

Publications:

- Newspapers are accepted but must be paid for by an outside source, addressed to the inmate using the RCCF's address, and must be mailed by the publisher.
- Approval from the Captain or his designee is necessary for any publication, including free religious and legal publications.
- Due to contraband concerns, publication inserts shall be removed prior to delivery to the inmate.
- Publications must be addressed to the inmate with RCCF's address, and must be mailed by the publisher. Publications can be denied if found to threaten the safety or security of the facility. Publications must be paid for by an outside source.
- If personal or privileged mail arrives for an inmate that has been released or is being housed out of county it will be returned to sender. Publications that arrive for an inmate being housed out of county or that has been released will be disposed of.

> Grievances

- One (1) grievance per day.
- A grievance is a formal complaint limited to matters, affecting you personally. Grievable items: account, disability, food service (not menu) housing conditions, legal access, mail, property, religion, safety, staff conduct or sexual harassment and visitation.
- The grievance must be specific to one issue. If the grievance lists more than one issue, it shall be returned to the inmate.
- Grievances shall state what action the inmate thinks would resolve the issue.
- Inmates who file multiple or frivolous grievances shall receive a written warning by the Sheriff or his designee that they are infringing on the rights of others who may have legitimate issues that need to be addressed. This is due to staff and time constraints. In the event that the inmate continues frivolous or excessive grievances, then the inmate may be limited to the number of grievance they may file.
- Non-grievable items: classification, disciplinary action, medical decision, personality conflicts between inmates and staff, and case management. These items are absolutely non-grievable. If an inmate grieves a non-grievable issue, then the grievance will be answered stating such.

> To File a Grievance

- Inmates must first attempt to resolve problems informally via requests or speaking to Deputies.
- If the problem is not resolved informally, then a grievance form may be given to you at breakfast when requested. The grievance will be sent to a Jail Sergeant not involved in the incident. The Sergeant should answer the grievance within one week of receipt and the answer given to the inmate.
- If the inmate does not believe his grievance has been properly dealt with, then he may appeal to the Jail Captain within 72 hours. If the appeal is not sent to the Captain within 72 hours, then the matter will be considered resolved. Jail Captain

will have 10 business days from receipt to answer the grievance and deliver a decision.

- A final appeal may be made to the Undersheriff within 72 hours of Captain's decision. If appeal is not sent within 72 hours, then the matter will be considered resolved. Undersheriff will assign grievance to Detective or Patrol Captain or designee. This staff member will have 20 days to answer grievance and deliver a decision.
- If the final staff member requires longer than the 20 days, then an explanation will be given to the inmate as to why.
- The same item may not be grieved repeatedly. Once you have gone through the procedure and all levels of appeal, the answer is final.

Conduct and Penalties

Rules and Regulations

- It is the policy of the *Reno County Correctional Facility* to have a system of inmate discipline that will assist in the maintenance of order in the correctional facility and to insure the protection of all inmates, staff, and visitors.
- There are three Classifications of Offenses and Penalties. All violations will be documented and disciplinary action may be taken against you.

CLOTHING, HYGIENE, SAFETY, APPEARANCE and LIVING QUARTERS

Inmate Clothing:

- All inmates will wear the clothing furnished by RCCF.
- Inmates will not wear or have in their possession any other clothing, altered clothing, or clothing in excess of the authorized issue, unless specifically authorized by the medical staff or Jail Captain.
- All inmates must remain fully clothed in issued orange uniform while off of their bunks.
- All inmates must remain fully clothed in issued orange uniform while Jail Deputies conduct Head Count.

Violation of this regulation shall be a Class III offense.

Wristbands:

- All inmates must wear the issued wristband at all times.
- Any damage to the wristband that appears to be intentionally caused will result in replacement of the wristband at a cost to the inmate of \$5.00.
- Any damage that appears to be caused from improper seal will result in replacement at no cost to the inmate.

Violation of this regulation is a Class I offense.

Personal Cleanliness:

- All inmates must shower once a day. Unless directed by medical staff not to.
- All inmates must brush their teeth at least once a day.

Violation of this regulation shall be a Class III offense.

Care of Living Quarters:

- Every inmate will keep his/her living quarters in a neat, clean and sanitary condition.
- Linens will be exchanged in accordance with the established facility procedures.
- Washbasins and toilet bowls will be kept clean. No items of trash ie; wrappers, sheets, towels or any plastic shall be flushed in toilets.
- No alterations, painting of, or addition to any assigned quarters or its equipment will be made without approval.
- No pictures, posters, cards, etc., will be allowed to be adhered to the walls or bunks.

Violation of this regulation shall be a Class II offense.

Unsanitary Practices:

- No inmate will throw trash of any kind upon the floors.
- No inmate will spit upon the floors.
- No inmate will collect, smear, or throw body wastes.
- No inmate will urinate or defecate upon the floors.

Violation of this regulation shall be a Class III offense.

Improper Use of Food:

- No inmate will be allowed to keep uneaten food and/or drink from his/her daily meal trays.
- All food and drink must be consumed or discarded into the designated waste receptacle before the trays are collected.
- In areas where designated waste containers are not available, the deputy collecting the trays will dispose of the unused food and/or drink.

Violation of this regulation shall be a Class III offense.

Hair Standards and Appearance (Trustee):

- When working in food services, each inmate will wear a hair net for sanitary purposes.
- Facial hair not allowed except in the form of a mustache. Mustaches will not go below the top lip or beyond the corners of the mouth.
- All trustees in the kitchen will wear gloves.

Violations of the regulation shall be a Class II offense.

PROPERTY and MONEY: OWNERSHIP, POSSESSION, CARE and USE

Theft:

- Includes any of the following acts done with intent to deprive the owner permanently of the possession, use, or benefit of the owner's property or services:
 1. Obtaining or exerting unauthorized control over property or services;
 2. Obtaining, by deception, control over property or services;
 3. Obtaining, by threat, control over property or services;
 4. Obtaining control over stolen property or services and knowing the property or services to have been stolen by another
- No inmate will take without permission, regardless of the intent, articles of any kind from any other person or place, nor shall the inmate obtain these articles by fraud or dishonestly.

Violation of this regulation shall be a Class I offense.

Unauthorized Dealing and Trading:

- Trading, borrowing, loaning, giving, receiving, selling, and buying goods, services, or any item with economic value between or among inmates will be prohibited.
- All debt adjustment or collection among inmates is strictly prohibited.

Violation of this regulation shall be a Class III offense.

Gambling and Bookmaking:

- An inmate will not make any bet, operate or bank any gambling pool or game, keep book, or engage in any form of gambling.
- An inmate will not possess, transfer, sell, distribute, nor obtain dice or other gambling paraphernalia.

Violation of this regulation shall be a Class III offense.

Misuse/ Destruction of County Property:

- No inmate will destroy, damage, deface, alter, misuse, or fail to return when due any article of any property.

Violation of this regulation shall be a Class I offense.

VIOLENCE, DISRUPTIVE BEHAVIOR and RIOT

Fighting: or other activity, which constitutes violence, or which is likely to lead to violence, is prohibited, unless such activity is in self-defense.

Violation of this regulation shall be a Class I offense.

Noise:

- Inappropriate booing, whistling, shouting, or other loud and disturbing noises are not permitted.

Violation of this regulation shall be a Class III offense.

Lying:

- Every inmate will speak the truth.
- No inmate will lie, misrepresent the facts, or give false or misleading information to an deputy, employee, or any other person assigned to supervise inmates or others having a right to know.
- No inmate will omit information from a deputy, employee, or any other person assigned to supervise inmates or others having a right to know.
- No inmate will make any false allegations against any deputy, employee, inmate, or other person.

Violation of this regulation shall be a Class I offense.

Disobeying Orders:

- Each inmate will promptly and respectfully obey any order, directive, or instruction given to the inmate by any employee of the institution or facility, or by an employee of any other agency in charge of the inmate.

Violation of this regulation shall be a Class I offense.

Insubordination or Disrespect to Officers or Other Employees:

- Each inmate will be attentive and respectful towards employees, visitors, and officials.
- The showing of disrespect, directly or in-directly, or being argumentative in any manner will be considered insubordination.
- This regulation will exclude an initial exchange or discussion in a civilized tone for the purpose of clarification of the order, if the exchange or discussion is not disrespectful or argumentative.

Violation of this regulation shall be a Class I offense.

Threatening or Intimidating any Person:

- An inmate will not threaten or intimidate, either directly or in-directly, any person or organization.
- This regulation will specifically prohibit conditional threats or intimidation.

Violation of this regulation shall be a Class I offense.

Use of Stimulants, Sedatives, Unauthorized Drugs, or Narcotics, or the Misuse or Hoarding of Authorized or Prescribed Medication:

- No inmate will take into the bodily system any kind of substance that is capable of producing intoxication, hallucination, stimulation, depression, dizziness, or other alteration of the inmate's state of consciousness or feeling; except approved foods, including coffee and tea, and legal drugs, including medication properly and legally prescribed or authorized for a specific inmate by an authorized licensed physician.
- Misuse or hoarding of any authorized or prescribed medication will be prohibited.
- "Misuse of medication" will mean any use other than that for which the medication was specifically authorized or prescribed.
- "Hoarding of medication" means having possession or control of or holding any quantity of authorized or prescribed medication greater than an amount or dosage that has been issued to the inmate by medical staff, or greater than the amount that should be remaining if the inmate has taken the medication in accordance with the prescription and instructions from medical staff.

Violation of this regulation shall be a Class I offense.

Obscenity:

- No inmate will have in possession or under control any obscene writing, pictures, items or devices.

Violation of this regulation shall be a Class II offense.

Sexual Activity; Aggravated Sexual Activity; Sodomy; Aggravated Sodomy:

- No inmate will commit or induce others to commit an act of sexual intercourse or sodomy, even with the consent of both parties. Participation in such an act will be prohibited.
- No inmate will force or intimidate another person to engage in sexual intercourse or sodomy.
- No inmate will solicit or arrange for the application of force or intimidation by another person in order to engage in sexual intercourse or sodomy with another person.
- No inmate will participate in any scheme or arrangement to force or intimidate another person to engage in sexual intercourse or sodomy.
 1. Sexual intercourse will mean any penetration of the female sex organ by finger, male sex organ, or any object. Any penetration, however slight, will be deemed sufficient to constitute sexual intercourse.
 2. Sodomy will be defined as either oral contact with the male or female genitalia or anal penetration, however slight, of a male or female by any body part or object.

Violation of this regulation shall be a Class I offense.

Lewd Acts:

- No inmate will engage in a lewd or lascivious manner in any acts of kissing, fondling, touching, or embracing, whether it is with a person of the same or opposite sex.
- An inmate will not intentionally expose a sex organ with the knowledge or reasonable anticipation that others will view the inmate and with the intent to arouse or gratify the sexual desires of the inmate or another.

Violation of this regulation shall be a Class I offense.

Disruptive Behavior:

- No inmate will start or get others to start, or perform or participate in, or help others to perform or participate in any disruptive behavior.

Violation of this regulation shall be a Class II offense.

Riot or Incitement to Riot:

- Riot is any use of force or violence by three or more persons acting together and without the authority of law which produces a breach of the peace on the premises of the correctional facility whether within or without the security perimeter itself, or any threat to use such force or violence against any person or property, if accompanied by power or apparent power of immediate execution.
- Incitement to riot is urging others by word or conduct to engage in riot under circumstances, which produce a clear and present danger of injury to persons or property, or a breach of the peace.

Violation of this regulation shall be a Class I offense.

Conduct Regarding Visitors or the Public:

- Each inmate will treat visitors and members of the public in a respectful and helpful manner.
- Each inmate will comply with the orders of the deputies regarding contact with visitors and the public and will maintain a dignified and respectful demeanor while in the presence of these individuals.

Violation of this regulation shall be a Class II offense.

Interference with Restraints:

- No inmate will interfere with or assist other inmates in interfering, in any way, with handcuffs or other restraints that have been or are being applied to the inmate by an officer, deputy or employee.
- An inmate will not remove or attempt to remove that inmate or another inmate from handcuffs or other restraints without approval of a deputy.

Violation of this regulation shall be a Class I offense.

BEING PRESENT and ACCOUNTED FOR

Responsibility for Counts:

- Every inmate will be present at the proper time and place for counts, in accordance with the orders of the jail deputies.
- Causing a delay that renders the count inaccurate or more difficult, or failure to be present during the count process will be considered as fouling count.

Violation of this regulation shall be a class I offense.

Restricted Area and unauthorized Presence:

- No inmate will enter a restricted area without a direct order by a correctional employee authorized to render said order or unless expressly permitted by the Jail Captain.
- No inmate will be present in an area without specific permission or authorization.
- Each pod has a red line that is not to be crossed by an inmate until a Deputy has given the inmate permission to cross the red line. No inmate will look out of the windows at any time.

Violation of this regulation shall be a Class II offense.

Interference with Cell Operation and Visibility:

- No inmate will block or otherwise interfere with the operation of the cell opening and closing mechanism in any way including food passage ports or slots.
- No inmate will cover the inmate's cell, including food passage ports or slots, window view ports, cameras, and light fixtures.

Violation of this regulation shall be a Class I offense.

Restriction:

- No inmate will avoid, break or violate the terms of a restriction, which has been imposed upon him/her.

Violation of this regulation shall be a Class II offense.

Medical Restriction:

- In order not to aggravate any injury, illness, or other medical condition, no inmate will participate in any work or recreational activities, or partake of food items, in violation of a documented medical restriction that the inmate has received.

Violation of this regulation shall be a Class II offense.

CONTRABAND

Dangerous Contraband:

- Dangerous contraband is defined as:
 1. Any item or any ingredient or part of or instructions on creation of such item, which is inherently capable of causing serious damage to persons or property, or is capable or likely to produce or precipitate dangerous situations or conflict, and which is not issued by Reno County or the facilities, sold through the facility canteen, or specifically authorized or permitted by order of the Captain for use or possession in designated areas of the facility; or
 2. Any item which can be the basis for a charge of felony for its possession under the laws of Kansas or the United States; or
 3. Any item which, although authorized, is misused if the item in its misused form has the characteristics of being able to cause serious damage to persons or property or being likely to precipitate dangerous situations or conflicts; or
 4. Any item which would constitute traffic contraband into a correctional facility violation of K.S.A. 21-5914(a1)(b1).
- All contraband will be confiscated.
- No inmate will possess, hold, sell, transfer, receive, control, distribute, or solicit any dangerous contraband.

Violation of this regulation shall be a Class I offense.

Less Dangerous Contraband:

- Less dangerous contraband is defined as:
 1. Any item or any ingredient or part of or instructions on creation of such item, which is moderately dangerous in the facility environment and is not issued by Reno County, sold through the facility canteen, or specifically authorized or permitted by order of the Captain for use or possession in designated areas of the facility; or
 2. Any item that, although authorized, is misused in a way that causes some danger to persons or property.
- All contraband will be confiscated.
- No inmate will possess, hold, sell, transfer, receive, control, distribute, or solicit any less dangerous or any other type of contraband.
- No inmate will possess, papers, bottles, containers, trash, or any other items in excess of those limits established by regulations.

Violation of this regulation shall be a Class II offense.

ATTEMPT, CONSPIRACY AND ACCESSORY TO COMMISSION OF OFFENSE

Attempt, Conspiracy, Accessory, and Solicitation:

- Any attempt or conspiracy to violate any rule, or acting as an accessory for any offense, or soliciting another or other persons to commit any offense, shall carry the same penalty as the offense itself. The specific rule, which is the basis of the attempt, conspiracy, accessory, or solicitation shall be stated and described in the disciplinary report.

ATTEMPT:

- An attempt is any overt, or clearly evident, act toward the perpetration of an offense by an inmate who intends to commit the offense but fails in the perpetration of the offense or is prevented from or intercepted in executing that offense.
- It shall not be a defense to a charge of attempt that the circumstances under which the act was performed or the means employed or the act itself were such that the commission of the offense was not possible.

CONSPIRACY:

- A conspiracy is an agreement with another person to commit an offense or to assist in committing an offense. No inmate may be disciplined for a conspiracy unless an overt act furthering that conspiracy is alleged and proved to have been committed by the inmate, or by a co-conspirator.
- It shall be a defense to a charge of conspiracy that the accused voluntarily and in good faith withdrew from the conspiracy, and communicated the fact of such withdrawal to one or more of the accused conspirators, before any overt act furthering the conspiracy was committed by the accused or by a co-conspirator.

ACCESSORY:

- Aiding an offender or one charged with an offense is knowingly harboring, concealing, or aiding any inmate who has committed an offense, or one who has been charged with an offense, with intent that such inmate shall avoid or escape from apprehension, disciplinary hearing, conviction, or punishment for such offense.

SOLICITATION:

- Solicitation is commanding, encouraging, or requesting another person to commit an offense, attempt to commit an offense, or aid and abet in the commission or attempted commission of an offense for the purpose of promoting or facilitating the offense.
- It shall not be a defense to a charge of solicitation that the inmate failed to communicate with the person solicited to commit the offense if the inmate's conduct was designed to effect a communication.

- It shall be a defense to a charge of solicitation that the inmate, after soliciting another person to commit an offense, persuaded that person not to do so or otherwise prevented the commission of the offense, under circumstances manifesting a complete and voluntary renunciation of the inmate's prohibited purpose.

CLASSIFICATION OF OFFENSES AND PENALTIES

CLASS I OFFENSES

Class I offenses are:

Those violations of a very serious nature that are designated in this code as class I offenses, whether or not such offenses are also a violation of law: Those violations of law designated by the laws of the state of Kansas as felonies; or

Those violations designated by the laws of the United States as felonies.

The penalty for a class I offense will be as follows:

1st Offense – Lockdown for 5 days and loss of all privileges for 4 weeks

2nd Offense – Lockdown for 10 days and loss of all privileges for 6 weeks

3rd Offense – Lockdown for 20 days and loss of all privileges for 8 weeks

4th Offense – Lockdown for 30 days and loss of all privileges for 10 weeks

Lockdown time may be delayed until a lockdown pod becomes available.

CLASS II OFFENSES

Class II offenses are:

Those offenses of moderate seriousness that are designated in this code as Class II offenses, Whether or not such offenses are also violations of the law; Those violations of law designated by the laws of the state of Kansas as misdemeanors; or Those violations designated by the laws of the United States as misdemeanors.

The penalty for a Class II offense will be as follows:

1st Offense – Lockdown for 2 days and loss of all privileges for 2 weeks

2nd Offense - Lockdown for 3 days and loss of all privileges for 4 weeks

3rd or Subsequent Offense – 5 days lockdown and loss of privileges for 4 weeks (Treated as a Class I – 1st Offense)

Lockdown time may be delayed until a lockdown pod becomes available.

CLASS III OFFENSES

Class III offenses are:

Those offenses of a less serious nature that are designated in this code as Class III offenses, Whether or not such offenses are also violations of the law; Any violations of any published Reno County Correctional Facility regulation or order of the Captain that is not otherwise designated in these regulations as a Class I or Class II offense shall be a Class III offense.

The penalty for a Class III offense will be as follows:

1st Offense – Lockdown for 1 day and loss of all privileges for 1 week
2nd Offense - Lockdown for 2 days hours and loss of all privileges for 2 weeks
3rd or Subsequent Offense – Treated as a Class II – 1st Offense

Lockdown time may be delayed until a lockdown pod becomes available.

ONLY CLASS III OFFENSES CAN BE APPEALED.

WHEN UNDER DISCIPLINARY ACTION:

All personal property will be searched and placed in inmate's property bag. This property includes but is not limited to, letters, photos and all commissary food. After being searched legal documents will be returned to the inmate. This property will only be returned to you upon your release from the facility, or in the event your disciplinary violation is overturned. Further suspension of privileges beyond lockdown time may be sanctioned.

APPEAL PROCEDURE FOR CLASS III OFFENSES

Inmates have the right to appeal to the Captain.

- A written appeal should be addressed to the Captain on a Request Form and be submitted within 48 hours (excluding weekends and holidays).
- The Captain will consider the appeal and respond in writing to the inmate within 5 days (excluding weekends and holidays).
- The Captain's decision is FINAL.