

GRANT COUNTY
RESOLUTION NO. R-14-02

**ADOPTION OF THE GRANT COUNTY DETENTION CENTER INMATE
ORIENTATION POLICY**

WHEREAS, it is the mission of the Grant County Detention Center to protect the surrounding community by confining offenders in a controlled environment that is safe, humane, and cost effective and is appropriately secure; and

WHEREAS, in carrying out this mission, the Grant County Board of Commissioners ("Commission") desires to adopt the attached Grant County Detention Center Inmate Orientation policy.

NOW THEREFORE, BE IT HEREBY RESOLVED that in light of the interests described herein, the Commission adopts the attached policy on the Grant County Detention Center Inmate Orientation.

Passed, Approved and Adopted by the Board of Grant County Commissioners this 9th day of January 2014.



Gabriel Ramos, Commissioner District 1



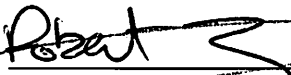
Brett Kasten, Commissioner District 2



Ron Hall, Commissioner District 3

ATTEST:

[SEAL]



Robert Zamarripa,
Grant County Clerk





GRANT COUNTY DETENTION CENTER

INMATE ORIENTAION

ADMISSION/BOOKING PROCESS

You are booked on a charge, or charges sufficient to cause your detention pending sentence completion, bail, or other judicial relief. While detained in this facility, you are responsible for adherence to all rules, regulations, procedures, posted notices and verbal directions. Information contained in this booklet is for your benefit.

NO HOSTAGE POLICY

The Grant County Detention Center operates on a "No Hostage Policy." Officers will not make concessions to the hostage taker.

EMERGENCIES

In the event of an accident, injury, fire or other emergency, use the **"CALL BUTTON"** in your Pod or Cell, which are located at the main door of your pod or main door of your cell to alert Detention Staff. When responding Officers arrive, state the emergency, and then stand clear. If the Officer requires your assistance, do what they say immediately. If an Officer orders a general lockdown, return to your bunk or return to your cell immediately. Failure to lockdown or misuse of the **"CALL BUTTON"** will result in disciplinary action.

WRITTEN COMMUNICATION WITH JAIL STAFF MEMBERS

Requests for services are made in writing on **Inmate Request Forms** except during extraordinary events. Inmate Request Forms are first reviewed by the officer, then answered, or routed to the appropriate person or department for response.

Follow these rules when submitting an Inmate Request Form:

- Do not send more than one Request Form per week addressing the same subject.
- Multiple Request Forms regarding the same subject are discarded.
- Limit the issue you want to have addressed to one issue per Request Form, clearly stating the nature of your request so that your Request Form is routed to the appropriate person.
- Collective protests, petitions, or unsigned Request Forms are not acknowledged.
- Request Forms containing profanity are not answered.

INMATE RIGHTS

You have the following rights while confined in The Grant County Detention Center:

1. Access to any Court, by letter or through your attorney.
2. Confidential consultation with your attorney.
3. Protection from abuse and corporal punishment. Physical force is used only to the degree necessary to control violent persons, and only when it is necessary to maintain control in the facility, to protect the safety of staff members, and other inmates. Physical force is not used as a punishment. Verbal abuse or harassment by staff is not tolerated.
4. Freedom from discrimination based upon gender, disability, or race.
5. Reasonable accommodation if you are disabled.

6. Access to jail rules, regulations, this booklet (**The Inmate Orientation Booklet**).
7. Appeal of sanctions administered as a result of disciplinary hearings.
8. Access to medical care.
9. Access to communications (mail, phones, and visiting).
10. Access to Diplomatic and Consulate Notification.

PREA (Prison Rape Elimination Act):

The Grant County Detention Center has a zero tolerance Policy of sexual harassment, sexual misconduct, and the assault or rape of inmates by an individual or group. This Policy includes, but is not limited to other offenders, Volunteers, Contractors, Jail Staff or other Agency personnel.

Reporting PREA Allegations:

Inmates, their families or their associates may report allegations of Sexual Harassment, Misconduct, Assault and/or Rape. The report may be made verbally or in writing to any volunteer, contractor, Jail employee or other law enforcement member. Offender's alleging victimization of a sexual manner is provided the same level of law enforcement service, treatment and care as non-offenders.

Reporting False Allegations:

Persons who make false allegations of sexual harassment, misconduct, assault or rape are subject to Criminal Prosecution and/or Disciplinary or Administrative sanctions.

Exempted Processes:

Jail activities or actions taken by Detention Officers, which are supported by Policy and Procedure, and deemed necessary for the safety and security of the facility, will not be defined as staff sexual harassment, misconduct, assault, or rape. These Policies and Procedures include, but are not limited to the taking of photographs, pat or strip searches, court ordered body cavity searches and/or medical exams.

Victim Services:

The Detention Center will provide victims of sexual misconduct or assault, the following services:

- In-house counseling using Mental Health personnel
- Access Sexual Assault Services
- Emergency medical/mental health evaluation and treatment

INMATE GRIEVANCES**Grievance Procedure:**

Inmates have ten days to complete a Grievance Form (on Inmate Request Form) after the occurrence of any specific event to file a grievance. Policy Grievances may be filed at any time.

Prior to filing a grievance with the Jail Administration you must first attempt to resolve your issue with the lowest level of appropriate authority. The initial appropriate authority is the Duty Shift Sergeant, Food Service Manager. The next appropriate authority is the Lieutenant.

For a grievance to exist, you must show that you attempted to resolve your complaint with the Duty Shift Sergeant, Food Service Manager, via Inmate Request Form. If the issue is with the Duty Shift Sergeant, Food Service Manager, or Medical, you may send an Inmate Request Form directly to the Operations Lieutenant.

All grievances submitted to the Operations Lieutenant will include all steps taken by you to address the complaint. The Lieutenant will review your grievance and determine the merit of your grievance. The Operations Lieutenant will investigate your grievance as soon as possible.

Outcome: The Administration will provide written notification regarding actions taken and the final outcome of your grievance.

Grievance Definitions:

Grievance is defined as a belief that excessive, unnecessary or discriminatory behavior by a Detention Staff member, or a Contracted Staff member has occurred.

Disciplinary Grievance is defined as a disagreement with the disciplinary process, or the belief that excessive disciplinary sanctions have occurred.

Facility Grievance is defined as a complaint about the physical plant or the physical plant workings of the Jail.

Policy or Procedure Grievance is defined as a complaint with a specific Policy or Procedure used at the Detention Center. A grievance is also the belief that excessive, unnecessary discriminatory actions and practices have occurred as a result of a Policy or Procedure of the Grant County Detention Center.

Medical Grievance is defined as a disagreement with your current medical treatment or lack of treatment by contracted Medical Staff. A grievance may exist if you believe that excessive, unnecessary or discriminatory action or inaction by Medical Staff has occurred.

INMATE GRIEVANCE APPEAL

If you disagree with the Operations Lieutenant's or Deputy Administrator's decision you may appeal to the Administrator. You appeal by sending an Inmate Request Form or a letter outlining your disagreement with the decision directly to the Administrator. Inmates have seven days to submit an appeal after the receipt of the decision. Decisions made by the Administrator are final.

VISITATION

Each inmate is allotted one 30min visit per week. All visitors are required to have current picture ID. Picture ID must include the visitor's full name and date of birth. Visitors must be the age of eighteen (18) or older. In the case of an emergency in the Jail, visiting may be canceled or ended early.

Visiting is not allowed between individuals having current **“No Contact Orders”** or **“Restraining Orders.”** Pets are not allowed in the visiting area except Service Animals. Inmates and visitors must remain fully clothed; lewd acts or exposing oneself may result in criminal charges. Inmates and/or visitors who violate Jail Rules or Regulations, during a visit may lose the privilege of visiting.

On Friday the new schedule is created for each new inmate. The family calls to check or the inmate calls family to let them know time of visit. Inmates may not change time unless there is an opening and specific reason for change of time.

Visiting Days are Saturday and Sunday.

Saturday: male unit

Sunday: female, booking, and infirmary

CELL STANDARDS

You are expected to keep your own cell/bunk area clean. Additionally, you are expected to assist in the cleaning of the dayroom located in your housing area. Failure to do so may result in disciplinary sanctions and a loss of privileges for everyone in the unit.

Posting/Hanging: The posting, gluing, taping, or in any other way fixing objects to any surface, wall, window, door or **Light Fixture** in your cell or in your housing dormitory is not allowed. The hanging of any object from the bunks is not allowed. Items found hanging from the bunks can be confiscated, and a disciplinary report will be written.

Personal Property: Your personal Property must fit in your bunk storage bin; items that you are unable to keep in your storage bin will be removed from the cell and stored in your clothing property box.

Items of value that are considered contraband, must be placed in your property storage.

Transfer of personal items between inmates is prohibited. **You may not transfer, give, or sell your property to anyone.** The leaving of items for other inmates at your release is also prohibited.

Repairs/Damage: Notify the floor officer immediately if you find anything in your cell or the housing module that is broken or needs repair. If you do not tell your floor officer about the damage, you will be held responsible when the damage is found.

The cost to repair or replace any damaged Grant County property is charged to you if it is determined that you are the person responsible for the destruction of the property, and you may be charged in court with a new crime.

Property altered in any way from its original condition is not allowed, and will be removed from your cell when found.

Ventilation: Plugging the ventilation vents will cause the HVAC system to malfunction. Plugging the vents is prohibited and will result in disciplinary action.

Magazines/Books: Tearing pictures from magazines or books is prohibited. Magazines without an address label are presumed to belong to the jail library.

Trash: Inmates are prohibited from accumulating trash in cells, including but not limited to old newspapers, wrappers, cardboard, or paper bags.

LOCKDOWN

When an officer orders a **lockdown**, go directly to your bunk or to your cell and close the door. The officer may give the **lockdown order** by using the intercom system. As this order is often given in times of medical emergency, respond immediately, so that medical assistance is rendered without delay. Failure to lockdown will result in disciplinary action.

SECURITY CHECKS

Officer's conduct security checks or head counts continuously throughout the day and night. You must be seen and acknowledged by the inspecting Officer. You must respond to an Officer's instructions immediately. **You and your cell area are**

subject to inspection and search at any time. When a shakedown is announced you are to follow the orders of the Officer's immediately

DRESS CODE

1. The minimum in-cell or pod state of dress is a t-shirt and pair of trousers.
2. The minimum out-of pod state of dress is a full set of jail issued clothing.
3. The wearing of uniform that are rolled up, tucked into socks, hanging low or pegged is not allowed.
4. Female inmates must wear both a bra and T-shirt, or an issued shirt. A T-shirt without a bra is not allowed.

PERSONAL HYGIENE

You are expected to shower daily. You may purchase your own soap and hygiene items from the commissary vendor. Inmates without funds will receive an indigent pack weekly.

LAUNDRY

Laundry is washed every other day. Check the schedule posted in your pod, or ask your Floor officer for the correct days.

PROPERTY

At the time of booking, only a **limited** amount of property is accepted for storage. Property not accepted is impounded by the arresting agency. Forward all questions regarding impounded property to the arresting agency. The jail does not wash the clothing that you were wearing when you were booked, unless they are too soiled for placement in storage. The Booking Officer makes that determination.

Items of personal clothing that you may possess in your cell are:

- Underwear (3) sets, (ex-cluding long johns)

- (3) Tee shirts (only solid white color with no pockets or logos)
- (3) Pairs of socks

If you do not have these items, they are available for purchase from the commissary vendor. If you were wearing, or had these clothing items in your possession during your arrest they may be allowed. Clothing mailed to you while you are incarcerated will be placed in your property box or returned to the sender. If you are indigent two sets of each item will be issued to you and charged to your account.

You are assigned a property storage box for your in-cell property. Your property **must fit** within your property box. More than fifteen (15) personal letters or papers in your possession are not allowed. A reasonable amount of legal paperwork is allowed. If you have too much property to fit in your in-cell property box, request via Inmate Request Slip to transfer your property to your property storage or out of the jail. **IF IT DOES NOT FIT IN YOUR PROPERTY BOX, YOU CANNOT HAVE IT IN YOUR CELL OR BUNK.**

Your personal property and valuables are returned to you at your release from the jail unless you are released to another jurisdiction that will not assume responsibility for your property. You are not allowed to sell, transfer, or give property of value to another inmate at any time. An Officer will explain your options for any property you leave behind if you are transferred to another jurisdiction.

When transferring to another institution, complete a Property Release Form, and make arrangements for the disposal or transfer of your left behind property. Property left longer than (20) twenty days is disposed of in accordance with Policy and Procedure.

The County provides property and equipment for your use during your incarceration. That property is to remain in good working order or repair. County property damaged by you is taken from you, and the replacement cost of the item or items may be deducted from your trust fund account. These items include, but

are not limited to clothing, cleaning supplies, telephones, or other equipment. Additionally, you may be criminally charged.

****Note: THE FACILITY IS NOT RESPONSIBLE FOR LOSS OR DAMAGE OF PERSONAL PROPERTY KEPT BY YOU IN YOUR CELL.**

PROPERTY ALLOWED IN CELL

1. Three (2) library books.
2. Two (2) personal books, including religious books.
3. One (1) magazine (library).
4. Ten (15) pieces of mail.
5. Reasonable amount of legal materials.
6. One (1) newspapers Per Pod (Not more than 2 days old).
7. One (1) piece of edible fruit.
8. Clothing in good repair.
9. Approved pens and pencils, which are in good condition.
10. Reasonable amounts of commissary items.
11. Medical items furnished by Medical Staff.

RECREATION

An open-air exercise area is provided for exercise and fresh air at regularly scheduled times, unless bad weather makes the area unsafe for use. You are housed in a holding room if you do not wish to go to the open-air exercise area. **All property is prohibited.** Food, or writing equipment will be confiscated, and a disciplinary report may be issued.

TELEPHONE CALLS

You are entitled to telephone your attorney and to make a personal telephone call after completion of the booking process. **All personal calls are collect calls, and may be monitored and recorded.** The telephones located in housing modules are available from 6:00 a.m. until 10:00 p.m. All outgoing telephones are “collect call” phones.

****Note:** Probation Officers will not accept collect calls.

Calls to the Public Defender’s Office are not collect and phone calls to lawyers are not monitored or recorded. If you have a lawyer from out of the area, have them contact the Jail to be put on the “No Record” list.

CLASSIFICATION

Your housing assignment is based on your classification and on the space available within the facility. Classification determines your housing, based on your behavior, your current charges, your criminal history, any special needs, and the population of the jail.

MAIL-INCOMING

Legal material that is mailed through the U.S. Postal Service will be accepted by the Detention Center. There is no mail delivery to the facility on weekends or Holidays. Incoming mail is distributed within 24 hours of receipt directly to the person addressed. There are no limits on the amount of mail you may receive; however, you are not allowed to keep more than 15 pieces of mail in your cell or bunk.

Incoming mail is opened and inspected for money and contraband, and may be scanned for content. Incoming mail with stickers, tape, sparkles, or other foreign substances may be returned to sender. Pornography and nude photographs are not allowed in your cell. These items are returned to the sender or placed in your property storage box when received.

U.S. funds, and authorized Money Orders (See Money) are receipted and deposited into your Trust Fund Account. Checks, non-authorized money orders, and foreign currency is receipted and stored in your jail property storage.

MAIL-OUTGOING

No limit is set for the amount of mail you may send (at your own expense). The facility will NOT mail magazine subscription cards marked "*bill me.*" Drop all mail, unsealed into the mailbox provided in your specific area. Inmate mail may be opened and inspected without notice to you. Full return addresses are required on all outgoing letters. Facility staff will hold any outgoing mail without this information until the sender is identified and the correct return address is filled out. Any mail with marking other than return address and delivery address will be inspected, returned, and not processed out.

Return addresses will contain the following information:

- Full name as listed in jail records
- Grant County Detention Center
- 320 Ridge Rd.
- Silver City, NM 88061

INMATE-TO-INMATE MAIL

Inmate-to-inmate mail is not allowed or accepted. This includes mail to and from other Federal, State, Local and Juvenile institutions. All such mail, out-going or in-coming is returned to the sender after examination. Blood related or married inmates are allowed to send mail through the U.S. Mail on a case-by-case basis, after verification.

LEGAL MAIL

Detention Officers are required to open and inspect in-coming Legal Mail from Attorneys and Courts in your presence.

INDIGENT ITEMS

If you do not have money in your Trust Fund Inmate account, you will receive indigent supplies. Included with the indigent supplies are writing supplies and an envelope. If you purchased commissary items through the commissary system, there is a fourteen-day period after your last commissary purchase before you are eligible to receive indigent items. The accumulation of indigent items is not allowed and extra items are confiscated and discarded.

MONEY

The facility deposits all of your United States currency, Checks from other Correctional Facilities, and Money Orders into your trust fund account during the booking process. Money and acceptable Money Orders received during your incarceration are placed into your trust fund account.

You are able to make withdrawals from your account to pay for commissary items, bail or fines, etc. All **Foreign** currency, checks (business or personal), money orders other than postal money orders, and traveler's checks are inventoried and placed into your Property Storage.

COMMISSARY (STORE)

All commissary sales are final. There are no refunds of commissary purchases. Summit LLC operates the commissary as a private vendor. Money received and posted to your Trust Fund account no later than the day prior to your commissary order day is available for commissary use.

Commissary forms are provided to each housing unit by 9:00 a.m. on Sundays, Tuesdays, and Thursdays. Order forms are picked up by 9:00 p.m. on Sundays, Tuesdays, and Thursdays. Commissary Orders are filled and will be delivered by 5:00 p.m. on Mondays, Wednesdays, and Fridays. All commissary orders are double-checked as they are given to you. A receipt must be signed, acknowledging that you received the items. Disputes regarding commissary must be resolved at the time of delivery.

If you are released prior to your commissary order delivery, the Commissary is held for 72 hours. After 72 hours, the items are destroyed. Commissary items may be picked up between 9:00 a.m. and Noon each weekday. Hot food items are not held.

MEALS

One tray per-person is the Policy, NO second helpings, exchanging or substitution of items on the trays is allowed. You are responsible to return your tray when the trays are picked up. Do not throw forks, spoons, cups, or trays into the trash. If a utensil is broken, return all of the pieces to the Officer when the trays are collected. If all trays are not accounted for, it may result in lockdown or disciplinary sanctions.

Special diets are requested by submitting an Inmate Request form or a Health Request form, when medically related. The medical staff will reply to all medical special diet requests. The shift Sergeant will reply to all religious diet requests. Include your religion, and any dietary restrictions associated with your religion on the Inmate Request form. **Special Diets based on preference are not provided.**

Meal Schedule (times are approximate):

Breakfast: 7:30 a.m.

Lunch: 11:30 a.m.

Dinner: 4:00 p.m.

DISCIPLINARY ACTION

Violation of the Grant County Detention Center rules can result in disciplinary action and sanctions. Actions or activities which are also violations of Local, State or Federal law may result in additional legal charges.

DISCIPLINARY APPEAL

If you disagree with the Disciplinary decision you may appeal to Administration. You appeal by sending an Inmate Request Form or a letter outlining your

disagreement with the decision directly to the Administration. Inmates have five days to submit an appeal after the receipt of the Disciplinary decision.

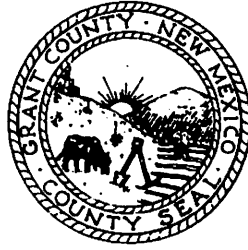
GRANT COUNTY

COMMISSIONERS

GABRIEL J. RAMOS
DISTRICT 1

BRETT A. KASTEN
DISTRICT 2

RON HALL
DISTRICT 3



COUNTY MANAGER
JON PAUL SAARI

Telephone: (575) 574-0008
Fax: (575) 574-0073

January 14, 2014

Grant County Detention Center
209 N Black St.
Silver City, NM 88061

Attn: Mike Carillo

Re: Resolution No. R-14-02; Adoption of the Grant County Detention Center Inmate Orientation Policy

Dear Mr. Carillo:

Enclosed you will find a copy of the above referenced item. Resolution R-14-02; was presented to the Grant County Board of Commissioners on January 9, 2014, and was approved. The Commission Chair has signed on behalf of Grant County.

Please feel free to contact the County Manager's Office at 575-574-0006 if you have any questions or need additional information.

Sincerely,

A handwritten signature in cursive script that reads "Denisha Lucero".

Denisha Lucero
Administrative Assistant

Office Of The Grant County Commissioners

1400 Highway 180 East, Silver City, NM 88061 • P. O. Box 898, Silver City, NM 88062