

**MEADE COUNTY  
DETENTION CENTER**

**COUNTY SIDE  
OFFENDER  
HANDBOOK**

**REVISED FEBRUARY 2019**

## MEADE COUNTY DETENTION CENTER AUTHORIZED PROPERTY LIST

**APPROVED ITEMS NOT PROVIDED BY THE JAIL OR POSSESSED AT BOOKING ARE TO BE PURCHASED FROM MCDC CANTEEN.**

**NO CANTEEN ITEMS FROM OTHER FACILITIES ARE ALLOWED EXCEPT SOAP & DISH, TOOTHBRUSH & HOLDER, TOOTHPASTE, DEODERANT, SHAMPOO AND CONDITIONER.**

1	MATTRESS
2	SHEETS
1	BLANKET
1	TOWEL
1	WASHCLOTH
1	DRINKING CUP
1	SPORK
1	APPROVED D.O.C. RELIGIOUS MATERIAL (BIBLE, QUR'AN, TALMUD, ETC)
1	PAIR OF PRESCRIPTION EYEGLASSES/ CONTACTS
1	PAIR OR READING GLASSES
5	WHITE T-SHIRTS (NO POCKETS, TANK TOPS, OR LOGO'S)
5	PAIRS PLAIN WHITE UNDERWEAR (BOXERS OR BRIEFS)
2	WHITE BRAS (NO UNDERWIRE) (FEMALE OFFENDERS ONLY)
5	PAIR PLAIN WHITE SOCKS
1	ORANGE TOBOGGAN
2	PAIRS PLAIN GREY SWEAT PANTS (NO HOODS, BUTTONS, ZIPPERS, LOGOS)
2	PLAIN GREY SWEAT SHIRTS (NO HOODS, BUTTONS, ZIPPERS, LOGOS)
1	PAIR SHOWER SHOES (JAIL ISSUE)
1	PAIR WORK BOOTS (JAIL ISSUE) (STATE SIDE OFFENDERS ONLY)
1	PAIR TENNIS SHOES (CANTEEN ORDER ONLY)
1	PLAIN WEDDING BAND OR ENGAGEMENT RING (MUST HAVE AT INTAKE) (RING CAN NOT POSE SAFETY OR SECURITY RISK TO FACILITY)
2	PAIRS EARRINGS (STUD POST OR HUGGER ONLY) (MUST HAVE AT INTAKE)
1	AM/FM RADIO (CANTEEN PURCHASE ONLY)
1	PAIR HEADPHONES (CANTEEN PURCHASE ONLY)
2	MANILLA ENVELOPES, NO LARGER THAN 12'' x 12'' x 3'', FOR LEGAL PAPER WORK, PAPERS, ETC. (EXCESS AMOUNTS MUST BE MAILED OUT OR DISCARDED)
	ITEMS PURCHASED FROM MEADE COUNTY DETENTION CENTER CANTEEN, IN REASONABLE AND APPROVED QUANTITIES
	ITEMS APPROVED BY MCDC MEDICAL DEPARTMENT OR JAIL ADMINISTRATION
	<b>ALL OFFENDER PROPERTY MUST FIT AND BE STORED IN 1 GREY TOTE OR BOX. ANY EXCESS PROPERTY WILL BE TAKEN AND DISCARDED.</b>

<p>NO PROPERTY CAN BE DROPPED OFF FOR OFFENDERS EXCEPT APPROVED MEDICATIONS, MEDICAL ITEMS, GLASSES OR OTHER ITEMS APPROVED BY THE MEDICAL DEPARTMENT OR JAIL ADMINISTRATION</p>
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## **ADMISSION**

**01.** When you arrive, you will be taken through the booking process. Detention center staff will ask you various questions in order to complete the intake forms. During this process you may be searched, photographed, and fingerprinted. Each inmate may be placed in a holding area for a minimum of 24 hours before being assigned a housing area and will be responsible for following the detention center's general rules and regulations.

## **INMATE PROPERTY**

**02.** All excess property and property not on the approved property list will be vacuum sealed into a property bag, clearly marked with your name, and placed in the property room. Any tobacco products, disposable lighters, knives and other non-approved items will be placed into the last chance box and discarded. The only property permitted to remain at the detention center is the clothing being worn at intake and allowable personal effects that fit into one property bag. Offenders have fourteen (14) days to have excess property picked up or it will be destroyed and discarded. The detention center will not be liable for any lost or stolen items in Offender living areas. Offenders are not to lend out property, shoes, canteen, etc. If you give an offender something, it will not be returned if you are moved to another cell or another facility. Offenders are not permitted to release any property or money to other offenders. Property may be released to family members, with offender permission, at the discretion of the Jailer or shift supervisor. No cash money will be released from an offender's account until they have completed their sentence. Exceptions may be made if the offender wants to release money to pay their attorney or to pay their bond fee (however, this will be after jail fees are deducted.). After 24 hours all cash minus applicable jail fees will be placed on offender's canteen account

## **CLOTHING AND LAUNDRY**

**03.** All county side offenders will be issued a jail uniform. Jail uniforms are to be worn anytime you leave your cell. In your cell you must either wear your jail uniform or clothing from the approved property list. You are required to wear a shirt and pants or your jail uniform unless showering or in your bunk. Other than your name, do not write on your personal clothing. Head gear such as "dew rags", head rags or bandannas are not allowed. Crosses or other items made out of towels, wash cloths, socks, sheets, etc. will be confiscated and disposed of. Each cell will have the opportunity to have their clothing laundered twice per week in accordance with the posted schedule. Do not use totes or other means to soak or launder clothing. Do not send all of your clothing to the laundry on a visitation day. Any clothing found in the living area or laundry that is not on the approved list will be confiscated and disposed of. Any clothing not marked with your name or initials will be confiscated. When being released or transferred, take all of your clothing with you.

## **INMATE IDENTIFICATION NAME TAGS**

**04.** All inmates housed on county side may be issued a plastic picture identification wristband.

If issued, wristbands must be visible and worn at all times. Not wearing your ID or wristband will result in disciplinary action. If you damage or lose your ID or wristband it will cost you \$5.00 to replace it. All ID or wristbands are the property of the detention center and are to be returned at booking upon release.

### **MEDICAL TREATMENT AND EDUCATION**

**05.** The medical care of state/county inmates in the Meade County Detention Center is the responsibility of the physician, nurse practitioner, medical director, nurse or other medical professional selected by the jail. The medical staff will make medical decisions regarding the offender and decide if prior prescriptions or appointments shall be allowed/kept. Offenders require “necessary medical care” as defined in KRS 441.45, section 10. “Necessary care means care of a non-elective nature that cannot be postponed until after a period of confinement without hazard to the life or health of the inmate. KRS 441.45, section 8 permits the county to recover the cost of treatment and care if the offender has or receives funds. “Prisoners who are later determined not to have been indigent or who at the time following treatment are no longer indigent, shall be required to repay the cost of payments made pursuant to this section to the unit of government which makes payments.” Those offenders who are indigent will be charged to their account and shall be required to make payments to that account following incarceration. Medical treatment shall never be withheld from any inmate due to the inability to pay a co-pay or medical cost at the time of service. ARNP/medical director co-pay is \$20.00 per visit/per issue. Dentist co-pay \$100.00 per visit/per issue. The jail does not provide restorative dental procedures, permanent fillings, teeth cleanings, or treatment for elective surgical procedures. Medication co-pay is the exact charge for medication cost from West Wood Pharmacy. The medical director along with Westwood Pharmacy may provide generic alternatives to medications at lower cost to the offender. The Meade County Detention Center is not responsible for routine eye exams. Should an offender need to see an eye specialist, that offender should be charged the amount of the visit set forth by that provider. Other services provided by medical also may incur a fee based on circumstance. Such additional fees may include blood/lab work, x-rays, urinalysis, drug testing, pregnancy testing, and orthopedic equipment/devices (splints, braces, etc.) Emergency Medical Treatment is not charged a co-payment. Emergency medical issues will be provided by onsite medical staff, security staff and may be transported off site by jail vehicle or ambulance. The Meade County Detention Center is also not responsible for treatment of old injuries, or pre-existing conditions that were not handled/addressed prior to incarceration. The Meade County Detention Center is responsible for Maintaining the current health and welfare of the offender, treat any new medical or mental health problems that arise, and continue life sustaining treatments and care.

## **Acne**

1. Acne is build-up of oil at hair roots and oil glands.
2. Acne may be blackheads, whiteheads or pimples.
3. Some foods, hormones, stress and contact with irritating or oily substances may cause acne to worsen.
4. Do this if have acne:
  - a. Gently wash face and any other area that breaks out at least 2-3 times daily with mild soap
  - b. Do not squeeze or pick pimples
  - c. Wash hair at least 3 times weekly
  - d. Do not use oils on hair
  - e. Eat a balanced diet
  - f. Do not use oily make-up or creams on face

## **Athlete's Foot**

1. Athlete's foot is caused by fungus which likes to grow in warm, moist places.
2. Do this if have athlete's foot:
  - a. Keep socks and shoes off whenever possible
  - b. Do not sleep with socks on
  - c. Wash feet with warm, soapy water every day, pat dry between toes
  - d. Dry feet last to prevent spreading fungus
  - e. Wear shower shoes when showering
  - f. Wear canvas shoes, if available, during the day
  - g. Wear white cotton socks
    1. Put clean socks on each day
    2. Put socks on before underwear to prevent spreading fungus
  - h. Apply antifungal cream to affected area twice daily
    1. Wash and dry feet first
    2. Apply cream as directed by medical staff
    3. Rub in well
    4. Wash hands before and after
  - i. If any of the following occurs, you may request to see nurse on the kiosk under Medical tab:
    1. Increased redness
    2. Increased swelling
    3. Heat
    4. Pus formation
    5. Red streaks
    6. Increased pain

## **Common Cold**

1. A common cold is caused by different types of viruses and is not serious.
2. Usual symptoms include sneezing, stuffy nose, watery nasal discharge, scratchy throat, cough, tiredness, headache and body ache.
3. Colds are not cured by taking antibiotics like penicillin.
4. A cold must run its course and lasts 4-7 days, with 2nd and 3rd days as the worse.
5. A cough may last longer.
6. Colds occur more in fall and winter
7. Cold virus is spread mostly by drainage from nose, coughing and sneezing
  - a. Cough or blow nose into tissue or toilet paper and throw it away
  - b. Do not get close to anyone coughing or sneezing who does not cover their mouth
  - c. Always wash hands after blowing nose or sneezing
8. Do this for a cold:
  - a. Drink lots of fluids, especially clear fluids such as water
  - b. Stop smoking
  - c. May take 2 regular strength Tylenol tablets for fever, headaches, aches and pains
  - d. Rest as much as possible
9. If symptoms get worse, you can request to see nurse on kiosk under Medical tab.

## **Dandruff**

1. Dandruff can be normal scaling off of top layer of scalp.
2. Can be caused by seborrhea, which causes an increase in amount of oil made by oil glands around hair roots.
3. Dandruff can usually be treated by using dandruff shampoo.
4. Do this for dandruff:
  - a. Shampoo hair 2-3 times weekly in cool or barely warm water
  - b. Use dandruff shampoo and be sure to rinse out all shampoo
  - c. Avoid over-rubbing or massaging scalp which may cause oil glands to produce more oil
5. If symptoms do not improve after one month, you may request to see nurse on kiosk under Medical tab.

## **Gas, Belching, Heartburn and Indigestion**

1. Eating gas-forming foods and swallowing air while eating can cause gas.
2. Do this for gas:
  - a. Take 1-2 antacid tablets for heartburn or gas, up to 4 times a day if needed
  - b. Avoid gas-producing foods like cabbage, coffee, tea, and carbonated beverages

- c. Avoid overeating
  - d. Chew foods slowly and completely
  - e. Remain in upright position 1-2 hours after eating
  - f. Stop smoking
  - g. Avoid eating 1-2 hours before bedtime
3. If symptoms get worse, you may request to see nurse on kiosk under Medical tab.

## **Headache**

1. Most people get headaches.
2. Most headaches are not serious.
3. Common causes of headaches are tension, sinus congestion, caffeine, smoking, medications and high blood pressure.
4. Do this for a headache:
  - a. Avoid whatever causes headaches
  - b. Take two Tylenol tablets twice daily
  - c. Use moist, cool cloths if helps to relieve headache
  - d. Rest
5. Do not watch TV
6. Avoid noisy interaction

## **Insomnia**

1. Try this if have difficulty sleeping:
  - a. Reduce or stop drinking caffeine drinks like coffee, brown tea and caffeine soft drinks
  - b. Do not take naps during the day, or during the evening
  - c. Exercise during the day to help tire out and reduce stress
  - d. Go to bed at same time each night
2. If drowsy and cannot sleep:
  - a. Get up to read book or write letter
  - b. When drowsy, go back to bed
  - c. May need to repeat several times
  - e. Get out of bed at same time each day
  - f. Discuss problem with mental health professional
3. Over time, ideas listed above should help get sleep problems under control.
  - a. The body has a natural “clock” built into it and sometimes needs to be corrected.
  - b. It will require time to adjust if you have a history of sleep problems or if used drugs and/or alcohol prior to incarceration.
  - c. Being new to jail or getting out soon may cause sleeping problems.
4. Medications will not cure the problem but time and effort may help.

## **Nausea and Vomiting**

1. Stomach flu is common and does not last more than 24-36 hours.
2. Diarrhea may also develop.
3. Do this if sick to the stomach or throwing up:
  - a. Drink only clear liquids for next 24 hours
  - b. Drink small amounts or sips if cannot keep anything down
  - c. Do not take aspirin, laxatives or antacids while sick to the stomach
  - d. Rest for 24 hours
  - e. Start eating food gradually as begin to feel better
  - f. Do not eat spicy or greasy foods at first
4. May request to see nurse on kiosk under Sick Call tab if:
  - a. Do not feel better after 24 hours
  - b. Cannot keep any liquids down
  - c. Start vomiting blood
  - d. Get fever and increased stomach pain

## **Skin Rash**

1. Rashes can be caused by chemicals, infections or medications and are almost impossible to identify the cause.
2. Do this if have a rash:
  - a. Wash or bathe in cool water only
  - b. If cause is known, avoid it if possible
3. May request to see nurse on kiosk under Medical tab if:
  - a. Increased redness or swelling, pus formation, heat, red streaks, increased pain or rash is spreading

## **Sore Throat**

1. Viruses cause most sore throats.
2. Sore throats usually last 4-7 days.
3. Do this if have a sore throat:
  - a. Gargle with warm, salt water several times a day, but do not swallow salt water
  - b. Drink plenty of fluids
  - c. Take two Tylenol tablets for fever and pain twice daily
  - d. Stop smoking
4. May request to see nurse on kiosk under Medical tab if conditions worsen or have no relief.



## **Sprain**

1. Stressing or twisting a joint or body usually causes a sprain.
  - a. Swelling usually occurs and can cause pain.
2. Do this if have a sprain:
  - a. Keep injured area elevated for 48 hours to decrease swelling and throbbing
  - b. Use cold-water cloths on area for 24 hours and avoid using area
  - c. Take two Tylenol twice daily for pain
3. May request to see nurse on kiosk under Medical tab if numbness, tingling or blueness appears in area of injury.

## **Tooth Decay & Gum Disease**

1. Plaque is the leading cause of tooth decay and gum disease.
  - a. Plaque is sticky invisible film containing bacteria
  - b. It is constantly forming over teeth
2. Ways plaque causes cavities:
  - a. When eating sweet foods, bacteria in plaque combines with sugar to form decay acids that attach to tooth enamel
  - b. Cavity grows larger as it enters the dentin
  - c. Decay weakens enamel further and reaches sensitive layer of tooth
  - d. If decay is not checked, an abscess may occur or bone may become infected
3. How plaque causes gum disease:
  - a. Plaque collects beneath gum line and irritates gum tissue which may cause gums to bleed
  - b. If plaque is not removed, it becomes hardened and forms tartar, increasing irritation to gums
  - c. Plaque will begin to destroy tissue holding gums to teeth
4. Brush to remove plaque and prevent tooth decay.
  - a. Hold toothbrush at 45-degree angle to gum line
  - b. Brush back and forth with short strokes, covering 1-2 teeth at a time
  - c. Brush back of teeth, inside and outside

## **Urinary Discomfort**

1. Urinary discomfort is common in females.
2. Urinary discomfort is caused by bacteria entering urinary system through tube that leads to the bladder
3. Ways to prevent urinary discomfort:
  - a. Drink eight glasses of fluid per day
  - b. Limit drinking caffeine drinks while having symptoms
  - c. Urinate when feel urge

- d. Do not hold urine for long periods of time
  - e. Avoid activities, like masturbation, that can cause friction to urine outlet
  - f. Take all medications until gone
4. Symptoms should begin to fade in 24-26 hours after starting an antibiotic.

## **Medications**

- a. Medications are scheduled to be distributed twice daily around 8a and 8p.
- b. Inmates receiving medications shall report to medical cart with their own drinking cup, water and present wristband upon request.
- c. No inmate shall share a drinking cup to take medications.
- d. Medications shall be taken in the presence of distributing medical staff.
- e. Inmates shall show proof of taking medications by allowing an open-mouth inspection.
- f. Home prescription medications:
  1. May be delivered Mon-Fri, 8a-4p in order to be put on the med cart the same day. Anything dropped off to the facility after hours will be screened by Medical the following business day.
  2. Need nurse's approval for after-hours deliveries for special circumstances
  3. Must be in original container with inmate's name clearly marked and must be current within the last 3 months.
  4. Shall be verified by medical staff with the ARNP, pharmacy, or previous provider before distribution.
- g. Over-the-counter medications/medical care that will be accepted.
  - OTC pain reliever such as Tylenol, Aleve, ibuprofen. (Cannot be p.m. medication or have a sleep aid to it.)
  - Tums
  - Regular multi-vitamin (no dietary supplements)
  - Contacts/cases/solution
  - Glasses
  - Current prescription bottle
  - Fish oil
  - Allergy medications such as regular Claritin, Allegra, Zyrtec
  - Stomach medications such as Nexium, Prilosec, Zantac
  - Inhalers
- h. Things that is NOT allowed/accepted
  - Narcotics or controlled substances
  - Benadryl/sleep aids/pm medications
  - Soaps
  - Shampoos
  - Creams
  - Toothpaste/denture adhesive

- Cough drops
  - Gabapentin, Seroquel, or Trazodone per ARNP
  - Nose sprays
  - Liquids of any sort
- i. Releasing prescription medications:
1. Require proper identification
  2. Release only to person named on the label

## **Mental Health Care**

- a. Mental health care may be requested on kiosk under Medical tab and may be provided by the medical director/ARNP.

## **FEES**

**06.** There is a \$20.00 booking fee and a \$20.00 daily housing fee for all county offenders. If an inmate has \$20.00 at the time of the booking, the booking fee will be taken when the inmate is processed into the system, amounts less than \$20.00 will also be taken and applied toward the booking fee. The \$20.00 booking fee covers the first day of housing. If you are booked in as a state inmate there is no booking fee or daily housing fee. However, if you are a county inmate and become a state inmate you will be responsible for all fees prior to becoming a state inmate including past balances. Also, if you are a state inmate but have previous jail fees or outstanding balances, these fees will be deducted in whole or in part from any money that you have or receive while you are incarcerated.

**Outstanding jail fees, initial intake kit, indigent kits or medical/dental fees may be deducted in whole or in part from the money that you have or receive while you are incarcerated. The current rate for any additional money received for canteen is fifty percent. For example, if you owe a \$20.00 jail fee and \$20.00 is placed on your account then \$10.00 will be applied toward that fee. This policy will also apply if you are re-booked and have any outstanding jail or housing fees. This will continue until your booking and medical/dental fees are paid in full. Upon being released, any jail fees still owed will be deducted from your account and applied toward those fees. Avoiding fees by placing money on another inmate's account or allowing another inmate to put money on your account will result in disciplinary action and all of that money will be applied toward jail fees. Disciplinary action will include possible isolation and not being able to order canteen for a minimum of two weeks.**

## **TELEPHONE**

**07.** Newly admitted offenders shall be permitted a reasonable number of local or long distance calls to an attorney or to a family member, as soon as practical, until one (1) call has been completed. Collect phones are provided in each area for your use. All long distance calls must be collect or made using a jail phone card, after your first call. On county side phones are on from 6:00AM - 11:00PM daily. Inmates may request to make special telephone calls in emergency situations. This includes death of immediate family, hospitalization, etc. The Jailer, Chief Deputy or shift supervisor will make a determination as to whether the situation warrants a special

telephone call. If a special long distance call is granted for any reason, a fee of \$1.50 may be charged to your canteen account. Telephones will be turned off at various times for transports, medical appointments, etc. Phone calls may be monitored or recorded at any time. Telephone privileges may be suspended if the institutional rules are violated. Only in emergency situations will messages be given to inmates. Third party calls (three-way) are not permitted and participating in one will result in disciplinary action. Any calls made by an inmate to a cell phone will not be reimbursed if that call is dropped or gets disconnected.

### **LIGHTS/TELEVISION**

**08.** Lights inside the county side cells will be turned off daily between 10:00 p.m. and 10:30 p.m. Individual segregation cell lights may be left on if deputies feel that they cannot adequately see an offender or if they deem it necessary for the safety and security of a particular inmate. The lights in cell #44 and the outside hall in the #184 block are to remain on at all times. Televisions will be turned off by 11:30PM. Sunday through Thursday and by 12:00AM on Friday and Saturday. The television will not be turned on until mop buckets have been passed by deputies and the cell has been cleaned. When lights and T.V.'s are turned off, all inmates in open dorms are expected to be in their assigned bunk and inmates in cell #168 and #170 are required to remain in their individual assigned cell. After lights and televisions are turned off, inmates in open dorms should not be out of their bunk unless it is to and from the bathroom. No showers shall be taken between the hours of 11:00PM and 6:00AM. Exceptions on the television may be made for special events such as the Super Bowl, World Series, etc. however this must have prior approval from the Jailer or Chief Deputy. Television, microwave, and other privileges may be temporarily suspended for rule violations.

### **INMATE CORRESPONDENCE (MAIL)**

**09.** All offenders are encouraged to maintain contact with their family and friends. However, the mail has historically been the primary method for contraband to be introduced into the facility. The Meade County Detention Center will handle inmate correspondence in the following manner: **Letters** – Letters addressed to offenders, except legal mail, will be opened and inspected for contraband or information that threatens the security of the facility. The envelope and its contents (Letters, Photos, Etc.) will be scanned and made available to offenders under the mail tab on the kiosks. Incoming letters must not be larger than 8 ½' x 11'', no thicker than light card stock and able to be fed through a sheet-fed scanner. Mail that does not meet these regulations cannot be scanned and made available for inmate viewing. After the mail is processed, original documents will be shredded and discarded. All legal mail must be **CLEARLY MARKED** "Legal Mail" on the envelope. Legal mail will be opened in front of the offender and checked for contraband or materials not allowed in the facility. Mail from Department of Corrections is not considered Legal Mail.

**Parcels** – Meade County Detention Center does not allow offenders to receive care packages. Unopened OTC medicines and approved prescriptions can be mailed in for offenders.

**Books, Magazines, Newspapers** – These items are handled by the Meade County Library. No books, magazines, or newspapers mailed or left by visitors will be accepted. While incarcerated, Offenders are not allowed to receive subscriptions to newspapers, magazines, or periodicals.

**Postage** – Each letter or parcel must have proper postage, the offender’s full name, and valid return address on the front of the envelope. Items missing any of these may not be scanned in and made available to offenders. Incoming mail must be addressed as follows:

**“Offenders name”**

**Meade County Detention Center**

**516 Hillcrest Drive**

**Brandenburg, KY 40108**

**Offender to Offender Mail** – Offenders may not correspond with other offenders in this or any other correctional facility unless required by KRS.

**Digital Mail System** – The public may send digital mail to an offender, at no cost, by visiting [www.jailfunds.com](http://www.jailfunds.com), selecting the “Send Message” tab and following instructions. There is no cost for offenders to receive digital mail from the public.

Offenders may send digital mail to the public by clicking the Mailroom tab on the kiosk. There is a \$0.50 charge for each message sent by offenders.

Offender to Offender digital mail is blocked.

Digital mail is a privilege which may be restricted or discontinued at any time.

### **SMOKING/TOBACCO PRODUCTS**

**10.** Meade County Detention Center is a smoke free facility. The use or possession of tobacco products and or smoking by offenders is not allowed. All tobacco products will be confiscated and discarded into the last chance box during the booking process. Electronic cigarettes are sold through the canteen. If you are caught sharing your e-cig or tampering with your e-cig in any way, your privileges will be revoked. Possession of tobacco products will result in disciplinary actions.

### **MEALS**

**11.** Meals will be served to cells according to the following schedule:

**Breakfast** approximately 6:30 AM

**Lunch** approximately 11:00 AM

**Dinner** approximately 4:30 PM

Special diets are only given for verifiable medical/ religious reasons. If you require a special diet, inform the jail staff or nurse who will then seek verification from your doctor or clergy.

Perishable items such as meat, poultry, items containing dairy products, etc. served by the kitchen shall be eaten or disposed of within two hours of being served. The only food items to be stored in your cell area are items purchased from the canteen.

### **VISITATION**

**12.** Offenders are allowed at least one visit per week except when an inmate has been given a disciplinary penalty for an infraction of rules governing visitation or the offender's current institutional behavior presents an imminent danger or threat of danger to self, staff or other

offenders. Adults, and children when accompanied by an adult, will be permitted to visit offenders. (Anyone under the age of 18 is considered a child and must have a parent's permission.) A visitation schedule is posted and all adult visitors must present valid government issued identification before visitation. On visitation days, offenders are expected to be awake, dressed and ready when deputies come to your dorm. At the officer's discretion, if an offender is not ready, the officer may deny the visit. Visits will be behind the glass in the visitation room and will be for a minimum of (15) minutes. Under special circumstances inmates may request an extended visit by filling out a request form. However, extended visits are a privilege and are not given on a regular basis and are not given solely on the distance a visitor has to travel. No pictures or videos are allowed to be taken of inmates in the visitation room.

Unless otherwise notified, the current visitation schedule for offenders housed on the county side of the facility is as follows:

County Side Males:

<b>Tuesday</b>	<b>8AM – 11AM</b>	<b>(must be signed in by 10:30 AM)</b>
<b>Saturday</b>	<b>8AM – 11AM</b>	<b>(must be signed in by 10:30 AM)</b>

County Females:

<b>Tuesday</b>	<b>1PM – 3PM</b>	<b>(must be signed in by 2:30PM)</b>
<b>Saturday</b>	<b>1PM – 3PM</b>	<b>(must be signed in by 2:30PM)</b>

State Females:

<b>Tuesday</b>	<b>1PM – 3PM</b>	<b>(must be signed in by 2:30PM)</b>
<b>Saturday</b>	<b>3PM – 7PM</b>	

(Saturday visits are for 1 hour and must be scheduled on Friday's between 8AM and 4PM.)

### **RECREATION**

**13.** Offenders are permitted to participate in leisure time and recreation activities. These include board games, playing cards, television, leisure reading, etc. Offenders shall have the opportunity to participate in outdoor recreation two (2) times per week when the weather permits. Jail staff are not required to take offenders out to recreation if the temperature is below (55) degrees or above (90) degrees. Outdoor recreation may be denied when offenders or conditions threaten the safety or security of the jail. During outdoor recreation offenders shall wear a minimum of shirt, pants/shorts and shoes. Also, do not take anything, including canteen items with you to recreation or remove anything from the recreation area.

### **SEARCHES**

**14.** Each search of an offender or living area for contraband shall be done in such a manner as the Jailer determines is necessary to insure the safety of the offender and staff, and the security of the jail. Contraband is any item not authorized by the detention center to be within the security perimeter or any allowed item that has been altered in any manner other than the original purpose. Possessing any type of contraband or having any items in your storage or living area are prohibited

and will result in disciplinary action.

### **CANTEEN**

**15.** As a courtesy, Offenders can order canteen at least (1) day per week. Offenders will be notified of changes to the posted canteen schedule by broadcast on the kiosk.

Money for canteen can be added to offender's accounts in three ways: by calling 1-855-836-3364, or going to WWW.JAILFUNDS.COM, or using the Kiosk in the lobby, which is available 24/7 to accept money.

Money for phone time may be added to offender's accounts in three ways: by calling 1-877-998-5678 going to WWW.INMATESALES.COM or using the Kiosk in the lobby, which is available 24/7 to accept money.

### **ACCESS TO COURT ATTORNEYS**

**16.** The Jailer shall ensure the rights of offenders to confidential access to his/her attorney. Your attorney may visit you at reasonable hours, other than regular visitation periods. Any offender who is represented by counsel shall make a written or verbal request for legal reference materials directly to his/her attorney. Offenders not represented by counsel may make a request on a plain sheet of paper to the Office of Public Advocacy or the County Attorney for legal reference materials. The Department of Public Advocacy address is P.O. BOX 628, Elizabethtown KY, 42702. The request shall include the offender's name, date of the request, and a specific description of the requested materials. The law library can be accessed on each cell kiosk. The telephone number to reach the Department of Public Advocacy or Public Defender is 833-385-6056

Public Defender calls are free and can be accessed from the phones inside the cells. Other attorney calls will be allowed on a case by case basis at the discretion of the Jailer, Chief Deputy, or shift supervisor. All long distance calls must be collect calls. Also, anytime you have a court appearance, you are required to conduct yourself in the appropriate manner and follow the staff and courtroom rules.

### **RELIGION**

**17.** Offenders are allowed to practice their religion within the limits necessary to maintain institutional order and security and afforded an opportunity to participate in religious services. Offenders shall not be required to participate in religious services or discussions. Each week when religious services are offered, offenders are allowed to attend one available religious service of their choice.

### **GRIEVANCE/COMPLAINTS**

**18.** The Meade County Detention Center staff has a good reputation for being willing to iron out most problems facing offenders in their daily attempts to adjust to incarceration. Most of the problems can be worked out without filing a formal grievance. Before you file a grievance, you should attempt to resolve the problem informally with a staff member. If that fails, inmates are allowed to submit grievances if he/she believes that they have been subjected to abuse,

harassment, and abridgment of civil rights or denied privileges as specified in the posted rules. A grievance shall be made in the form of a typed statement under the grievance tab on the cell kiosk, by the offender within forty-eight (48) hours of the event or condition rising to the grievance. The grievance must include the time, date, and names of those detention center officers and or staff members involved, as well as pertinent details of the incident including the names of any witnesses. Each offender is responsible to fill out an individual grievance. Upon receipt of a grievance, the grievance officer appointed by the Jailer shall review the grievance and determine its validity. The grievance officer shall be responsible for the initial response to prisoner who has filed a grievance. Any offender who submits a grievance to the jailer or his designee will receive a response within 10 working days following the investigation of the grievance. In any case where the Jailer or his designee does not respond to a filed grievance within ten (10) days, the grievance is deemed denied. In cases where the prisoner is not satisfied with the initial response to the grievance, the prisoner may appeal his grievance to the Jailer or the Jailer's designee. The appeal must occur within forty-eight (48) hours of the receipt by the prisoner of the initial response. The Jailer or his designee will respond to the appeal within ten (10) days. In any case where there is no response to the appeal within ten (10) days, the appeal is deemed denied. Filing factually frivolous grievances may result in disciplinary action. Offenders shall follow the chain of command for all requests, questions, grievances, etc. The majority of all issues can be resolved by floor deputies/shift supervisors.

## CONDUCT

**19.** While housed at the Meade County Detention Center you will be expected to conduct yourself in an appropriate manner. Conduct which may result in disciplinary action falls into two categories.

**Infractions** are breaches of written jail rules, orders, or regulations, and the following measures may be imposed: counseling, warning, verbal reprimand, loss of privileges or punitive segregation.

**Offenses** are acts which are criminal under the laws of the Commonwealth of Kentucky or the United States and may be referred to the County Attorney for prosecution. An offender may be placed in administrative segregation, if he/she poses a threat to the security of the jail, safety of other offenders, or safety of himself/herself.

## VIOLATION CLASSIFICATION

**20.** Violations shall be classified as Minor, Major or Serious according to the following descriptions:

Minor violations shall include acts which do not constitute a present and immediate threat to the security of the facility, its staff, inmates, visitors, or the inmate who committed the violation.

Minor violations include but are not limited to:

- (1) Failure to comply with any jail rule
- (2) Profanity, abusive language, derogatory remarks or gestures
- (3) Unnecessary noise such as arguing, setting off speakers, shouting, etc
- (4) Loud talking or unnecessary noise after lights out
- (5) Talking through windows or doors to persons in other cells or outside of the jail



- (6) Failure to perform routine duties such as cleaning housing areas
- (7) Horse-play, teasing or verbally harassing another inmate
- (8) Striking of wall, door or cell area windows
- (9) Obstructing view of living area or cell door windows
- (10) Any unauthorized communication between inmates
- (11) Sticking or taping anything to walls, windows or jail property (including pictures)
- (12) Altering clothing or possessing more clothing or items than allowed on the property list
- (13) Altering allowed property items from their original form
- (14) Participating in a three-way telephone call
- (15) Failure to maintain personal hygiene
- (16) Tying knots in sheets, blankets or towels
- (17) Using jail linens for exercise purposes
- (18) Possession of property belonging to another person
- (19) Not possessing or properly displaying your detention center ID or wristband
- (20) Sitting or standing on the ice cooler or moving it out of camera view
- (21) Sitting or standing on the top the table

**Major violations:** actions, cases where determination is made that the remedy for a minor violation serves no deterrent effect, and rules violations, which cannot be considered minor but do not constitute a present and immediate threat to the security of the facility, its staff, inmates, visitors, or the inmate committing the offense.

Major violations include but are not limited to:

- (1) Repeated minor violations
- (2) Disobeying any lawful order given by an officer
- (3) Lying to an officer or staff member
- (4) Fighting
- (5) Minor damage of facility property (less than \$50.00)
- (6) Covering or interfering with light fixtures, security camera's or smoke detectors
- (7) Abusing canteen, visitation or telephone privileges
- (8) Attempting to control the behavior or other inmates through coercion, force or threat
- (9) Disrupting religious, medical or food services, court or any other activity or program
- (10) Stoppage or placement of foreign matter in toilet, sink or drains
- (11) Retention of any medication issued at this facility or from any other source
- (12) Writing on walls, tables or defacing property in any manner
- (13) Walking around improperly dressed
- (14) Stealing food, property or canteen
- (15) Possession of tattooing equipment or paraphernalia
- (16) Attempting to produce home brew (alcoholic beverage)
- (17) Violation of mail or visitation regulations
- (18) Possession of anything not on the list of permitted items or not authorized by jail staff
- (19) Refusing or failing to comply with institutional count or lockup procedures
- (20) Abusive, disrespectful, vulgar, obscene or threatening language, gestures or actions directed toward or about an employee, visitor or non-inmate
- (21) Possession of or wearing any personal clothing of another inmate
- (22) Making or writing threatening or racial statements
- (23) Displaying gang paraphernalia or involvement in gang activity

- (24) Indecent exposure
- (25) Sending or receiving mail through unauthorized sources
- (26) Damaging the microwave, television or cooler in any way

**Serious violations:** acts which constitute violations of statutory law, and/or present an immediate threat to the security of the facility, its staff, offenders, visitors or the offender committing the violation.

Serious violations include but are not limited to:

- (1) Repeated major violations
- (2) Assault on another inmate, visitor or staff member
- (3) Escape, attempted escape, or aiding another in escape
- (4) Possession or use of alcoholic beverages including home brew
- (5) Possession or use of tobacco products, cell phone or unauthorized or illegal drugs
- (6) Theft
- (7) Damage to facility property (in excess of \$50.00)
- (8) Interfering with the security operations of the facility
- (9) Attempting to bribe an officer
- (10) Possession of any weapon, chemical, or any object which has been modified for use as a weapon
- (11) Arson
- (12) Creating, inciting or attempting to create or incite a riot
- (13) Malicious destruction, alteration or misuse of property
- (14) Smuggling of contraband items into, out of or within the facility
- (15) Tattooing or body piercing self or others or allowing self to be pierced or tattooed
- (16) Inappropriate sexual behavior with another person
- (17) Destroying or tampering with life safety equipment, locking or security devices
- (18) Attempting to strike or striking an officer, visitor or staff member
- (19) Attempting to solicit staff to engage in unauthorized or illegal activity

## **PENALTIES**

**21.** Penalties assessed for violations may include but are not limited to:

Verbal or written warning, placement in isolation, mat and blanket restriction, denial of privileges, loss of good time, transfer, restitution, changing of housing assignment, loss of work release or possible criminal prosecution. Penalties assessed for any violation are to be reviewed by a supervisor within 24 hours and are subject to review by the Jailer or Chief Deputy.

### **Minor Violations:**

If the violation appears minor in nature, the penalty may be one or more of the following:

- (1) Verbal or written reprimand
- (2) Denial of privileges up to (7) days
- (3) Isolation up to (7) days
- (4) Mat and blanket restriction up to (3) days

### **Major Violations**

If the violation appears major in nature, the penalty may be one or more of the following:

- (1) Denial of privileges up to (21) days.
- (2) Isolation up to (21) days
- (3) Mat and blanket restriction up to (7) days
- (4) Restitution if there is property damage or theft
- (5) Movement to another housing area
- (6) Possible criminal prosecution
- (7) Loss of good time

### **Serious Violations**

If the violation appears to be serious in nature, the penalty may be one or more of the following:

- (1) Denial of privileges (30) days or longer
- (2) Isolation of (30) days or longer
- (3) Mat and blanket restriction up to (14) days
- (3) Restitution if there is property damage or theft
- (4) Movement to another housing area
- (5) Possible Criminal prosecution
- (6) Loss of good time

### **Administrative Segregation:**

Administrative Segregation may be employed for an indefinite period of time to separate offenders from the general population who:

- (1) Cannot adjust to general population
- (2) Pose a serious threat to their self, others, or to the security of the detention facility
- (3) Present a valid need for protection from other inmates as determined by the jailer
- (4) Have a communicable disease
- (5) Persons charged with infamous crimes
- (6) Witnesses

Inmates on Administrative Segregation shall be reviewed at a minimum of every (30) days.

### **REQUEST FORMS**

**22.** General (non-emergency) request forms are now available electronically in each cell at the kiosk. If you have a question or a request concerning your incarceration send a request on the kiosk: All legitimate requests will be answered in a timely manner.

### **GENERAL RULES**

**23.** General rules are as follows:

- (1) All detention center personnel shall be addressed in a respectful manner. Do not argue with deputies and if a disagreement occurs, follow the chain of command to resolve the problem. The floor officer is to be given the opportunity to resolve any issues prior to making a request to the Chief Deputy or Jailer.
- (2) All living areas are to be thoroughly cleaned daily (floors swept and mopped, bathrooms cleaned, windows cleaned, etc.). Inmates are to report any situation concerning maintenance or safety problems as quickly as possible. Television and other privileges may be suspended until areas are cleaned and inspected.
- (3) After cleaning has been done, the living areas are expected to remain clean. No items may

be placed in the windows, no covering of lights, no paper tabs or tops in locks, and nothing may be stuck to the walls, bed or any other jail property (including pictures). Nothing is to be stored under your mattress. Items shall not be put in heat or air vents and smoke detectors shall not be covered. You may not write on jail property.

- (4) Plastic storage containers and laundry shall be stored under your bunk. When not wearing your shoes they shall be placed neatly beside or under your bunk.
- (5) Any inmate who damages or destroys jail property shall pay the jail for the property. If you have any money on your account it will be deducted.
- (6) The following personal hygiene items will be issued to inmates upon being lodged in the jail: soap, toothbrush, toothpaste, and a roll of toilet paper. After you have been placed in a cell you may purchase this and other items from the canteen. Hygiene kits are provided to inmates through the canteen to inmates that are considered indigent. However, an inmate must reimburse the cost of the hygiene kit if they receive canteen money while they are incarcerated. An inmate cannot order a hygiene kit within (2) weeks from the time that they have ordered other items through the jail canteen. (1) roll of toilet paper will be passed out to male offenders every Friday, female offenders receive (2) rolls of toilet paper every Friday. Additional rolls may be purchased from the canteen. All inmates are expected to practice daily hygiene.
- (7) Inmates are not to pass items into other cells or have anyone do this for them. Deputies will not pass notes, letters, etc. to or from visitors on visitation days.
- (8) You may be transferred within the jail system for security, personal safety, administrative, medical or classification reasons at any time.
- (9) Approved copies of legal paperwork, court documents or educational certificates are (10) cents per page and will be deducted from your account. No other copies will be made. Copies will only be made Monday - Friday 8a.m. to 4p.m.
- (10) In the hallways, inmates shall not touch thermostats, pass any items to other inmates, be involved in horseplay, or yelling at other cells or inmates.
- (11) All inmate property inside the living area must be stored in a neat manner.
- (12) Trustees are selected by the Jailer based upon charges, length of sentence, past history, etc. Do not harass the Jailer or deputies about being a trustee.
- (13) Inmates shall not exit their cell door unless instructed to do so. Failure to abide by this rule will result in disciplinary action.
- (14) Clothing and other allowable items can only be purchased from the canteen. No property will be accepted or be able to be dropped off unless it concerns approved medications, medical items, glasses, or other items approved by the medical department or the jail administration.
- (15) Gambling of any form is not permitted.
- (16) Sitting or standing on tables, seating areas, totes or coolers is prohibited.
- (17) Each inmate is issued one mattress. No double mattresses will be issued.
- (18) All medication must be approved by medical staff and in many situations medical staff may choose to substitute or change prescriptions to generic medications.
- (19) Pants shall not be worn in a "sagging manner" with the waistband below the hips. Also due to sanitary reasons inmates shall not place their hands down the front of their pants.
- (20) Inmates are not to take anything including canteen items to church or to remove anything from church.
- (21) Inmates are not to hang sheets, clothes, blankets, jumpsuits or clothes lines from beds,

- doors, tables or windows. Do not hang anything which obstructs an officer's view.
- (22) Canteen containers shall be disposed of immediately after use. Cardboard boxes are not allowed in your cell area and all trash shall be disposed of in the trash can.
  - (23) If need be, prior to attending court, inmates are expected to go to the restroom in the jail.
  - (24) GED classes are currently offered on a weekly basis and inmates will be notified when these and other educational or substance abuse classes are scheduled.
  - (25) Food items served by the kitchen must be consumed or disposed of within 2 hours of meal service.
  - (26) The only food items to be stored in dorms are canteen items and (2) pre-packaged kitchen items per inmate.
  - (27) Inmates are not to change bunks within the cell or dorm area without approval from the Jailer or Supervisor.
  - (28) Unless it is an emergency, you are not to beat, bang or knock on the cell windows, doors or yell through the food passes. If you need general assistance, either wave at the camera or speak with an officer during his or her regular rounds.
  - (29) Hair clippers are provided by the jail and are normally passed out to each cell one day a week. Each cell must use the clippers during their allotted time.
  - (30) Each inmate is not to possess more than 4 rolls of toilet paper at a time or more than (2) of any hygiene item contained in the jail indigent packs.
  - (31) Retention of any medication will result in disciplinary action and your medication may possibly be discontinued.
  - (32) When receiving medication from the cart, only one inmate is to be in the hall at a time.
  - (33) Inmates are not to place anything such as comb pieces, etc into the lobes of the ear or other body piercing. Also inmates are not to wear towels or wash clothes on their head or use sheet, blankets, uniforms, etc. in an unapproved manner.
  - (34) Having someone to place money on another inmates account to avoid jail fees or helping an inmate to avoid jail fees will result in disciplinary action.
  - (35) No mats are allowed in the dayroom unless approved by the Jailer, nurse or shift supervisor. All mats are to remain on their assigned bed.
  - (36) Totes are only for storing property. Do not put water in them, use totes to do laundry or put them in the shower or bathroom.
  - (37) Coolers and microwaves are to remain on the provided shelf, nothing else is to be put on that shelf.

### **WEEKENDER GUIDELINES**

**24.** Inmates who are serving weekends are required to pay \$20.00 per day. This amount is to be paid in full in advance or each time a weekend is served. Serving weekends is a privilege. Violation of rules governing weekend status including nonpayment of fees may cause an offender to lose their weekender status.

### **WORK RELEASE**

**25.** All county inmates who are granted work release must review and sign a work release form outlining the rules, fees, procedures and conditions governing work release. Any violation of the conditions of work release or failure to pay fees may cause your work release to be suspended or

revoked.

### PRISON RAPE ELIMINATION ACT

**26.** The main purposes of this act are: to establish a zero-tolerance standard for rape in prison, make prevention of rape a top priority, and develop national standards for the detection, prevention, reduction, and punishment of prison rape.

The law is directed to all sexual acts relating to: inmate to inmate, inmate to staff, and staff to inmate. Immediately report any assault to a staff member. Medical attention will be given and you will be separated from the person who allegedly committed the assault. An investigation will then occur regarding the incident.

