

# Ingham County Correctional Facility Inmate Guide



**Scott Wriggelsworth**  
**Sheriff**

**Joyce Draganchuk**  
**Chief Circuit Judge**

**T**he following is a list of rules and regulations for inmates in the Ingham County Correctional Facility (ICCF) and are required to abide by them. These rules, which explain what is expected of inmates, are intended to ensure safe custody, humane living conditions and fair treatment. Any inmate who violates the Ingham County Correctional Facility rules and regulations or whose conduct poses a threat to the safety and welfare of others or the security of the Jail will be subject to Administrative review, behavior sanctions and possible criminal prosecution.

The Ingham County Sheriff's Office shall ensure the protection of inmates' civil and/or constitutional rights. Inmates shall not be subjected to personal abuse, corporal punishment, personal injury, disease, property damage or harassment. Inmate's rights shall be acknowledged without regard for national origin, race, sex, political or sexual preference.

(Revised 06/2023)

### Confidentiality

The Correctional Facility staff will treat any information or statements you give about incidents and/or activities within the Correctional Facility with confidence. If information reported leads to criminal charges to anyone involved in the incident, court testimony via subpoena may be necessary. It is our hope that you participate with the Correctional Facility staff to make this a safe and orderly environment within which to live.

If you do not understand or if you are unable to read the rules and regulations as specified in this booklet, they will be explained to you by a Corrections Deputy.

 6-8-2023

Scott Wiggelsworth  
Sheriff

 P39417

Joyce Draganchuk  
Chief Circuit Judge  
30th Circuit Court

6/6/2023

In the interest of safety, no smoking is allowed in this facility

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## **CARE OF LIVING QUARTERS**

1. Every inmate must assist in maintaining clean living quarters (including dayroom, common areas, stairs and individual cells).
2. All beds are to be made up neatly each morning by 7:00 a.m. the full issue of bedding must be used as intended. Inmates may lie on their beds during the day; however, they must be straightened if the bed is not occupied.
3. Blankets, sheet and pillows are to be on beds at all times and are not to be used in any other manner. Blankets, pillows, mattresses or other issued linen items shall remain in the inmate's room at all times.
4. Cells, dayrooms, mezzanine and stairs are not to be littered and will be swept and mopped daily.
5. Trash cans are to be used for the disposal of refuse only.

## **CELL INSPECTIONS**

1. Cells, dayrooms, hallways, mezzanine, stairs and showers will be kept clean by the inmates. These areas must be cleaned and in neat order by 7:00 a.m. each day. Deputies will specifically check for the following:
  - Trash in cells, dayrooms, stairs and showers.
  - Towels, blankets, bedding or items, of any kind, hanging from bunks or bars (draped to obscure vision of bunk) or in windows.
  - Writing and/or drawing on walls, doors and ceilings.
  - Damaged or defaced cells or equipment.
  - Pictures taped or stuck on the walls or doors.
  - Floors not swept and/or mopped.
  - Dirty showers, sinks and toilets.
  - Any extra clothing or linen.
  - Air vents are clean and clear of debris.
2. Cleaning materials and supplies are put in the inmate living areas daily during out-of-cell time for general population dorms. Non-General Population living areas will be determined by the Deputy working the housing unit. If inmate living areas do not pass inspection, the inmates responsible for that area will be notified and will not be allowed to participate in Dayroom or Group activities.
3. Quiet time is from 6:30 a.m. to 7:30 a.m. and again from 6:30 p.m. to 7:30 p.m. During this quiet time all inmates will be in their cells or on their bunk.
4. Lights out (with the exception of those housed in observation or holding cells) is 2330 hours (11:30pm).

## **PERSONAL CLEANLINESS**

1. All inmates will keep themselves clean at all times.
2. Shower facilities and soap are provided for all inmates (Unless on disciplinary sanctions or deemed unsafe to possess). Inmates are required to bathe at least twice a week and/or at the direction of the Deputy.

3. Toothbrushes, toothpaste and shaving materials may be purchased through the Correctional Commissary. Indigent (those unable to afford it) inmates will be provided with a toothbrush, toothpaste, etc.; such requests should be made through the Correctional Commissary.
4. Correctional uniforms are provided by the County. Inmates are required to purchase their own underclothing through the Correctional Commissary. Laundry service is provided for all clothing twice a week. This service is provided free to all inmates; however, the Ingham County Sheriff's Office will not be held responsible for any lost, stolen or damaged items resulting from inmates utilizing this service.
5. Inmates are allowed to keep in their possession a plain white T-shirt or thermals that have no writing, colors, symbols, markings, pockets or branding. Inmates may also retain upon intake any colored underwear and/or socks at the discretion of the Deputy performing the search.
6. Correctional uniforms shall be worn and fastened at all times while the inmate is outside their cell, (i.e., dayrooms, visits, classes, etc.). Pant legs shall not be rolled up above the ankles or tucked into socks, shirt sleeves will not be rolled up and no headgear of any kind will be worn outside the inmate's room.

## **RAZORS**

### **1. Inmate Personal Shaving**

Inmates of the Ingham County Correctional Facility shall be allowed to shave on a regular basis as long as their use of razors does not conflict with the facility's need for safety, security, identification and personal hygiene.

### **2. Disposable Razors**

- a. Any inmate assigned to a High Observation Cell will not be permitted to utilize or possess a disposable razor under any circumstances.
- b. Inmates assigned to Level 1 or 2 classification will be allowed the use of a disposable razor once weekly. Times available is at the discretion of the Deputy assigned to the housing unit.
- c. Inmates assigned to Level 3-9 classification will be permitted to order one (1) disposable razor per commissary period.
  - i. On the scheduled day, the razor will be delivered to the Post with the inmate's commissary order.
  - ii. The Deputy distributing the commissary order will inspect the new disposable razor for structural integrity, and then place the razor in the provided plastic bag.
  - iii. The Deputy will then write the inmate's last name and inmate number on the top of the bag along with the date that the razor was received.
- d. If an inmate is moved from area of the facility to another, it will be the inmate's responsibility to ask that their razor follow them to their new housing location. The Deputy expediting the move will take the assigned inmate razor from the storage box and personally give it to the Transporting or Security Deputy to take to the new housing location.
- e. If the inmate has not given specific instruction regarding his/her razor, the razor will be disposed of at the end of the Deputy's shift.

- f. Only Deputies will pass out disposable razors. Under normal circumstances, razors will be passed out at 10:00 p.m. hours on a regular basis to General Population inmates. Non-general population inmates are at the discretion of the deputy.

### 3. Razor Distribution Procedure

- a. Razors will be passed out around 10:00 p.m. on a regular basis to General Population inmates who have requested their use.
- b. Inmates must request the razors only after the Deputy has made the announcement per dorm and must be returned no later than 30 minutes after being passed.
- c. The Deputy will give the inmate their disposable razor in the plastic bag after verifying the name and identification number on their wristband.
- d. Once the razor is returned, the Deputy will inspect the razor for structural integrity, seal the bag, and place the bag into the razor storage box. The Deputy will ensure that the razor is complete and not tampered with before placing the bag back into the razor storage area.
- e. Inmates who must leave their housing areas before normal razor pickup must return their razors to the Housing Unit Deputy before leaving.
- f. Any inmate caught tampering or augmenting the razor in any way will immediately be subject to discipline, up to and/or including a violation of Major Rule #15.

### OUT-DATES

Outdates are calculated by the Sheriff's Office based on the jail sentence given to you by the Judge/Court. When you are sentenced on a charge, you will automatically be calculated with one (1) day of Sheriff Good Time earned for each six (6) days you served. This Good Time is already figured into your scheduled release date. Violations of Correctional rules could result in loss of Sheriff Good Time and extend your stay with us. Requests for reduction in jail time must go through the ordering Judge. Addresses of all Ingham County Judges are listed at the end of the Inmate Guide. Requests for jail time reduction will be handled through the U.S. Mail or your attorney.

Ingham County inmates serving an Ingham County Court sentence at ICCF may be eligible for sentence reduction or Jail Alternative programs. Additional sentence credits may be granted for becoming an inmate worker or participation in select programming. Participation and EER (Earned Early Release) credits are dependent on classification levels, discipline records, Court/Judge approval, Michigan law and at the discretion of ICCF. Not all inmate will qualify. You may inquire with the housing deputy or by kite for eligibility and participation.

Sentence reduction or Jail Alternative programs include, but are not limited to:

- 1. Inmate worker program
- 2. Programming participation
- 3. Sheriff Client tether (last 50% of sentence on tether)

### **CALLING PRIVILEGES**

During the booking process inmates will be allowed to make a reasonable number of unmonitored phone calls, not to exceed five (5) minutes.

1. ICCF currently contracts inmate communication with Smart Communications.
2. It is the inmate's responsibility to change their PIN to something that no other inmate has access to. It is also the inmate's responsibility to keep their PIN secure. The inmate is responsible for changing his/her PIN. The Ingham County Correctional Facility will not be responsible for any issues due to stolen PIN's.
3. Phones are provided in inmate dayrooms. Any abuse of your telephone privileges can result in their suspension. **(The Ingham County Sheriff's Office has the authority to monitor and record conversations on these telephones. Your use of these telephones constitutes consent to this monitoring and recording.)**
4. No incoming calls or messages will be accepted for inmates. Family/friends may leave a message for inmates via the inmate communication vendor; Rates to be determined by vendor.
5. Cell phones are not allowed in the facility. (Bringing a cell phone into the facility may possibly result in a felony charge).
6. Inmates can purchase phone time through the kiosk ordering system.
7. Family/friends can purchase phone time or add money to an inmate's calling account by calling the inmate communication vendor.
8. Money deposited to Smart Communications for phone time CANNOT be transferred from Smart Communications to the inmate commissary account.

Smart Communications -

Website: [www.smartjailmail.com](http://www.smartjailmail.com)  
Toll-free: 1-888-253-5178

### **INMATE MAIL PRIVILEGES**

1. All incoming mail will be sent to the mail processing center and must be properly labelled and addressed to:  

Inmate Name - - Inmate Number  
C/O Mail Processing Center  
P.O. Box 9175  
Seminole, FL 33775-9175
2. US Mail address or sent to 640 N. Cedar Street will be returned to sender. Mail will not be forwarded to the processing center.
3. Family/Friends sending US Mail, can also track the piece of mail electronically via Smart Communications' MailGuard System. The website for public users is MailGuardTracker.com

4. Legal, governmental, state or local authorities may send sealed correspondence. Properly identified incoming attorney and court mail will be opened in the presence of the inmate to whom it is addressed; confidentiality shall be maintained. Once opened in front of the Inmate, the mail will be scanned electronically using a portable MailGuard Legal Cart. The original documents will be shredded.
5. All inmates shall be allowed to send sealed correspondence outside of the facility. Paper, stamped envelopes, pens and stamped postcards are available from the Commissary. The inmate's name, along with the return address of 640 N. Cedar St., Mason, MI 48854, must be in the upper left-hand corner of the stamped side of all outgoing mail. Outgoing envelopes will have this information only on them. Postcards will have this information only on the stamped side of them.
6. Mail is not to be given to any visitors, teachers, work release status inmates or staff members for mailing. All mail must be processed through authorized channels.
7. The Ingham County Correctional Facility reserves the right to inspect and search any outgoing mail except mail that is addressed to their attorney.
8. Public users may send photos using the Smart Communications MailGuard system. Any photos that include nudity, drugs, weapons, or any other offensive material will be denied.

#### **BOOKS & NEWSPAPERS**

1. Incoming reading material must be ordered and sent directly from an approved publisher (e.g. Amazon.com, BarnesandNoble.com) or mailed from a recognized commercial distributor. **All books must be paperbacks.** The publisher's address must be imprinted on the package or mailing label. No exceptions.
2. The reading material shall not be related to weapons, explosive, incendiary devices, poison or illegal drugs. Publications will not be accepted if they advocate or promote violence, insurrection or are construed as anarchic in nature. Reading material will not be allowed that is sexually explicit or relating to any unlawful sexual acts. The Correctional Administrator or his/her designee reserves the right to hold any publication in order to inspect the publication for contraband and suitability.
3. Inmates may receive newspapers provided they are pre-paid and mailed directly from the publisher. Any store-adds will be removed prior to dissemination. Upon release from Jail, inmates must cancel subscriptions or change his/her address. The Sheriff's Office will not forward publications. The Correctional Administrator or his/her designee reserves the right to hold any publication for 48 hours (excluding holidays and weekends) in order to inspect the publication for contraband and suitability.
4. Each inmate is allowed three (3) personal books, (3) religious books and unlimited programming books in their cell at one time. Newspapers will be disposed of daily. Items over and above the allowed amount may be confiscated and will become property of this facility.
5. This facility is not responsible for any books that are the personal property of an inmate.
6. A book cart, provided by the Ingham County Sheriff's Office, will visit each housing area, on an irregular basis, for inmates to select reading materials. Damaging or destroying these books can result in disciplinary action.
7. Books without covers will be destroyed.



## **NOTARY SERVICE**

A Notary Public is available to inmates upon request for **legal documents only**. Inmates who need legal documents notarized should send a kite to Housing Issues Concerns requesting such. The document must be completely filled out and signed in the presence of the Notary. (DO NOT sign the document prior to be directed to do so by the Notary) Inmates must also have an addressed envelope ready to seal in the presence of the Notary. Documents that contain profanity or inappropriate communications will not be notarized. The inmate's commissary account will be charged \$10.00 for each notarized signature.

Family/friends who would like legal documents notarized must pay the Ingham County Sheriff's Office a \$10.00 fee for each notarized signature.

## **COURT PROCEDURE**

When called out of housing assignments for court proceedings (including court hearings conducted by video), inmates are only allowed to take court related documents. Any items that are not court related will be taken from the inmate and destroyed.

## **INDIGENCE**

1. Inmates are considered indigent if they are a newly booked inmate and have no funds in their account or have less than \$3.00 in their account for a period of two (2) weeks.
2. Inmates who qualify as being indigent and need paper, pen, stamped envelope, toothpaste, toothbrush or deodorant need to order an indigent kit through the Correctional Commissary. The cost will be reimbursed to the Sheriff's Office should the inmate receive monies into his/her inmate commissary account.

## **INTRA-FACILITY COMMUNICATION (KITE) PROCEDURE**

An inmate may use an inmate request form, (hereafter referred to as a kite), to obtain services, make requests or file complaints. The kites are accessed via the video visitation terminal in each dorm. All kites will be taken care of in a reasonable time. Correspondence between inmates will occur only through normal U.S. Postal Service.

**Inmates are encouraged to report emergency situations or serious incidents of misconduct including but not limited to assault, sexual assault, attempt suicide, medical emergencies directly to Staff.**

## **GRIEVANCE PROCEDURE**

Inmates who have not been able to resolve the issue or dispute through the Post Deputy and wish to file a grievance will follow the outlined procedure:

1. Step 1: Write a request form (kite). Step 1 grievances must be submitted within two (2) business days of the time the alleged incident occurred. A grievance shall be rejected if the grievance contains any of the following:
  - a. Profanity
  - b. Threats of physical harm

- c. Language which demeans race, creed, color, national origin, ethnicity, physical appearance, gender or religion of any person unless the language is part of the description of the grieved behavior and is essential to that description.
  - d. Grievance is vague or illegible or contains multiple unrelated issues.
  - e. The grievant does not indicate an attempt to verbally resolve the issue with the staff member involved prior to submitting the grievance, unless unable to resolve the issue due to reasons out of his/her control.
  - f. The grievance is received by Command more than 48 hours after the event occurred, unless a valid reason exists for a delay.
  - g. Duplicate grievance where the issue/dispute has already been answered and/or addressed
2. Grievances that involve the following non-grievable issues shall be rejected by the Designated Hearing Officer.
- A. Non-grievable Issues
- a. Decisions made by the Final Step Hearing Officer.
  - b. The content of the Rules and Regulations of this Office.
  - c. Minor Rules Violations.
  - d. The Inmate Guidebook contents.
  - e. Decisions handed down by the court regarding charges, convictions or sentencing.
  - f. Issues which affect the entire jail population or significant numbers of the population. Such issues will be directed to the Correctional Administrator's Office for remedy. Two or more inmates may not jointly file a single grievance of mutual impact or submit individual identical grievances regarding a given issue as an organized protest.
3. The Step 1 Hearing Officer shall review the grievance and determine if the grievance is viable. If the grievance is not viable, the Hearing Officer shall notify the grievant in writing that the concern is not a grievable issue and the grievance has been dismissed. If the grievance is valid, the Hearing Officer shall investigate the alleged violation and issue a response in writing to the grievant within five (5) business days of the receipt of the grievance.
4. Step 2: Step 2 grievances must be submitted following the same process as Step 1 within two (2) business days of the receipt of the response from Step 1.

The Step 2 Hearing Officer shall review the grievance and the response from the Step 1 Hearing. The Step 2 Hearing Officer may interview the grievant and determine the reason for the appeal if not clear on the written reason for appeal. The Step 2 Hearing Officer shall issue a response in writing to the grievant within five (5) business days of the receipt of the Step 2 Grievances. All responses and appeals shall be recorded in the Grievance system.

5. Final Step: Final Step Grievance Appeals must be submitted following the same process as Step 1 and Step 2 within two (2) business days of the receipt of the response from Step 2.

The Final Step Appeal Hearing Officer (Correctional Administrator) shall review the grievance and the responses from both Step 1 and Step 2. The Final Step Appeal Hearing Officer shall determine the reason for the appeal. The Final Step Hearing Officer shall issue a response in writing to the grievant within five (5) business days of the receipt of the final step grievance determination. This is the final disposition on this grievance and this grievance is considered closed. Filing another or duplicate grievance with the same complaint / dispute could result in disciplinary action.

### **TABLETS**

Smart Communications provides tablets that are available within each housing dorm. The tablets contain wireless outbound phone system, job search, law library, podcasts, education assistance, religion, music, E-books, games and access to inmate services.

1. An inmate must be a Level 3 or above to qualify for the privilege of using a tablet.
2. Inmate tablets will be accessible beginning at 8a.m. and will be returned at 11p.m.
3. Inmate tablets are a privilege and will be managed as necessary by each Deputy. Applications and use of inmate tablets can be restricted as necessary to achieve an inmate's compliance with rules and regulations.
4. Tablets will be available for use only until nightly lockdown (11:00 p.m.). All tablets must be returned to the charging station prior to lockdown. Failure to return a tablet to the charging station may result in disciplinary action including loss of tablet privileges.
5. Inmates must sign in with their own issued identification. Sharing tablets with other inmates is strictly prohibited. Both inmates will be subject to discipline and tablets will be confiscated.
6. Damage to tablets will result in a \$200.00 restitution fee and a loss of tablet privileges until fee is paid in full.

### **MEALS**

1. When eating in the dayroom areas, inmates are to line up single file and take their meal tray and immediately be seated.
2. The inmate shall remain seated until all trays are passed in the dorm.
3. All trays are to be stacked and returned after each meal. Cups and sporks must be returned at the same time as the trays.
4. Food or other items received during mealtime are not permitted in your room. (Maximum security and protective custody inmates - during mealtime only)
5. During feeding times, inmate phones and televisions are to remain off until the cell check following the meal time is completed.

### **CORRECTIONAL PROPERTY**

1. Facility property and equipment are NOT to be transferred between inmates.
2. Bedding, towels, clothing and any other issued items must be returned in good condition.
3. Destruction of Correctional property and equipment will result in disciplinary action and possibly prosecution against the inmate. The inmate will also be charged for any damaged/altered County property, including but not limited to, sheets, pillowcases, pillows, towels, mattresses, blankets, shoes, uniforms, wristbands, in-cell property bins, walls and windows.

## **RELIGIOUS SERVICES**

Within normal security constraints, inmates may visit with their clergy from 8:00am to 10:00am and 11:30am to 4:30pm Monday through Friday, excluding holidays and weekends. Chapel services are conducted on a regular basis. Bible study classes are also offered. Inmates can submit a kite to the Correctional Chaplain to obtain a schedule of the chapel services or to be added to the list to attend services.

## **RELIGIOUS DIETS**

If an inmate requests a religious special diet, the inmate must provide a letter from their religious leader stating that the diet is a practicing requirement of their faith and that the inmate is an active member of that congregation. When documentation is received the inmate shall be placed on a special religious diet. Otherwise the jail policy is, "Refrain from eating the offending item."

## **INMATE PROGRAMS**

Inmate programs are available to all Ingham County inmates based on need and housing classification. Programs include, but are not limited to: adult basic education, general education development, high school completion, counseling, job training and health services. Inmates should fill out a kite indicating the program(s) of interest and address it to that department.

## **COMMISSARY/STORE**

1. Hygiene items, food, writing materials, etc., may be purchased through the Correctional Commissary twice each week. A commissary menu is posted on the inmate terminals.
2. Inmates must have sufficient funds in their account at the time they place their order.
3. If an inmate refuses an order, **no refund will be given and the inmate could lose their ordering privileges for the remainder of their current incarceration.**
4. Orders can and will be reduced if the quantity causes a storage or sanitation concerns.
5. If an inmate is released prior to delivery of the commissary order, the inmate has seven (7) business days (M-F) to pick up the order. Inmates may not leave their commissary order to another inmate. Refunds will not be given for commissary orders that are delivered after an inmate has been released. Commissary orders that are not picked up after seven (7) business days become property of the Ingham County Sheriff's Office.
6. Inmates are not permitted to purchase commissary items for another inmate.
7. If an inmate orders the wrong item or size, the inmate's account shall not be credited nor can the item be exchanged.
8. I-CARE is a service available to friends/families of inmates in the Ingham County Correctional Facility to order commissary items using a credit card, VISA or Master Card. Friends/families may call Express Account at (866) 422-6833 to place an order for delivery with the next scheduled commissary delivery to the Ingham County Correctional Facility.
9. Any commissary and/or personal items altered in any way and/or used in any fashion other than its intended use shall be considered contraband and confiscated without reimbursement.

10. Inmates must keep receipts with their name for all items purchased.
11. Effective 1-1-19, all collectible debt, must be paid in full, prior to receiving ICARE (commissary). Collectible debt includes booking fees, bond fees, housing costs, work release room and board, admission packs, indigent kits and inmate destruction fees, etc.

### **INMATE PERSONAL PROPERTY**

1. Upon entering this facility, all personal property shall be taken from inmates. Inmates may release all of their property to another person upon execution of a property release form. The Correctional Facility Lobby must have the property release form in order to release an inmate's property to the requesting person. If inmates come in with a plain wedding band they will be permitted to wear it.
2. It's the inmate's responsibility to change their PIN to something that no other inmate has access to. It is also the inmate's responsibility to keep their PIN secure. The inmate is responsible for changing his/her PIN. The Ingham County Correctional Facility will not be responsible for any issues due to stolen PIN's.
3. The Ingham County Correctional Facility will retain only one set of personal clothing for inmates and a small sealed bag of personal property. All other clothing must be transferred out of the facility (either picked up or mailed at no cost to the Ingham County Sheriff's Office). Inmate personal property left at the Ingham County Correctional Facility for more than thirty (30) days after an inmate's release shall become the property of the Ingham County Correctional Facility and disposed of.
4. The following is a list of items that inmates may have in their cell, unless prohibited for disciplinary or administrative reasons.

1 Jail Uniform	1 Towel	Commissary items
1 Pair Vinyl Sandals	1 Washcloth	3 Books
1 Mattress	White Underclothes (3 each)	1 Newspaper
1 Pillow	2 Bars of Soap	1 Bible
1 Blanket	2 Toothbrushes	Legal papers
1 Sheet	3 Toothpaste Tubes	School Work
1 Laundry Bag	3 Pens	Mail
2 Rolls of Toilet Paper	2 Cups	Commissary Receipts
3 Deodorants	2 Bowls	Money Receipts
4 Female Hygiene Boxes		

5. The door to each inmate's room must be closed and locked at all times; whether the inmate is in or out of it. **Each inmate is responsible for the safe keeping of their property.** Inmates shall not enter another inmate's room for any reason.
6. Any commissary, personal items or Ingham County Correctional Facility property altered in any way and/or used in any fashion other than its intended use shall be considered contraband and will be confiscated without reimbursement.
7. Upon Classification inmates will be assigned an In-Cell Personal Property Bin to store their individual personal property. This bin is equipped with a combination lock and is to be locked at all times. Combinations are not to be shared at any time. All in cell personal property is to be kept in the bin. Any items that do not fit in the bin will confiscated and become property of this facility. These bins

will not be used for anything other than the intended purpose of storing property and any use other than that purpose may result in discipline.

8. Photographs integral to criminal defense/civil litigation can remain in an inmate's possession with the following exceptions:
  - Photographs showing any part of the human body, including faces, cannot remain in an inmate's possession. These are acceptable for display during attorney/client visits but inmates are prohibited from retaining photos with this content.
  - Ingham County Correctional Facility Staff reserves the right, on a case by case basis, to confiscate other photographs believed to be disruptive to the living environment or that could be used maliciously, i.e. graphic crime scenes, homes/house numbers, vehicles with license plates.

### **INMATE MONEY**

1. All money will be turned over to the Booking Officer upon entry into the Correctional Facility; an inmate account will be established for that inmate. Upon release, all debt will be collected and a check or debit card for the balance of the inmate's account will be issued to the inmate.
2. Deposits can be made to inmate accounts via:
  - The kiosk in the vestibule of the Correctional Facility Lobby 24 hours a day, 7 days per week.
  - A debit or credit card via Express Account (866) 422-6833 or Expressaccount.com.
  - Web/Phone Deposits
    - Commissary: \$150 per transaction; \$300 max in total deposits over the last 7 days
    - Bond: \$1,200 per transaction; \$1,200 max in total deposits over the last 14 days
  - Kiosk Deposits
    - Commissary: \$150 per transaction; \$300 max in total deposits over the last 7 days
    - Bond: \$2,750 per transaction; \$2,750 maximum in total deposits over the last 14 days
  - Work Release Room & Board Payments: \$350 in total deposits over the last 14 days
3. Money cannot be withdrawn from credit or debit cards for Commissary use.
4. The transfer of money, property, Commissary or any other item is not allowed between inmates.
5. An inmate is allowed a one-time only money release to family or friend at the Correctional Facility Lobby between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, excluding holidays. Inmates must sign a release authorization form prior to this transaction.

### **CORRECTIONAL COST RECUPERATION**

1. All inmates, with the exception of inmates housed solely for Michigan Department of Corrections, Federal (Bureau of Prisons and US Marshal Service) and temporarily housed (Transport Services) inmates, shall be charged a \$12.00 Booking Fee and \$10 Bond/Warrant fee, when applicable.
2. All sentenced inmates, with the exception of qualified inmate workers, will be charged the current per diem rate for maintenance and care, hereafter known as housing costs, as calculated annually by the County Budget Office. Qualified inmate workers will not be charged for housing costs while they are a worker. This amount will differ if ordered by the court.
3. As of May 1, 2019, the daily housing cost has been reduced from \$50 to \$8 and will now be collected on a daily basis, if the inmate has money in their commissary account. If there is no money in the commissary account at the time the charge is incurred, it will be applied to the inmate's debt account and collected at 75% of each deposit. Housing costs are now considered, "Collectible Debt."
4. The following are collected at 100% if an inmate has enough money to cover at the time the expense/fee is incurred:
  - a. Booking fees (previous booking fees collected first)
  - b. Bond/Warrant fee (Mandatory condition of bond on all warrants)
  - c. Work Release Room & Board (to include past and present debt)
5. 75% of new deposits to inmate account will be applied toward debt from:
  - a. Indigent kits & Misc.
  - b. Medical Rx, Nurse Practitioner, Dentist
  - c. Inmate property destruction
  - d. Housing costs (Pay for Stay)
6. Any remaining inmate account balance will be applied to collectible debt at time of release.

### **CLERGY VISITORS**

1. Prior to being allowed to visit inmates, clergy members must contact the Correctional Facility Chaplain's office (517) 676-8216 and provide them with a copy of their driver's license or valid identification and proof of clergy status (such as a letter of appointment to the congregation as their pastor, a copy of an ordination certificate or clergy license). Literature such as a worship bulletin or monthly newsletter that identifies the person as clergy may also be used. The Correctional Facility Chaplain will contact the clergy member for orientation and to advise them of the rules of the facility.
2. Clergy members are allowed one visit per week. Clergy visiting hours are:

8:00a.m. to 10:00a.m. Monday through Friday, excluding holidays
3. Clergy members who wish to visit a family member who is incarcerated must do so via Video Visitation.

## **PROFESSIONAL VISITORS**

Attorneys, medical, social services, parole/probation, police personnel and other associated agencies may visit and/or interview inmates face-to-face during the below-listed hours. Personnel using this privilege must be able to show proper identification.

8:30 a.m. to 9:45 a.m. (complete visit by 10:00 a.m.)

11:30 a.m. to 3:45 p.m. (complete visit by 4:00 p.m.)

5:30 p.m. to 9:00 p.m. (complete visit by 9:30 p.m.)

Attorneys should avoid sending pictures of any type to inmates via mail or leaving them with inmates at the conclusion of a visit.

Attorneys or professional visits where there is a family relationship, are to use the Video Visitation terminal to connect with inmates. For on-site visits, these professional visits with a family member will be conducted through glass. No physical contact is allowed between family members and inmate.

## **VISITATION**

All visits at the Ingham County Correctional Facility are conducted via video. Under normal circumstances, inmates are allowed 1 weekly free, on-site video visit (Visitor is present at the Ingham County Correctional Facility or Ingham County Human Services Building terminals). Inmates are allowed to have remote video visits daily depending on classification levels and availability of terminals. Scheduling video visits in advance is encouraged as all visits are on a first come, first serve basis and as scheduling permits. Depending on classification levels and housing locations, inmates also have options of on-demand video visits. The Ingham County Correctional Facility reserves the right to restrict the daily allowance of on-demand and paid visits depending on availability of terminals and safety & security of the facility.

On-Site visitation will occur five (5) days a week, Monday through Friday, in the Lobby of the Ingham County Correctional Facility or the Ingham County Human Services Building. No On-Site visits will occur on major holidays.

Monday – Friday

8:00 a.m. to 10:00 a.m.

12:00 p.m. to 4:00 p.m.

(Note: LOBBY CLOSED 5:30 p.m. to 7:00 a.m.)

Under normal circumstances, anywhere/remote visitation will occur seven (7) days a week, Sunday through Saturday. Remote visits hours are available depending on availability of terminals and safety & security of the facility. Scheduling of visits during lockdown, quiet times and feeding times is not permitted.

Visits can be scheduled at the Smart Communications website ([www.smartjailmail.com](http://www.smartjailmail.com)), the Lobby of the Ingham County Correctional Facility or the Human Services Building.

Upon checking in for on-site visits, visitors will need to provide a home address, telephone number and a valid driver's license, government issued identification card or other valid picture identification.

By signing into the video visitation terminal, the inmate acknowledges Ingham County Correctional Facility visitation rules and will be held responsible for both parties' actions. Any inmate who is



knowingly aware or encourages explicit or inappropriate behavior that is found to be in violation of visitation policy and does not attempt to negate such actions will be held equally responsible for both user actions and will be subject to sanctions.

Photos are not allowed to be taken during visitation. Any discovery of photos being taken during visitation will result in the suspension of visiting privileges for the inmate and visitor.

**The Ingham County Sheriff's Office reserves the authority to monitor and record conversations on these visitation intercoms. Your use of these intercoms constitutes consent to this monitoring and recording.**

### **MEDICAL SERVICES**

1. Sick call will be held by the Correctional Medical Provider, Monday through Friday, excluding holidays.
2. Dental services are provided on an, "as needed," basis.
3. Inmates may request medical services by addressing a kite to Medical.
4. Emergency medical requests should be made through the Deputy assigned to your housing area.
5. Inmates may request to see their private physician by submitting a kite to the Correctional Facility Administrator. If the request is granted, the inmate is required to pay for any and all charges that result from such a request. Scheduling of such visit at the inmate's expense will be done by ICCF Medical staff with assistance of the Facility Administrator's Office. Inmate will not be informed of date and time of medical appointment.
6. Inmates who have any complaints regarding medical treatment at this facility must notify the Post Deputy using a kite. Medical grievances should be addressed to Medical.
7. If an inmate has an allergy to any food, the inmate must provide documentation from their physician stating that they have an allergic reaction to a particular food. Once documentation is received the inmate shall be placed on a special diet. If the inmate has been treated at a medical clinic or hospital for a food allergic reaction, the inmate may supply the Medical Department with the facility name and date(s) of treatment so the records can be obtained and used as the required form of documentation. Otherwise the jail policy is, "Do not eat the offending item."
8. If an inmate requests a religious special diet, the inmate must provide a letter from their religious leader stating that the diet is a practicing requirement of their faith and that the inmate is an active member of that congregation. When documentation is received the inmate shall be placed on a special religious diet. Otherwise the jail policy is, "Do not eat the offending item."

### **COST OF MEDICAL SERVICES**

1. Medical services provided at no charge to the inmate are:
  - Initial health history
  - Visit to the Medical Provider for **initial physical examination**
  - Follow-up Visit if requested by Medical

2. Medical services that will be billed are:

- Prescribed medication (\$2.00 per prescription)
- Visits by Nurse or Medical Provider. Both in Medical clinic or on Post (except for physical-see above)
- Medical services outside facility
- Dental visits
- Inmates who feign illness that require us to call an ambulance will be billed for a Doctor's visit.

3. All medical visits, doctor or nurse, are billed at the rate of \$5.00 per visit and Dentist visits are billed at the rate of \$10.00 per visit.

4. Medical treatment will not be withheld because of an inability to pay.

5. Refusal to pay, if able, could result in disciplinary action and/or civil litigation.

6. Inmates with medical insurance must notify the Medical Department to ensure appropriate billing for services.

7. Un-used medications dropped or brought with you will be returned to you at release. You may also designate someone else to pickup these medications. (Must be released in child-proof container)

8. Due to Federal and State medication dispensing rules, medications ordered by the Correctional Medical provider and in bubble packs cannot be given to you at release as they need to be in a child safe container. Prescription medications can be transferred to a pharmacy of your choosing once you are released. It is your responsibility to have your pharmacy contact Correctional Medical for your prescription medications after release.

9. Inmates with defined outdate / release dates can coordinate with Correctional Medical to have final prescription refilled in a child-proof container and be released with the medications. It is the inmate's responsibility to communicate the release planning to Correctional Medical at least 14 days in advance.

10. Inmates transferred to another Correctional Facility or Treatment Center can be sent with their prescribed medications in bubble packs. It is your responsibility to notify Deputies at release you have medications to go with you.

### **LAW LIBRARY**

The Law Library can be accessed via the video visitation terminal in each dorm and also on inmate tablets.

### **INMATE WORKERS**

1. Minimum security inmates will be considered for inmate worker positions. Eligible inmates may become inmate workers as job openings exist.
2. Inmate workers may be interviewed and are expected to follow all rules set forth by the Correctional Administration. Violation of those rules can result in loss of inmate worker status and disciplinary action.

3. Being an inmate worker is a privilege and inmates selected for job duties will be expected to follow all Correctional Facility rules.

### **EMERGENCY PROCEDURES**

1. Should an emergency occur within this facility all inmates will be instructed what to do over the speaker system.
2. Inmates are to follow all orders given by the Deputies and keep calm at all times. In the event the building must be evacuated, inmates will take nothing with them.

### **CLASSIFICATION OF INMATES**

1. All inmates will be classified and placed into the appropriate housing or holding area. Security and charge status as listed below are the two areas of consideration for classification level.
  - A. Security status
    - 1) Minimum
    - 2) Medium
    - 3) Maximum
    - 4) High risk
    - 5) Special
  - B. Charge status
    - 1) Sentenced
    - 2) Unsentedenced
      - a. Awaiting arraignment
      - b. Awaiting trial
      - c. Convicted & remanded awaiting sentencing
      - d. Sentenced to prison
      - e. Having a hold lodged against you by another agency
  - C. As status changes within either of the above group, inmates may be required to move to a different housing assignment.
2. Inmates experiencing problems in the assigned housing area may request a change by submitting a kite to classification. Inmates experiencing imminent danger, must notify the Deputy supervising the housing unit. This will prompt immediate contact with the Shift Supervisor to resolve the problem.
3. Inmates placed in Restrictive housing will be evaluated by classification during the first fifteen [15] days of confinement. If the inmate is not reclassified during that time, re-evaluation will occur every fifteen [15] days.
4. Special classifications will be handled on a case by case basis. This will include juveniles, civil crimes, inmates with mental health concerns, inmates with suspected contagious diseases, inmates who are legally disabled, and LGBTI (Lesbian, Gay, Bisexual, Transgender, Intersex) including Gender Non-Conforming inmates. Each inmate placed in the special classification category will be notified and given the reason for that action.

5. Upon assignment to a housing area, each inmate (with the exception of inmates with court ordered work seek, work release or school release programs) will have an identification band placed on their left wrist. Inmates may not remove this wrist band or have it removed for any reason. Removal can result in disciplinary action and/or loss of access to activities. Destruction or removal of a wristband will result in a charge placed against the inmate's account. Normal wear and tear to your wristband should be reported to the Deputy working your housing unit for replacement.

## **CLASSIFICATION POLICY**

### **1. CUSTODY LEVEL 0 – ADMINISTRATIVE SEGREGATION**

- Rotation every three days (shower and phone use)
- One-on-one counseling as determined appropriate. No in-house program participation
- Restricted commissary items (soap, toothbrush, toothpaste, deodorant) or as noted.
- No television / newspapers / books.
- No visitation other than approved attorney visit.
- Other necessary restrictions as outlined and approved by Correctional Administrator
- Classification review upon completion of Administrative Segregation. Inmates who complete administrative segregation will become custody Level 1 inmates and will be eligible for classification review according to custody Level 1 specifications.

### **2. CUSTODY LEVEL 1-MAX**

- Classification review after 15 days
- 1 hour rotation
- Limited in house program participation, command/classification approved
- Restricted commissary items (BASIC NEEDS or Indigent Kit only)
- No television
- One (1) visit per week. This visit will take place from 5:30 p.m. to 10:00 p.m. only.
- One-on-one counseling as determined appropriate.

### **3. CUSTODY LEVEL 2-MAX**

- Classification review after 15 days
- 1 hour rotation
- Limited in house program participation, command/classification approved
- Standard commissary
- No television
- One (1) visit per week. This visit will take place from 5:30 p.m. to 10:00 p.m. only.
- One-on-one counseling as determined appropriate.

### **4. CUSTODY LEVEL 3 & 4-MEDIUM**

- Classification review every 30 days
- May participate in all in house programs
- Standard visitation
- Standard television
- Standard commissary
- RESTRICTED DAYROOM ACCESS
- Feeding time (NO TELEVISION)
- 3 hour during dayshift (cell checks and emergency situations excluded)
- 3 hours during nightshift (cell checks and emergency situations excluded)

5. CUSTODY LEVEL 5, 6, 7 AND 8

- Classification review for level 5 is 30 days
- Classification review for level 6, 7, and 8 is every 45 days
- Standard visitation
- Standard television
- Standard commissary
- Standard dayroom access

6. Violations of the Ingham County Correctional Facility rules may result in a classification review.

7. Violations of the Ingham County Correctional Facility rules may change your classification level.

**CLASSIFICATION POLICY FOR MAXIMUM SECURITY INMATES**

1. Inmates that request MAX security will be placed into Level 1 security. Inmates may no longer request Protective Custody, instead, Inmates may request MAX security (level 1 security and privileges).
2. Review periods and out-of-cell privileges are outlined above.
3. Below are the only things inmates may have in their cell at any time.

Legal Mail	1- Face towel
Personal Mail	1- Bar of soap
1- Blanket	1- Laundry bag
1- Sheet	1- Mattress
1- Pillow Case	1- Pillow
1- Towel	1-Toothbrush w/toothpaste
1-Bible or Quran	3- Books

A. (BASIC NEEDS or Indigent Kit only)

B. If inmates are on a lockdown or in-house probation they will not receive any mail (with the exception being legal mail) for a minimum of 48 hours.

**MINOR RULE VIOLATIONS**

Following are the Minor rule violations of this facility. The Ingham County Correctional Facility shall use the, "Preponderance of Evidence," standard in determining if there is a substantiated incident. Discipline for these violations may include lockdown for no more than forty-eight [48] hours and loss of privileges for up to two [2] weeks. During lockdown you will not be allowed visits or any off-post activity (except attorney visits, professional visits, court or certain programming classes at the discretion of the Deputy).

1. Any offense against another inmate (including fighting) or any offense against another's property or the threat of the same.
2. Loud talking, whistling, singing or other loud noises in cells and/or day rooms; disorderly conduct.
3. Refusing to obey an order of a staff member or insolence towards a staff member.
4. Using abusive or intimidating language.

5. Gambling.
6. Smoking within the facility and/or the possession of cigarettes or other smoking materials.
7. Failing to keep one's person clean and sanitary.
8. Failure to keep living quarters and/or jail area clean.
9. Being in an unauthorized area, including a cell assigned to another person.
10. Covering or blocking cell windows or doors. To include intentionally blocking or obstructing the view of the Deputy.
11. Displaying materials on cell walls, lights and/or fixtures.
12. Possessing contraband (items not considered to be weapons, escape tools, life threatening implements or dangerous drugs).
13. Unauthorized possession of an unaltered razor either in a cell or on their person.
14. Misuse of authorized medication or possession of unauthorized medication (non-narcotic and non-dangerous).
15. Conduct which disrupts or interferes with the security or orderly running of the institution.
16. Refusal to give name and display wrist identification band when requested and/or the interfering with the taking of an inmate count.
17. Failure to wear proper identification band or the intentional destruction of an identification band.
18. Kicking doors, or otherwise summoning jail deputies under the pretext of an emergency.
19. Forcing another inmate to take on your work responsibilities.
20. Transferring clothing and/or other personal property to another inmate.
21. Unexcused absence from or refusal to comply with any work assignment.
22. Lying to a staff member.
23. Tattooing or self-mutilation.
24. Alteration of food and/or drink; food waste. Keeping food or condiments from food tray.
25. Throwing trays and/or food.
26. Unauthorized use or abuse of telephones/video visitation or abuse of the kite/grievance system.
27. Abuse of television or tampering with the television.

28. Failure to follow inmate dress code.
29. Failure to cooperate with the medical authority and/or failure to provide appropriate medical information to a medical authority.
30. Covering cameras in cells.
31. Using trash cans for anything other than their intended purpose.
32. Failure to keep vents clear of all debris.
33. Mis-use or abuse of the intercom call system.
34. Mis-use or abuse of the kite/grievance system (sending multiple, duplicate or kites in violation of the grievance procedure)
35. Damaging in-cell property box (Barracuda box)
36. Mis-use or damaging a tablet
37. Using another inmate's information (PIN) for the purpose of falsely gaining access to another inmate's accounts. This includes Telephones, Video Visits, Commissary Orders, E-Messaging, Kite System or any other form of communication where use of personal identifying information is necessary.
38. Attempt to commit any of the above acts or assist another to commit any of the above acts.

#### **PROCEDURE FOR MINOR RULE VIOLATION**

1. In case of a Minor violation, the Deputy will complete an incident report. The Deputy will give the inmate a waiver form to sign. If the inmate wishes to sign the waiver, the Deputy will dispose of the incident by dispensing discipline within the preset guidelines.
2. If the inmate chooses not to sign the waiver, the Shift Supervisor will investigate the violation. If the violation is determined to be valid, the Shift Supervisor will dispense discipline according to guidelines.
3. The Deputy and the inmate will be notified of the action taken.

#### **MAJOR RULE VIOLATIONS**

Following are the major rule violations of this facility. The Ingham County Correctional Facility shall use the, "Preponderance of Evidence" standard in determining if there is a substantiated incident. Discipline for these violations may include disciplinary segregation, loss of earned good time or any portion thereof, loss of privileges for up to two [2] weeks, placement in more secure housing, restitution requirements, criminal charges, in-house probation and reclassification.

1. Inflicting punishment under pretense of law on any inmate.
2. The possession or receipt of any contraband or the aiding and abetting of another to bring in or receive contraband.

3. Violation of criminal code.
4. Physically assaulting or fighting with another inmate or a Deputy.
5. Extortion; blackmail; protection. Demanding or receiving money or anything of value in return for protection to avoid bodily harm or under threat of informing.
6. Engaging in sexual acts with another person.
7. Escape.
8. Attempting or planning an escape.
9. Wearing a disguise.
10. Destroying, altering or damaging County property or the physical structure of the correctional facility.
11. Spoiling and/or the contaminating of food or drink prepared for the consumption by others.
12. Stealing.
13. Tampering with or blocking any locking device.
14. Possession, introduction or use of an explosive or any ammunition.
15. Possession, introduction or use of a gun, firearm, weapon, knife, sharpened instrument or unauthorized tool.
16. Possession introduction or use of any narcotics, narcotic paraphernalia, drugs or intoxicants not prescribed for the individual by an approved medical authority.
17. Making intoxicants.
18. Being intoxicated.
19. Rioting or inciting and/or encouraging others to riot.
20. Engaging in or encouraging disruptive group demonstration.
21. Possessing a Deputy's clothing or staff clothing.
22. Counterfeiting, forging or reproducing any article of identification, money, security or official paper.
23. Correspondence or conduct with a visitor in violation of the rules.
24. Giving or offering any official or staff member a bribe.



25. Giving money or anything of value to or accepting money or anything of value from another inmate or member of his/her family.
26. Setting a fire.
27. Spitting or throwing urine, feces and/or food on an employee.
28. Intentional plugging of sinks and toilets or otherwise flooding cellblocks.
29. Habitual violation of Minor rules, three [3] or more.
30. Possession of matches, lighters or any igniting devices.
31. Failure to cooperate with medical authority and/or failure to provide appropriate medical information to medical authority.
32. Sexual contact or sexual harassment of any kind is strictly prohibited between inmates or between inmates and other persons, including Staff as defined in ICSO General Orders and Prison Rape Elimination Act (PREA).
33. Out of assigned place while on work release or work seek.
34. Destruction of cameras anywhere within the facility (including cell camera).
35. Any offense against a Deputy or staff member (including fighting) or any offense against another's property or the threat of the same.
36. Excessive mis-use or abuse of the kite/grievance system (sending multiple, duplicate or kites in violation of the grievance procedure)
37. Excessive or severe damage to in-cell property box.
38. Commit any of the above offenses, shall be considered the same as the commission of the offense
39. Attempting to commit any of the above offenses, aiding another person to commit any of these offenses, and/or making plans to.

#### **PROCEDURE FOR MAJOR RULE VIOLATIONS**

1. The Deputy will complete an incident report and contact the Shift Supervisor.
2. The Shift Supervisor will investigate the incident. If the report is found to be valid, the Shift Supervisor notifies the inmate who may request a hearing by a hearing board or may sign a waiver.
  - If the inmate signs the waiver form, the Shift Supervisor may dispense discipline according to department guidelines.
  - If the inmate requests a hearing in front of the hearing board, the inmate will be notified at least twenty-four [24] hours prior to the convening of the hearing board.

- The hearing board, as referred to above, will consist of three [3] members of the Ingham County Sheriff's Office, at least one [1] member shall be a Shift Supervisor assigned to the Corrections Division.

### **GENERAL POPULATION DORM RULES OF CONDUCT**

All Inmates in General Population must abide by the following rules of conduct. Any violation may be subject to discipline (Minor # 15 or as otherwise noted).

1. Inmates are not allowed in any areas outlined in red paint and labeled, "NO STANDING, "
2. Inmates are not allowed to loiter, walk, exercise, eat, etc. underneath the stairs of each dorm.
3. Communication between dorms is prohibited.
4. Inmates are not allowed to loiter, walk, exercise, eat, etc. on the second tier of each dorm or on the stairs.
5. Inmates must keep cell doors closed and secure when out in the dayroom.
6. Cell windows will not be obstructed in any fashion.
7. All jail issued linens must be kept inside cells and used for their intended purpose.
8. Wristbands must be worn at all times.
9. TV monitors inside each dorm are not to be touched. Inmate are not to attempt to change the television channel or the volume of the television
10. Intercom systems are intended for emergency purposes only. All other inquiries will be sent via kite.
11. These rules are not intended to be all inclusive and are subject to change at any time, without notice.

### **INMATE WORKER/WORK RELEASE DORM RULES OF CONDUCT**

All inmates with the privilege of work release, work seek or inmate worker will be given a complete set of Ingham County Sheriff's Office Work Release Program guidelines for these assignments. They must sign this agreement to abide by these rules without exception. Any violation of these rules or any other facility rules and/or regulations may result in the termination of the privilege to participate in special assignments.

Work Release inmates must have all outstanding booking fees paid in full with the first week of Room and Board payment. We collect Room & Board at 100% regardless whether it is for the current or a previous incarceration.

1. Workers cannot have Video Visitations when they are normally expected to be working.
2. You are individually responsible for knowing the time of your Video Visitation and for making yourself available.
3. You must be court ordered to attend CATS and/or Education to be excused from work assignment to attend classes.
4. Workers that are habitually off work will be removed as an inmate worker and sent back to general population.
5. Your bunks will be made at all times in a military manner when not in use.
6. You are required to clean up after yourselves and keep yourself clean.
7. All property will be placed in your in-cell property bins. Any property found unsecured could be confiscated and destroyed without notice.
8. Nothing is allowed to be hanging from your bunk.
9. Nothing is allowed under your bunk except shoes and sandals.
10. No loud conversations or other disruptive activities are permitted in the dorm.
11. No food or drink out of dorm areas.

12. Quiet time is strictly enforced. All inmates shall go directly to their bunks and remain there. There will be no movement during quiet time other than nighttime bathroom and scheduled Video Visitations.
13. Deputies will assign beds upon arrival. You cannot switch beds at any time unless directed to do so by staff.
14. If you have questions that have to do with anything other than Post concerns you need to put it on a Kite.
15. You will be in appropriate dress at all times and there will be no head gear worn in the common areas.
16. Insolence, insubordination, disrespect and , "Deputy shopping, " will not be tolerated. Inmates that are not on their best behavior will be subject to discipline including reclassified back to general population and loss of Work Release or any EER time earned.
17. Inmates are allowed no more than two bars of soap. Used soap is not to be left in latrine or on the shower floor. When finished showering, use the squeegee and push the standing water down the drain.
18. These rules are not intended to be all inclusive and are subject to change at any time, without notice.

## **Fact Sheet**

### **Methicillin-Resistant Staphylococcus Aureus (MRSA)**

#### **What is MRSA?**

Staphylococcus Aureus, often referred to as, “staph,” is a common type of bacteria that is found on the skin and in the nose of healthy persons. Staph bacteria may cause Minor skin infections such as boils or more serious infections such as pneumonia and blood poisoning. Certain staph bacteria that have become resistant to first-line antibiotics are called MRSA. MRSA infections are more difficult to treat, but usually respond to antibiotic therapy. MRSA is not the, “flesh-eating,” bacteria.

#### **How is MRSA spread from person to person?**

MRSA is usually spread through direct physical contact with an infected person, but may also be transmitted through contact with contaminated objects or surfaces. Coughing does not spread MRSA, unless the infected person has pneumonia. MRSA cannot be transmitted through a buildings air handling systems.

#### **How can I prevent becoming infected with MRSA?**

1. Wash your hands thoroughly with soap and water throughout the day, particularly every time you use the toilet and before every meal.
2. Never touch another person’s wounds, infected skin or dirty bandages.
3. Maintain excellent personal hygiene through regular showers and by keeping your living space clean, including the regular laundering of your bed linens.
4. Don’t ever share personal hygiene items with others, including toiletries and towels.
5. Individual inmates must take advantage of daily cleaning periods. Special attention should be given to shared toilets, desks, chairs and bunk areas. Pod porters should also pay special attention to community tables and shower areas.
6. Shower after participating in close-contact recreational activities whenever possible.
7. Don’t ever get a tattoo while in jail, use injection drugs or have sexual contact with other inmates.

#### **How does a person know they have a MRSA infection?**

Swabbing or aspirating pus from a skin infection is the most common way to detect MRSA.

#### **Can MRSA be treated?**

Strong antibiotics are usually effective in treating MRSA. Serious or highly resistant MRSA infections may require intravenous (IV) antibiotics.

Always seek medical attention if you develop a boil, red or inflamed skin, or a sore that does not go away that may look like an insect or spider bite.

## **When I Get Out**

Soon you will be released from jail. These are things you need to consider.

- ☐ Where will you sleep when you leave here on the first night? And after that?
- ☐ Will you need help with drug or alcohol treatment? Mental health assistance?
- ☐ Were your Social Security, disability or VA benefits stopped while you were in jail?
- ☐ How will you earn a living? Do you have a job?
- ☐ What community services and resources are available to help you stay out of jail?

Having a plan will help you succeed. If you would like an informational pamphlet so that you can help yourself and make the right choices, please kite a Deputy for a Resource Guide.

## INGHAM COUNTY COURTS AND RELATED OFFICES

### 30<sup>th</sup> Circuit Court

Veterans Memorial Courthouse  
313 W. Kalamazoo  
Lansing, MI 48933  
Phone (517) 483-6500

### 30<sup>th</sup> Circuit Court

315 S. Jefferson St.  
Mason, MI 48854  
Phone (517) 483-6500

### FOC

Veterans Memorial Courthouse  
313 W. Kalamazoo  
Lansing, MI 48933  
Phone (517) 483-6103

### Probate Court

313 W. Kalamazoo St.  
Lansing, MI 48933  
Phone (517) 483-6300

### Circuit Court Probation

303 W. Kalamazoo  
Lansing, MI 48933  
Phone (517) 483-6100

### Pre-Trial Services

313 W. Kalamazoo St.  
Lansing, MI 48933  
(517) 483-6439

### 55<sup>th</sup> District Court

700 Buhl Ave.  
Mason, MI 48854  
Phone (517) 676-8400

### 55<sup>th</sup> District Court Probation

700 Buhl Ave.  
Mason, MI 48854  
Phone (517) 676-8422

### 54-A District Court

124 W. Michigan Ave.  
6<sup>th</sup> Floor, City Hall  
Lansing, MI 48933  
Phone (517) 483-4445

### 54-A District Court Probation

124 W. Michigan Ave.  
6<sup>th</sup> Floor, City Hall  
Lansing, MI 48933  
Phone (517) 483-4424

### Prosecuting Attorney

313 W. Kalamazoo  
Lansing, MI 48933  
Phone (517) 483-6272

### 54-B District Court

101 Linden St.  
East Lansing, MI 48823  
Phone (517) 351-7026

### Ingham County Public Defender's Office

320 N. Washington Square  
Suite #100  
Lansing, MI 48933  
(517) 679-2979

### **SURROUNDING AGENCIES**

Clinton County  
100 E. State St.  
St. Johns, MI 48879  
Telephone (517) 224-5130

Livingston County  
304 E. Grand River Ave., Suite 202  
Howell, MI 48843  
Telephone (517) 546-3669

Eaton County  
1045 Independence Blvd.  
Charlotte, MI 48813  
Telephone (517) 543-7500

Shiawassee County  
208 N. Shiawassee St.  
Corunna, MI 48817  
Telephone (989) 743-2239

Jackson County  
312 S. Jackson  
Jackson, MI 49201  
Telephone (517) 768-8531

Send all Michigan Department of Corrections grievances to:

Michigan Department of Corrections  
Grievance and Appeals Division  
206 E. Michigan Ave.  
Lansing, MI 48909