

Washington County Corrections

Inmate

Policy and Procedures

The following are policies and procedures for the Washington County Detention Center. You are encouraged to become familiar with the information provided. All rules, guidelines, and practices are governed by Nebraska Crime Commission - Nebraska Jail Standards Division.

All inmates will be given a copy of this handbook, or will have access to the information in their respective housing units.

All information provided in this handbook is subject to change and all changes will take precedence over previous printed material.

JAIL RULES

1. Inmate uniforms will be worn at all times while outside of your assigned cell.
2. Blankets, sheets, and mattresses must remain in your assigned cell and will not be taken into the dayroom.
3. Nothing will be put in the toilets except human waste and toilet paper.
4. Inmates are not allowed to loiter or otherwise enter any cell other than their own.
5. Lights are turned on at 06:00 A.M. and will be turned off at 00:00 A.M... Inmates will not cover light fixtures for any reason.
6. Continuous airflow is required to adequately ventilate the jail. Air vents will not be covered for any reason.
7. Telephones in the cellblock dayroom are available for use anytime inmates are not locked down.
8. Inmates are allowed four (4) photographs and no more than five (5) pieces of personal mail in their cells. Any more will be considered contraband and will be removed.
9. All items issued to you, are your responsibility, you will be required to reimburse the county for any lost or damaged items.
10. Inmates are required to purchase hygiene products (after the initial issue at booking - unless indigent). Underwear, socks, & t-shirts- you will be permitted to be brought into the jail by family or friends – they must be white in color, no writing on them, and in un-opened original packaging, up to 3 pr. of each item – to be accepted.
11. Personal laundry and uniform exchange are done according to the posted schedule. Inmates are responsible for having their laundry ready when notified by staff.
12. **INMATES WILL NOT YELL -OR- BEAT ON THE UNIT DOORS TO GET THE ATTENTION OF CORRECTIONS OFFICERS, UNLESS THERE IS AN EMERGENCY. If NO emergency exists and the inmate is knocking on the unit door they can face disciplinary action.**
13. **Verbal abuse of staff members or another inmate will not be tolerated.**
14. **Inmate bunks are to be properly made when not in use.**
15. **Lockdown times are: 23:00 to 06:00 – and any other times deemed necessary by the Corrections staff.**

VIOLATION OF JAIL RULES & GUIDELINES CAN RESULT IN THE FOLLOWING DISCIPLINARY ACTION:

- **LOSS OF PRIVILEGES.**
- **LOCKDOWN.**
- **LOSS OF GOOD TIME.**
- **ADDITIONAL CHARGES BEING FILED AGAINST YOU.**
- **INCIDENT REPORTS BEING FORWARDED TO THE COUNTY ATTORNEY'S OFFICE**
- **THE INCIDENT REPORTS BEING FORWARDED TO THE COUNTY &/OR DISTRICT JUDGE.**

VISITATIONS

<u>MEN</u>			<u>WOMEN</u>
A TO D	Monday and Thursday	1:00pm to 2:00pm	A to L Monday 9:30 am to 10:30am
E to H	Monday and Thursday	2:00pm to 3:00pm	M to Z Monday 10:30am to 11:30am
I to L	Monday and Thursday	3:00pm to 4:00pm	A to L Wednesday 2:30pm to 3:30pm
M to P	Tuesday and Friday	1:00pm to 2:00pm	M to Z Wednesday 3:30pm to 4:30pm
Q to T	Tuesday and Friday	2:00pm to 3:00pm	
U to Z	Tuesday and Friday	3:00pm to 4:00pm	

The following is a list of conduct that will not be tolerated in this facility.

GUIDELINES FOR INMATES CONDUCT:

- .001. Fighting
- .002. Assaulting another Inmate.
- .003. Threatening another person.
- .004. Extortion
- .005. Sexual Misconduct
- .006. Using lewd or obscene language.
- .007. Destroying or altering county property.
- .008. Tampering with locking device.
- .009. Conduct that disrupts or interferes with the safe operation of the facility.
- .010. Lying or providing false information.
- .011. Being in an unauthorized area.
- .012. Possession of contraband.
- .013. Smoking or attempting to smoke.
- .014. Setting or attempting to set fire.
- .015. Being unsanitary or untidy.
- .016. Failure to follow instruction.
- .017. Unauthorized contact with visitor or staff member.
- .018. Unauthorized use or misuse of medication.
- .019. Attempting or planning escape.
- .020. Possession of a sharpened instrument or weapon.

RECREATION:

Recreation is offered to all inmates at least five hours per week. The on duty Corrections officer will decide when and who will go to recreation. Destruction to any property or fighting over recreation activities or equipment may result in the suspension of rec. by Corrections Staff. Library will be offered at the time of rec. Inmates will be allowed three books and two magazines. Inmates are responsible for these items and must return them in the same condition they receive them.

LAW LIBRARY:

The Law Library will not be offered to inmates. If an inmate needs to use the Law Library a request form will have to be submitted to the on duty Correction Officer. You will be assigned a time to use the Library, as time allows. The Law Library materials are not allowed in cells.

VISITATION:

Visitation is on a fixed schedule. Any special visitation requests must be submitted to the jail Administrator, at least one week in advance of the visit. Visitation may be limited because of the number of inmates having visits. There will be no visitation on Holidays or weekends. If an inmates visit fall on a Holiday there is no makeup day. All visitors to the Washington County jail must show picture identification. No one will be allowed to visit an inmate without identification. No one who has been an inmate in the jail in the last year can visit an inmate. All children under the age of 18 must have a parent or a legal guardian with them in the visitation room.

PERSONAL HYGIENE:

Each inmate is required to take three showers per week. You are required to be fully clothed going to and from the shower. Failure to practice good personal hygiene by keeping yourself and the area you live in clean will result in disciplinary action.

MAIL:

Your mailing address while incarcerated at the Washington County Detention Center is:

Washington County Detention Center
Attn. (your name)
1535 Colfax St.
Blair, NE 68008

All mail must go through the U.S. Postal Service. Incoming and Outgoing mail will be searched and reviewed for security reasons. If the outgoing mail is sealed when the Correction Officer receives it, the Officer will open it. All outgoing mail must have the inmates name on it. Outgoing Legal mail will be sealed in front of a Corrections Officer - The Officer will initial the back of the envelope after it is sealed. All incoming Legal mail will be opened in the inmate's presence and searched for contraband. All cards and letters must come through the U.S. mail; they will not be accepted at the Jail visitation registration counter.

MEDICAL SERVICES:

All inmates requesting Medical or Dental appointments are required to fill out a request form, and the nature of your illness in detail. The Doctor will be at the jail approximately every 10-14 Days. Non emergency treatment will be taken care of by the facility doctor.

MEALS:

All meals are prepared and proportioned according to the rules set by the Nebraska Jail Standards. Each inmate will be served the recommended dietary allowance. Special –or- medically prescribed diets must be substantiated by the physician ordering the diet. Breakfast served @ 06:00; Lunch served @ 11:30; & Dinner served @ 16:45 Hours.

REQUEST FORMS:

Request forms submitted will be answered within ten business days and returned to the inmate. Any one wishing to speak with the Jail Administrator, Sheriff, Deputy, or Investigator or a Correction officer must submit a request form addressed to the individual that they want to speak to. The Corporal or jail Administrator will answer all request forms.

SHAVING:

Shaving is done on the B-Shift with electric razors, when time permits.

NEWS PAPER AND MAGAZINES:

The local newspaper and the Omaha World Herald are furnished for the inmate's use, as well as several magazines.

RELIGION AND AA

Church is offered each week. AA is offered one night a week. If you wish to meet with Clergy of your choice, you must submit a request form, to the Jail Administrator. Charms or medallions are considered contraband and will be confiscated.

SEARCHES:

Inmates and cells are subject to search at any time. Inmates do not have to be present when cells are searched. Any damages, destruction of property or defacing county property will result in disciplinary action and the inmate will be monetarily responsible for those damages. You are not permitted to draw, color, or write on anything other than your stationary. You are not permitted to adhere anything to the walls.

PROPERTY:

The only property accepted from the outside - is money, certain religious materials, current medications (subject to approval of the facility medical staff) and new in package underwear items (white in color). An inmate wishing to release property to another party must fill out the appropriate release form.

JAIL COMMISSARY

1. **COMMISSARY USE IS A PRIVILEGE – NOT A RIGHT!**
2. All inmates in possession of cash at time of booking will have that cash deposited into a jail commissary account. Any monies brought to the jail by family/friends will be placed in this account.
3. Inmates having a commissary account will be provided with a commissary “order form” at appropriate times each week – inmates can purchase food, hygiene, clothing items, and etc. from the jail commissary. Commissary orders normally arrive on Wednesday & Friday however they are subject to delivery restrictions by freight carriers.
4. Indigent inmates will be provided basic hygiene items and stationary items. A negative amount will be entered in your account. If money is ever placed in your account, the negative amount will be deducted from this account.
5. Commissary order forms will be completed and signed at the times required by Corrections staff – or the order will not be placed.
6. After initial issue at booking – the inmate will be required to purchase all their hygiene products, envelopes, stamps, pencils, toothpaste, soap, paper with available money, prior to placing orders for snacks or other non-essential items.
7. Orders submitted and signed will not be given back to make changes.
8. All food items will be stored properly in your cell.
9. All snack wrappers will be disposed of properly – flushing said wrappers down the toilet will result in a permanent loss of commissary privileges. If Corrections Staff is unable to determine “violators” all inmates in this cell block will lose their commissary privileges.
10. Gambling with commissary items will not be tolerated – 1st offense results in permanent loss of commissary privileges and possible confiscation of items being utilized as gambling proceeds.
11. Commissary items arriving after an inmate leaves the facility will be held for 3 days – then given to indigent inmates.
12. Any remaining funds in an inmate's account upon release will be returned in the form of a Washington County Jail check – during normal business hours (08:30 – 16:30 hrs.). Inmates being released outside of normal business hours may/will receive their commissary balance via USPS mail ASAP.