

INMATE RULES AND REGULATIONS



SUMMIT COUNTY JAIL
205 E. CROSIER STREET
AKRON, OHIO 44311

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THE SHERIFF OF THE COUNTY OF SUMMIT DOES HEREBY PRESCRIBE THE FOLLOWING RULES FOR THE REGULATION AND GOVERNMENT OF THE COUNTY JAIL IN SUMMIT COUNTY, OHIO.

INTRODUCTION

You have been committed into the Summit County Jail in accordance with the laws of the state of Ohio. Jail staff CANNOT release you for any reason without proper order from the courts. The Sheriff and his staff are responsible for the operation and control of the jail and shall strive to act fairly and humanely, according to the law. The Sheriff has established rules to secure the proper operation of the jail and maintain the safety of inmates, visitors and staff. These rules apply to you as long as you are in the custody of the Sheriff, even if you are temporarily removed from the jail.

The Inmate Rules of Conduct and Handbook *is located on each housing unit's kiosk*. All rules are effective from the point of admission. You will sign a receipt to verify you have acknowledged that the inmate Rules and Handbook are on the kiosk and you are aware of its contents. You are to comply with the rules and regulations of the jail. Refusal to sign for the acknowledgement the receipt does not make you any less responsible for the rules. Arrangements shall be made for inmates who are illiterate or have a language barrier to be made aware of the rules and regulations and of the responsibility to comply. The Rule and Handbook also includes general information about the programs, services available, and the process to seek medical and mental health assistance and to grieve matters of your concern...

You are responsible to follow the rules and act appropriately. You shall be respectful to staff, other inmates, and the property of the jail. You shall obey instructions or orders given by staff and avoid loud, aggressive or disruptive behavior. Following the rules will enable you to participate in programming, visitation, receive commissary and receive a variety of other privileges. Failure to follow instructions or orders will result in a loss of privileges and/or disciplinary action. If you have questions, you may ask a staff member or refer to the rules on the kiosk located on each housing pod, or you may request information through the Offender Communication system.

For your safety, you must stay clear of closing doors and gates. Never place any part of your body in doorways. Never place any obstruction in the door locking mechanisms or key slots. When moving throughout the building, you shall walk in a single file line or two by two as instructed by staff. Your hands should be down to your sides, not in your pockets or in your waist band. You are not permitted to talk or run in the hallways and shall remain with the staff member escorting you.

THE SUMMIT COUNTY JAIL IS A TOBACCO FREE FACILITY. SMOKING OR POSSESSION OF ANY TOBACCO PRODUCTS OR SMOKING MATERIALS IS STRICTLY PROHIBITED AND SUBJECT TO DISCIPLINARY ACTIONS AND/OR CRIMINAL CHARGES.

POSSESSION OR USE OF DRUGS, ALCOHOL OR UNAUTHORIZED MEDICATION IS SUBJECT TO DISCIPLINARY ACTION AND CRIMINAL CHARGES.

NOTICE OF ESCAPE

Any person in the custody of the Sheriff shall *not* escape or attempt to escape, or purposely fail to return to custody following temporary leave granted. (Example: furlough or funeral leave.) Leaving the jail without proper authorization or failing to return to the jail as ordered constitutes a Felony Escape charge. Upon being medically furloughed, you must contact the court as directed within your furlough paperwork.

ADMISSION/INTAKE

Upon your arrival, you must go through a booking process. The booking process is the same for everyone, regardless of the charge or length of confinement. You must complete the booking process before you go to court or are released from the jail. You CANNOT be released before you are completely booked into the jail. During this process you will be searched, fingerprinted, photographed, and asked a variety of questions that must be answered truthfully. Some questions concern your physical and emotional health. You may also be interviewed by Medical or Behavioral Health staff to address any existing or previous health issues.

Your money and property will be inventoried and you will be given a receipt with your signature and a witness's signature. Your belongings will be secured in the property room until you are released. Money taken at intake or received later will be put into your account. **Should you be sentenced to the state prison system, all of your property will be required to be released from the jail prior to your transport to prison. Failure to have the property picked up from the time you are sentenced and/or three (3) days after you are transported to prison will place your property in an unclaimed status and the property will be thrown away or donated to local charities. ALL PROPERTY MUST BE PICKED UP WITHIN THREE (3) DAYS OF YOUR RELEASE**

You will have the opportunity to use the telephone to notify someone that you are incarcerated, attempt to make bond, and/or retain an attorney. Calls made from the intake area are free of charge and are to be made within the allotted time given by the deputy. You need to be cooperative and complete the booking process in order to use the telephone. If you become disruptive while using the telephone, your call will be terminated. If you are unable to reach anyone while in the Intake area, you will have access to the collect-call telephone system in your assigned housing area.

NOTE: ALL CALLS MADE FROM THE JAIL PHONE SYSTEM ARE RECORDED.

If you are not going to be released immediately, you will be searched and required to shower thoroughly, including washing your hair. You may be required to use a delousing solution. You will change into a jail uniform and your clothing will be stored in a property bag which is then placed into our property room for safe storage. You must be showered and changed into a jail uniform before going to court.

You will be classified and assigned to a housing area with inmates who have or have had similar charges, or have other characteristics similar to you. Classification is based on the information available at the time of booking. No housing assignment is permanent. Your assignment may be changed based upon your behavior or new information received. Only the jail staff can determine housing assignments. If you believe you have been assigned to the wrong housing area, you may submit a request utilizing the Offender Communication System to Classification staff to request a review of your status.

In addition to your uniform and shoes, you shall be issued a mattress, bed linen, towel, wash cloth, a drinking cup and hygiene kit. You may be permitted to keep your underclothing as long as there are no security issues. (Example: Under-wire bras are not permitted.) However, only white underclothing is permitted. If you have colored underclothing, you may be given a grace period in which to purchase new, white items. Underclothing must be purchased through commissary. If you are indigent, you may request these items from Inmate Services. Colored underclothing shall be retained in your property once the white clothing is received. Wigs are not permitted unless approved by medical staff. Hair pieces/extensions must be sewn in or shall be removed and stored in your property bag.

IDENTIFICATION WRISTBAND

Each Inmate will be issued an identification wristband affixed to their right wrist. The wristband is necessary to establish the proper identification of each inmate. It is not to be removed, altered, defaced,

or otherwise tampered with in anyway. You are required to wear it at all times and may not leave your cell/bunk or your housing area without your ID wristband. Inmates will be subject to disciplinary action for tampering with the identification wristband. It is the inmate's responsibility to advise the jail if a wristband needs to be replaced. You will present your ID wristband as directed by any staff member for any reason. You must have your wristband to receive medication, commissary, laundry, uniforms, go to court, or receive any other jail services. If an inmate is without an ID wristband, programming, movement and commissary may be restricted and disciplinary actions will be taken. The inmate will be charged from his inmate account for the replacement of any ID wristband.

INMATE REQUESTS FOR ASSISTANCE

OFFENDER COMMUNICATION SYSTEM - (LOCATED ON INMATE KIOSKS)

Your first line of communication for assistance is with your Housing Deputy. If the Housing Deputy cannot resolve your issue, you may request assistance by utilizing the Offender Communication System located on the Housing Pod kiosk. Offender Communication is a means for you to communicate with jail staff to ask for assistance or request information pertaining to the services and programs offered at the jail or if you wish to speak to a supervisor. Request to see Medical and Mental Health staff shall also be submitted utilizing the Offender Communication System.

Offender Communication cannot be used to contact outside agencies or personnel (attorneys, courts, probation officers, etc.). You will have to utilize the U.S. Mail for correspondence with these agencies.

In order to request assistance using Offender Communication System, log into the Housing Pod kiosk using your jail identification number and personal pin. **(NEVER DISCLOSE YOUR PERSONAL PIN TO ANYONE)** After logging into the Housing Pod kiosk, select the Offender Communication tab located on the left side of the screen. Select the department for which you want to make a request, enter a subject and explain the nature of request. Be specific when making your request or explaining your problem. Offender Communications submitted that are not specific in nature will go unanswered and be returned to you for clarification. After submitting your request, it will be electronically sent to the department you made the request. **DO NOT SEND DUPLICATE COMMUNICATIONS FOR THE SAME ISSUE. YOU WILL BE SUBJECT TO DISCIPLINARY ACTION FOR ABUSE OF JAIL SERVICES.** Be patient and wait for a response. Some issues take longer to address than others. If you need assistance in utilizing the Housing Pod kiosk contact the Housing Deputy.

FUNERAL FURLOUGH- A release, or arrangements to attend a family funeral, etc. must be approved through your court of record. You will be charged a fee for any cost incurred and will need to pay such prior to the release to the funeral.

EMERGENCIES

An intercom system is provided in each cell/bunk area for you to contact staff should you have an emergency during lockdown and no deputy present in the dayroom. You will need to press the call button located on the speaker to alert staff. Speak clearly and slowly when using the call button. Do not use the call button unless you need immediate assistance due to a medical or serious emergency. Otherwise, you must wait for the deputy to pass by on a round to make your request. Using the call button for non-emergency reasons will result in disciplinary action.

FIRE – In case of a fire, you must follow all instructions given by staff or fire personnel.

- **FIRE ALARM** – Stop all activity and immediately go to your cell/bunk or to a designated area as instructed by staff.

- **HEAVY SMOKE** – If breathing becomes difficult due to smoke, wet a towel or T-shirt and cover your mouth and nose. Crawl on your hands and knees to keep below most of the smoke.
- **EVACUATION** – Evacuation may be required if the fire is in close range and is an immediate threat.
 - Listen for instructions to follow the evacuation route.
 - Assist other inmates as needed.
 - Move orderly, quietly, and quickly to the designated safe area.
- **FIRE SPRINKLER SYSTEM** – Fire sprinklers are stationed in the cells and bunk areas and will automatically turn on in case of fire. Do not tamper with, hang anything from, or destroy the sprinkler head.

MEDICAL – Medical emergencies such as a seizure, severe alcohol/drug withdrawal, attempted suicide, illness, injury or issues that require immediate medical attention.

- **EMERGENCY- IN AN OPEN AREA** (Day room, gym, classroom, etc.)
 - Notify staff immediately.
 - Do not gather around the emergency area or block emergency personnel.
 - Go to your assigned cell/bunk if you are in your housing area or to a designated area as instructed by staff.
 - Emergency personnel will be sent immediately. You are to remain in your cell/bunk or designated area until staff tells you that the emergency is over.

EMERGENCY- DURING LOCK-DOWN – Use the call button on the intercom speaker in your cell or bunk area.

- Push the button marked “CALL” and wait for a verbal response.
- State clearly what your emergency is.
- Emergency personnel will be sent immediately. This system is for emergencies only.

NATURAL DISASTER- During severe weather, you may be ordered to take cover for your own safety. Lie down on the floor underneath your bunk and use your blanket and mattress to shield your body. Cells occupied by two (2) inmates should have one person under the bunk while the other person remains on the floor. If you are unable to get underneath the bunk, remain on the floor and shield your body with your blanket and mattress. If you are not in a housing area, staff shall route you to a designated safe area. Kneel down on the floor facing the wall and cover your head. If evacuation becomes necessary due to natural gas leaks, flooding, earthquake, etc., you will be routed to a secure area for temporary housing. Obey all orders given by staff to insure your safety.

HOUSING POD DISTURBANCES- Should a fight or disturbance occur, IMMEDIATELY go to your assigned cell or bunk area and remain there until given permission by staff to resume normal activities.

INMATES WHO FAIL TO REPORT TO THEIR CELLS/BUNKS OR WHO FAIL TO FOLLOW ORDERS FROM STAFF DURING AN EMERGENCY OF ANY KIND WILL BE SUBJECT TO DISCIPLINARY ACTION.

GENERAL SCHEDULE

Wake up	5:30 a.m.
Breakfast/Nurse-Medication	5:30 a.m.
Morning Court Pick Up	6:45 a.m.
Clean Up	7:00 a.m.
Lock-Down	7:30 a.m.
Inspection	8:30 a.m.
Leisure Activities	after inspection is completed
Lunch/Nurse-Medication	11:30 a.m.
Afternoon Court Pick Up	12:00 p.m.
Lock-Down	12:00 p.m.
Leisure Activities	1:00 p.m.
Clean Up	3:00 p.m.
Lock-Down	3:30 p.m.
Dinner	4:15 p.m.
Medication - Scheduled Inmates Only	5:00 p.m.
Clean Up	5:30 p.m.
Lock-Down	6:00 p.m.
Nurse-Medication	7:30 p.m.
Clean Up	10:45 p.m.
Lock-down/lights off	11:00 p.m.

These are approximate times only. The schedule may vary from day to day depending on jail activity and your housing location.

GENERAL RULES AND REGULATIONS

1. Cell doors will remain locked and will be cycled open for approximately ten (10) minutes at a time. Door cycling is on an irregular basis at the discretion of the Housing Deputy and *may* be extended for periods of time due to the activity on the Housing Pod. You will go to lock-down for staff breaks, shift changes, emergencies, and whenever deemed necessary for the security of the jail. Individual cells will remain locked when the inmate assigned to that cell is not present. Cells occupied by two (2) inmates will continue to be cycled open as long as one (1) of the assigned inmates is present on the unit.
2. It is your responsibility to keep your personal items secured at all times. You will have to wait for the doors to cycle open to move in or out of your cell. The Housing Deputy is not expected to open and close your cell door at your convenience. Do not leave your cell door ajar for any reason.
3. You are not permitted on the stairs or the second tier unless you are housed there.
4. *Do not* enter the cell or bunk area of another inmate unless directed to do so by the Housing Deputy.
5. Shakedown or searches will occur throughout the facility to check for damage and contraband (including weapons) to insure your safety. You will remain in lock-down during shakedowns.
6. You shall be properly clothed at all times so as not to expose yourself unnecessarily. Excessive nudity shall not be tolerated. You shall be fully dressed whenever you are out of your cell or bunk. This includes your uniform, shoes and ID badge. When using the shower, you must wear your uniform or gym shorts and a T-shirt to and from your cell or bunk. You are not permitted to wear gym shorts and a T-shirt as daily wear.

7. If you are housed in a dorm and you need to use the restroom during lock-down time, only one person may go at a time. You shall wear your full uniform to and from your bunk with the exception of sleeping hours (11:00 pm until 5:30 am) when you may wear your gym shorts and a T-shirt to go to the restroom.
8. It is your responsibility to be on time for programs and services and to sign the sign up sheet before the activity begins.
9. Supplies or equipment provided shall be used properly. They will be regulated by staff and taken away if misused.
10. You will obey all orders/instructions given by staff. If you disagree, OBEY THE ORDER and then afterwards state your complaint to the staff member for discussion.
11. Work details may be assigned; refusal to work will result in disciplinary action.
12. Assaults, destruction of property, rioting, gang activity or any inappropriate act will result in disciplinary action, loss of privileges and possible criminal prosecution.
13. Your bed is to be made whenever you are not in it. The corners shall be folded under and the sheet and blanket tucked underneath the mattress. You must keep your cell/bunk area neat and clean. You are not permitted to have bed mattresses on the floor at any time.
14. To reduce the spread of disease, you must practice good personal hygiene. This includes frequent hand washing and regularly laundering your personal clothing. You are not permitted to share cups or utensils. If you are exposed to blood or bodily fluids, you should wash immediately with soap and water and advise a staff member.

CLEANING

You are responsible to clean your own cell/bunk area and help clean the common areas daily: before inspection, after meals, and before lock-down periods. Cleaning supplies will be available during scheduled clean up times. All cleaning supplies are to be used as intended and returned at the appropriate time. You are not permitted to keep any cleaning supplies in your possession. The Housing Deputy shall supervise and direct cleaning tasks. **Showers must be cleaned and disinfected after every use.**

Housing areas have volunteers assigned to a clean up crew to handle the general cleaning. Members of the clean up crew may also be asked to do additional tasks as needed. Members of the cleaning crew who do not comply with orders or fail to work will be removed. Advise the day shift Housing Deputy if you wish to volunteer for the clean up crew. The Housing Deputy may order any inmate to clean the housing area at any given time. The Housing Deputy may select inmates to complete clean up duties when a member is not available. Any inmate who refuses to complete a clean up detail will be subject to disciplinary action.

Trash containers are provided in your housing area. Do not litter or place trash in the toilets. Your property must be kept neat and orderly in your drawer, locker or on your table. You are not permitted to store items on a window ledge. Do not display pictures, signs, or messages on doors, windows, or walls. Do not hang a clothesline or cover lights, windows, doors, or air vents with anything. Nothing may be kept under your mattress. Excessive amounts of personal property such as papers, cards, etc. will be removed for security reasons and placed in your property bag. Do not write on or disfigure walls, tables, or other jail property. Graffiti on cell walls, doors etc., should be reported immediately. Any graffiti found may slow your release and subject you to the costs of repainting the cell or cell door as well as charges being filed. Costs to repair the graffiti or any damaged cell part shall come directly from the inmates account.

CONTRABAND

Contraband is any item or article that has not been officially issued, has not been purchased through commissary, has not been approved by the jail administration, or is unlawful to possess in accordance with the Ohio Revised Code. Authorized items may be considered contraband when found in excess, the item is not used as intended, or is changed from its original condition. Items belonging to an inmate that are found in the possession of another inmate may be considered contraband

INSPECTIONS/SHAKEDOWNS

Your Housing Deputy will conduct inspection every morning. You are required to be dressed properly and have your cell/bunk area clean. Your bed must be made with the corners folded under and the sheet and blanket tucked underneath the mattress. If you are in a cell, you will be asked to step out and open the door completely and stand with your back against the door. If you are in a dormitory area, you are to stand by your bunk and/or move to another area as instructed by the deputy. All inmates will remain in their cell or stand by their bunk until inspection is completed for the entire Housing Pod. You will not talk or roam about. The same rules apply for shakedown.

COURT CLOTHES

You must be indicted by the Grand Jury and proceeding with a jury trial in order to wear personal clothing to court appearances. Clothing is to be delivered to the second floor at the reception desk *prior* to your court date. The reception desk is open Monday through Friday, 8:00 am to 3:30 pm and closed on weekends and holidays. All clothing will be searched and forwarded to the property room for storage. Only one (1) set of court clothes will be kept at any given time.

PROPERTY

You are not permitted to have valuables of any kind in your possession. Property found in violation of the Jail Rules will be considered contraband and may result in disciplinary action or criminal charges. You may not transfer clothing, money, commissary, or property to another inmate.

You may possess the following items:

Clothing

- 3 Panties (for women)
- 3 Bras (for women-no under wires)
- 3 Boxers/ Briefs (for men)
- 3 T- Shirts
- 3 Pairs of Socks
- 1 Gym Shorts
- 1 Thermal Set

Miscellaneous Items

- 4 Photos - not larger than 3 x 5, no frames, no Polaroid's
- 1 Cup
- 1 Spoon
- 4 Books/reading material-includes legal text, Bible or religious text
- Hygiene items-no more than two (2) of each item. One item is in use and the other is a replacement or refill item.

- Medically approved items; Tylenol as purchased from the commissary, no more than six (6) packets at any one time.
- Medical devices as approved by medical
- Reading glasses or prescription eye glasses, one (1) pair only
- Legal papers – reasonable amount
- Personal letters, cards, etc., received by the US Mail – reasonable amount
- Purchased commissary items – amounts within reason as limited at purchase

Excessive amounts of any item are considered contraband and will be taken. The item(s) may be stored in your property bag or disposed of for safety/sanitary reasons.

Inmate Services will accept one (1) Bible or other religious equivalent that is factory wrapped and one (1) set of glasses with or without a soft glass case. These items are accepted Monday- Friday from 8:00 am- 3:30 pm, excluding holidays.

JAIL PROPERTY

You are responsible for maintaining good condition of the jail property issued to you. Defacing, damaging or destroying jail property will result in disciplinary action, restitution, and/or criminal charges.

Each inmate will be issued

- 1 Mattress
- 1 Sheet
- 1 Blanket unless two (2) is authorized.
- 1 Towel
- 1 Uniform shirt
- 1 Pair uniform pants
- 1 Pair of sandals
- 1 Hygiene kit
- 1 Identification wristband
- 1 Drinking cup

A Bible will be provided upon request. If you are in need of another religious text, an attempt shall be made to obtain the text. All Bibles and religious textbooks are donated from various community groups. You may keep the religious text when you are released.

RELEASE OF PROPERTY

You may release money from your account at any time during your stay.

You may request to have your personal property released only *after* you have been sentenced to prison. Keys to a home or vehicle may be released in emergency cases. Ohio Direction Cards, Birth Certificates, Social Security Cards, Direct Express Cards, and State ID's will not be released under any circumstances. These items will be mailed back to the issuing agency or shredded at the agency's request.

If you are sentenced to prison or are going to be released to another agency, you must release all of your property. If you do not release your property, it will be considered abandoned and will be discarded after three (3) days upon your release from the Summit County Jail. Transporting agencies and/or other institutions do not accept property.

Property Release forms may be obtained from your Housing Deputy. Complete the form including the name of the person whom the property/money will be released. The form must be witnessed and signed by a deputy. Place the form in the Housing Pod mailbox. The person accepting the property/money must show a valid photo ID. Property is released Monday through Friday from 8:00 am – 3:00 pm. Money is released in the form of a check, Monday through Friday from 8:30 a.m. – 3:30 pm.

COMMISSARY

ALL FOOD, CLOTHING AND MISCELLANEOUS ITEMS MUST BE OBTAINED FROM SUMMIT COUNTY JAIL OR THE COMMISSARY. Items obtained while in another institution are not permitted.

The Commissary Service provides a means to purchase underclothing, food items, writing materials and personal hygiene items. Commissary is available on designated days for each housing area. You may spend up to the maximum amount on the order form. If you do not have enough money to cover the complete order, you will receive a partial order. Personal items for hygiene purposes will be issued first. Miscellaneous items and food items will be filled last.

Touch screen kiosks for ordering commissary are located on each housing unit. Orders must be completed by 7:00 am the day of the scheduled commissary delivery. It is your responsibility to complete the form correctly and submit it on time. Late orders cannot be accepted.

Additionally, Fresh Favorites may be ordered for delivery on designated days for each housing area. Fresh Favorites orders cannot be refunded and items will not be delivered for inmates under disciplinary restrictions on the day of delivery. Orders must be completed and placed in your housing unit mailbox by 7:00 am the day of the scheduled delivery. Late orders will not be processed.

INDIGENT

To receive indigent supplies, you must have an account balance of less than one dollar (\$1) for ten (10) consecutive days.

In order to receive basic hygiene items and writing materials, submit a request utilizing the Offender Communication System to Inmate Services and request an Indigent Kit. These items will be delivered every other Monday free of charge.

You may also request indigent clothes, however, a negative balance in the amount of the cost of the clothing will be recorded on your account and future deposits shall be applied to that balance. Indigent clothing is replaced every ninety (90) days upon request, and fees are assessed to your account each time clothing is issued.

The following indigent clothing is available. You must include your size on the request. Failure to include your size will delay your clothing order.

- 1 T-Shirt
- 1 Pair of Socks
- 1 Panty and/or Bra (for women)
- 1 Pair of Briefs (for men)

DELIVERY

You must wear your ID wristband in order to receive commissary or indigent supplies. To receive your commissary order, you must sign the commissary receipt. If you refuse to sign for the order, you will still be charged for the order. Your commissary will then be placed in your property bag and will remain there until you are released. Damages or shortages must be identified upon delivery. It is

recommended you accept your order even if you believe there is a mistake. Staff will check the order form and correct any mistakes. Corrections will be submitted to the commissary service for delivery on the next commissary day. If you are not present at the time of delivery, Inmate Services staff will retain your order and bring it back to you at their earliest convenience. The Housing Deputy will not accept or hold your commissary order.

COMMISSARY RESTRICTIONS

1. You are not permitted to order commissary for other inmates. You may not trade or lend items to other inmates. If you are released before your commissary is delivered, you cannot forward your order to another inmate
2. You are only permitted to have commissary amounts within reason at the time of purchase. Even if you have the money in your account, you will have to deplete your stock in order to purchase more. A portion of your commissary can be taken and placed in your property bag until items are consumed. NOTE: You are only permitted to possess six (6) packets of Tylenol at any one time.
3. All containers (shampoo bottles, etc.) must be disposed of after use. Containers shall not be used to store anything other than the original product.
4. If you purchase a cup, you must return the jail issued cup.
5. Inmates in disciplinary status can order hygiene items **ONLY** through commissary.
6. **NO REFUNDS** – If you submit a Commissary order, you must accept that order, even if you are released. If you are released or transferred from the jail prior to receiving the commissary, you have three (3) business days to claim your order. You may pick up your commissary at the jail between 8:00 a.m. and 3:30 p.m. Monday through Friday (excluding holidays). You must present a valid State ID. Orders left past five (5) business days will be considered unclaimed and will be forfeited.

LAUNDRY

Clean uniforms, bed linen, towels, and wash cloths are issued according to the laundry schedule for your housing area. Laundry personnel shall determine the appropriate uniform size for each inmate. An item for item exchange shall take place. A washer and dryer are provided in most housing areas for personal clothing **only**. Laundry soap can be purchased through commissary. If soap and equipment are not available, you may request to have your personal clothing laundered by submitting a request utilizing the Offender Communication System to Laundry. The jail is not responsible for any loss, damage, discoloration, or shrinkage of your personal clothing. You are responsible for the condition of jail issued items. Damage to County property may result in restitution, disciplinary action and/or criminal charges.

INMATE ACCOUNTS

The Inmate Accounts Office is located on the 2nd floor of the jail. Office hours are Monday through Friday 8:30 a.m.–3:30 p.m., excluding holidays. Cash may be deposited for you during office hours. Persons depositing funds must present a valid Driver's License or State ID. If depositing cash, they must have exact change. Inmate Accounts staff cannot give change. Deposits must be made to your account by 3:30 p.m. the business day *before* your scheduled commissary delivery in order to purchase commissary the following day.

A kiosk for making deposits is located in the Front Lobby of the Summit County Jail, 205 E. Crosier St., Akron, Ohio 44311. Deposits may be made there by cash or credit card from 7:00 a.m. – 11:00 p.m. (Monday through Friday)

All charges reflecting a negative balance in your account shall be deducted from any deposits before a commissary order can be filled. Negative balances can be acquired through medical fees, indigent clothing or disciplinary restitution. A negative balance shall be carried indefinitely and will be subtracted from your funds should you return to the facility.

A check or credit card will be issued to you for the balance of your account at the time of your release. If you are released after business hours, you will have to return on the next business day to receive your funds.

MEALS

You will be served three (3) nutritional meals three times a day at regularly scheduled times. You may receive two (2) meals on weekends, holidays or at times based on operational needs of the facility or emergencies. All menus are prepared and approved by a registered dietitian. Approximate serving times for meals are on the schedule listed in this handbook. Times may vary depending on your housing area and jail activity. Meal delivery is generally announced over the public address system.

IT IS YOUR RESPONSIBILITY TO BE ON TIME FOR MEALS. THE HOUSING DEPUTY DOES NOT NOTIFY EACH INDIVIDUAL INMATE THAT MEALS HAVE ARRIVED.

You must eat when your meal is served, not at your leisure. You may accept or decline any food given to you, however, you are not permitted to trade food, give away food, or take another inmate's meal.

Extra servings of food and/or beverages are not permitted. Food may not be saved for consumption after meals. Your food will be served with an eating utensil on an insulated tray. Trays and utensils must be returned after each meal. If you break something accidentally, notify the deputy immediately and return all broken pieces. Do not put your tray in the microwave or attempt to re-heat your entire meal. Failure to follow these rules may result in disciplinary action.

SPECIAL DIETS

Special Diets are approved based upon medical needs or verifiable religious requests **ONLY**; diets **WILL NOT** be approved based upon an inmate's preference. In order to request a change in diet for medical reasons, submit a request utilizing the Offender Communication System to Medical. To request a special diet for religious reasons submit a request utilizing the Offender Communication System to the Inmate Services Supervisor. Reasonable provisions will be made for tenants of a verified religion. Any inmate receiving a special diet is required to maintain the restrictions and orders of that diet plan.

MAIL AND PACKAGES

OUTGOING MAIL

You may send as many letters as you wish, as long as you have sufficient funds and **DO NOT** violate any laws or court orders. All mail should be properly addressed, including your name and return address. Outgoing mail should be placed in the mailbox located in your housing area. Inmate Services staff will pick up mail Monday through Friday, excluding holidays, at approximately 7:00 a.m. Envelopes displaying obscenities or gang symbols will not be mailed and shall be referred to a supervisor for appropriate action.

To communicate with other inmates in the jail, you must use the U.S. Mail. Staff will not give messages, telephone calls or notes/letters to other inmates.

All outgoing mail is subject to inspection.

INCOMING MAIL

Mail is received Monday through Friday, excluding holidays, and is delivered the same day. All mail is opened and inspected for contraband. Contraband is anything that is not permitted in the jail. Mail containing non-criminal contraband will be returned to the sender. You will receive notification in writing if any of your mail is returned. Contraband of a criminal nature will be investigated and may result in criminal charges. Mail may be read if there is a cause for concern regarding the safety and security of the jail. Legal mail will be opened and inspected in your presence. Money will not be accepted through the U.S. Mail.

Mail shall not purposely be delayed or withheld as punishment. Mail received after you have left the jail or mail that we cannot accept will be returned to the Post Office to be returned to the sender; we do not forward mail. We do not accept mail without a return address. If there is not a return address, it will be returned to the Post Office and the Post Office will classify it as "dead mail." Complaints by members of the public regarding returned mail may be directed to the Inmate Services Supervisor.

Incoming mail should be addressed as follows:

INMATE'S FULL NAME AND JAIL ID NUMBER
C/O SUMMIT COUNTY JAIL
205 EAST CROSIER STREET
AKRON, OHIO 44311

MEDICAL AND DENTAL SERVICES

The Summit County Jail requires that all inmates contribute a nominal co-pay fee for specified medical services. The provision of legally required medical services shall not be limited by an inmate's ability to pay, nor shall any inmate be denied medical care due to lack of funds. Medical service fees for indigent inmates will be recorded as negative balances on their account and shall be deducted from any future deposits.

There is no fee for Mental Health Services or medications.

If you need non-emergency medical or dental treatment, you must submit a request utilizing the Offender Communication System to medical staff. Medical staff will triage all requests and see the most serious cases first. You will receive treatment according to what medical staff determines. Decisions regarding health care services, treatment, medications and hospital referrals are the sole responsibility of the jail physician.

If you refuse to see the nurse, you must sign a refusal form. Upon refusal to see the nurse, you must re-submit a request utilizing the Offender Communication System to Medical in order to be seen.

REPORT ANY MEDICAL EMERGENCIES TO YOUR HOUSING DEPUTY OR THE NEAREST AVAILABLE STAFF MEMBER.

MEDICATION

A handling fee for medication may be charged for each prescribed regimen of medication provided during your incarceration. If you receive medication, it will be issued only as prescribed and within the limits of the jail schedule. You will not receive remaining medication upon release. Announcements are made prior to medication pass. It is your responsibility to be on time and report to the nurse with your ID wristband and a cup filled with water. You must take your medication immediately in front of the jail staff. If you try to save medication or have medication in your possession or living area without permission from medical staff, you will be subject to discipline. Misuse of medication is grounds for disciplinary action.

Medications you bring into the jail with you that are prescribed by your personal physician, will be turned over to the jail medical staff. The prescription shall be verified and the jail physician will

determine if the medication is necessary. While you are here, you are under the care of the jail physician regardless of the treatment you were receiving before coming to jail. Questions you have concerning medication or your health should be addressed with medical staff.

MASKS

Inmates may be required to wear a protective medical mask for various reasons. If you are told by medical staff to wear a mask, removal of the mask without permission will result in disciplinary action.

EXAMS

If you are in the jail for more than ten (10) days, you are encouraged to have a medical exam at no charge. To become a trusty, you must submit to an exam to obtain medical clearance.

TELEPHONE PRIVILEGES

You have access to a collect-call telephone system on your housing unit. The telephones are generally available for use during leisure time except during meals or other times deemed inappropriate by the Housing Deputy. Use of the telephones may be restricted during emergencies, medication pass, and lock-down periods or for disciplinary measures.

The telephones are equipped to place outgoing calls only; local or long distance. Follow the instructions provided in the automated system. Telephone calls last 20 minutes and then automatically disconnect. Generally, both parties will hear a 1-minute warning. You may not use the telephone for more than 20 minutes when others are waiting to use the telephone. The telephone system is designed to terminate calls without warning when call waiting or three-way calling features are used. Poor connections through portable units, static in the line, use of extension numbers or accidental pressure to the dial pad may activate the fraud software and terminate your call. The telephone provider handles all technical and billing issues, not the jail staff.

ALL PHONE CALLS MADE FROM THE SUMMIT COUNTY JAIL PHONE SYSTEM ARE RECORDED.

- In order to make phone calls, inmates must use a PIN (Personal Identification Number). Your PIN will be assigned to you during the intake process.
- You are not permitted to share your PIN with other inmates for any reason. Giving another inmate your PIN, or the use of another inmate's PIN may result in disciplinary action and/or criminal charges.
- The Summit County Jail and there phone provider are not responsible for any stolen phone time. You must protect your pin number.
- All debit phone calls will be removed from your inmate trust account automatically.
- If you do not have funds you must select the collect option. The operator from the phone provider will assist you once the individual accepts the call.
- If your calls are not accepted or the number is restricted/blocked, you will have to correspond by mail. The Summit County Jail is required to honor all telephone blocks. Writing materials will be provided if you are indigent.
- All personal and professional calls are to be made from the inmate collect-call telephone system. Inmates may not use staff telephones. Staff telephones are used for internal communications within the jail. Inmates shall not answer staff telephones or door intercoms.
- ATTORNEY CALLS - Most attorneys accept calls when they are in the office, have information to share, or wish to speak to the client. If your attorney declines your calls or has a

block on the line, you will have to contact the attorney by mail. Phone calls from the Housing Pods or classrooms to attorneys, parole officers, probation officers etc. will not be allowed.

- Community based programs, government offices, and employees of the court system do not accept calls from the jail. It is a strong recommendation that the inmate use the U. S. Mail.
- Inmates will not be granted telephone calls to other inmates.
- Inmates are not permitted to receive incoming calls. Messages that appear to be an emergency will be verified through Inmate Services or the Shift Commander before notifying the inmate.
- A TTY/TTD telephone machine will be provided for the hearing impaired.

VIDEO VISITATION

VIDEO VISITATION IS SUBJECT TO MONITORING AND RECORDING.

You are entitled to one (1) FREE twenty (20) minute visit per week. If your visitor is late, all of the visit will be forfeited.

The schedule of available visitation hours will be posted on your housing unit.

Monday thru Friday 8:30 am - 11:00 am

Monday thru Friday 1:30 pm - 3:00 pm

No visitation on Saturdays, Sundays or Holidays.

Visitation times are subject to modification based on staffing, emergencies, etc.

Visitation is a privilege and will be suspended or restricted for security or disciplinary reasons.

Inmates in disciplinary housing will only be allowed to visit with an immediate family member (i.e. mother, father, spouse, sibling, or child)

If you are participating in a program (i.e. bible study, chemical dependency, etc.), at court, or on trusty work assignment, you will not be eligible to receive a visit. Please schedule your visits around the schedule of activities.

To receive a visit:

- Inmates are not able to schedule visitation
- Visitors will schedule visitation through the Video visitation system.
- Visitors may utilize the kiosk in the lobby to register and schedule the visit or they can schedule visitation by using the internet site www.icsvideovisit.
- Appointments are made in twenty (20) minute intervals on the hour (Example: 9:00-9:20).
- All visits will be posted on the inmate kiosk
- Additional visitation can be schedule at a cost to the inmate or visitor and as determined by availability.

ADVISE YOUR VISITORS OF THE FOLLOWING VISITATION RULE REQUIREMENTS:

1. Only two (2) visitors are permitted to visit an inmate at the same time and both visitors must be scheduled together. Infants under the age of one (1) do not count as a visitor. Children age one (1) and older do count as one (1) visitor. Children must remain with an adult **and be appropriately supervised at all times.**

2. Visitors must be eighteen (18) years old and present a valid Driver's License or State ID.
3. A parent or guardian must accompany all juvenile visitors unless that juvenile is legally married to the inmate. The parent or guardian shall provide proof of their relationship to the juvenile to the satisfaction of the jail staff. They must present a Birth Certificate or Guardianship papers. Juveniles shall not be left unattended in the reception area, visitation area, in the parking area or anywhere on facility grounds.
4. Transporting firearms, explosives, tools for escape, alcohol, narcotics, or any controlled substance into the jail is a crime and cause for arrest.
5. No food, beverages, cellular phones, **or any other items** may be brought into the visitation area. Lockers are provided in the jail lobby for a nominal fee.
6. Visitors must pass through a metal detector.
7. Visitors are required to be appropriately dressed and must be fully clothed at all times.
8. Visitors may be checked for warrants.
9. Visitors arriving after their schedule visitation time will not be permitted to visit.
10. Visitors will not be permitted to have a cell phone, camera or any electronic device.

DENIED VISITS

Visits can be denied under the following conditions:

1. The visitor represents a danger to facility safety or security.
2. The visitor has a history of disruptive or inappropriate conduct at the jail.
3. The visitor is under the influence of alcohol or drugs.
4. The visitor refuses to submit to a search or show proper ID.
5. The inmate refuses the visit.
6. The inmate has restrictions for disciplinary or security reasons.
7. The visit was not scheduled or not approved.
8. The visitor is inappropriately dressed.

Any violation of the rules may result in the visit being canceled, loss of future visiting privileges, and/or the filing of criminal charges on the inmate and/or visitor.

PROFESSIONAL VISITS

Professional visitors may visit during general operating hours and are subject to a search. Professionals may not use their official position to avoid visitation regulations for visits of a personal or social nature. Professional visitors must register with VizVox (video visitation) in order to visit with an inmate. Registration can be completed over the internet at icsvideovisit.com or at the kiosk located in the jail lobby. Contact visits will be scheduled at the request of inmate's attorney. Clergy must be registered with Inmate Services.

INMATE WORKER PROGRAM

Inmate Workers complete work assignments in exchange for special privileges. Good time credit may be granted to trustees who are sentenced to serve fourteen (14) days or more. Good time must be approved by the jail administration **and** the sentencing Judge. To apply for good time, inmate workers must submit a request utilizing the Offender Communication System to the jail registrar.

Inmate workers must obey all jail rules and regulations. If you are interested in becoming an inmate worker, submit a request utilizing the Offender Communication System to Classification and wait for a response. DO NOT submit duplicate requests.

To become an inmate worker:

1. Male Inmates whose charges are sentenced or pre-trial non-violent F3, F4, F5 or misdemeanors may be considered.
2. Female inmates whose charges are sentenced or pre-trial non-violent F3, F4, F5 or misdemeanors being sentenced or pre-trial including Female Drug Charges F3 and lesser charge may be considered.
3. You may not have pending escape charges.
4. If you are forty (40) years of age or older with medical problems, or have any medical problems, you must be cleared by the jail physician.
5. Inmates who are pregnant will not be permitted to be an Inmate Worker.

If you qualify for inmate worker status, you must submit to a physical exam at no charge. You may be placed on a waiting list if there are no immediate positions available.

Inmate workers who are disciplined may lose their inmate worker status and may be subject to penalties that include the loss of good time earned. Once an inmate worker is disciplined, he/she will not be eligible to be an inmate worker for thirty (30) days.

INMATE PROGRAMS

Various programs are available to inmates. Some of the programs are offered through Inmate Services, others are offered through Behavioral Health.

In order to attend any program, you must be dressed properly and be ready on time. You are not permitted to join in a service that is in progress even if you are coming from court or another program. You must conduct yourself in an appropriate manner during the program, following all jail rules and regulations.

COUNSELING/BEHAVIORAL HEALTH

IF YOU ARE IN A CRISIS, SUICIDAL, OR IN NEED OF IMMEDIATE COUNSELING, NOTIFY YOUR HOUSING DEPUTY OR THE NEAREST AVAILABLE STAFF MEMBER

If you are having mental health problems or concerns, you may request assistance by submitting a request utilizing the Offender Communication System to Behavioral Health staff. Be as specific as possible in your request. An appointment will be scheduled for you as soon as possible. Additionally, Behavioral Health staff offer the Chemical Dependency and Life Skills Classes. If you would like to attend either of these programs submit a request utilizing the Offender Communication System to Behavioral Health.

If you become aware that another inmate has suicidal thoughts, notify staff and advise that person to seek help. If you hear anyone threatening, making plans or attempting to harm himself/herself, or see someone giving all their belongings away, please notify staff immediately.

RELIGIOUS SERVICES

You may attend group religious services weekly. Different groups within the community are invited to participate to encourage a variety of services.

We have nondenominational (no particular faith) jail Chaplains to assist you with your spiritual needs. You may also request a visit with a clergy representative from your particular faith. For clergy visits, submit a request utilizing the Offender Communication System to Inmate Services.

Inmates are permitted to practice their religion, subject to the limitations necessary to maintain the security and order of the jail.

LEISURE ACTIVITIES

Access to exercise and / or use of exercise equipment shall be provided. The use of the dayroom and outdoor exercise areas are available, while out of your cell for walking and exercise. The jail shall ensure that you are offered at least five hours per week, out of cell time for exercise purposes. The opportunity to use the outdoor exercise area within your housing area is dependent upon the weather.

Televisions may be turned on during designated viewing hours. Inmates are not permitted to control the remote or the TV at any time. The Housing Deputy shall control the program selections and monitor TV use. TV's may be turned off during meals, medication and commissary pass, emergencies, for disciplinary reasons or at other times deemed necessary by the Housing Deputy. Informational videos may be shown on the televisions throughout the day.

Board games and cards may be used during free time in the dayrooms. Board games are not permitted in the cell/bunk areas. Games/cards shall not be played during sleeping hours.

Reading materials will be made available. To obtain legal reading materials, send a request utilizing the Offender Communication System to Legal Aid.

LEGAL ASSISTANCE

You have the right to consult with representatives from the Inmate Legal Assistance Program (Legal Aid). They make regularly scheduled visits to the jail to assist inmates with legal issues. Legal materials, books, and pamphlets may be retained so long as the quantity does not create a fire or safety hazard. Materials for writing legal briefs will be provided to indigent inmates when not furnished by Legal Aid. If you want to meet with a representative from Legal Aid, submit a request utilizing the Offender Communication System to Legal Aid. Should your behavior be disrespectful towards the Legal Aid personnel, you may be prohibited to see these personnel due to safety and security concerns.

Inmate Services staff will provide "Power of Attorney" forms and Notary service for *legal documents* only. Submit a request utilizing the Offender Communication System to Inmate Services.

If you wish to obtain a copy of a Summit County Sheriff's Office document, submit a request utilizing the Offender Communication System to Records/ID and be specific. Records/ID will assess a fee for all copies made, which will be deducted from your account. Inmates who are indigent must submit documentation from the court declaring them indigent before copies are approved. If you need copies of court documents, or faxes sent to another agency or court, you must acquire assistance through your attorney, legal aid, or other outside means.

VOTING

An inmate who wishes to vote by absentee ballot and is unaware of the proper means for doing so should contact the Director of Inmate Services utilizing the Offender Communication System. An Inmate Services staff member shall explain the process to the inmate and will render any assistance.

BEHAVIOR/DISCIPLINE

DURING YOUR CONFINEMENT, YOU WILL BE SUBJECT TO DISCIPLINARY ACTIONS FOR INAPPROPRIATE BEHAVIOR AND/OR ACTIONS THAT ARE AGAINST LOCAL, STATE, OR FEDERAL LAW.

Jail disciplinary measures shall never include corporal punishment, discipline administered by other inmates or withholding food.

Inappropriate behavior of any kind that is exhibited by any inmate is subject to disciplinary action even if it is not a specific, printed rule violation. Attempting to commit any offense, helping another person to commit an offense, or making plans to commit an offense, shall be considered the same as committing the offense. If you break a jail rule, you will be subject to disciplinary action. If, by breaking a rule you also commit a crime, charges may be filed against you in court. Anything you say in a disciplinary hearing may be used against you in court.

If you are found guilty of any violation, you may serve time in lock up, lose privileges, and receive Nutraloaf. Nutraloaf consists of food products blended together and formed into an eight (8) ounce loaf, then baked. It is served with three (3) slices of whole wheat bread, and water to drink. Nutraloaf meals meet necessary daily nutritional requirements. Relief from this diet may occur on Sundays when an alternative may be provided.

Disciplinary lock up includes suspension of the following privileges: commissary, visits from friends, phone calls, books, out of cell time, television, microwave, leisure activities, programs and outdoor recreation.

The following Qualified Rights shall only be suspended or restricted on a case by case basis: mail, laundry exchange, access to shower, visits from immediate family, professional visits, hygiene items, writing materials, clothing, bed, bedding, unlimited access to toilet and one (1) hour out of cell time. Suspension of these privileges will only occur in times of emergency, acts of God, when the inmate abuses the privilege itself, or when granting the privilege causes an enhanced risk to the safety of security of the facility or its occupants.

Inmates shall not be denied the following Fundamental Rights: access to attorney/clergy, adequate food, adequate light, ventilation, temperature control, sanitation, medical care and access to the grievance procedure.

Rule violations are grouped in three classes: Minor, Major and Serious.

MINOR VIOLATION - Actions that do not immediately threaten the safety of the jail, staff, civilians or inmates that may result in loss of privileges and lock-up time – maximum five (5) days for each violation.

MAJOR VIOLATION- Actions greater than a minor violation but do not pose an immediate threat to the jail, staff, civilians or inmates that may result in loss of privileges and lock-up time – maximum fifteen (15) days for each violation. Repeated or persistent minor violations become major violations.

SERIOUS VIOLATION - Actions that present an immediate threat to the jail, staff, civilians or inmates or actions that are against local, state, and federal law and may lead to charges in criminal court. Serious rule violations may result in loss of privileges and lock-up time – maximum thirty (30) days for each violation. Repeated or persistent major violations become serious violations.

INMATE RULE VIOLATIONS

MINOR VIOLATION

RULE #	DESCRIPTION OF VIOLATION
100	Failure to follow instructions of a staff member.
101	Disrespect, discourtesy, rudeness towards any person.
102	Failure to pass inspection; not keeping your person, cell, or housing area neat and

- clean, includes refusing to take a shower as required. Leaving your bed unmade.
- 103 Failing to be properly dressed (uniform, shoes, and ID); not wearing clothing to and from the shower.
- 104 Making loud, unnecessary noise, arguing, shouting, whistling, singing, and knocking on doors or windows.
- 105 Using abusive or obscene language or gestures.
- 106 Failure to do assigned work, cleaning detail, or follow specific instructions to complete any task.
- 107 Wasting supplies issued to you.
- 108 Using bedding, clothing, or other property other than as intended.
- 109 Using supplies, equipment, or machinery without permission; failing to follow instructions for proper care and use.
- 110 Giving or accepting money or anything of value from another person.
- 112 Unauthorized use of telephone, mail, or other communications.
- 113 Unauthorized messages or contacts with the public or other inmates.
- 114 Horseplay/shadow boxing/martial arts/wrestling of any kind.
- 117 Possession of more than the permitted amount of over-the-counter medication, even if purchased from the commissary.
- 129 Saving food for consumption after scheduled meal times, not including items purchased from commissary.
- 130 Failure to follow sanitation or safety standards.
- 131 Passing anything under doors

MAJOR VIOLATIONS

RULE #	DESCRIPTION OF VIOLATION
200	Refusal to obey the order of any staff member.
201	Blatant disrespect, discourtesy or rudeness towards any person.
202	Failure to stand inspection or moving about the housing area during inspection or shakedown.
203	Failing to properly display your ID badge or failure to provide ID to any staff member upon request.
204	Disrupting any programs or services.
205	Excessive use of abusive or obscene language or gestures. Racial slurs, statements, or sexual remarks of any kind made towards another person.
206	Abuse, careless, or wasteful use of supplies, machinery or equipment, or use without permission.
208	Minor damage to County property (less than \$50).
209	Possessing property, supplies, or equipment belonging to a staff member.
210	Giving, loaning, trading or selling any item for favors, profit, gain or increased

- return.
- 211 Possession of property belonging to another without their permission.
 - 212 Abuse of the telephone, jail services, mail, or other communications.
 - 213 Improper conduct/communication in the visitation area. (Example: being on the visitation steps or in a visitation booth without authorization, communicating with the visitor of another).
 - 214 Smoking of any kind: tobacco, drugs, imitation use of items for the same effect. (Example: fruit peels, paper, etc.) Or use of items for snuff/chew.
 - 215 Kicking, rattling or pounding windows or doors.
 - 216 Abusing any jail privileges (commissary, mail, telephone, razor, visitation, microwave, etc.).
 - 217 Misuse of medication, failure to immediately take medication or abusing medical service in any manner. Failure to comply with medical orders (not following diet plan, bed rest, etc.). Sharing medicated creams/ointments with another inmate. Possession of excessive amounts of over-the-counter medication, even if purchased from commissary.
 - 218 Faking or pretending illness/injury.
 - 219 Improper use of intercom (non-emergency/immediate assistance is not needed).
 - 220 Possession of anything not authorized for retention and not issued through regular jail channels. This includes any item kept in a cell, locker, bunk area, shelf, etc.
 - 221 Spitting or throwing any object or substance.
 - 222 Indecent exposure/exposing genitals/excessive nudity or sexual misconduct towards any person.
 - 223 Disruptive behavior while moving throughout the building. (Example: talking, signaling, singing, whistling, purposely failing to keep up with pace, etc.)
 - 225 Failure to stand count.
 - 226 Lying or providing false statement to any staff member.
 - 227 Being in an unauthorized area.
 - 228 Running, sitting, or loitering on stairway or balconies. Being on the second tier when not housed there.
 - 230 Storage of property in a way that causes a safety or security threat.
 - 231 Covering a light, vent, door or window; hanging anything on the walls, doors or windows; using the window ledge for storage or display.
 - 232 Clogging toilets, sinks, showers, or floor drains; littering.
 - 235 Observing or loitering near, but not actively participating in an unauthorized gathering, meeting, or group demonstration.
 - 236 Refusing to work, encouraging others to refuse to work or participating in a work stoppage.
 - 237 Assigning work to other inmates.

- 238 Possession of or attempting to make items used for gambling.
- 239 Giving or attempting to give any staff member a bribe or anything of value.
- 240 Challenging or attempting to provoke someone into a fight.
- 245 Unexcused absence from any court, work or program assignment.
- 247 Using commissary, personal items, or jail supplies as makeup.
- 249 Propping a cell door, closet, shower, or locker open to prevent it from locking.
- 255 Tattooing or self-mutilation.
- 256 Failure to wear medical mask as instructed or removing it without authorization from medical staff.
- 299 Repeated or persistent minor violations.

SERIOUS VIOLATIONS

RULE #	DESCRIPTION OF VIOLATION
300	Blatant or flagrant refusal to obey a staff member or refusing to obey orders during an emergency.
301	Hostile, racial, malicious behavior/threats towards any person.
302	Refusing to stand for inspection, interfering with inspection or purposely moving about the housing area during an inspection.
303	Destroying, altering, trading, or removing your ID wristband or possessing the ID of another. Failure to provide your ID upon request. Attempt to falsify your identity.
305	Using abusive or obscene language or gestures to provoke or incite violence.
306	Reckless use of supplies, machinery, or equipment.
307	Destroying, altering, or damaging another inmate's personal property or County property that was issued to that inmate.
308	Malicious destruction, alteration, or misuse of jail property; damage over \$50.
309	Tampering with property, supplies, or equipment belonging to a staff member.
310	Extortion, blackmail, demanding or receiving money or anything of value.
311	Stealing (theft).
312	Use of the telephone, mail, or other communications for criminal purposes.
313	Telephone harassment.
316	Abusing any programs or services, including medical, food, and other programs.
317	Saving or sharing your medication or having medication that is not issued to you. This includes over-the-counter medication purchased from commissary.
319	Repeated or persistent misuse of the intercom button for non-emergencies.
320	Possession or introduction of a firearm, sharpened instrument, knife, chemical agent, unauthorized tool, or any object that has been modified for use as a weapon.
321	Possession, introduction, or use of any narcotics, drug paraphernalia, prescription

- drugs or inhalants not prescribed for you by the medical staff.
- 322 Possession or introduction of an explosive or ammunition.
- 323 Contaminating or altering any food or drink.
- 324 Being intoxicated or under the influence of drugs.
- 325 Interfering with count or other security measures.
- 327 Being in another inmate's cell/bunk area.
- 328 Failure to immediately report to your cell/bunk or a designated area as instructed by staff during an emergency or disturbance.
- 329 Possession of or making intoxicants.
- 330 Attempting to, or setting a fire.
- 331 Tampering with fire detection equipment (alarms, sprinkler heads), plumbing or electrical equipment (TV, lights, locks, etc.).
- 332 Tampering with facility furniture or hardware items.
- 335 Engaging in or organizing an unauthorized meeting or group demonstration.
- 336 Rioting or encouraging others to riot.
- 338 Gambling; preparing or conducting a gambling pool.
- 340 Fighting.
- 341 Threatening another with bodily harm, or with any offense against his/her person or property.
- 342 Assault.
- 343 Spitting or throwing any object or substance on or at any person.
- 344 Killing
- 345 Escape; planning or attempting to escape, helping another escape or attempt to escape. Failure to report knowledge of an escape attempt or failure to return from an authorized furlough.
- 347 Possession of or wearing a disguise; unauthorized mask or clothing.
- 348 Counterfeiting, forging, or reproduction of any unauthorized document, identification, or money.
- 349 Tampering with or blocking any alarm, lock, security or safety device.
- 350 Interfering with security operations (jail, courts, hospital, etc.).
- 351 Making sexual advances, proposals, or threats towards any person.
- 352 Failing to report sexual advances, proposals, or threats
- 353 Committing an act of sexual contact, sexual abuse, sexual harassment or sexual assault

DISCIPLINARY PROCEDURES

You are entitled to "Due Process" if you are accused of violating the jail rules. You will be notified of the violation and be instructed to stop the inappropriate behavior. You may be locked in your cell or

relocated for a cool-down period. If you are a threat to the facility, another person, or yourself, you may be physically controlled and placed directly into to an isolation cell.

1. If the violation is **Minor**, you may receive a verbal reprimand, be given a work detail and/or lose privileges. You may be temporarily moved to a restricted area. You will not receive a hearing. A supervisor will review your case and determine your guilt or innocence and what penalty/behavior modification you will receive. You may receive up to five (5) days lock up for each Minor violation.
2. If the violation is **Major**, you may receive a verbal reprimand, be given a work detail and/or lose privileges. You may be temporarily moved to a restricted area. You will not receive a hearing. A supervisor will review your case and determine your guilt or innocence and what penalty/behavior modification you will receive. You may receive up to fifteen (15) days lock up for each Major violation.
3. If the violation is **Serious**:
 - a. You will be notified of the charges in writing within approximately 24-hours of the occurrence, its discovery, or your initial lock-up or transfer to a restricted area.
 - b. Notification will be in writing and include: the violation, charging staff member, time, date, place, and facts upon which the charge is based.
 - c. **Serious** violations will be scheduled for a hearing within 48-hours of notification. This excludes weekends, holidays and emergencies. You may waive the hearing, however, the waiver must be in writing.
 - d. You will be given a period of 24-hours to prepare your defense before the hearing. If you do not need time to prepare a defense, your hearing will be conducted as soon as the schedule permits.
 - e. A Hearing Officer will review your case to determine whether you are guilty or not and what penalty/behavior modification you will receive. You may receive up to thirty (30) days lock up for each serious violation.
 - f. You may request assistance in preparing a defense if you have a language barrier, cannot read or write, or have a mental or physical disability that prevents you from communicating effectively. The Hearing Officer must approve the request for assistance.
 - g. During your hearing, you have the right to be heard, to present evidence, and ask questions within limits set by the Hearing Officer. If you are charged with a criminal offense, anything you say during the hearing may be used against you in a court of law.
 - h. The Hearing Officer must find substantial evidence of guilt before sanctions are imposed. You will receive a written statement of the officer's findings and reasons for the penalty/behavior modification imposed if you are found guilty.
 - i. You may appeal the decision utilizing the Offender Communication System to the Jail Commander. The findings of your case will be reviewed and may or may not result in a change of status.

PENALTIES/BEHAVIOR MODIFICATION

Jail staff shall impose disciplinary sanctions in a fair and professional manner. Penalties/behavior modification sanctions are imposed based on the type and severity of the violation.

If you are in lock-up, the following measures can be expected:

1. Any item you possess that is not permitted while in disciplinary status shall be taken and secured until you are released from disciplinary status. Items permitted are:
 - a. Bed linen, mattress and pillow, clothing, washcloth and towel, uniform, ID, shoes, and drinking cup.
 - b. Hygiene items,
 - c. Writing materials.
 - d. One (1) - religious or legal textbook.
2. You will be confined to your cell and permitted out of your cell for one (1) hour per day. The Housing Deputy will schedule your time out.
3. Telephone calls will be restricted to reasonable calls to your attorney or clergy person in accordance with jail standards.
4. Your meals will consist of a Nutraloaf diet or an approved medical diet.
5. Clothing, hygiene items and writing materials are the only commissary items approved for inmates in disciplinary status, NO FOOD.
6. You may have visits from your attorney or clergy person and one (1) visit per week by immediate family only.
7. You are required to stand for inspections.
8. Laundry is to be done during your time out of the cell. You will have to launder your personal items at the designated times established for your Housing Pod. Clothes may not be left in the washer/dryer beyond your time out. You may also, submit a request utilizing the Offender Communication System to Laundry personnel to have your clothing laundered.
9. You may not attend jail programs.
10. You shall use your time out to shower, clean your cell, exercise, make any requests utilizing the Offender Communication System, replenish supplies, deposit mail and attend to personal business. The Housing Deputy is not required to address these issues once you have returned to your cell.

If you pose a serious security threat or abuse jail property while in lock-up, you may lose your weekly family visit, time out of your cell or have limited access to clothing, bedding, the toilet, or shower. Disciplinary measures shall not include corporal punishment, discipline administered by other inmates, or withholding of food.

If you are released from the facility without serving the balance of your disciplinary time it may be re-imposed if you return to the jail within six (6) months. All restitution fees imposed shall be automatically deducted from your account or carried indefinitely as a negative balance until payment is received.

SEXUAL ABUSE/ASSAULT

THE SUMMIT COUNTY SHERIFF'S OFFICE HAS A ZERO TOLERANCE STANDARD FOR SEXUAL ABUSE/ASSAULT.

No sexual abuse or sexual harassment is tolerated as well as sexual misconduct, including abuse by inmates and by staff. Sexual misconduct shall include but not be limited to all sexual behavior directed toward an inmate in the custody at the Summit County Jail. You have the right to be free from incidents of sexual abuse and/or harassment and from any retaliation from reporting such incidents.

SEXUAL CONTACT shall include, but not be limited to, all forms of sexual contact as well as the intentional touching, either directly or through clothing, of the genitalia, anus, groin, breast, inner thigh, lips or buttock, of any person with an intent to abuse, humiliate, harass, degrade, or arouse, or gratify the sexual desire of any person.

SEXUAL ABUSE shall include, but not be limited to subjecting another person to sexual contact by persuasion, inducement, enticement, or forcible compulsion.

SEXUAL HARASSMENT shall include, but not be limited to unwelcomed sexual advances, requests for sexual favor, making sexually offensive comments or gestures, or other verbal or physical conduct of a sexual nature.

SEXUAL ASSAULT shall include, but not limited to any sexual behavior against another person that is forced, coerced, or manipulated, such as rape. Sexual Assault includes any contact between the sex organ of one person and the sex organ, mouth, or anus of another person, or any intrusion of any part of the body of one person, or of any object into the sex organ, mouth, or anus of another person, by the use of force or threat of force. Sexual assault includes intercourse, anal and oral sex.

AVOIDING SEXUAL ASSAULT

All inmates are to avoid areas such as closets, stairwells, isolated restrooms, unoccupied restrooms, etc., stay within eyesight of Deputy Personnel whenever possible. Be sure your body language and conversations do not give other inmates the wrong impression. Avoid conversations that contain sexual topics (Including Jokes). Do not accept food, commissary, or other items from another inmate. Avoid going into debt, or borrowing items from other inmates. Beware of inmates that say they will protect you. Do not give out information about your family, friends or your financial support system. Do not share your Housing Pod Kiosk sign in information with other inmates. Do not purchase large amounts of commissary or give the impression of having money available to you.

REPORTING SEXUAL ASSAULT

Immediately report any and all incidents of sexual contact, sexual abuse, sexual harassment, and/or sexual assault or sexually oriented advances upon you or as witnessed on others as soon as possible and continue to report the incident to staff until action is taken. File a grievance with the Jail Administration if necessary.

Reporting the incident

1. Report the incident to your Housing Deputy or any available staff member.
2. Report the incident by telephoning one of the numbers provided which are
Summit County Contact Number (330)643-2820
Ohio Department of Corrections Reporting Line (614)728-3399
Summit County Rape Crisis Hotline 877-906-7273
3. Report the incident utilizing the Offender Communication System located on the Housing Pod Kiosk
4. Report the incident by writing to the Jail Commander:
SUMMIT COUNTY JAIL
JAIL COMMANDER
205 E. CROSIER STREET
AKRON, OHIO 44311.

If you are sexually assaulted

1. Report the incident as soon as possible
2. Do not clean yourself
3. Do not brush your teeth
4. Do not shower
5. Do not change clothes

When you report the assault, you will be medically checked. You may be transported to the hospital. You will be examined for injuries and evidence may be collected. You may be referred to the Rape Crisis Center and/or the Mental Health Coordinator for assessment. Treatment will be provided as necessary. Sexual assaults will be investigated by specially trained investigators from the Summit County Sheriff's Office and may lead to criminal charges being filed against the person(s) who committed any sexual act against you.

If you are the inmate that sexually assaults another inmate, the Sheriff's Office will conduct a criminal investigation as well as an internal jail investigation and may result in both criminal charges and disciplinary sanctions being brought against you.

RELEASE

No one in the Summit County Sheriff's Office has the authority to release you, even temporarily, to attend a funeral or go anyplace else (i.e. furlough). The jail does not provide a work release program. If you want a furlough, your attorney or members of your family must arrange it through the court.

Before you are released, you are required to sanitize your mattress and pillow, and thoroughly clean your cell or bunk area. The cell is to be empty except for the mattress and pillow. You will not leave the housing area until the Housing Deputy has approved the cleaning and sanitation of your living area.

You must return all jail issued property, including your ID badge. You will be held accountable for any item missing or damaged. Do not attempt to leave with jail property; you may be charged with a criminal offense.

All personal property will be returned to you. **It is your responsibility to insure that you have received all of your property before you leave the jail.** You must sign the property receipt in order to be released. If something is missing, bring it to the attention of the Property Deputy. If your complaint cannot be resolved immediately, a supervisor will assign a deputy to complete a report and forward it for investigation. Property not claimed within three (3) days after your departure becomes the property of the Summit County Sheriff's Office.

Report to Inmate Accounts, second floor of the jail, to receive the funds remaining in your account. Funds will be issued in the form of a check or credit card, we do not give cash. The Inmate Accounts office is open Monday through Friday between 8:30 am and 3:30 pm. They are closed week-ends and holidays. If you are released after normal business hours, you must return on the next business day.

COMPLAINTS/GRIEVANCES

You have the right to file a written complaint about general operations, other inmates, or staff when you believe something is wrong or that you have been mistreated. Your grievance must be filed in a timely manner from the time the incident happened. To file a grievance:

1. Utilize the Offender Communication System located on the Housing Pod Kiosk.
2. Include the *full name* of the person(s) involved.
3. Give the time, date, and location of the incident.
4. List important details related to the matter.

Staff members are not permitted to hinder or interfere with any grievance. If you want to appeal a grievance decision, you must submit a second grievance request utilizing the Offender Communication System with an explanation for the reason you are appealing the decision. The appeal must be submitted within one (1) week of receiving the decision for the initial grievance. Once released from custody, grievances must be filed within thirty (30) days of release.

CONCLUSION

These rules and regulations are subject to change with proper authorization.

COUNTY OF SUMMIT – COURT OF COMMON PLEAS
IN THE MATTER OF RULES AND REGULATIONS GOVERNING INMATES IN THE SUMMIT
COUNTY JAIL

Pursuant to section 341.02, Revised Code, the Common Pleas Court of Summit County, Ohio hereby adopts the attached rules for the Regulation of the Summit County, Ohio Jail.

Month	Day	Year,	Case Number
<hr/>			<hr/>
Tammy O’Brien Administrative Judge			Thomas A. Teodosio, Presiding Judge
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Lynne S. Callahan, Judge			Todd McKenney, Judge
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Christine Croce, Judge			Mary Margaret Rowlands, Judge
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Paul Gallagher, Judge			Tom Parker, Judge
<hr/>			<hr/>
Alison McCarty, Judge			Andrew J. Bauer, Court Executive Officer

SUMMIT COUNTY JAIL
INMATE RULES OF CONDUCT HANDBOOK
ACKNOWLEDGEMENT

- I, THE UNDERSIGNED, HAVE EITHER RECEIVED THE SUMMIT COUNTY INMATE RULES OF CONDUCT HANDBOOK, AND/OR I KNOW THAT A COPY OF THE SUMMIT COUNTY INMATE RULES OF CONDUCT HANDBOOK CAN BE READ ON THE KIOSK LOCATED IN THE HOUSING AREAS.

- I UNDERSTAND SHOULD I HAVE QUESTIONS PERTAINING TO SLEEPING HOURS, MEALS, MAIL, WORK ASSIGNMENTS, TELEPHONE ACCESS, VISITATION, CORRESPONDENCE, MEDICAL CARE, HYGIENE, LAUNDRY, RECREATION, PROGRAMS, AND RULES OF CONDUCT, DISCIPLINARY PROCEDURES AND/OR GRIEVANCE PROCEDURES THAT THE INFORMATION MAY BE FOUND WITHIN THE SUMMIT COUNTY INMATE RULES OF CONDUCT HANDBOOK.

- I UNDERSTAND THAT SHOULD I HAVE ADDITIONAL QUESTIONS PERTAINING TO THE ABOVE, I CAN ALSO REQUEST CLARIFICATION BY ASKING A HOUSING DEPUTY.

- I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO REVIEW THE SUMMIT COUNTY INMATE RULES OF CONDUCT HANDBOOK EITHER ON THE KIOSK WITHIN THE HOUSING UNIT OR THE HARD COPY IF ONE IS GIVEN TO ME AND OBEY THE RULES AND REGULATIONS SET FORTH BY THE SUMMIT COUNTY SHERIFF'S OFFICE.

DATE: _____ TIME: _____

INMATE'S PRINTED NAME: _____

INMATE'S SIGNATURE: _____

CONTROL NUMBER: _____

DEPUTY SIGNATURE/PID #: _____

COPY

DANIEL M. HOFFIGAN

2015 NOV -5 PM 3: 26

SUMMIT COUNTY CLERK OF COURTS IN THE COURT OF COMMON PLEAS
SUMMIT COUNTY, OHIO

IN THE MATTER OF
RULES AND REGULATIONS
GOVERNING INMATES IN THE
SUMMIT COUNTY JAIL

MISC. NO. ~~24~~ 358

ORDER

THE COMMON PLEAS COURT - GENERAL DIVISION JUDGES, HAVING
REVIEWED THE ATTACHED RULES FOR THE SUMMIT COUNTY JAIL AS PROPOSED
AND SUBMITTED BY THE SUMMIT COUNTY SHERIFF ON SEPTEMBER 28, 2015, DO
HEREBY APPROVE THE ATTACHED RULES AS SUBMITTED PER O.R.C. 341.02.

IT IS SO ORDERED.

Tammy O'Brien

TAMMY O'BRIEN
ADMINISTRATIVE JUDGE

Thomas A. Teodosio

THOMAS A. TEODOSIO
PRESIDING JUDGE

Lynne S. Callahan

LYNNE S. CALLAHAN, JUDGE

Alison McCarty

ALISON McCARTY, JUDGE

Christine Croce

CHRISTINE CROCE, JUDGE

Todd McKenney

TODD MCKENNEY, JUDGE

Paul J. Gallagher

PAUL J. GALLAGHER, JUDGE

Tom Parker

TOM PARKER, JUDGE

Amy Corrigan Jones

AMY CORRIGAN JONES, JUDGE

Mary Margaret Rowlands

MARY MARGARET ROWLANDS, JUDGE

Robert F. Gainer

Robert F. Gainer,
Assistant Court Executive Officer