

**ADAMS COUNTY DETENTION FACILITY
INMATE RULES
Revised: December 2023**

1. MANAGEMENT:

- a. The Detention Facility is managed by the Adams County Sheriff and the Sheriff's Office employees.
- b. **All jail rules and jail employees' directions must be obeyed.** The Module Deputies direct and control all housing module activities. You must conduct yourself in an orderly manner with respect for the rights of other inmates and Sheriffs' employees. **Threats or intimidation of anyone will not be tolerated.**
- c. You will not be subject to any form of discrimination based on race, religion, national origin, sex, or political belief. All administrative and programs decisions (educational, housing, and work assignments) are made without discrimination.
- d. Inmates have certain **Rights.** They include initial court appearance without unnecessary delay, clean and sanitary living conditions, adequate medical and dental care, adequate nourishment, access to legal materials, individual religious counseling, and contact with family and friends and organizations via the mail.
- e. No qualified individual with a disability shall, because of that disability, be excluded from participation in, denied the benefits of, or subjected to discrimination in the services, programs, and activities to include:
 - Intake or Classification Evaluations
 - Medical or Mental Health Services
 - Recreational, Educational or Vocational Programs
 - Rehabilitative Programs
 - Grievance Procedures
 - Incentive Programs
 - Disciplinary and Classification Proceedings
 - Housing Placements
 - Parole and Release Programs
 - Re-Entry ProgramsA qualified individual with a disability may contact the ADA Coordinator with a specific request through a kite (see 22a) or may file a specific complaint through the grievance system (see 22a-7).
- f. Inmates communicate requests and needs with jail employees by means of a written 'kite'. Kites are available through the module or dorm deputies.

- g. **Privileges** may be granted or removed by the Facility based on disciplinary, security, or emergency situations/needs. Examples are attendance in programs, recreation inside and outside, access to reading material, visitation, and participation in the *Inmate Worker Programs*.
- h. When a policy or procedure is changed, a memo will be posted in each of the housing areas. Do not remove them from the Posted areas.
- i. **This is a tobacco free Facility.**
- j. At times the Facility conducts tours for various groups. If you wish to not be seen during a tour group, it is your responsibility to go to your cell or turn your back while the tour is present.
- k. The Facility encourages inmates to take responsibility for their actions while housed here. Inmates violating Facility rules can expect disciplinary action and possible sanctions. Damage to Facility property may result in sanctions requiring restitution.
- l. Inmates shall conduct themselves in a manner that is composed and quiet in the hallway. Inmates shall stay to the right side of the hallway and not speak unless staff address them, or they reach their destination. Inmates may not walk directly behind a staff member without permission.

2. LOCKDOWNS:

- a. Whenever a Lockdown is called, you must do so immediately, no matter what you are doing.
- b. Lockdown means you will go inside your cell and secure or lock your door, or to your cubicle or cot and remain there until told otherwise. **Blocking or tampering with any locking device or door is an extremely serious matter and can result in disciplinary or criminal charges.**
- c. Refusal or delay in compliance can result in disciplinary action.

3. PERSONAL CLEANLINESS:

- a. You are expected to maintain personal cleanliness. Showers are located in each housing unit for your use.
- b. When you arrive, you will be given a toothbrush, toothpaste, soap, and a comb. Additional hygiene supplies should be purchased from commissary unless you are indigent.
- c. Hair care services are available weekly for a fee. Inmates in Disciplinary may receive haircuts as long as they are not a safety or security risk for

the Facility. You must submit a Barber Request (form 4244). If you have no funds, see 'Indigent Status'.

- d. Razors can be checked out at 0430 hours and must be returned to the floor deputy by 0530 hours Monday thru Friday excluding holidays and subject to the safety and security needs of the facility. Inmate workers may be given a razor 7 (seven) days per week. As all inmate workers are required to shave daily, razor distribution times for inmate workers may vary upon the needs of that inmate worker's position and the staffing needs of the facility. Razors shall not be taken apart or broken and cannot be used for haircuts or shaving your head.

4. **INMATES' SOCIAL RESPONSIBILITIES:**

- a. Housing unit inspections are performed daily by Deputies.
- b. Cleaning materials are available daily.
- c. You are required to clean your living area daily. The living area, including the day space/dayroom area, must be swept, mopped, and toilets and sinks will be cleaned daily. The facility issues chemical agents that are not caustic, flammable, or toxic for general cleaning. Whenever such flammable, caustic, or toxic chemicals are required, inmates will be directly supervised, and safety equipment issued. All living areas, work areas, passageways, recreation areas, common rooms, floors, and exits are to be kept clean and free of hazards. Trash receptacles are provided.
- d. **DO NOT** write on the walls or doors. **Graffiti of any kind is prohibited** and may result in additional charges.
- e. No pictures, posters, calendars, or charts will be attached to the walls, ceilings, doors, bunks, or desks.
- f. Do not cover any light fixture, vent, window, door or doorway in any way.
- g. Do not hang laundry from the ladder, the bunk, mezzanine railing or on the dormitory half wall.
- h. Beds must be made unless the inmate assigned to it is sleeping in it. Bedding shall be kept on assigned bunks or cots. Uniforms shall only be used as clothing. Towels and washcloths shall only be used for personal washing and drying.
- i. You are issued and allowed only one mattress unless authorized by Medical. You will be issued only one blue/grey storage bin for personal belongings.
- j. Nothing is to be stored under your mattress.

- k. Inmate chairs and trash cans are not permitted in the yard, cells or on upper mezzanine. Female inmates can have their issued trash can in their cell.
- l. Inmates are not permitted to sit on stairs, lean on the upper tier railing, or loiter on the upper tier.
- m. You may not have more than 4 books/magazines in your possession at any time to include a Holy Book and/or any legal books. Newspapers older than the current date will be discarded. Excess books may be donated to the Inmate Library.
- n. Magazines and newspapers will not be rolled up and/or used for dust covers or for any purpose other than reading.
- o. All items issued to you must be stored in your property box or in or on your desk.
- p. Inmates will be required to carry their identification with them, in the pocket of their uniform shirt at all times whenever outside the living unit.
- q. Inmates in the hallways are asked to stay in a single file line on the right hand side of the hallway, inmates shall not talk in the hallways.
- r. **Inmates will keep both hands visible to Facility employees at all times.**
- s. There will be no horseplay or sparring between inmates at any time. This includes intentionally engaging in behavior that causes risk of injury to you or others.
- t. When there is no lockdown, cell doors are to remain open unless the inmate is going to the bathroom. With the exception of intake, cell doors may be closed by the tower at their discretion.

5. **LAUNDRY:**

- a. Laundry services will be weekly at designated times. Linens will be one for one only. Inmates are responsible for turning in clothing and bags for laundry.
- b. Clothing and Linens are not to be turned in knotted, tied, with markings, or otherwise damaged.
- c. Laundry kites are available from Deputies if you miss laundry. It is a yellow half sheet.

6. **CLOTHING/DRESS:**

- a. You will wear the issued jail uniform consisting of shirt, t-shirt and pant, underwear, and socks. Full inmate uniform must be worn whenever an inmate is outside their cell to include the day space.

- b. Inmates are accountable for all clothing, bedding, linens, and any other item issued to them.
- c. Any time you are out of your cell or cubicle including working out in the day space, you are to be fully clothed in the jail uniform, which includes undergarments, socks, shirt, pant, and shoes.
Exceptions: You may take your uniform top off when in the recreation yard, provided you are wearing your t-shirt and undergarments. Gym shorts purchased from commissary may be worn in the yard.
- d. You are not to put anything in your hair other than a commissary purchased pony tail holder. No comb teeth or any other object will be used in place of an earring in any piercing.
- e. Sagging the pants, pegging the pant cuff, tucking the pant legs in your socks, or wearing of any clothing in gang fashion is not permitted.
- f. Head gear of any kind, such as ‘do-rags’, is not permitted. Hair nets are to be worn in the kitchen and food prep areas only. Religious head coverings may be authorized by Programs on an individual basis. Religious head coverings are not provided by ACDF.
- g. You are provided a pair of shoes when you are admitted. You must always wear approved footwear . Inmate Workers may be issued heavy footwear depending upon work assignments.
- h. **Commissary purchased ‘Flip-flop’ sandals may be worn in the cell/bunk area and to and from the shower only.** They may not be worn in the general day space areas or outside of the housing units.
- i. Personal clothing of any kind is not permitted in the jail. Court clothing can only be worn during a trial and must be delivered to the Court Security Unit within seven days of the trial.
- j. You will be responsible for the following listed issued items. Any more than what is listed will be considered extra issue. The initial issue for males while in the Intake Pod will consist of the following:

1 uniform	1 pair of shoes
2 blankets	2 towels
1 washcloth	
1 cup and spoon along with hygiene items	
1 inmate ID	
- k. Inmate thermal clothing purchased from commissary may not be worn out of the housing unit. This is to include such places as the infirmary, behavioral health unit, and court.

- 1. Once you are housed in general population you are responsible for the following items:

<u>Males</u>	<u>Females</u>
2 Pants	2 Pants
2 Shirts and T-Shirts	2 Shirts and T-Shirts
2 Towels	2 Towels
1 washcloth	1 washcloth
3 pairs of socks	3 pairs of socks
1 laundry bag	1 laundry bag
2 blankets	2 blankets
1 ID/Cup/Spoon	1 ID/Cup/Spoon
3 boxers	4 panties
	2 bras

Females do not go to an Intake Pod. They go directly to housing in general population after being booked in.

7. **MEALS:**

- a. At meal times, after obtaining your tray and drink, you are to be seated at a table. No one may return to the food carts for any reason.
- b. **Extra food trays will not be ordered nor given out.**
- c. No food from jail meals will be stored in your cell/cubicle.
- d. Special diets will be provided for verified religious and medical reasons but must be requested through the Programs (if religious) or Medical (if medical) Units.
- e. Inmates with Special diets will not give away or trade the special diet for other food. Special Diets will be consumed during the meal time the diet was given and will not be stored in cells. Exceptions will be made for special diets provided for later consumption. Such circumstances will be documented by medical staff for Deputies to reference within the JMS System.

8. **SEARCHES and INSPECTIONS:**

- a. Searches and inspections of inmates’, cells, cubicles or inmate’s property are conducted **at any time** for health, safety or security reasons. All inmates must cooperate during these searches/inspections. A search may involve a ‘pat down’ or a ‘strip search’ of an inmate.
- b. Every day, your room will be inspected by a floor deputy. Cleanliness inspections are conducted daily.
- c. Possession of contraband is prohibited.
- d. The Adams County Detention Facility utilizes a Canine Unit to assist with searches and inspections throughout the Facility.

Regulations for Jail Canine

Inmates are not allowed to:

- Tease, mistreat, or deliberately agitate the canine
- Make any sudden or aggressive moves toward the canine or handler
- Attempt to entice a canine to disobey its handler
- Attempt to touch, pet or feed a canine

If an inmate attacks, attempts to attack or acts as if he/she will attack the handler or canine, the canine will attack in defense without a command.

If you violate any of the canine rules, you will be charged with an in-house rules violation and may be charged criminally under *Colorado Revised Statute 18-8-104(1)(b), Obstructing a Police Dog.*

9. CLASSIFICATION/HOUSING/TRANSFERS:

- a. You may be transferred within the jail system at any time for reasons of health, safety or security. A transfer may also be made for administrative or classification reasons at any time.
- b. You are not permitted to change room assignments or bunks without the approval of a floor deputy.
- c. Newly arriving inmates may be housed for the first 72 hours in the Intake Pod. You will be classified as a maximum, medium, or minimum security inmate based on your behavior, current charge, and previous criminal history. If you feel you have been mis-classified, you may appeal to the Classification Review Board via kite.
- d. Some privileges are restricted for inmates in the Writ Pod, Intake Pod, or in Maximum security housing units due to Facility safety and security issues.
- e. If you have questions or issues concerning your classification or housing, they shall be directed in writing by kite to Classifications.
- g. Transfers into the Writ Pod will receive no commissary, no programs and no social visits. Any Department of Corrections inmates who are Special Management can/may be housed in a special housing unit at the request of DOC.

10. DETENTION FACILITY PROPERTY:

- a. Detention Facility property will not be altered or destroyed. You may be prosecuted for destruction of jail property and/or ordered to

pay restitution. All items provided to you by the jail must be returned to the jail, by you, in the same condition as when received. If it is determined you have altered or destroyed Facility Property, you may be assessed the cost of replacement up to \$500.00 per item.

11. INMATE PROPERTY:

- a. You may possess only those items that were issued to you by the jail when you arrived.
- b. In addition, you may have in your possession one pair of contact lenses, one case and cleaner, prescription glasses and case, personal letters, and no more than 10 photographs. (**No Photographs of nudity or sexual conduct.**)
- c. You may release your property to a friend or relative on Saturdays or Sundays from 7am to 11am unless it is an emergency approved by the Duty Sergeant or you are sentenced to DOC.
- d. You are not permitted to possess excess items. Any property that cannot be stored in your desk or your blue/gray box will be considered excess property, including legal items. You can only have one of the commissary plastic bowls with one lid for it, and only one soap dish with lid.
- e. You will only be able to have one thermal top, one thermal bottom, one pair of gym shorts, and one pair of shower shoes in your possession at any time.
- f. If you are sent to a Special Housing Unit, you may be limited in the possessions you can have. Any excess property will be inventoried by a Deputy and stored for you until you return to general housing.
- g. Inmates wearing wigs and jewelry shall be required to remove them and place them into inmate property.
- h. If you are sentenced to DOC, you must release any property you have that DOC will not accept. The list of DOC acceptable property is posted in the housing units.
Any property you fail to release will be destroyed after 15 (fifteen) days.

12. MEDICAL:

- a. You will receive a medical screening upon your arrival by medical personnel. The interviewing nurse will ask you questions about your personal health.
- b. Medical care is available 24 hours, daily.
- c. Sick Call is conducted daily by submitting a 'Medical Kite'. This applies to medical, dental, or behavioral health issues. It is your responsibility to be present and respond when

the nurse arrives for Sick Call. If you refuse to respond, you may be asked to sign a refusal form. **In the event of an emergency, immediately notify the nearest jail employee.**

- d. Medical Grievances see 22(a)
- e. There is no fee charged for emergency care. A copay fee will be charged to your account for medical services that include Doctor's Call, eye-glasses, prescriptions and Nurse Sick Calls. Fee charges are subject to change. Appropriate fee schedules are posted in each living area.
- f. Pregnancy management is available for female inmates.
- g. You must show your inmate ID **and have a cup of water** whenever receiving any medication. Medication must be taken in front of the nurse. **Stockpiling medication is prohibited.**
- h. Sharing your razor, food, eating or drinking utensils, toothbrushes, make-up, blankets, towels, or any other items with other inmates is prohibited for health reasons.
- i. The Detention Facility does not condone or tolerate any type of inmate rape, sexual assault, sexual misconduct, consensual sexual contact, sexual abuse and sexual harassment toward any inmate(s). This Facility aggressively pursues any criminal acts, complaints, suspicions of sexual misconduct, up to and including prosecution under State Statute. Please report any of this behavior immediately to either Deputies, Medical Staff, or Behavioral Health Staff.

13. **TELEPHONES/Televisions:**

- a. **All calls** from the living units **will be time purchased** through the phone system if funds are available. A time limit may be set to afford all inmates equal access to the phones. These phones are subject to monitoring and recording. **Inmates are not allowed to use another inmate's account to place calls this will result in disciplinary action.**
- b. **The office phones are not available for inmate use. We will not deliver or send messages for you.**
- c. The phones will be turned off during all Lockdowns.
- d. Electronic assistance is available for deaf inmates to use in booking and housing units for communication purposes. In the event that you require assistance, please notify staff immediately.

- e. All calls/ video visits are subject to screening and can be suspended for nudity and/or sexual conduct. Visitors are required to wear appropriate clothing during all visits. Visitors will be suspended if they are visiting while driving or engaged in any other activity which endangers themselves or others. Facility staff can suspend any visit any time.

14. **VISITATION:**

- a. You are permitted video visits with family and friends by using the visitation monitors in each living area. **Inmate to inmate visits are prohibited.** Contact visits are not permitted. Using another inmate's ID or visiting session for a visit is prohibited and will result in disciplinary action.
- b. Inmates in Disciplinary Housing are not permitted social visits. Inmates in the Writ Pod will not be permitted to request social visits for the first 60 (sixty) days.
- c. All visitors must have a valid picture ID and must wear appropriate clothing. All visitors are subject to search before entering secure visiting areas.
- d. All 'Special Visit' requests must be submitted by kite to the Records Supervisor.
- e. Certain restrictions may apply to those who may visit. Nothing is allowed in the visitation area.
- f. Video Internet Visits are monitored and are recorded at all times. Violation of visiting rules will result in the visit being terminated and future visiting privileges revoked.

15. **GAMES:**

- a. All Board or similar games are to be played at tables located in the living unit day rooms.
- b. Games are to be played quietly. No slapping cards, checkers, dominos, or other pieces loudly on the tables.
- c. All games are provided and issued by the Programs Unit and must remain and be stored in the day space.
- d. Games are not permitted in the cells or cubicles.
- e. The Programs Unit will only replace games and recreational equipment on an exchange schedule.

16. MAIL

Outgoing Mail

- a. All outgoing mail must have a return address to include:

Inmate name
Booking ID number
Adams County Detention Facility
PO Box 5001
Brighton, CO 80601

If information is not complete, mail will be returned to you. If information on the sender cannot be identified, mail will be held for 30 (thirty) days and then destroyed.

- b. All outgoing mail, with the exception of legal mail, may be opened, scanned and copied by mail staff at random, or by directive from the detectives. Contraband may consist of Facility ID cards, jailhouse jewelry, food items, candy wrappers, or any item that has been altered from its intended use. These items will be removed and discarded (except ID cards) and then the mail will be sent out. If you attempt to mail an ID card, YOU will be in violation of the rules and may be written up.
- c. Outgoing legal mail consists of mail to be delivered to any Court, Registered Attorney, Public Defender, Elected Officials, and/or Parole or Probation Office.
- d. You are required to pay for your outgoing postage if you have the funds available including indigent envelopes.

Incoming Mail

- a. All non-legal incoming mail will be inspected for contraband and may be scanned and copied by mailroom staff at the directive of the in-house detective. Introduction of contraband into the Facility is a violation of the law. Contraband items include, but are not limited to:

- Tobacco and/or flame producing devices
- Stationary Items: Postage stamps, paper, envelopes, metal fasteners, pens, pencils, stickers, address labels, musical greeting cards, greeting cards larger than 8x11 when opened, cardboard
- Jewelry / beads
- Consumable Items: Food /candy / gum
- Phone cards / Gift cards / Money cards
- Polaroid photos
- Laminated/plastic coated items
- Foreign Substances: bodily fluids or unknown/foreign substance on the envelope or

its contents (e.g. lipstick, lip gloss, perfumes, cosmetics, all stains)

- Photos or drawings depicting characters or people that are sexually suggestive, lewd, or engaging in illegal acts or drug use
- Any item that shows nudity or partial nudity (includes adults and children of all ages)
- Gang material including perceived gang signs/symbols
 - Originals or copies of social security cards/numbers, birth certificates, driver's licenses, vehicle titles or bill of sale
 - Cash and/or personal checks-Will be immediately returned to sender
 - Homemade craft items
 - Items that contain any of the following: Bows, Ribbons, Foam, Tape, Cords, Metal or Mirror Pieces, jewels, stones, glue or glued items, wax, glitter
 - Photocopies/pages/clippings of books, magazines, and/or newspapers
 - 3rd party mail (Mail sent out of the facility and sent back in to a different inmates)
 - An inmate may not send out mail under a different inmate's name.
 - Any material which by its nature or content poses a threat to the safety, security, order, control, or discipline of the Detention Facility
 - Written correspondence between inmates housed in Adams County Detention Facility or other jail or correctional facility without authorization.
 - Inmates seeking authorization to correspond with other inmates must request and obtain written authorization from the Division Chief or his designee and with whom the inmate wishes to correspond. Such authorization may be granted, for good cause, under the following conditions:
 - (i) Where the inmates are, and were at the time of their Commitment
 - (ii) Verified immediate family members such as spouse, parent, child, or sibling.
 - Authorization for correspondence between inmates may not be granted if such contact has been prohibited for investigative purposes or court order. Inmates may be authorized to correspond with other inmates concerning legal matters in which they are co-parties and **not represented by**

counsel. Inmates corresponding with other inmates concerning legal matters do so with the understanding that this mail is not considered privileged mail and may be opened, inspected, and read.

- General mail that is not compliant with ACDF policy will be rejected in its entirety and be returned to the sending party within 14 (fourteen) days of arrival at ACDF. The notice of rejection will be included with the rejected mail and will explain the reason for the rejection. Inmates will also receive notice of the rejection with an explanation of the reason for the rejection. The sending party may initiate an appeal by emailing ACSOmailappeal@adcogov.org within 21 (twenty-one) days of the date the rejection was mailed to the sender. Please review the full mail policy posted in the housing unit.
- b. You may receive unlimited amounts of incoming mail.
- c. You will be allowed to receive up to ten photos or ten pages of computer-generated photos no larger than 5x7.
- d. You will be allowed to receive up to ten pages of Internet material including: Jokes, Articles, Puzzles or coloring pages.

Publications

- e. You may also receive non-local newspapers and non-fiction publications.
- f. Non-local newspaper subscriptions may be ordered by family/friends with delivery directly to the facility by the news agency. The newspaper must have both the inmate's full name and booking number, or it will be rejected. It is up to the person arranging the subscription to ensure the addressee information is correct. Content that threatens security will be rejected. Papers shall be disposed of 48 hours after arrival.
- g. Publications must be paperback from not-for-profit charitable organizations sent directly from the organization or new, unused non-fiction (factual) paperback books mailed directly from the seller/distributor. Each publication may not be any larger than 8 ½ x 11 inches and weigh no more than 5 lbs. Inmates may receive two books per mailing and may have a total of 4 books in their possession. Publications that are not compliant with ACDF policy will be returned to the sending organization or distributor within 14 (fourteen) days of arrival at ACDF with an explanation of why the publication was rejected. Inmates will

also receive notice of the rejection which explains the reason for the rejection. The organization or distributor may initiate an appeal by emailing ACSOmailappeal@adcogov.org within 21 (twenty-one) days of the date the publication and notice were mailed. Please review the full mail policy posted in the housing units.

17. **INMATE FINANCE:**

- a. All monies for inmates will be deposited to the inmate's account and a \$30 booking fee will be charged. The Accounting Office is responsible for all inmate accounts.
- b. Cash is accepted at the Access Correction Kiosk in the front lobby of the Detention Facility. Credit cards are also accepted by Access Corrections, telephone services or websites. Family and friends can deposit money in the form of money orders, cashier's checks, certified checks, checks from other jail facilities, or government checks in the "Inmate Funds" drop box to the left of the front desk windows.
- c. All monies sent to you should be made out to the Adams County Detention Facility. If they are made out to you, you must have signed an endorsement waiver at the time you were booked authorizing the Facility to credit those funds to your account.
- d. Money in your account may be used for commissary, paying fines, bonding, and other fees. This may include a \$10 fee for each bond posted.
- e. **No money or property of any kind may be exchanged between inmates at any time, to include using another inmate's account to make phone calls.**
- f. Inmate accounts are accessed through your module kiosk.
- g. Payroll checks, if accepted, have a mandatory ten (10) business-day hold.
- h. Any questions concerning your inmate account shall be directed by kite to the Accounting Office.
- i. All records requests must be done through the records system. A \$5.00 search fee and \$0.25 per page fee will be charged against your inmate account for these items.

18. **COMMISSARY:**

- a. Inmates may purchase personal items such as writing materials, art supplies, hygiene items, and some food and drink items from

commissary. Orders are made weekly using the Kiosk in the housing unit.

- b. **You may not purchase more than \$75.00 per week** (plus any clothing). Orders will be charged tax at a rate in accordance with Colorado law. No tax will be charged on stamps.
- c. **Keep your initial unaltered receipts.** Possession of any item without a receipt will be deemed to be contraband. A deputy may ask for your receipts when conducting random searches or cell inspections. **You are responsible for keeping your original unaltered receipts.**
- d. All commissary items are to be stored in your issued blue/gray box or in the storage compartment of your cell/dormitory desk.
- e. Any questions concerning your commissary orders shall be directed by kite to the Accounting Office within 10 (ten) days.
- f. Consumable food item receipts will only be valid for 14 days.
- g. Hygiene item receipts will only be valid for 90 days.
- h. If items (such as thermal shirts/pants, shower shoes or shorts) are not in good repair they will be placed in your property.
- i. Inmates will only be allowed one bowl per inmate. Additional bowls with proof of purchase will be placed in inmate property, all other will be discarded.

19. **INDIGENT STATUS:**

- a. You may qualify for Indigent status if you have less than one dollar in your inmate account for seven consecutive days.
- b. An indigent inmate may receive 2 free envelopes per week for non-legal mail.
- c. An indigent inmate may request 1 free manila envelope for legal mail weekly.
- d. Indigent inmates will also receive free hygiene items weekly.
- e. Indigent inmates are entitled to free copies of 1983 Civil Rights lawsuits and subsequent filings. Indigent inmates may request one free copy of notarized criminal motions provided by and notarized by the Library at the time notarized.
- f. An inmate who has been indigent for sixty (60) consecutive days may receive a free haircut. An indigent inmate may also receive a free haircut only if scheduled for an Adams County Jury Trial within two weeks of the trial.

20. **LIBRARY:**

- a. Legal resources are provided in the housing units by kiosk.
- b. A Law Kiosk sign-up sheet is passed out weekly. Inmates may also request to go to the Law Kiosk via kite and/or through their floor deputy.
- c. Inmates may request Law Library services (notaries) through the kite system.
- d. Inmates housed in intake may not request access to the Law Library.
- e. If available, only criminal related blank forms and motions can be obtained from the library. Civil legal motions and forms are not distributed, (except for 1983 Civil Rights lawsuits).
- f. **Sheriff's employees cannot give you legal advice.**
- g. Recreational reading materials are taken to the housing units biweekly. Inmates cannot request specific recreational reading material from the library.
- h. Any questions having to do with the Library shall be directed by 'kite' to the Library.
- i. Daily TV programming (7:00 a.m. – 4:00 p.m.) will be at the Program Supervisor's discretion.
- j. Televisions will be turned off at 2200 in all areas of the Jail.
- k. Use of the Television is a privilege not a right. Any staff member may discontinue the use of television in a housing unit.

21. **CONTRABAND:**

- a. Contraband is defined as anything in your possession that was not issued to you or approved for you to have by the administration of the Facility. It is also any approved item that has been altered or misused.
- b. Possession of contraband such as drugs, narcotics, and weapons may result in criminal charges against you.
- c. Gang related symbols, drawings, or literature are not permitted and will be considered contraband.
- d. You may not possess anything that shows any nudity or partial nudity (including adults and children of all ages).
- e. Photographs or drawings depicting characters or people that are sexually suggestive, lewd, or engaging in illegal acts or drug use will be subject to confiscation.
- f. Wall shelves are only to be used for inmate ID's, cups, and spoons.

22. **INMATE COMMUNICATION FORM:**

- a. There are two types of kites, Regular Kites and Medical Kites. Medical Kites can be obtained from the nursing staff. Regular kites are distributed by Module Deputies during mealtimes or when it is practicable.
 - 1) **Barber Requests are white half sheets** and used to schedule haircuts.
 - 2) **Kitchen, Accounting, Records, Booking, Laundry, Religious, Commissary, Courts, and Sanitation Issues (Regular Kites)**
 - 3) **Public Defender Requests (Regular Kites)** address to Public Defender's Office.
 - 4) **Appeals to Classification (Regular Kites)**
 - 5) **Disciplinary Decisions** are white (**Use the Appeals form**)
 - 6) **Medical Kites are white (They are provided by Medical)** and should only be given to medical staff. **Emergency needs should be reported to jail employees immediately.**
 - 7) **Grievances (Should be completed in the electronic grievance program unless doing so is not possible)**
 - 8) **Telephone Problems** are on a white half sheet detailing your problem.
- b. If you have questions or problems, you first need to speak to a floor deputy. If the deputy cannot answer your question, then fill out a 'kite' and direct it to the appropriate person or area. (**Examples Above**)
- c. Regular Kites may be used as **Grievance Forms if the electronic system is not operational**. If you have an issue that you cannot resolve routinely, you may exhaust the administrative remedies by completing the jail's grievance process. In order to exhaust the administrative process, grievances must be filed in a "step" process detailed below. All grievances must be submitted within 10 (ten) days of the alleged incident or your first knowledge of the alleged issue. Inmates wishing to file a paper grievance must fill out a kite and circle the word "**Grievance**". The kite should explain what conduct or issue the inmate is complaining about and the reasons why. There is only one issue per grievance; grievances that contain more than one issue shall be considered invalid. The module deputy will hear the grievance first which is considered "Step 1". If it does not pertain to an issue a Deputy can resolve, direct it to the proper area. The inmate will receive a response to the grievance within

the 10 (ten) days allowed for the response. If the inmate is not satisfied with the response and wishes to appeal, the inmate should submit another kite with grievance circled and "Step 2" written on it. This kite will go to a supervisor, who will respond to the grievance. Ten (10) days are allowed for the new "Step 2" response. If the inmate is still not satisfied with the response and wishes to appeal, the inmate should submit another kite or electronic grievance with "Step 3" written on it or chosen in the Kiosk. This kite/grievance will go to a Commander or Manager-who has a new 10 (ten) day period to respond to the "Step 3" grievance. The Commander's/Manager's response **will be final**.

- d. Only one issue or complaint per 'Kite or Grievance' and only one page per issue. Multiple pages are not permitted and group "Kites and/or Grievances" will not be accepted.
- e. The grievance system is designed to promote open and honest communications between inmates and those parties or groups the grievance concerns. Grievances that contain offensive or threatening language do not further communication and therefore will not be accepted and considered invalid.
- f. The electronic grievance system is not designed to be used as an ongoing communication medium.

23. **DISCIPLINE:**

- a. We strongly encourage informal in-module sanctions and prompt resolutions to all inmate discipline issues between module deputies and inmates.
- b. Any Facility supervisor may, with properly documented violations of the jail rules, revoke your privileges and/or place you in special housing pending a disciplinary hearing.
- c. A full and complete report shall be written documenting conduct resulting in any sanction taken against an inmate.
- d. A deputy may lock you down without a written report for up to 4 hours for a 'cooling down' period.
- e. **Informal Infractions** will be heard by a deputy who may sanction you to a verbal warning, a written warning, up to 10 hours of extra duty assignments (cleaning), from 1 to a maximum of 21 hours lockdown (which may or may not be served consecutively depending on the amount of lockdown time sanctioned.), or property replacement of up to \$150.00. The

Duty Sergeant will review the informal infraction sanctions and decision. This review is final. Informal infractions must be resolved/heard within 24 hours of the report having been completed.

- f. **Formal Infractions** are of a more serious nature and will be heard by a Facility Sergeant. A Notice of Charges will be served on the inmate within 24 hours upon completion of the investigation. The hearing, review, and service shall be held within 7 calendar days from the time the Notice of Charges was served on the inmate, unless a continuance is granted, and the inmate shall be notified of the continuance. If you are charged with a Formal Infraction violation, the following events will happen:

- 1) You will receive a copy of the initial report.
- 2) You may be present for the hearing unless you are disruptive, combative, or decline. If you decline the hearing, it will not be reconsidered later. Your hearing may occur any time day or night.
- 3) You may be assisted by a staff representative if there are issues such as language difficulties.
- 4) You will be fully advised of the charges of misconduct against you.
- 5) You will have the opportunity to explain your conduct.
- 6) You may request relevant witnesses to testify on your behalf.
- 7) The Hearing Officer will review all the testimony and relevant facts and render a decision following the hearing. You will be notified of the results of the hearing and receive a copy of the written findings.

- g. **If you are found guilty** of a Formal Infraction, you may receive a sanction from a verbal warning to a written warning, extra duty assignments (cleaning), suspension or removal from any inmate worker program, and up to a maximum of 15 (fifteen) days in Disciplinary (30 days for multiple violations or 45 days with authorization from the Division Chief). Your access to HomeWAV Video may also be restricted up to 45 days with authorization by the Division Chief. You may also be charged a replacement fee of up to \$500.00 per instance for any damage to any facility property. Any sanction of 48 hours or more lockdown must be served in Disciplinary. The on-duty Platoon Commander will review the Hearing Officer's decision before a sanction is final.

- h. **If you are found Not Guilty** of an Informal or a Formal Infraction, all information regarding the Incident will be reflected in the inmate file.
- i. You may **Appeal** a Formal Sanction within 24 hours of being notified of the sanction. The Appeal must be in writing by using the Appeal Form. The Appeal will be forwarded to the Administrative Services Commander or Detention Manager who will have 5 (five) working days from the time the Appeal is received to respond. A reversal will be based solely on the following:
- 1) A failure of staff to comply with the procedures of a Formal Hearing as set forth above.
 - 2) The decision of the Hearing Officer was not supported by any competent evidence.
 - 3) Newly discovered exculpatory or mitigating evidence since the Hearing.

INMATE RULES OF CONDUCT:

- a. **The following conduct is prohibited:**

MINOR INFRACTIONS:

- 1) Failure to obey a direct order of a staff member.
- 2) Conduct which disrupts the security or orderly running of the facility, courts, transport or programs.
- 3) Abusive language or gestures to a staff member.
- 4) Lying or providing false information to a staff member.
- 5) Failure to follow/obey any of the Inmate Rules.
- 6) Engaging in sexual activity.
- 7) Possession of excess facility property or possession of items not allowed in the facility.
- 8) Tampering with any ventilation, plumbing, electrical, recreational, or communication system to include any facility equipment and structures.
- 9) Being in an unauthorized area, to include another inmate's cell or cubicle and in areas within painted red lines.
- 10) Allowing another inmate in your cell or cubicle.
- 11) Possession, use or manufacture of contraband.
- 12) Keeping unauthorized food and/or drink items in your cell other than purchased commissary items.

- 13) Manufacturing or possessing tattoo needles and/or tattoo ink and/or receiving or giving another person a tattoo.
- 14) Unexcused absence or tardiness from work or scheduled assignment or refusing to work or encouraging others to refuse to work.
- 15) Engaging in or encouraging a group demonstration or disturbance.
- 16) Malingering or feigning an illness, abusing medical services or medications.
- 17) Abuse of library or program privileges or materials.
- 18) Using items/equipment/machinery for any purpose other than its intended purpose.
- 19) Defacing walls or hanging any article on a prohibited area of a cell to include vents, windows or door opening.
- 20) Passing or receiving notes or any other items by any means.
- 21) Wearing of Facility clothing in other than acceptable standards, to include pegging or sagging.
- 22) Failure to possess your inmate ID tag when out of assigned pod/dorm.
- 23) Failure to participate in inmate daily cleaning schedules or assignments.
- 24) Possession, manufacturing, displaying, or wearing of any gang article, do-rag or symbol.
- 25) Altering, damaging, destroying or disposing of any County item or property with a value of \$150.00 or less.
- 26) Talking or communicating in any manner to other inmates through the sally port pod doors, fire doors or mezzanine doors in the pods.
- 27) Submitting excessive inmate kites for no legitimate reason.
- 28) Inmates may not wear thermal tops or bottoms when outside their housing unit.

MAJOR INFRACTIONS:

- 1) Committing or attempting to commit any activity that is defined as a crime in the Colorado Revised Statutes, whether or not you are criminally charged as a result of the incident.
- 2) Tampering with or blocking any locking device or door.
- 3) Fighting with another person.
- 4) Violating a condition of furlough, school, or work release, or inmate worker agreement.

- 5) Failing to lockdown in a timely manner when ordered and remain locked down, including while serving disciplinary lockdown time.
- 6) Altering, damaging, destroying or disposing of any County item with a value of more than \$150.00.

24. PROGRAMS AND SERVICES:

- a. The Facility offers a variety of program opportunities. There is equal access to Programs for male and female inmates. A weekly program sign-up sheet is available in the housing units and it is up to each inmate to sign up for their desired program. Availability of programs may be based upon housing classification. Signing up for a class does not guarantee being called for the class.
- b. Some of the available programs offered are:
 - 1) Religious programs and services for various denominations.
 - 2) Educational classes such as GED, Parenting, Compassion Power, Life Skills, Substance Abuse Education, drug and alcohol addiction support groups.
 - 3) Recreational programs.
 - 4) Inmate Worker program.
- c. Participation Reports are available for educational programs only and are the responsibility of the inmate to maintain.
- d. The Facility and its employees will not write Letters Of Recommendation to the Court for reconsideration and sentencing hearings.
- e. Voluntary religious practice and participation is permitted, subject to the limitations necessary to maintain facility order, safety, and security.
- f. Inmates may submit a kite request for a prayer towel, holy book, and/or religious diet (one request per kite). Prayer towels and religious diets are approved based upon request and the completion of an agreement. Holy Books may be exchanged every 90 (ninety) days. Secondary religious devices will be considered on a case by case basis and will only be approved if they do not present a threat to the safety, security, or orderly running of the facility. All secondary religious objects shall be approved by the Division Chief. Inmate commissary purchases must align with religious dietary requests.
- g. The Facility has a Chaplain available by request for your special needs, concerns, or intervention.
- h. The Inmate Worker program is available to Adams County sentenced inmates only. This includes inmates sentenced on a municipal

violation from a city within Adams County. Contact Classifications for an application to see if you qualify. Maximum security inmates are not permitted to apply for the Inmate Worker Program.

- i. Module workers are not Inmate Workers and are not entitled to any of the privileges through the Inmate Worker program. Module workers may be sentenced, pre-trial, or DOC. Pre-trial and un-sentenced inmates may volunteer to work.
- j. The Facility provides services and opportunities that encourage inmates to take responsibility for their actions through Programs.

25. **RELEASE:**

- a. Bonding information is posted in the housing units.
- b. At the time of your release, you must return Facility issued property in the same condition that you received it, taking into account normal wear and tear. Damaged property could result in new criminal charges or a rules violation and restitution being taken from your inmate account.
- c. You will receive back the property that you came in with and will be required to sign for it. If you find any of your property is missing, you will need to sign a 'Notification of Missing Property Form' (Form #4302) before you leave the Facility.
- d. Money from your inmate account will be given to you in cash if less than \$20.00, or debit card if more than \$20.00. Checks will only be issued to those inmates moving to another jurisdiction.
- e. The Facility does not provide a ride for you upon your release. If you have less than the current amount of a bus fee upon your release, you should ask the releasing deputy about getting RTD bus tokens.
- f. Inmates who have served their sentence and are being released will normally be released at 0430 am. The RTD service begins in Brighton at 0600 am. Some inmates may qualify for ride assistance to an operational bus terminal depending upon the time of day and other factors.

g. **NOTICE TO PERSONS POSTING CASH OR SURETY BONDS FOR CERTAIN LOW-LEVEL OFFENSES:**

PURSUANT TO 16-4-113 YOU MAY HAVE CHARGE(S) THAT REQUIRE THE JUDGE TO RELEASE YOU ON A PERSONAL RECOGNIZANCE (PR) BOND. A PR BOND MEANS WITHOUT POSTING ANY

MONEY YOU WILL BE RELEASED. BY LAW, YOU MUST BE ADVISED ABOUT THIS BEFORE POSTING A CASH OR SURETY BOND.

Except in **rare** cases, a personal recognizance bond **must** be ordered by the judge at your next appearance if you are charged with one of the following violations:

- a. Most traffic offenses;
- b. A petty offense or a comparable municipal offense;
- c. A petty offense property crime and the factual basis is less than \$50 value or a comparable municipal offense; or
- d. A municipal offense where there is no comparable state misdemeanor offense.

h. **LEGAL RIGHTS RELATED TO POSTING MONEY BOND PURSUANT TO SECTION 16-4-102, COLORADO REVISED STATUTES**

1. Bond fees, booking fees and other fees will never need to be paid to secure a person's release on money bond. A payor need only pay the bond amount in order to secure release

2. While never a basis to hold a defendant in jail, the following fees are chargeable as a debt to the defendant after release if the payor chooses not to pay the fees at the time of bonding: A \$10 bond fee and a maximum 3.5% credit card payment fee. No other bond-related fees may be charged at any time, including any kiosk fees or fees for payment by cash check or money order.

3. Bond payments are to be made out to the holding county and are never to be made out in the name of the incarcerated person.

4. A Sheriff must release a defendant within six hours after a personal recognizance bond is set and the defendant has returned to jail or within six hours after a cash bond has been set and the defendant has been returned to jail and the defendant or surety notified the jail that bond is prepared to be posted, unless extraordinary circumstances exist. In the event of a delay of more than six hours, a surety and the defendant have a right to know what if any extraordinary circumstance is causing the delay. Supervisory conditions do not justify a delay in release; except that a Sheriff may hold a defendant for up to 24

hours if necessary, to ensure a defendant is fitted with required electronic monitoring.

5. Anyone who posts a money bond has the right to receive a copy of the bond paperwork including documentation of the next upcoming court date.

6. A surety may never be asked to use posted money to pay a defendant's debts.

Only when defendants have posted their own money bond may they be asked if they would like to voluntarily relinquish bond money to pay their debts. Relinquishment of bond money by a defendant to pay a debt is never required and is entirely a voluntary choice by the defendant.

7. To file a complaint about violations of these provisions please send a kite to the records supervisor or once released contact the on-duty records supervisor or call 303-655-3490.

8. The defendant, and the payor of the bond, if a different person, will receive a copy of this section 25(h) and sign an acknowledgement that they received this documentation.