

Inmate Jail Rules JOM section 1600

POLICY 1600

Orientation and Jail Rules:

To maintain inmate discipline within Jail Operations, a set of rules and regulations has been established that specifies violations and sanctions. Inmate rights will be recognized, and responsible inmate behavior will be required at all times. An efficient operating facility, safe working conditions for jail staff and the security of the inmate population are the primary objectives for the enforcement of jail rules. New inmates will be informed of jail rules at the time of admission.

1600.1(a)

The following critical jail rules are posted at Medical Triage and Un-cuff:

1. Inmates must obey all directives of staff
2. Inmates must be respectful to staff
3. Inmates cannot create a disturbance in the jail

1600.1(b)

Violation of these rules may result in loss of privileges (dayroom, recreation, phones and visits) and placement into Isolation for disciplinary reasons.

1600.1(c)

Jail rules and programs and services are posted throughout each facility in the dayrooms, outdoor recreation, and other areas.

1600.1(d)

Inmates are required to read, understand and comply with inmate orientation provisions and jail rules. Any violation of laws or jail rules may result in jail discipline and/or criminal prosecution. If there are any questions, inmates should ask a member of the jail staff for clarification.

Orange County Jail Rules

1600.2(a): Orange County Jail Rules

Inmates are required to read, understand, and comply with all inmate orientation provisions and the Jail Rules. If there are any questions, ask a member of the jail staff for clarification.

1600.2(b) : Obeying Jail Staff

1. Inmates shall obey all directives immediately and completely.
2. Inmates shall not make false statements to jail staff.

1600.2(c): Addressing Jail Staff

1. At all times, inmates shall treat staff and visitors with courtesy and shall address them with their proper title such as "Deputy," "Sir," "Nurse," etc.
2. At no time will any staff member be addressed by his/her first name.

1600.2(d): Smoking

Smoking is not permitted inside any Orange County Jail facility. Possession of any tobacco products and/or paraphernalia is prohibited, (e.g., lighters, matches, rolling paper or any other items used for smoking).

1600.2(e): Housing Assignments and Movement

1. No inmate will occupy a bunk other than the one assigned him/her.
2. At no time will an inmate be permitted in a sector/tank/tent/barrack or cell to which the inmate is not assigned.
3. Any unescorted inmate at the Central Jail Complex or Theo Lacy facility will have in his/ her possession a movement pass or module card which will be presented at each Guard Station. Inmates are not to proceed further until directed to do so.
4. Inmates will return his/her movements pass to a deputy upon returning to the module.
5. Inmates directed to move through any jail facility will proceed promptly and as follows:
 - Unless otherwise directed, remain along the right hand side of the corridor.
 - If floor markings are present, inmate must follow the markings.
 - Single file.
 - No talking permitted.
 - Hands in pockets.
 - Stay clear of all phones and alarms.
 - Inmates may not enter marked unauthorized areas.
 - Inmates must walk at all times. Running is not permitted.
6. Carrying or passing any article from one housing area to another is forbidden.

1600.2(f) : Communications

1. Inmates are not permitted to communicate in any manner with persons not in custody, except as authorized by the jail staff.
2. Inmates will not communicate with other inmates outside their immediate housing area without prior approval of the jail staff.

1600.2(g) : Reveille

1. Inmates shall arise for reveille when announcement is made.
2. Inmates shall dress in full jail issue clothing and workers shall shave prior to the morning meal.
3. Men's full jail issue clothing consists of:
 - Underwear
 - T-shirt
 - Socks
 - Jumpsuit or pants and shirt
 - Shoes
4. Women's full jail issue clothing consists of:
 - Underwear
 - Bra
 - Jumpsuit or pants and shirt
 - T-shirt
 - Sweatshirt (optional)
 - Socks
 - Shoes
5. Inmates shall remain in full jail issue clothing between the hours of reveille and lights out while in the dayrooms, common areas or outside their cell. At all times, jumpsuits will be worn buttoned up, sleeves, pant legs and collars down. Alterations to

jail issue clothing may be considered damage to jail property and the inmate may be subject to disciplinary action. The wearing of any item that is not facility issue clothing (e.g., headbands, etc.) is prohibited.

6. Inmates shall make their bunks up neatly and keep them that way between reveille and lights out unless the bunk is in use by the inmate. Whenever inmates are at ease on their own bunks, they may be permitted to cover themselves with blankets, provided that sufficient anatomy is exposed to establish the presence of a person.

1600.2(h) : Count

1. During the count, inmates shall stand near their bunks unless otherwise directed by jail staff.
2. Inmates will respond to the deputy as directed during the count.
3. Talking, horseplay, or other disruptions are not permitted during the count.

1600.2(i) : Attending Meals

1. Inmates will be called on line for meals by jail staff.
2. Inmates desiring to attend or receive a meal must be dressed in full jail issue clothing and come on line promptly.
3. Inmates who do not wish to attend or receive a meal must remain in their housing location.
4. Inmates will be afforded a reasonable amount of time to eat.
5. Upon completion of the meal, inmates will proceed directly to their assigned housing location.

1600.2(j) : Conduct During Meals

1. Inmates will conduct themselves in an orderly manner at all times.
2. No food may be removed from the dining hall.
3. Food may not be passed from one table to another.
4. Food must be handled so as to keep the dining halls and tables neat.
5. Conversation will be limited to the inmates at each table.
6. When the deputy announces the end of the meal, all inmates will promptly line up to turn in plates, utensils and any unconsumed food.

1600.2(k) : Dayrooms/Recreation Areas

1. Inmates shall have access to their assigned dayrooms according to approved schedules. Jail staff will regulate inmate movement into and out of the dayroom.
2. When dayroom is given, all inmates shall move promptly to their assigned dayroom.
3. Inmates in dayrooms shall be in full jail issued clothing at all times.
4. Shower shoes may be worn to and from the showers only, unless authorized by the Facility Commander.
5. Dayroom supplies will not be removed from dayrooms.
6. Newspapers shall remain in the dayrooms at all times. Newspapers may not be torn or cut in any manner. Any portion of a newspaper found in any area other than the dayroom or on an inmate's person will be considered contraband and the inmate may be subject to disciplinary action.
7. Blankets, sheets, or other bedding are not permitted in the dayroom. Bedding shall not be used for table cloths, hammocks, etc. All bedding shall remain on the bunk.
8. Tampering with any television set may result in disciplinary action being brought against the inmate. The television may be removed as a result of tampering.
9. Dayrooms will be left in a neat, orderly condition.

10. Moveable chairs shall remain in designated areas.

1600.2(l) : Games and Recreation

1. Inmates may attend scheduled recreation periods and may, while in the dayroom, utilize the games and supplies issued to that dayroom. Violating any jail rules while in the dayroom/ outdoor recreation area, or damaging any books, games or equipment, may result in loss of recreation privileges.
2. Gambling in any form is not permitted.
3. Roughhousing, horseplay or physical exercise by use of the jail fixtures is not permitted.
4. The practice of tattooing, body piercing, body branding and body art is not permitted.

1600.2(m) : Property

1. Inmates may only possess items that have been issued by jail staff, purchased through commissary, permitted at the time of booking, permitted to be received through the mail, or by court order. All other items shall be considered contraband and will result in the item being confiscated. Disciplinary action may also be taken.
2. Articles, including food items, personal hygiene items, etc., will not be accepted from individuals or via the mail.
3. A reasonable number of letters may be kept by an inmate in his/her cell, if the letters are neatly maintained in an expandable folder. Any excess mail must be discarded or mailed out of the facility at the inmate's expense.
4. Inmates may have in their cell a reasonable number of photographs no larger than 8 x 10 inches. Photographs must be kept in a folder and may not be affixed to walls, ceilings, bars, bunks, fixtures, or any part of the building. All excess photos are to be mailed out of the jail at the inmate's expense.
5. Inmates may only possess the items of clothing issued to them and one complete issue of jail bedding.
6. No food, except that sold in commissary or provided during in-cell feeding, will be permitted in housing areas.
7. Handcrafted or altered items made by inmates are not permitted and will be considered contraband.
8. Possession of articles issued or belonging to another inmate, such as clothing, bedding, commissary, or personal property, is not permitted. The inmate in possession of such property may be punished for a violation of jail rules and the incident may be handled as a criminal matter.
9. No inmate will possess more than a combination of five books and/or magazines. Excess items shall be discarded or mailed out of the facility at the inmate's expense.
10. Unauthorized possession or hoarding of medications is not permitted. Possession of another inmate's medication is not permitted.
11. Obscene publications or items as determined by the Facility Commander, and mail containing obscene publications are not permitted (Obscene publications include, but are not limited to, photographs showing penetration, oral copulation, defecation, urination or ejaculation. Personal photographs that display nudity of any kind or items that are sexual in nature are not permitted).
12. Any item intending to incite murder, arson, riot, violent racism, or any other form of violence or criminal activity is unacceptable.
13. Any item concerning unlawful gambling or an unlawful lottery shall be prohibited.

1600.2(n): Buying, Selling, Trading

1. Inmates are not permitted to buy, sell, trade or give away any item of value to any inmate or member of the jail staff.
 2. Possession of any type of currency by an inmate is not permitted.
-

1600.2(o): Court

1. When called on line for court, inmates will respond promptly and be in full jail issue clothing.
2. Only articles relating to the court action and an approved handkerchief may be taken to court.
3. Inmates have an opportunity to comb their hair and prepare for court prior to transport.
4. In Propria Persona (Pro-Per) inmates may take legal books, documents or papers necessary for their court action.

1600.2(p) : Cleanliness

1. Each inmate will be responsible for keeping their assigned bunk and property box neat and orderly.
2. Responsibility for maintaining the cleanliness of each housing area shall be shared by the inmates assigned to that housing area.
3. Inmates who refuse or neglect to perform their assigned duties will be subject to disciplinary action.
4. Inmates shall shower regularly and maintain a good general appearance.
 - Inmates who fail to do so will be subject to disciplinary action.
 - Shower areas will be available daily at times specified by the jail staff.
5. All inmates are required to conform to the grooming standards established in which they are housed.
6. Workers must abide by worker standards.
7. Inmates must dispose of all waste matter in the receptacles provided for that purpose.
 - Depositing trash in the toilets or urinals is not permitted.
8. Inmates shall not spit on jail floors, walls, ceilings or any place other than a toilet or urinal.

1600.2(q) : Lights Out

1. At the discretion of jail staff, designated inmates may use the dayroom after lights out.
2. Between the hours of lights out and reveille, all inmates will remain on their assigned bunks quietly, except when it is necessary to use toilet facilities.

1600.2(r) : Security Devices/Wristbands

1. Tampering, or the attempt to tamper with any manual or automatic door, telephone, window, vent cover, light, or any other security or building device is not permitted and may be handled as a violation of jail rules and/or by criminal prosecution.
2. At all times, every inmate will have a jail issued identification wristband properly worn on their wrist with their complete name and booking number written on the band.
3. Tampering with or removing the identification wristband issued at booking is a violation of jail rules which will result in disciplinary action.
4. Inmates are prohibited from coming into contact with any part of any security fence or door.
5. Non emergency use of the in-cell Emergency Communication Button is prohibited.

1600.2(s) : Destruction of Jail Property

1. Destruction of jail property and the writing or marking upon any part of the jail is not permitted and is punishable as a Felony or Misdemeanor under California Penal Code Section 594 and 4600.
2. Burning of any material is not permitted and may be handled as a violation of jail rules and/or by criminal prosecution.
3. No items will be affixed to any walls, ceilings, bars, bunks, fixtures, property box or any part of the building.

1600.2(t) : In-Custody Contact

1. Personal Contact:

- Any inmate who engages in lewd or lascivious acts with the appearance of arousing, appealing to, or gratifying the lust, passions or sexual desires of themselves or others is in violation of "Personal Contact".
 - Inmates shall avoid deliberately placing themselves in situations, or behaving in any way that will encourage sexual activity.
 - Inmates will not to solicit or engage in sexual activity with other inmates.
2. Discipline by Inmates:
- "Kangaroo Courts" (mock courts set up by inmates) and/or "Sanitation Committees" (inmate committees set up to enforce sanitation rules) are illegal in any California Jail.
 - No inmate will inflict punishment upon another inmate.
 - Inmates involved in the above actions will be subject to immediate discipline and/or prosecution.
3. Fighting and Horseplay:
- Inmates shall not fight or engage in physical horseplay. This includes wrestling, hitting, or any other physical engagement.

Inmate Information

1600.3(a) Visiting and Communications

1. It is a misdemeanor violation of California Penal Code Section 4570 for any unauthorized person to bring into or take from any jail any letter to or from any inmate.
2. Visitors who have been released from jail or prison within the preceding sixty (60) days are ineligible to visit; however, visits between blood relatives (i.e., mother, father, sister, or brother, or a spouse) may be permitted.
 - Penal Code Section 4571 prohibits persons convicted of a felony, and who have served time in any California State Prison, from entering upon the jail premises without permission of the Watch Commander.
3. Visitors must be at least eighteen (18) years of age or accompanied by an approved adult visitor such as a parent, legal guardian, or have written, notarized permission to visit from the child's parent or legal guardian. Visitors will be required to produce satisfactory identification.
4. The following will be the only acceptable forms of identification for visiting purposes:
 - Valid U.S. Government issue picture ID card (including Drivers license and Identification cards)
 - Passport
 - Military Identification
 - US Issued Naturalized Citizen Card
 - Matricula Consular Card issued after April 22, 2002
5. Upon prior request and approval of the Watch Commander, unaccompanied minor children may visit any relative in custody.
6. Visits will be a minimum of one-half hour. A minimum of two visits totaling at least one hour per inmate per week should be made available. Specific visiting times are posted at each facility.
 - Official visits are permitted any time of the day, without time restriction.
 - Weekenders do not receive public visits.
 - Inmates are permitted only one public visit per day.
7. Inmates are not permitted to take property of any kind with them to a visiting session without prior approval from jail staff.
8. If contact visits are permitted, they will comply with the facility policy.

1600.3(b) Mail

1. There is no limit on the amount of mail an inmate may send or receive. There is no limit to the number of pages permitted in either incoming or outgoing letters. There is a limit of 10 pages of additional photocopied or printed material, including photographs, inside each envelope that is mailed in to inmates. All outgoing mail must be delivered unsealed to a Deputy or mail drop box.
2. Legal Mail - Inmates may correspond confidentially with state and federal courts, any member of the State Bar or holder of public office, the State Board of Corrections, or the Division Commander. Legal mail may be sealed by the inmate in the presence of a Deputy and after the mail has been inspected for contraband. The Deputy will initial the letter across the seal and include his/her badge number.
3. Incoming confidential/legal mail may be checked for contraband, checks, or money orders, provided the mail is opened in the presence of the inmate.
4. Outgoing mail must have the inmate's name and address in the upper left corner on the front side of the envelope. Mailing addresses are as follows:

Intake and Release Center (IRC), Central Men's Jail (CMJ) or Central Women's Jail (CWJ)

INMATE'S NAME and Booking Number

550 N. Flower Street

Santa Ana, CA 92702

For inmates at Theo Lacy Facility (TLF)

INMATE'S NAME and Booking Number

501 City Drive South

Orange, CA 92868-3390

For inmates at James A. Musick Facility (JAMF)

INMATE'S NAME and Booking Number

13502 Musick Road

Irvine, CA 92618

5. No writing or marks other than the inmate's name and address and the name and address of the person to whom the letter is being sent, or proper directions to the post office, will be permitted on the envelope.
6. All letters must contain the correct amount of postage and a valid return address.
7. Incoming mail may not exceed 9x12 inches (legal documents and material are exempted).
8. Inmates will be permitted to receive through the mail any newspaper, magazine or paperback book. All books must be new and ordered through an online bookstore (e.g.: Amazon.com, BarnesandNoble.com, etc.) and shipped directly to the jail facility.
9. Books may not be purchased at a store and shipped to the jail facility.
 - The package must be accompanied by an invoice listing the purchaser, recipient, contents, and the name of the online store.
 - Exceptions to this policy must be made by the Division Commander.
10. Inmates may correspond with other inmates in any Orange County Jail facility only via the U.S. Postal Service.
11. Packages will not be accepted and will be returned to the sender, unless previously approved by the Watch Commander.
(Photos arriving in letters must be in accordance with all sections of Jail Rule 12).

1600.3(c) Phone Calls

1. The law requires that arrested persons must be provided the opportunity to make three (3) completed telephone calls within three (3) hours after arrest (CPC 851.5), or supplemental booking.
 - During the normal booking process, additional non-collect phone calls are available in a number of holding cells.
 - If a custodial parent, two (2) additional phone calls may be made to arrange for child care.
 - Phone calls after the time of booking will be permitted by use of housing phones. Phones are available in housing areas, tanks and roof recreation areas. All calls after booking will be made COLLECT to the receiving party. If good cause exists, an inmate may make a non-collect phone call, if approved by the Housing Sergeant. The inmate stating the necessity for the call must submit an Inmate Message Slip.
 - Telephone availability is also afforded to inmates classified as Administrative Segregation and medical. Limited telephone availability is afforded to inmates housed in isolation for disciplinary reasons.
 - Hours and phone availability will be determined by the Facility Commander.
 - Inmates may not receive telephone calls at any Orange County Jail facility.

1600.3(d) Jail Message Forms

1. Inmate Message Slips will be used by inmates when they desire to communicate in writing with the staff of the Orange County Sheriff's Department, or with persons at other county agencies within the Civic Center Complex. Forms are available from the jail staff. Other written inmate communications will be via United States Postal Service.
2. Inmates desiring to be placed on sick call, or desiring to talk with a member of the medical, dental or mental health staff will complete the pink Inmate Medical Message form and place it in the locked box located in the designated areas throughout each facility. Inmates may request a "confidential contact" by stating so on the message form without describing the nature of the medical need.
3. Requests for legal books will be submitted by the inmate to the deputy on an Inmate Message Slip.
4. Appeals of punishment may be submitted on an Inmate Message Slip.

1600.3(e) Personal Street Clothing Exchange

1. One exchange of, or addition to personal street clothing, will be permitted during an inmate's incarceration, provided existing clothing is insufficient, improper, or not suitable for court.

1600.3(f) Prescription Eyeglasses and Contact Lenses

1. Inmates will be allowed to possess prescription eyeglasses or eyeglasses that are necessary for reading. Eyeglasses containing a metal frame or metal temple (arm) or glasses with tinted lenses will not be allowed for security reasons. Plastic eyeglasses with metal reinforcement in the plastic temple (arm) or plastic glasses containing a metal hinge will be allowed. Prescription eyeglasses received at Attorney Bonds or Visiting that comply with the requirements listed in this section will be screened by security staff and delivered to the inmate. Reading glasses (non-prescription) received from Inmate Services will be screened by security staff and may then be delivered to inmates by Inmate Services volunteers and chaplains.
2. Inmates may have new contact lenses mailed to them, and they may have up to 12 lenses in their possession at a time. Contact lens solution and contact lens cases may only be obtained by requesting these items on a Medical Message Slip sent to the medical staff.

1600.3(g) Inmate Cash Account

1. Inmates may have money (cash); city, county, state or United States Government checks; and money orders deposited to their account at the Cashier's Office. Money orders shall be made out to the Orange County Sheriff's Department and the inmates

name and booking number must be annotated in the reference line of the money order. These will be credited to the inmate's account, not to exceed \$500.00.

2. Money orders may also be sent by mail to an inmate for deposit to their account. The money order must be made out to the Orange County Sheriff's Department and the inmates name and booking number must be annotated in the reference line of the money order.
3. Funds may not be transferred from the account of one inmate to the account of another inmate without the permission of the Watch Commander.

1600.3(h) Emergencies

1. During any emergency, all inmates shall await instruction from jail staff.
2. In the event of an ill or injured inmate, all other inmates will return to their assigned bunk until jail staff has removed the ill or injured inmate.
3. Falsely reporting an emergency condition is not permitted and will result in disciplinary action.

1600.3(i) Inmate Voting Procedure

1. Inmates who would like to participate in local, state and Federal elections should contact the Registrar of Voters for information and materials. Registrar of Voters PO Box 15467 Santa Ana CA 92735-9910

1600.3(j) Classification of Inmates

1. After booking, each inmate will be interviewed by a Classification Deputy to determine the inmate's housing assignment. Background information is reviewed so that inmates of similar charges and personal dispositions are housed in the same or similar housing units. Changes can be made based upon inmate behavior or by a request to the Classification Sergeant. Any inmate may appeal his/her classification assignment at any time, but no more frequently than thirty (30) days from the last review. Inmates requesting a review must submit an Inmate Message Slip to the Classification Sergeant. All inmates will be provided with a written response to their respective request(s).

1600.3(k) Meal Service

1. Each inmate will be offered three meals each day.
2. Meal times are at approximately 5:00 a.m. (breakfast), 11:00 a.m. (lunch) and 4:00 p.m. (dinner). Inmates in the booking or transfer process on the first floor will be offered a sandwich sack lunch. The jail menu and food items comply with all California state standards.

1600.3(l) Medical / Dental / Psychiatric Care

1. Prior to being booked into the Intake/Release Center each person will be screened by a member of the Correctional Medical Services staff. If after booking an inmate wishes to request routine, non-emergency, medical attention they must submit an Inmate Medical Message slip to the medical staff. Slips are available from the medical staff or a deputy. Completed forms are to be deposited in the designated collection box in each module.
2. Sick call will be conducted on a daily basis by medical/mental or dental health care professionals, depending upon the nature of the inmate's complaint. Inmates found to be hoarding medications or possessing another inmate's medication will be subject to disciplinary action.
3. If at any time an inmate expresses the need for immediate medical attention or if the deputy determines that an inmate requires immediate medical attention the medical/ mental health staff will be informed immediately.

4. AIDS testing is available through Correctional Medical Services. Inmates may contact the nursing staff on an Inmate Medical Message Slip for testing.

1600.3(m) Recreation Programs

1. Tabletop games, books and newspapers are provided to inmates in their dayrooms. Each inmate will also be offered an opportunity to have a minimum of three (3) hours of outdoor recreation each week. Volleyball, handball and basketball are sports available in the outdoor recreation yards. Outdoor recreation availability is dependent upon weather conditions, court appearance schedules, etc.
2. Televisions are provided in housing dayrooms. Program selections are made by the Recreation Director.

1600.3(n) Jail Clothing and Hygiene

1. Bed sheets, towels, under and outer garments and socks are exchanged two times each week. Inmates are required to shower regularly to prevent an offensive and unhealthful state of body hygiene. Personal grooming items are provided to inmates who do not have money.

1600.3(o) Commissary

1. Inmates may purchase commissary items three times each week. Order forms are distributed three times a week.
2. Inmates without sufficient funds can order a Welfare Pack (per Title 15) of hygiene and stationary items twice per week.

1600.3(p) Inmate Work Assignments

1. Pre-trial inmates may be screened for work opportunities in the Intake/Release Center. The inmate's classification, health status and the need for workers will be considered in the selection process.
2. Inmates do not earn pay for their work assignment; however, working inmates earn credit for acceptable service. One (1) day "work time" credit for each 6 days served, will be deducted from their sentence.

1600.3(q) Jail Records Information

1. Inmates requesting information regarding their bail, sentence expiration date, warrants, out of county holds, etc., may submit an Inmate Message Slip to the housing deputy. Inmates must include their full name, booking number, date of birth and housing location, when they submit their request.

Violations by Inmates

1600.4(a)

MINOR VIOLATION: Deputies may counsel the offender, or with the approval of a sergeant or lieutenant, assign up to four (4) hours extra duty, or deny the inmate certain privileges, such as dayroom for up to five (5) days for each violation.

1. MINOR VIOLATIONS (partial listing):
 - Failure to rise for reveille
 - Straggling/disrupting
 - Not dressed in full jail issue
 - Failure to have bunk made up properly
 - Failure to clean assigned cell/area
 - Taking food from dayrooms
 - Passing food from table to table in chow hall
 - Possession of contraband

- Failure to maintain personal hygiene
- 2. Minor Violation Appeal Procedure: Any inmate wishing to appeal a minor violation must submit a written request within forty-eight (48) hours to the appropriate Sergeant. The Sergeant will review and advise of decision.

1600.4(b)

MAJOR VIOLATIONS: Deputies will prepare a report and submit it to a supervisor.

1. MAJOR VIOLATIONS (partial listing):
 - Fighting
 - Creating a disturbance
 - Failure to obey a directive
 - Insubordination or disrespect
 - Possession of contraband which would pose a security threat
 - Theft
 - Tampering with a security device
 - Destruction of jail property
 - Unauthorized movement
 - Habitual violation of rules
 - Removal of wristband by inmates
 - Smoking
2. Disciplinary Process Major Violations:
 - Major Violations of jail rules will result in a disciplinary hearing.
 - Inmates will receive a copy of the Notice of Disciplinary Violation, on which the rule violation will be documented.
 - Disciplinary hearings will take place no sooner than twenty-four (24) hours and no later than seventy-two (72) hours after the report is filed and the inmate is notified of the charges, unless waived by the inmate and so noted on the form.
 - At the conclusion of the hearing, the Hearing Officer will prepare a Disciplinary Hearing Report and submit it along with a copy of the Notice of Disciplinary Violation and any Jail Incident Reports to the Disciplinary Officer for final disposition and imposition of punishment if required.
 - Inmates will be formally advised in writing of the Disciplinary Officer's decision on an Inmate's Advice of Punishment Report.
3. Major Violation Appeal Procedure
 - Appeals of punishment may be made in writing on an Inmate Message Slip to the Division Commander and must be submitted within fourteen (14) days of the violation. Appeals submitted after this period will not be considered timely and will not be evaluated. The Division Commander will review the incident and advise the inmate of the decision on an Inmate's Advisement of Appeal form.

1600.4(c) Criminal Conduct

1. If the incident involves criminal conduct, the matter may be referred to the Orange County District Attorney's Office for prosecution.

1600.4(d) Good Time Credit

1. All inmates will receive one (1) day "good time" credit to be deducted from their sentence for each six (6) days of sentence served, unless they violate jail rules. Violation of jail rules may result in the reduction or loss of good time credits.

1600.5 Inmate/Detainee Grievance Procedure

1600.5.1 - Purpose

The Department endeavors to meet the legitimate needs of the inmates/detainees in its custody. It also recognizes that problems relating to conditions of confinement can and do arise, and can seem especially significant to inmates/detainees who have limited control over their own circumstances.

The grievance procedure is a formal process for an inmate/detainee to address a specific issue or condition of confinement that personally and directly affects him/her. It provides a positive outlet for the expression of concerns, and facilitates their fair and appropriate resolution. It also reduces the likelihood that inmates/detainees will resort to misconduct as a means of handling their real or perceived problems. In these ways, the grievance procedure improves custody operations.

In order to exhaust administrative remedies as required by the Prison Litigation Reform Act (PLRA), the inmate/detainee must follow the grievance procedure outlined in this section.

1600.5.2 - Allowable Grievances

1. Any inmate/detainee may file a grievance related to any condition of confinement, including but not limited to:
 - Medical Care
 - Classification Actions
 - Program Participation
 - Telephone, Mail, and Visiting Procedures
 - Food, Clothing, and Bedding Issues
 - Disability Discrimination
2. The grievance procedure is not to be used for disciplinary appeals. The disciplinary appeal process is covered in JOM Section 1602.6.
 - Staff will accept disciplinary appeals even if they are on the wrong form and will forward them pursuant to JOM Section 1602.6.
3. An inmate/detainee may not file a grievance on any issue which the Department has no control over, such as
 - Federal, State, or Local Laws
 - Judicial Proceedings or Decisions of the Courts
 - Probation or Parole Actions
4. If a grievance is invalid, staff will document the specific reason on the form. Staff will provide the inmate/detainee with a copy and forward the original to Inmate Records for inclusion in the inmate's/detainee's records file.
 1. Invalid grievances will not be entered into the grievance database and will be kept only for documentation purposes.
 2. Staff may act on an invalid grievance if it is in the best interest of the Department.

1600.5.3 - Initiating a Grievance

1. Inmates/Detainees may utilize the grievance procedure regardless of disciplinary status, housing location or classification.
2. Grievance forms are available in all housing locations.

3. Any staff member who receives a verbal or written request for a grievance form shall, as soon as practical, provide one to the requesting inmate/detainee.
4. The grievance procedure is to address the specific concerns of the individual inmate/detainee filing the grievance.
 1. The inmate/detainee shall place a single complaint with related issues on a single grievance form. If multiple, unrelated issues are included on a single form, staff will return the form to the inmate/detainee and instruct him/her to submit a separate form for each unrelated complaint.
 2. An inmate/detainee shall not submit a grievance on behalf of another inmate/detainee or group of inmates/detainees. Petitions or joint grievances involving multiple inmates/detainees will not be accepted.
 3. This shall not prevent an inmate/detainee from obtaining assistance in preparing or filing a grievance (e.g. – family, attorney, or other inmates/detainees).
5. Illiterate, disabled, or non-English speaking inmates/detainees shall be provided assistance, upon request.
6. All properly completed grievance forms shall be submitted within 14 calendar days of the alleged incident. Any grievance form submitted after 14 days will be considered invalid. The inability to obtain assistance is not a valid reason for exceeding the time limit for submissions.
 1. The inmate/detainee may drop the completed grievance form in any grievance drop box. These boxes are located throughout the facility and accessible to all inmates/detainees. The grievances will be retrieved by the sergeant responsible for the area where the box is located.
 2. The inmate/detainee may submit the grievance form directly to sworn staff.
 1. Any grievance form submitted to non-sworn staff will be considered invalid.
 2. If at the time of submission the staff member who receives a completed grievance form determines the grievance is actually a request (i.e. – sentence ending date, law book request, haircut, etc.) he/she will check the “Handled as Inmate/Detainee Request” on the form and process the form as a request.
 3. The receiving staff member will legibly print his/her name and PID number and enter the date/time of submission on the “Received By” line of the grievance form.
 4. If the sworn staff member can resolve the grievance upon receipt from the inmate/detainee, he/she shall document the resolution in the appropriate sections of the grievance form and assign the grievance a jail incident number (JI number). The staff member will write his/her name and PID number and the date/time of return on the “Response Returned to Inmate/Detainee” line of the grievance form. The staff member will provide the inmate/detainee a completed copy, and place the original completed and signed form in the area’s grievance box for supervisor review, database update, and distribution.
 5. If the staff member cannot resolve the issue, he/she will assign the grievance a JI number and deliver the grievance to the area sergeant before the end of the shift.

1600.5.4 - Supervisor Responsibilities

1. At least once per shift, each sergeant will collect all new grievances from the locations in his/her area of responsibility.
2. The sergeant will review all submitted grievances and determine the appropriate level at which to handle them. This may include delegation to a deputy, assignment to another sergeant or forwarding to the facility administrative lieutenant. The sergeant may also

elect to handle the grievance personally. The sergeant will write the name of the assigned staff member and the date/time on the "Assigned To" line of the grievance form.

3. The sergeant will assign a JI number to each grievance submitted without one. Grievances received by staff already have a JI number.
4. The sergeant will enter the grievances into the grievance database.
5. The sergeant or his/her designee will distribute the grievances to the assigned staff.
6. When the assigned staff member returns the grievance to the sergeant, the sergeant will update the grievance database and forward the completed grievance to the facility administrative sergeant for review, distribution, and filing.

1600.5.5 - Grievance Resolution

1. All grievances will be resolved at the lowest possible level. If the assigned staff member is unable to resolve the issue, the form will be forwarded to the next highest level in the chain of command. The chain of command for the grievance process shall be as follows: Deputy, Sergeant, Facility Administrative Lieutenant, Division Commander.
2. Staff investigations and responses shall be completed within a reasonable amount of time. Reasonableness will be based on the type and scope of the grievance submitted, but all grievances will be acted on within five working days of receipt.
3. All grievance forms will detail the resolution, including any corrective actions taken.
4. Grievances that are denied or cannot be resolved will have written reasons for the denial from each level of review which acted upon the grievance.
5. The facility administrative lieutenant will review all completed grievances. The administrative sergeant will ensure the grievance database has been updated, the original grievance filed, and a copy placed in the inmate's/detainee's records jacket.

1600.5.6 - Grievances Requiring Special Handling

1. If the grievance is a complaint about staff misconduct, the sergeant will enter it into the grievance database and follow the procedures in Policy 340 – Disciplinary Policy and Policy 1020 - Personnel Complaint Procedure for the investigation of citizen complaints.
 1. Return a copy of the grievance form to the inmate/detainee with "The matter is being investigated." in the staff response section.
 2. Document the complaint on an intra-department memorandum form, include any recommendations, attach a copy of the original grievance, and forward it to the watch commander or bureau commander.
 3. A copy of all ICE detainee grievances alleging staff misconduct must be forwarded to ICE/ERO.
2. If the grievance is about a medical or disability issue, the sergeant will enter the grievance into the database and forward it to the facility administrative sergeant.
 1. The administrative sergeant is the facility Americans with Disabilities Act (ADA) coordinator.
 2. The administrative sergeant will forward medical grievances to the Correctional Health Services (CHS) administrative manager for resolution.
 3. The CHS administrative manager will notify the administrative sergeant at the facility where the grievance originated when the grievance has been resolved.
 4. A copy of all medical grievances will be kept in the inmate's/detainee's medical jacket.
3. If the grievance is about an Inmate Services Division (ISD) issue, enter the grievance into the database and forward it to the facility administrative sergeant.

1. ISD includes Correctional Programs, Food Services, and Commissary.
2. The administrative sergeant will forward the grievance to the appropriate ISD contact.
3. The ISD will notify the administrative sergeant when the grievance has been resolved.
4. If the issue has already been resolved by sworn staff, the administrative sergeant will forward a copy to ISD for informational purposes.

1600.5.7 - Grievance Appeals

1. Any staff member who receives a verbal or written request for a grievance appeal form shall, as soon as practical, provide one to the requesting inmate/detainee. The form is the same for initial grievances and appeals.
2. In the event an inmate/detainee is dissatisfied with the outcome of the actions taken at the initial level, the grievance may be appealed to the next highest level.
3. All appeals must be submitted in accordance with all procedures established for submitting an initial grievance.
4. Any grievance appeal must be submitted within 14 days of notification of the previous grievance outcome.
5. The inmate/detainee must include the original jail incident number from the top right corner of the initial grievance in the appropriate field. The inmate/detainee must mark the form "APPEAL".
6. The appeals process will be considered exhausted when the inmate's/detainee's grievance has been reviewed by the division commander.

1600.5.8 - Emergency Grievances

1. The grievance procedure is a written procedure. As such, it may not be conducive to resolving true emergencies. Inmates/Detainees should immediately notify staff of any emergency.
2. An emergency grievance involves an immediate or imminent threat to a detainee's health, safety or welfare.
3. When staff receives a grievance marked as an emergency, or determines a grievance may be an emergency, staff will
 1. If necessary, move the inmate/detainee and any other inmates/detainees potentially affected by the issue, to a safe location pending the grievance review and resolution.
 2. Deliver the grievance to a supervisor immediately.

1600.5.9 - Protection from Retaliation

1. Staff shall not harass, discipline, punish, or otherwise retaliate against an inmate/detainee who uses or participates in the grievance process.
2. The inmate/detainee may pursue any alleged or threatened retaliation through the grievance procedure.

1600.5.10 - Grievance Procedure Abuse

Abuse of the grievance procedure is defined as the misuse of the process through excessive frivolous complaints or continued complaints of previously resolved issues. The Division Commander or his/her designee has final determination of what is considered grievance procedure abuse.

1. It shall be considered an abuse of the grievance procedure to file a grievance on an issue that has already been resolved.
2. Abuse of the grievance procedure will be considered a violation of jail rules and is subject to appropriate disciplinary action.
3. Discipline resulting from grievance procedure abuse is not considered retaliation as covered in 1600.5.9.

Orange County Correctional Programs

1600.6(a)

For assistance or information on the following programs, an inmate message slip should be addressed to Correctional Programs, noting which program you are interested in.

1600.6(b) Academic Programs/Classes

1. General Education Development (GED)
2. High School Subjects Class
3. English as a Second Language (ESL)
4. Adult Basic Education (ABE)
5. United States Government/Citizenship
6. Basic Literacy Program – Provides 1 on 1 tutoring for inmates who are unable to read or write.

1600.6(c) Developmental Programs/Classes

1. Substance Abuse Class
2. Domestic Violence Class
3. Anger Management Class
4. Positive Parenting Class
5. Health Class

1600.6(d) Vocational Education Programs

1. Computer Business Skills Class
2. Vocational Job Training Classes – Provides basic skills training for a variety of occupations.
3. Job Development Skills Classes – Guides inmates through abilities testing, application preparation, resume writing, etc.

1600.6(e) Religious & Inspirational Programs

1. The Orange County Sheriff's Correctional Programs Unit offers religious services in several denominations. These services are offered in English, Spanish, and Vietnamese.
2. Individual pastoral counseling is also available upon request.

1600.6(f) Law Library

1. For Law Library books assistance fill out an inmate message slip addressed to "Law Library."

1600.6(g) Great Escape Program

1. This program helps inmates who want to continue substance abuse treatment after they have been released.
2. Great Escape helps arrange inpatient and outpatient treatment upon request.

1600.6(h) Re-Entry Center

1. Re-entry Center was developed to assist inmates make a seamless transition from jail back into the community.
2. Some of the services offered at the Resource Center are referrals to residential treatment programs, sober living homes, counseling, educational assistants, employment information, bus passes, clothing and shelter information.

1600.6(i) Criminon Program

1. Criminon program is a self-study life skills class.

1600.6(j) Disability Discrimination Allegations

1. The Americans with Disabilities Act (ADA) provides in general that no disabled individual shall be excluded from participation in or denied benefits of services, programs or activities of a public entity based upon the disability. If you believe that you are the subject of such discrimination, use the grievance procedure set forth in these ORANGE COUNTY JAIL RULES. You must also indicate in the box provided on the Inmate Grievance Form that the grievance is "disability related". Any such grievance should be directed to the facility ADA Coordinator identified as the Administrative Sergeant of the jail facility where you are housed.

The telephone numbers to contact the applicable ADA Coordinators are as follows:

- Central Jail Complex 714-647-6015
- Theo Lacy 714-935-6954
- James A. Musick 949-855-2615