

**Miami-Dade County**  
Corrections and Rehabilitation  
Department

# Inmate Handbook



*Delivering Excellence Every Day*

### **Message from the Director**

You are now in the care of the Miami-Dade Corrections and Rehabilitation Department (MDCR). While it is evident that your stay with us is the result of circumstances or events beyond the Department's control, we pledge that during your stay you will receive quality care from our professional staff.



This handbook is provided to help answer questions that you may have during your confinement in the Miami-Dade County jail system. One of our objectives is to protect your rights. It is also very important that you respect the rights of your fellow inmates, MDCR personnel, contractual personnel, volunteers and visitors. It is therefore important that you make yourself familiar with this handbook. It contains valuable information about many of the rules and regulations that govern the facilities and individuals incarcerated. Also, it contains information on the programs and services available to you during your incarceration. If you have questions not covered in this handbook, facility personnel is available to assist with answers.

During your incarceration, it is expected that staff will receive your full cooperation. Also, you will abide by all the rules and regulations as mentioned in this handbook and/or posted throughout the facilities. Anyone who violates rules of the MDCR or whose conduct poses a serious threat to the safety and welfare of others or the security of our institutions will be subject to administrative review, which may result in disciplinary sanctions, administrative/disciplinary confinement and/or additional criminal charges.

We urge you to follow MDCR rules and take advantage of opportunities and services provided which may allow you to change the circumstances that led to your incarceration. We are committed to providing safe, secure and humane detention during your time here.

A handwritten signature in black ink that reads "Timothy P. Ryan". The signature is written in a cursive, flowing style.

Timothy P. Ryan, Director  
Miami-Dade Corrections and Rehabilitation Department

MIAMI-DADE COUNTY  
Corrections and Rehabilitation Department

**Miami-Dade County Mission Statement**

Delivering excellent public services that address our community's needs and enhance our quality of life.

**Miami-Dade Corrections and  
Rehabilitation Department  
Mission Statement**

We, the Miami-Dade Corrections and Rehabilitation Department serve our community by providing safe, secure and humane detention of individuals in our custody while preparing them for a successful return to the community.

**Purpose**

This handbook has information about an inmate's rights and responsibilities. Read this handbook so you will understand what you can expect and what is expected of you. It will familiarize you with prohibited acts and disciplinary actions, which may be taken. If you do not follow these rules, administrative/ disciplinary and/or criminal action may be taken against you. If you do not understand information in the Inmate Handbook, you are encouraged to ask MDCR personnel for assistance.

*The information described within this handbook may change from time to time with or without notice.*

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**Telephone Directory — MDCR Entities**

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**BOOT CAMP PROGRAM**

1321 NW 41st Street  
Miami, FL 33166  
(305) 639-3193

**HOSPITAL SERVICES UNIT**

(305) 585-5200

**METRO WEST DETENTION CENTER**

13850 NW 41st Street  
Miami, FL 33178  
(786) 263-5112

**NORTH DADE COMMUNITY  
CORRECTIONS CENTER**

15801 North State Road 9  
Miami, FL 33169  
(786) 263-4899

**MDCR HEADQUARTERS**

(786) 263-6000

**MDCR WEBPAGE**

[www.miamidade.gov/corrections](http://www.miamidade.gov/corrections)

**PROFESSIONAL COMPLIANCE DIVISION**

7855 NW 12 Street Suite # 114  
Miami, FL 33126  
(305) 463-4040

**PRE-TRIAL DETENTION CENTER**

1321 NW 13th Street  
Miami, FL 33125  
(786) 263-4110 or 4111

**TRAINING AND TREATMENT CENTER**

6950 NW 41st Street  
Miami, FL 33166  
(305) 470-2851

**TURNER GUILFORD KNIGHT  
CORRECTIONAL CENTER**

7000 NW 41st Street  
Miami, FL 33166  
(786) 263-5341

**WOMEN'S DETENTION CENTER**

1404 NW 7th Avenue  
(786) 263-4611 or 4612  
Miami, FL 33136

**CHAPLAINCY SERVICES BUREAU**

(786) 263-6150

**PRETRIAL SERVICES BUREAU**

(305) 874-1040

**REHABILITATIVE SERVICES BUREAU**

(786) 263-6070

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**Telephone Directory — Other Entities**

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**CLERK OF COURTS**  
(305) 275-1155

**CORRECTIONAL BILLING SERVICES**  
(800) 844-6591

**MIAMI-DADE TRANSIT  
CUSTOMER SERVICES**  
English/Spanish/Creole  
(305) 770-3131  
For Trip Planning  
(305) 770-3131 – Option 1  
If you live South of SW 216 St.  
(305) 891-3131 – Option 1  
TTY Users (deaf/hard of hearing)  
(305) 654-6530  
(305) 275-1155

*Office Hours*  
*Monday-Friday 6 a.m. to 10 p.m.*  
*Saturday and Sunday 9 a.m. to 5 p.m.*

**RAPE CRISIS HOT LINE**  
(888) 956-7273

**MIAMI-DADE COUNTY  
GOVERNMENT SERVICES**  
[www.miamidade.gov](http://www.miamidade.gov)

**MIAMI-DADE COUNTY INFORMATION**  
3-1-1

**PUBLIC DEFENDER'S OFFICE**  
*County Court Division:*  
Misdemeanor and Traffic Cases  
(305) 545-3348  
Domestic Representation Unit  
(Domestic Violence Cases)  
(305) 349-5780

*Felony Division:*  
Bond Hearing Unit  
(305) 548-5146  
Early Representation Unit  
(305) 545-3688

*Post Arraignment:*  
Felony Division Information  
(305) 324-0747

### **Inmate Rights and Responsibilities**

1. You have the right to humane treatment, dignity, respect, impartiality and fairness.

**You have the responsibility to respect MDCR personnel, visitors and other inmates and treat them humanely.**

2. You have the right to be informed of rules, procedures and schedules concerning the operation of MDCR detention facilities.

**You have the responsibility to become familiar with and abide by rules of MDCR.**

3. You have the right to freedom of religious affiliation and voluntary religious worship, as long as such worship will not interfere with normal detention facility operations.

**You have the responsibility to recognize and respect the rights of others in this regard.**

4. You have the right to health care, medical treatment, nutritious meals, personal hygiene items, clean water, clean clothing, proper bedding, clean laundry, the opportunity to shower regularly, proper ventilation, fresh air and a regular exercise period.

**You have the responsibility to conserve resources given to you, to maintain good personal hygiene and a clean housing area.**

5. You have the right to have visits from family members and friends. Inmates and visitors must abide by MDCR rules and visitation schedules at all times.

**You have the responsibility to conduct yourself properly during visiting periods and to reject and immediately report attempts by others to pass contraband.**

6. You have the right to un-restricted and confidential access to the courts by prescribed methods.

**You have the responsibility to honestly and fairly present your petitions, questions and problems to the court.**



7. You have the right to access and use the law library and reference materials that may assist you in resolving legal questions.

**You have the responsibility to use these reference materials according to established guidelines and schedules.**

8. You have the right to be protected from sexual abuse, harassment and assault.

**You have the responsibility to recognize and respect the rights of others.**

9. You have the right to be secure against unreasonable searches and seizures.

**You have the responsibility to comply with the lawful orders/instructions regarding a search of your person and/or property.**

## **I. Intake**

During the intake process, an itemized receipt was issued to you for your clothing, personal property, valuables and money that will be retained by MDCR for safekeeping during your incarceration.

### **A. Booking Process**

When you were booked into custody you were assigned a jail booking number; this number will be used to identify you for the duration of your incarceration. You are responsible for knowing your jail booking number. The booking process includes: photographs; fingerprints; frisk, strip and electronic detection device searches; telephone usage; initial medical/mental health screening; etc.

### **B. Items Provided After Booking**

After booking, you will be provided with the items listed below:

One (1) Mattress	Two (2) Sheets	One (1) Blanket
One (1) Pillow	One (1) Pillowcase	Two (2) Towels
One (1) Washcloth	One (1) Toothbrush	One (1) Toothpaste
One (1) Comb	One (1) Deodorant	One (1) Bar of Soap

### **C. Inmate Classification**

After first appearance you will be classified, assigned housing, given a uniform and a clear plastic bag to store your authorized personal items. An interview shall be conducted to review your personal information and a custody level shall be assigned based upon your current charges, criminal history, current and past institutional behavior and escape history.

Special management inmates; e.g., mentally ill, medical condition(s), child sex offender, suicide risk, escape risk, disabled requiring special housing, protective custody, inmates who are a threat to staff, other inmates, the security of MDCR detention facilities, etc., will be assessed and housed accordingly.

The classification process is on-going and the Classification Unit will review your custody level periodically. Added charges, sentencing and your behavior are some reasons for a classification review. Upon completion of the classification review process, a change in your housing assignment may occur.

As part of the classification process, you will be required to sign a form indicating that you have received this Inmate Handbook.

### **D. Foreign Nationals**

Inmates who are not United States citizens or have dual citizenship with the United States and another country have the right to communicate with their respective consulate. All for-

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Foreign nationals are entitled to consular notifications and access, regardless of their visa or immigration status in the United States.

## **II. Headcount**

MDCR maintains safe and secure institutional operations through a comprehensive system of 24-hour inmate accountability. Frequent inmate headcounts are conducted during which there will be no movement or talking permitted. Disruptive behavior that interferes with headcount procedures may result in a lock-down being initiated and administrative review and/or disciplinary action.

## **III. Contraband**

Pursuant to Florida Statute 951.22, Contraband is defined as:

Any written or recorded communication; any currency or coin; any article of food or clothing; any tobacco products as defined in s. 210.25(11); any cigarette as defined in s. 210.01(1); any cigar; any intoxicating beverage or beverage which causes or may cause an intoxicating effect; any narcotic, hypnotic, or excitative drug or drug of any kind or nature, including nasal inhalators, sleeping pills, barbiturates, and controlled substances as defined in s. 893.02(4); any firearm or any instrumentality customarily used or which is intended to be used as a dangerous weapon; and any instrumentality of any nature that may be or is intended to be used as an aid in effecting or attempting to effect an escape from a county facility.

Introduction of contraband articles into any MDCR detention facility is a third degree felony. Contraband discovered during a search shall be confiscated and processed according to appropriate procedures.

## **IV. Shakedowns/Searches**

Correctional staff make frequent searches of housing units. You must submit to a search of your person and personal property at any time. Periodic and unannounced shakedowns of housing units will be made to search for and confiscate contraband.

You may not be in possession of any item or article which is altered from its original condition in a way that presents a threat to the security, safety or order of the detention facility; any item or article passed to you from another inmate without authorization; any item or article inside the facility or on the property of the facility that was not issued or approved for purchase through the commissary, or any unauthorized quantity of issued/purchased items.

## **V. Smoking Policy**

Smoking is prohibited. All tobacco products, matches and cigarette lighters are considered contraband and are confiscated and destroyed. Inmates found in possession of tobacco products or other smoking materials are subject to MDCR disciplinary sanction and criminal prosecution.

## **VI. Emergency Procedures and Evacuation Drills**

In the event of a fire or other emergency, you may be evacuated or locked down. Obey all lawful instructions given to you by the MDCR staff and proceed quietly and in an orderly fashion.

Should a disturbance occur, inmates who are not directly involved in the disturbance must follow specific instructions provided by MDCR staff. Riotous acts from inmates will result in criminal prosecution.

## **VII. Housekeeping**

Keeping your immediate cell area clean is your responsibility. To help control insects and vermin, you are required to keep food items purchased through commissary sealed. You are not allowed to store any food from your meals within your housing area unless medically approved/authorized; e.g., diabetics, snacks for pregnant females, etc.

All authorized inmate personal property, clothing, linen, commissary and personal hygiene items must be stored in the clear plastic bag provided to you by MDCR. The housing area must be cleaned daily and beds must be made when not in use. All inmates are responsible for keeping the dayroom area clean. Floors must be swept and mopped daily. Toilets, sinks and showers must be cleaned daily. Windows and windowsills must be kept clean and free of clutter. Trash must be placed in trash containers/receptacles, which will be emptied and cleaned daily. Equipment that is broken should be reported to correctional staff immediately.

The following are NOT permitted:

1. Blankets, sheets, towels or pillows in the dayrooms;
2. Linen/bedding draped or hung from bunks;
3. Clotheslines or hanging of laundry;
4. Anything placed in/on cell bars, doors, windows or air vents;
5. Pictures, posters, papers, etc., on walls, windows of the cells or activity areas;
6. Obstruction of cell lights, air vents or doors;
7. Drawing or writing on cell walls, doors or windows;
8. Sitting on the dayroom tables;
9. Beating on the dorm/unit/area glass or cell doors.

### **A. Personal Hygiene**

It is the policy of MDCR to provide all inmates with the necessary resources to maintain themselves in a clean and hygienic manner. Good personal hygiene is required to prevent the spread of any communicable disease. You are strongly encouraged to wash your hands often with soap and water in an effort to decrease the possibility and potential spread of any contagious diseases.

Do not share your personal items, bedding or linen with other inmates. Since you will be living with other individuals and personal hygiene is essential, you will be afforded the opportunity

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to shower daily, but you must shower at least twice weekly. You must wear your slides when you are in the shower.

**E. County Property**

Inmates can be criminally prosecuted for destruction or theft of Miami-Dade County property. The clear plastic bag, bedding, linen, inmate uniforms and other items assigned to you are the property of Miami-Dade County and must be returned in reasonable condition when you are released.

**C. Clothing, Uniform, Bedding and Linen**

A schedule for clothing, uniform, bedding and linen exchange is posted in each housing area. You will be allowed to exchange your uniform twice a week. Linen will be exchanged once a week. Laundry service for your clothing will be authorized in accordance with the detention facility's laundry schedule. You will be required to turn in your clear plastic bag, bedding, linen, recreation shorts and uniform prior to your release.

**D. Dress Code**

1. Clothing shall be clean, not altered or worn in a manner for which it was intended.
2. You must wear a complete uniform when exiting your room/cell/unit.
3. Hats or other head covers are not permitted.
4. Tennis shoes or slippers (Zori) should be worn as appropriate.

**E. Authorized Personal Items**

In addition to items provided to you after booking, you will be allowed to keep in your possession the items listed below:

- One (1) Pair of slippers (Zori)
- One (1) Pair of tennis shoes
- One (1) Pair of recreational shorts
- Four (4) Pairs of socks (up to 2 issued and you may purchase up to 2 additional)
- Seven (7) Underwears (up to 2 issued and you may purchase up to 5 additional)
- Four (4) Bras (female only) (up to 2 issued and you may purchase up to 2 additional)

If you desire to purchase any of the authorized additional items in the amount stated above, you must make the purchase through Inmate Commissary.

**F. Meals**

Meal times and menus are posted in your housing area. You are served three (3) meals, prepared daily from menus approved by a Registered Nutritionist or Dietitian. Faith based diets may be available, but are subject to approval by the Chaplaincy Services Bureau (CSB) Commander or designee. When medically necessary, special diets will be approved by the medical authority. Special diets will not be provided solely due to food preferences.

### **VIII. Pretrial Inmates**

Pretrial inmates are required to do personal housekeeping and clean their housing area. Pretrial inmates are allowed to volunteer for work assignments.

### **IX. Inmate Worker Status Criteria**

If you are a medically cleared County sentenced inmate, you are required to work if you are not assigned to a program; e.g., TASC, etc. Failure to participate may result in administrative action. If you are a County sentenced inmate, you are considered to be assigned to inmate worker status. As an inmate worker, you will be assigned to perform work within or outside a MDCR detention facility. If you have physical or mental impairments, you shall be afforded the opportunity to work, within the limits of your disability, provided that all other inmate worker criteria are met.

### **X. Attorneys and Public Defenders**

You have the right to legal counsel. Private attorneys or public defenders are the best source of information about laws, your charges, the progress of your case through the courts and any other legal matter. A judge can appoint an attorney/public defender for your case. MDCR staff is not allowed to provide you with any legal advice.

### **XI. Bail Bonds**

You may contact a bail bonding agency to post a bond. Lists of telephone numbers are posted in the booking, holding, intake and housing areas.

### **XII. Law Library**

The law library contains limited basic legal references for your use. If you need access to legal or other reference materials, you should request to use the facility's library for research purposes through a Correctional Counselor. The schedule for use of the law library is posted in your housing area. Access will be available in conjunction with the operating procedures of each detention facility.

1. Complete an Inmate Request Form for access and submit it to a Floor/Unit Officer.
2. Reference or legal material(s) must not be removed from the law library.
3. A research terminal is available in the law library for legal research only.

### **XIII. Internal Affairs Complaints and Investigations**

It is the policy of MDCR to maintain professional standards of conduct for all employees and to uphold the highest standard of integrity. The Internal Affairs Unit will provide prompt and thorough investigations of all complaints of personnel misconduct against the Department and/or its employees. Upon receipt of a complaint(s), the Internal Affairs Unit reviews and processes the complaint as follows:

1. Regardless of the form in which a complaint(s) is received; e.g., in person, by tele-

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phone, via U.S. mail, etc., the complainant will be advised that his/her complaint will be appropriately documented and investigated. If the complainant is not in MDCR custody, information relative to the findings will be mailed via certified letter upon conclusion of the investigation.

2. When an investigator receives a complaint via telephone or mail, the complainant(s) shall be advised to report to the Internal Affairs Unit with pertinent documents (if applicable), so he/she may provide a sworn statement. In addition, if the complaint is received by U.S. mail, a certified letter shall be sent to the complainant(s) advising that an Internal Affairs Unit investigator will contact him/her.
3. If the complainant is unable to come to the Internal Affairs Unit, an investigator may respond to the location(s) of the complainant(s) so that a sworn statement may be obtained.
4. If a complaint pertains to an allegation of excessive use of force, the subject inmate(s) shall be photographed. Photos must include close-ups of any alleged injuries.

#### **XIV. Programs and Services**

MDCR provides inmates with the opportunity to participate in a variety of programs and activities as listed below. You must maintain proper conduct and adhere to the rules and regulations of each program/service or you may be withdrawn. Violations of rules and regulations may affect your opportunity to participate in these programs. MDCR programs and services prohibit discrimination against any individual because of race, color, national origin, gender or disability.

##### **A. Recreational**

Inmates may participate in outdoor recreation. Recreation will be given at least three (3) times a week for one (1) hour each period, weather permitting. You must be dressed in proper attire in the recreation areas. Horseplay is not permitted.

##### **B. Religious**

Church services, bible study and religious counseling are available through the CSB. The CSB staff, volunteers and other members of the clergy offer services on a daily/weekly basis.

If you have a special request of a religious nature, such as a special diet or your faith stipulates specific requirements, you should complete and submit an Inmate Request Form to the CSB via MDCR staff.

##### **C. Rehabilitative**

MDCR partners with the Miami-Dade County Public Schools and various community/volunteer organizations to offer a variety of rehabilitative programs that will assist you in making a successful transition back into your community.

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In accordance with the requirements of the Florida Department of Education, all juvenile inmates will be provided educational courses necessary to obtain their high school diploma or General Educational Development (GED). Educational programs are also offered to adult inmates based on space availability and security classification. All County sentenced inmates (364 days or less) are eligible to enroll in vocational programs.

1. *Programs and Services Orientation*

Each new arrestee shall attend the Programs and Services Orientation presented by a Correctional Counselor. During the orientation, the Correctional Counselor will outline programs and services offered at your detention facility and explain how you can have access to these programs and services. The orientation will be conducted on a weekly basis excluding weekends.

2. *Educational/Vocational Programs*

Programs available to you include: Life Skills, employability skills and educational programs, such as ABE (Adult Basic Education), ESOL (English for Speakers of Other Languages), GED, and vocational programs which include: carpentry, cabinet making, auto mechanics, auto body, business technology, welding, cosmetology, printing and graphics, etc.

Programs offered at our detention facilities vary and participation may depend upon whether you are a sentenced or un-sentenced inmate. If you wish to participate in an available program, you should complete an Inmate Request Form and submit it to a Correctional Counselor.

3. *General Counseling*

Correctional Counselor(s) provide general counseling, re-entry assistance, drug and alcohol referrals, and referrals to many community service agencies. They can assist you with problems that may arise within the detention facility such as commissary, visits, etc. Inmates may request assistance from a Correctional Counselor to have legal documents notarized.

**D. Pretrial**

MDCR, in collaboration with the judicial system, provides a Pretrial Services (PTS) Program to inmates who meet specified criteria as established by Florida Statutes and the United States Constitution. The primary function of the PTS Program is to interview and screen defendants prior to first appearance in order to identify individuals who may be eligible for pretrial release.

The information gathered is used in making a release recommendation to the bail-setting judge. Participants are required to comply with PTS Program rules and regulations, including special conditions as imposed by the presiding judge. Such conditions might include electronic monitoring/house arrest. If a defendant violates any of the conditions of his/her release,



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various actions are taken by PTS Program staff to include revocation and return to custody. Only inmates who are charged with nonviolent crimes are eligible for the PTS program.

**XV. Inmate Mail**

Incoming mail must be addressed to you under the name in which you were booked. For delivery of mail without delay, have the envelope/package addressed with the following information:

1. Inmate's name;
2. Jail number;
3. Unit or cell number; e.g., MW3A2, TTC4, PT4A4, etc.

If this information is not included, the mail may be returned to the sender. In addition, mail must have the full first and last name of the sender along with the full address to include zip code.

The Chaplain must approve religious material and religious-educational materials. You may receive family pictures and newspaper clippings.

If one item in a package/letter is prohibited, the entire package/letter may be returned to the sender. You are not permitted to write to other inmates incarcerated within a MDCR detention facility.

**A. Legal Correspondence**

All incoming privileged mail from attorneys; federal, state or local government officials; judges; courts; embassies; consulates; etc., will be opened and inspected in your presence. MDCR staff will not read your legal correspondence.

Outgoing privileged mail will not be opened, but it may be held for a reasonable time not to exceed 24 hours pending verification that it is going to an attorney; federal, state or local government official; judge; court; embassy; consulate; etc.

Any mail containing medical records will be forwarded to the medical staff. You will be advised when this type of mail has been received.

**B. Personal Correspondence**

Personal correspondence such as between you and your family members/friends is encouraged. Mail is only monitored to ascertain any attempts of escape, security violations or conspiracy to introduce contraband.

**1. Receiving (Incoming) Mail**

Incoming mail will be inspected to intercept contraband such as cash, drugs, weapons, etc. Contraband will be destroyed or forwarded to the appropriate authority, as deemed neces-

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sary. Cash received via incoming mail is considered contraband and forfeited by you. The cash will be confiscated and placed in the Inmate Welfare Fund. Checks and money orders will be removed for your signature, then deposited into your financial account.

*(a) Acceptable items:*

Magazines, newspapers and soft back (paperback) books will be accepted through subscription purchase directly from the publisher or authorized vendor to an inmate as long as the U.S. Postal Service delivers them.

*(b) Unacceptable items:*

Hardback books, radios, personal hygiene items, pens/pencils, jewelry, chewing gum, edible food, liquids, perfumes, stamps, obscene pictures, gang-related material, illegal material, Polaroid type photos with the backing attached, etc.

2. Sending (Outgoing) Mail

Outgoing mail will only be inspected if there is a reasonable suspicion that it may pose a threat to detention facility security, contains threats of physical harm against persons or threats of criminal activity.

3. Mail Rejection

When mail is rejected, you shall be given a written explanation as to the reason(s) your correspondence/package is being denied.

**XVI. Inmate Telephone Usage**

Upon admittance into a MDCR detention facility, you will be permitted to use the telephone to obtain counsel, arrange for bail and notify your family. Telephones are provided in the day room of your housing area. All local and long distance telephone calls to family members and friends are collect only. The person you are calling must agree to accept and pay for the call.

Correctional Billing Services provides collect, pre-paid and debit telephone calling services to family members and friends of inmates in MDCR facilities. The number is listed in the telephone directory of this handbook.

All telephone calls are subject to monitoring and/or recording, except calls to an attorney whose telephone number is on the Do Not Record list. To have your attorney's telephone number placed on the Do Not Record list, your attorney must contact the MDCR Security Operations Unit of the Professional Compliance Division. The number is listed in the telephone directory of this handbook.

Incoming calls to inmates within MDCR detention facilities are not allowed. Your telephone usage is a privilege. If abused, telephone usage will be restricted. If you are identified as making fraudulent telephone calls, you will be subject to additional criminal charges and

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disciplinary action. You may be placed in disciplinary/administrative confinement, and lose your telephone privileges. Any cells/units, from which fraudulent telephone calls are made, will lose telephone privileges and administrative/disciplinary action will be taken. Abuse of telephone privileges include, but is not limited to:

1. Making harassing or unwelcoming telephone calls;
2. Making threatening, obscene or nuisance telephone calls;
3. Making telephone calls which violate any state or federal law, telephone company regulations or MDCR rules/regulations;
4. Altering, damaging or destroying any telephone equipment;
5. Making three-way telephone calls;
6. Using the telephone to conduct an illegal business enterprise.

Any outside accomplice(s) will be subject to the law for violation of any telephone company regulations.

In case of an emergency, such as a death in your family, incoming calls will be referred to the CSB Commander or designee for verification. You will be notified by the CSB as soon as possible regarding the emergency.

**XVII. Visitation**

MDCR encourages you to have visitations with family members and friends. Visitation may be temporarily discontinued during unit/facility lock-down or other emergency situations such as a hurricane, etc. Visitation schedules for your detention facility are posted in your housing area. Failure to adhere to the visitation rules will result in termination of the visit, suspension of future visitation privileges, and/or disciplinary sanction.

1. Generally, you will be permitted to have a maximum of two (2) visits per week. A contact visit is counted as one (1) of the two (2) visits.
2. A particular visitor may be denied the visit, if the visitor or inmate poses a clear and present danger to the security of the detention facility. All visits must be authorized by MDCR staff.
3. The names of all perspective visitors must be on the Master Visitation List, which you should have completed during the classification process. No more than six (6) visitors may be listed at a time on the Master Visitation List. Any person who is not on your approved Master Visitation List will be denied a visitor's pass.
4. All visitors and their belongings are subject to search prior to entry. Visitors will be required to register prior to being granted entry into the secure confines of the detention facility.
5. A maximum of four (4) visitors may visit an inmate at the same time, providing that all visitors sign-in together.
6. Contact visitation, where there are no barriers between the inmate and visitor(s), will only be authorized by a Correctional Counselor.
7. The Facility Supervisor or designee may approve a special contact or non-contact visit on a case-by-case basis.

8. An inmate may refuse to see any visitor.
9. Loud talking or any disruptive behavior will not be allowed in the visiting area.
10. Physical contact between the inmate and visitor is not permitted.
11. A visit is automatically terminated if the visitor or inmate leaves the visiting area.

**A. Inmate Rules and Regulations for Visitation**

1. Inmate uniforms, including slides (Zori) must be worn to visitation.
2. Inmates are subject to frisk/strip searches.
3. Inmates may not take anything into the visitation area.

**B. Visitor Rules and Regulations for Visitation**

1. All visitors will be required to provide current and valid government issued photo identification; e.g., driver's license, state identification, military identification, passport, etc.
2. The final determination regarding the use of other types of identification shall be rendered by the Shift Supervisor/Shift Commander or designee.
3. Visitors shall comply with the following dress codes at all times:
  - a. Shirts and closed shoes must be worn;
  - b. Clothing marked by words and/or pictures that are profane or offensive are prohibited;
  - c. Halter tops, swim suits, tank tops, strapless tops, spaghetti straps; sheer, see-through or provocative clothing; any clothing that exposes the midriff; short shorts, mini dresses and mini skirts that appear too short are prohibited.
4. Final determination of questionable attire shall be rendered by the Shift Supervisor/Shift Commander or designee.
5. All visitors are subject to search prior to entry into a detention facility. Failure to submit to a search will result in the visit being denied.
6. Visitors appearing to be under the influence of alcohol or drugs will not be admitted for visitation.
7. Visitors under the age of eighteen (18) must be accompanied by a parent or legal guardian or possess a valid marriage certificate to the inmate.
8. A visitor under the age of eighteen (18) who is legally married to the inmate must provide a valid ID and his/her marriage certificate.
9. An adult must supervise visitors under the age of eighteen (18) at all times while on the grounds of or inside of a MDCR detention facility. Visitors under the age of eighteen (18) may not be left unattended for any reason.

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The introduction of contraband or the attempt to introduce contraband into a MDCR detention facility or onto MDCR detention facility grounds is a felony in the third degree punishable by a term of up to five (5) years imprisonment and/or a fine not to exceed \$5,000.00 (Florida Statute 951.22).

**C. Attorney Visits**

Authorized legal representatives may visit 24 hours a day, seven (7) days a week, except under unusual circumstances, such as when the detention facility is implementing headcount or during emergency situations. A legal representative's visit is a professional visit and may be a contact or non-contact visit.

**XVIII. Inmate Financial Accounts**

Funds may be deposited by your family members and friends at a detention facility's Public Service Window or through U.S. mail. MDCR accepts personal checks, cashier's checks, money orders or direct deposits to your Inmate Financial Account.

The name under which you were booked, cell location and jail number must be provided for all funds being deposited or sent to your Inmate Financial Account. Funds deposited by personal check or money order will not be available until the conclusion of a 30-day hold. U.S. Postal Money Orders are treated as cash and are deposited directly to your account with no hold.

Cash is only accepted in person at the Public Service Window or JPAY Kiosks. Cash sent through U.S. mail will not be accepted, will be considered contraband, forfeited by you, and placed in the Inmate Welfare Fund; not in your account.

The Public Service Window is located at the Pre-Trial Detention Center. JPAY Kiosks are located at Turner Guilford Knight Correctional Center and Metro West Detention Center for cash deposits 24 hours a day, seven (7) days a week. The cash deposits will be automatically credited to the account the next day. There is a \$3.00 transaction fee for each deposit processed using JPAY Kiosk. A receipt for the deposit will be provided to the person making the deposit.

**A. Money Deposits**

Family members and friends may make deposits into your Inmate Financial Account in the following ways:

1. U.S. Mail (checks or money orders);
2. Western Union (online or telephone service with credit card/debit card or in person with cash or debit card);
3. JPAY (online or telephone service with credit card/debit card);
4. JPAY Kiosk (cash);
5. Public Service Window (cash, checks or money orders) as follows:

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**Metro West Detention Center - Lobby - JPAY Kiosk**

Hours of Operation: 24 hours a day, 7 days a week

**Pre-Trial Detention Center - Property Room - Public Service Window**

Hours of Operation: Monday through Sunday

7:00 a.m.-2:00 p.m. (closed 12:30 p.m.-1:00 p.m.)

3:00 p.m.-10:00 p.m. (closed 6:30 p.m.-7:00 p.m.)

11:00 p.m.-6:00 a.m. (closed 3:00 a.m.-3:30 a.m.)

**Turner Guilford Knight Correctional Center - Lobby - JPAY Kiosk**

Hours of Operation: 24 hours a day, 7 days a week

You may release money from your Inmate Financial Account to family members and friends. You cannot forward money from your account to anyone else incarcerated in a MDCR detention facility. In order to release money, you must complete a Money Release Authorization form. Prior to submitting the form to the Correctional Counselor, it must be signed in his/her presence. Money can be withdrawn from your Inmate Financial Account at the Pre-Trial Detention Center only on Tuesdays and Thursdays from 8:00 a.m. until 12:00 p.m.

In the event that there is a problem with your Inmate Financial Account, you should complete an Inmate Financial Inquiry Form describing the problem and give it to a Correctional Counselor so that finance staff can research and provide you a status update of your financial account.

Upon request to a Correctional Counselor, you will receive a copy of the receipt documenting any transaction(s) for your Inmate Financial Account. If you dispute any charge(s) against your financial account, you may use the inmate complaint/grievance process.

**B. Indigent Inmates**

An inmate whose financial account does not exceed \$2.00 at any time shall be deemed indigent and is eligible to receive a limited supply: stationary, stamped envelope, writing instrument, personal hygiene items at no cost from the Inmate Commissary Unit. The items can be obtained by placing the order using the Commissary Menu form.

**C. Inmate Subsistence Fees**

Most inmates in custody of MDCR will be assessed a daily fee of \$2.00 for each day he/she is in custody. If you are indigent at the time the fees are to be deducted, the account will be debited and subsistence fees will be collected as money is deposited into your Inmate Financial Account.

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Only the following inmates are exempt from subsistence fees:

1. Inmates participating in the Work Release Program;
2. Inmates participating in the Boot Camp Program;
3. Inmates participating in the paid Inmate Worker Program;
4. Inmates with holds for U.S. Marshals Service and U.S. Immigration and Customs Enforcement (ICE) as the sole charge;
5. Inmates returning to state custody from federal prison with a federal hold.

**D. Inmate Commissary**

Commissary is a privilege and if abused will be restricted or revoked. You may purchase food, stamped envelopes, non-prescription drugs and other goods from Inmate Commissary. Commissary (both regular commissary and pre-packaged commissary bags) are delivered once a week and a current price list is available in your housing area.

If you want to order commissary, fill out a Commissary Menu form and return it to the Correctional Officer for commissary pickup. Your signature on the order form authorizes MDCR to remove the cost of your order from your financial account. It is very important that you keep copies of all your invoices as proof of purchase. If you do not have sufficient funds available in your account to pay for your order, the order may be partially filled or not filled at all.

Prior to signing-off on your commissary order, it is your responsibility to check for errors or missing items. If an error is discovered or in the event that there is a problem with your commissary order, you must immediately discuss the matter with the commissary delivery personnel. They will verify and document the problem on your invoice and take the necessary corrective action. Commissary items are not to be bartered or gambled.

Inmates with medically restricted diet are responsible for ensuring that commissary purchases adhere to dietary requirements. For medical reasons, a physician may have final say as to your commissary purchases.

**XIX. Medical Care/Health Services**

Qualified health care professionals are available to provide you with continuous medical care. You will be advised of the procedures for accessing medical care/health services during the intake/classification process. To receive non-emergency medical care, you must complete an Inmate Request for Health Services form. While housed in a MDCR detention facility, you will under no circumstances be denied health care services; e.g., medical, mental, emergency dental, etc., due to your inability to pay.

**A. Co-Payments/Fees**

If you have sufficient funds to cover the reimbursement of medical care, funds will be deducted from your Inmate Financial Account. If you do not have the funds to cover the reimbursement, your financial account will be debited as funds are deposited. At the point of service, you will

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receive a receipt from the medical staff for each medical service charged to you. All debits for medical care/health services will be zeroed out upon your release. If you dispute any charge against your financial account, the complaint/grievance process may be used.

Co-payments/fees are charged for the following services:

Doctor sick call .....	\$5.00
Nurse sick call.....	\$3.00
Dentist sick call.....	\$5.00
Dental assistant sick call.....	\$3.00
Prescription fee .....	\$5.00 (each)
Diagnostic services .....	\$2.00
Medical transportation.....	\$80.00 (court ordered; to private physician)

**B. Co-Payment/Fee Exclusions**

Co-payments/fees are not charged for the following services:

1. Initial screening;
2. Physical examination;
3. Mental health services;
4. VDRL (syphilis)/TB (tuberculosis) testing;
5. STD (sexually transmitted disease) treatment;
6. Medical care, medications and lab work specific to HIV;
7. Tests ordered by medical staff within sixty (60) days of the health appraisal;
8. Emergencies as determined by medical staff;
9. Follow-up visits with a doctor for the same condition within sixty (60) days;
10. Communicable diseases and infestations including lice and scabies;
11. Use of force; inmate confrontations; restraint checks; and injuries, other than self-inflicted.

**C. Health Appraisal**

A health appraisal is a physical and mental health assessment examination that may include but is not limited to, the recording of your height, weight, pulse, blood pressure, temperature etc., other tests and examinations as appropriate.

Health appraisals are completed within fourteen (14) days of incarceration. If you have not received a health appraisal within fourteen (14) days, you should complete and submit a CHS Inmate Request for Health Services form to a CHS nurse.

**D. Medication**

Prescribed medications are ordered by Advanced Registered Nurse Practitioners (ARNP) or physicians, and administered by Licensed Practical Nurses (LPN). When prescribed medications are dispensed to you in your housing area, you must bring a cup filled with water or other authorized beverage and consume the medication in the presence of medical and



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MDCR staff. You are prohibited from stockpiling and/or exchanging medication. If you stockpile and/or exchange medication you will be referred to CHS for assessment and maybe subject to disciplinary action.

**Post-Release Medication**

- If you are prescribed medication(s) for a chronic medical condition, a psychiatric condition or a course of antibiotics that has not been completed, you are eligible to receive a prescription for discharge medication(s).
- If you are a County sentenced inmate and have a confirmed release date, you may request a prescription(s) for discharge medication(s) by completing a Sick Call Request Slip to include your release date and prescribed medication(s). The slip must be submitted to the nurse two weeks before your release date.
- If you are being released and have not received a prescription(s) for your medication(s), the releasing officer will provide an information sheet that explains the process for obtaining your prescription(s).

**E. Sick Call**

Qualified health care professionals conduct sick calls on a daily basis. If you are ill or in need of medical attention, you are required to complete an Inmate Request for Health Services form. You should retain the pink copy for your records. The only exception to this requirement is medical emergencies.

**XX. Inmate Discipline**

You are required to obey all rules and regulations of MDCR detention facilities. Criminal acts committed by you within our detention facilities will not be tolerated and you will be prosecuted to the fullest extent of the law. In addition, upon final disposition of criminal charges as a result of your action while in custody, you will be subject to MDCR disciplinary sanctions. These sanctions may include disciplinary confinement, loss of gain time and/or privileges.

Your disciplinary history will be sent to other MDCR facilities that you transfer to and/or may be forwarded to the judge as part of a pre-sentence investigation. In addition, you may become ineligible for the Work Release Program or other inmate programs. Negative behavior may also change your classification, resulting in a higher custody level.

Every inmate has the right to know what behavior is expected and the sanctions for not following rules and regulations. The disciplinary system is impartial and provides inmates with due process. Violations and sanctions are listed below with Category I being the most serious and Category IV the least serious. Sanctions vary, depending on the seriousness of the violation:

**A. Category I**

- 1.1 Battery on a staff member;
- 1.2 Aggravated battery;

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- 1.3 Attempted sexual battery or sexual battery;
- 1.4 Setting a fire;
- 1.5 Possession or introduction of any explosive or any ammunition into a detention facility;
- 1.6 Possession or introduction of a gun, weapon, sharpened instrument, knife or other unauthorized tool;
- 1.7 Participation in a riot;
- 1.8 Throwing, tossing or expelling bodily, hazardous or chemical fluids or material.

**When an inmate is found guilty of any Category I violation, any combination of the following sanctions may be imposed:**

- Criminal prosecution;
- Disciplinary confinement of up to sixty (60) days for all violations rising out of one (1) incident;
- Recommended loss of up to sixty (60) days of gain time earned or earned but not credited as of the date of the hearing;
- Loss of one (1) or more privileges for up to thirty (30) days.

**B. Category II**

- 2.1 Battery on a person other than a MDCR staff;
- 2.2 Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others to avoid bodily harm or under threat of informing;
- 2.3 Possession, introduction or trafficking of drug paraphernalia or unauthorized drugs;
- 2.4 Incite to riot, work strike or mutinous disturbance;
- 2.5 Conveying any inflammatory or mutinous communication by voice, writing, sign, symbol or gesture;
- 2.6 Possession of tobacco products/smoking materials or smoking any substance;
- 2.7 Bribery or attempted bribery;
- 2.8 Fighting;
- 2.9 Wearing a disguise or mask;
- 2.10 Tampering with or blocking any locking device;
- 2.11 Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security or official paper;
- 2.12 Flagrant failure to follow safety or sanitation regulations;
- 2.13 Conduct that disrupts or interferes with the security or orderly running of the detention facility;
- 2.14 Destroying, altering, damaging or defacing government property, to include graffiti or damaging the property of another person;
- 2.15 Possession of any staff clothing;
- 2.16 Entering another inmate's room, storage bag or personal property;
- 2.17 Failure to stand for headcount or interfering with headcount;
- 2.18 Being in an unauthorized area;
- 2.19 Threatening a MDCR staff, contractual personnel, visitors, volunteers, etc., with bodily

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MDCR staff. You are prohibited from stockpiling and/or exchanging medication. If you stockpile and/or exchange medication you will be referred to CHS for assessment and maybe subject to disciplinary action.

**Post-Release Medication**

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- If you are a County sentenced inmate and have a confirmed release date, you may request a prescription(s) for discharge medication(s) by completing a Sick Call Request Slip to include your release date and prescribed medication(s). The slip must be submitted to the nurse two weeks before your release date.
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Your disciplinary history will be sent to other MDCR facilities that you transfer to and/or may be forwarded to the judge as part of a pre-sentence investigation. In addition, you may become ineligible for the Work Release Program or other inmate programs. Negative behavior may also change your classification, resulting in a higher custody level.

Every inmate has the right to know what behavior is expected and the sanctions for not following rules and regulations. The disciplinary system is impartial and provides inmates with due process. Violations and sanctions are listed below with Category I being the most serious and Category IV the least serious. Sanctions vary, depending on the seriousness of the violation:

**A. Category I**

- 1.1 Battery on a staff member;
- 1.2 Aggravated battery;

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- 1.3 Attempted sexual battery or sexual battery;
- 1.4 Setting a fire;
- 1.5 Possession or introduction of any explosive or any ammunition into a detention facility;
- 1.6 Possession or introduction of a gun, weapon, sharpened instrument, knife or other unauthorized tool;
- 1.7 Participation in a riot;
- 1.8 Throwing, tossing or expelling bodily, hazardous or chemical fluids or material.

**When an inmate is found guilty of any Category I violation, any combination of the following sanctions may be imposed:**

- Criminal prosecution;
- Disciplinary confinement of up to sixty (60) days for all violations rising out of one (1) incident;
- Recommended loss of up to sixty (60) days of gain time earned or earned but not credited as of the date of the hearing;
- Loss of one (1) or more privileges for up to thirty (30) days.

**B. Category II**

- 2.1 Battery on a person other than a MDCR staff;
- 2.2 Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others to avoid bodily harm or under threat of informing;
- 2.3 Possession, introduction or trafficking of drug paraphernalia or unauthorized drugs;
- 2.4 Incite to riot, work strike or mutinous disturbance;
- 2.5 Conveying any inflammatory or mutinous communication by voice, writing, sign, symbol or gesture;
- 2.6 Possession of tobacco products/smoking materials or smoking any substance;
- 2.7 Bribery or attempted bribery;
- 2.8 Fighting;
- 2.9 Wearing a disguise or mask;
- 2.10 Tampering with or blocking any locking device;
- 2.11 Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security or official paper;
- 2.12 Flagrant failure to follow safety or sanitation regulations;
- 2.13 Conduct that disrupts or interferes with the security or orderly running of the detention facility;
- 2.14 Destroying, altering, damaging or defacing government property, to include graffiti or damaging the property of another person;
- 2.15 Possession of any staff clothing;
- 2.16 Entering another inmate's room, storage bag or personal property;
- 2.17 Failure to stand for headcount or interfering with headcount;
- 2.18 Being in an unauthorized area;
- 2.19 Threatening a MDCR staff, contractual personnel, visitors, volunteers, etc., with bodily

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- harm or any offense against another person or property (this includes making sexual proposals or threats);
- 2.20 Subjecting MDCR staff, contractual personnel, visitors, volunteers, etc., to obscene acts, such as indecent exposure, lewd exhibitionism and/or masturbation;
- 2.21 Aggravated refusal to follow written or verbal order from staff;
- 2.22 AWOL- Work Release/Boot Camp inmate not at job/interview/assignment or appointment;
- 2.23 Failure to return to North Dade Community Corrections Center within allotted time frame;
- 2.24 Use of unauthorized drugs, as evidenced by positive results from urinalysis test or observable behavior;
- 2.25 Refusing to submit to substance abuse testing;
- 2.26 Possession of gang-related documents;
- 2.27 Recruiting another inmate to a gang-related and/or disruptive group;
- 2.28 Use of alcohol, as evidenced by positive results from urinalysis test or observable behavior;
- 2.29 Attempt to commit or assist in any Category I or Category II violations;
- 2.30 Repeated Category III violations.

**When an inmate is found guilty of any Category II violation, any combination of the following sanctions may be imposed:**

- Criminal prosecution;
- Disciplinary confinement of up to thirty (30) days;
- Recommended loss of up to thirty (30) days of gain time earned or earned but not credited as of the date of the hearing;
- Loss of one (1) or more privileges for up to thirty (30) days, and/or;
- Confinement to housing area for a maximum of fourteen (14) days.

**C. Category III**

- 3.1 Assaulting or threatening another with bodily harm or any offense against his/her person or property (this includes making sexual proposals or threats);
- 3.2 Engaging in sexual acts not involving threat or force;
- 3.3 Misuse of authorized medication;
- 3.4 Possession of money or currency or other unauthorized negotiable item such as checks, money orders, debit cards or credit cards;
- 3.5 Loaning of property or anything of value for profit or increased return;
- 3.6 Theft/stealing;
- 3.7 Possession of stolen property or possession of another's property;
- 3.8 Possession of any contraband (anything not authorized for retention or receipt by the inmate and not issued to him through regular detention facility channels);
- 3.9 Possession of unauthorized clothing (not provided by MDCR or purchased from the inmate commissary);
- 3.10 Destroying or altering clothing issued by the detention facility;
- 3.11 Possession or manufacture of unauthorized beverages;

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- 3.12 Adulteration of any food or drink;
- 3.13 Refusing to work;
- 3.14 Unexcused absence from work or any other assignment;
- 3.15 Failure to follow written or verbal order from staff;
- 3.16 Insolence towards MDCR staff;
- 3.17 Lying or providing a false statement to MDCR staff;
- 3.18 Violation of visitation rules and regulations;
- 3.19 Participating in an unauthorized meeting or gathering;
- 3.20 Using any equipment or machinery that is not specifically authorized;
- 3.21 Using equipment or machinery contrary to instructions or posted safety standards;
- 3.22 Giving to or accepting money or anything of value from another inmate, a member of his/her family or his/her friend;
- 3.23 Violation of mail, telephone, property or commissary regulations;
- 3.24 Disrupting religious, medical or food services or any other detention facility activity or program;
- 3.25 Failure to perform work as instructed by MDCR staff;
- 3.26 Tattooing or self-mutilation;
- 3.27 Misuse of Inmate Financial Account;
- 3.28 Failure to follow Work Release Center rules and regulations and court mandated conditions;
- 3.29 Violation of recreation rules and regulations;
- 3.30 Unnecessary noise such as arguing, shouting, whistling, rattling/pounding on doors or windows;
- 3.31 Attempt to commit or assist in any Category III violations;
- 3.32 Repeated Category IV violations.

**When an inmate is found guilty of any Category III violation, any combination of the following sanctions may be imposed:**

- Criminal prosecution;
- Disciplinary confinement of up to twenty (20) days;
- Recommended loss of up to twenty (20) days of gain time earned or earned but not credited as of the date of the hearing;
- Loss of one (1) or more privileges for up to twenty (20) days;
- Confinement to housing area for a maximum of seven (7) days.

**D. Category IV**

- 4.1 Misuse or loss of County/MDCR property;
- 4.2 Waste of food;
- 4.3 Being unsanitary or untidy, failing to keep yourself and your housing area in accordance with established standards;
- 4.4 Using abusive/obscene language or gestures;
- 4.5 Malingering, feigning an illness;

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- 4.6 Failure to follow safety or sanitation regulations;
- 4.7 Gambling or preparing/conducting a gambling pool;
- 4.8 Unauthorized contact with the public;
- 4.9 Disorderly conduct;
- 4.10 Loud talking or unnecessary noise after lockdown;
- 4.11 Horseplay, teasing or verbally harassing another inmate.

**When an inmate is found guilty of any Category IV violation, any combination of the following sanctions may be imposed:**

- Loss of one (1) or more privileges for up to seven (7) days;
- Confinement to housing area for a maximum of three (3) days.

**E. Informal Discipline**

Informal discipline is used as an attempt to redirect an inmate's negative behavior. Informal discipline may be given when there is a minor rule violation(s) and an Inmate Corrective Consultation form shall be completed instead of a Disciplinary Report. Minor violation(s) may result in a suspension of your privileges from the time the suspension was initiated up to the conclusion of the shift and/or confinement to your housing area up to two (2) hours. All informal discipline must be terminated at the conclusion of the shift on which the discipline was initiated.

No inmate may be the subject of informal discipline more than twice in a seven (7) day period and shall continue to receive food, clothing, and visitation as any other inmate in the housing area.

**F. Confinement**

Confinement is when an inmate's movement outside his/her housing area is restricted for either administrative or disciplinary reasons.

**G. Administrative Confinement**

Administrative confinement is when an inmate is separated from the general population because his/her continued presence may be a serious threat to life, property, self, MDCR staff, other inmates or to the security and/or daily operations of MDCR detention facility. Inmates may be placed in administrative confinement for medical reasons or pending the completion of an investigation.

**H. Disciplinary Confinement**

Disciplinary confinement is when an inmate is separated from the general population because during a hearing, a Disciplinary Hearing Officer/Disciplinary Committee found the inmate guilty of violating a detention facility rule(s)/regulation(s). Disciplinary confinement will not exceed sixty (60) days for each rule/regulation violation.

**I. Criminal Prosecution**

Offenses committed within a MDCR detention facility, which constitute a violation of Federal, State or County criminal laws, will be referred to the proper authorities for prosecution.

**J. Disciplinary Committee/Hearing Officer**

Violations of rules and regulations may be documented in an MDCR Incident Report and an Inmate Disciplinary Report. You will be entitled to a disciplinary hearing on the charges being brought against you. Staff assistance is available to ensure that you understand the charges during the disciplinary hearing. Disciplinary sanctions may include, but are not limited to restriction of privileges; such as visitation, telephone, etc. Witness statements may be taken into consideration except when the safety and security of individuals or the detention facility are jeopardized.

**K. Prison Rape Elimination Act**

The Prison Rape Elimination Act (PREA) was signed into federal law September 2003. The main purposes of this act are to establish a zero tolerance standard for rapes in prisons and jails; make the prevention of prison/jail rape a top priority; and develop national standards for the detection, prevention, reduction and punishment of prison/jail rape.

The term "rape" means the carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person, forcibly or against that person's will; the carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or his or her temporary or permanent mental or physical incapacity; or the carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person achieved through the exploitation of the fear or threat of physical violence or bodily injury. The law is directed to all sexual acts relating to: inmate-to-inmate, inmate-to-staff, and staff-to-inmate. Sexual conduct, sexual acts or sexual contacts between inmates and inmates or inmates and staff is illegal and prohibited even if the offender consents, initiates or pursues.

1. Sexual Misconduct is:
  - a. Any sexual advance;
  - b. Request for sexual favors;
  - c. Any threat for refusing sexual advances;
  - d. Verbal or physical conduct of a sexual nature toward an inmate;
  - e. Invasion of privacy beyond what is reasonably necessary for safety and security.
  
2. How Inmates Can Protect Themselves from Becoming a Victim of Sexual Abuse/  
Sexual Assault:
  - a. Stay away from isolated areas except when necessary for safety/security reasons;
  - b. Stay within eyesight of correctional staff whenever possible;



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- c. Be aware of your body language; avoid conversations involving sexual topics, family relationships, sexual experiences, financial status, etc;
  - d. Don't get in debt. You may be expected to repay a debt with sex;
  - e. Avoid purchasing large amounts of commissary items or giving the impression you have money available to you. You may be strong-armed or approached to pay for protection, etc.;
  - f. Know that victims are selected by stronger inmates seeking out those that appear weaker (either physically or mentally).
3. Treatment Options for Sexual Assault Victims:
- a. Immediately report the assault to a staff member, and/or call the Rape Crisis Hotline from any inmate phone. The number is listed in the telephone directory of this handbook and on the Sexual Abuse/Sexual Assault posters that is posted in housing areas;
  - b. Medical attention will be given; do not shower, clean yourself, brush your teeth or change clothes for medical and prosecution reasons;
  - c. The victim will be referred to the Rape Treatment Center for treatment, gathering of evidence and referral to a mental health professional;
  - d. During the investigation process, appropriate housing for the victim and/or the suspect will be provided;
  - e. Violators will be disciplined and may receive additional criminal charges.

Through our classification process and inmate supervision, we make every effort to reduce the likelihood of sexual assault/sexual battery. Prevention/intervention is everyone's responsibility.

**XXI. Inmate Complaint/Grievance Procedure**

MDCR has an inmate complaint/grievance procedure that allows all inmates the opportunity to have their issues and/or concerns addressed in a timely and fair manner. The complaint/grievance process is available and applicable to all inmates, regardless of status.

Complaints pertaining to the following are not grievable:

1. State and federal court decisions;
2. Local, state and federal laws/regulations;
3. Issues beyond the scope of the authority MDCR.

Whenever possible, you should make every effort to have your complaint resolved by MDCR staff.

1. If you do not receive resolution for a non-emergency complaint through discussions with MDCR staff, you may request an Inmate Action/Remedy Request form. The completed form must be submitted to a MDCR Supervisor. You may discuss the issue with a Correctional Counselor within five (5) workdays of the incident. The Correctional Counselor will review the complaint and attempt to resolve the issue. If the Correctional

MIAMI-DADE COUNTY

Corrections and Rehabilitation Department

Counselor is unable to effect a resolution within five (5) workdays, at your request, he/she will provide you with an Inmate Grievance form.

2. An Inmate Grievance form must be requested no later than ten (10) workdays from the date the incident/situation occurred. The completed form must be submitted to a Correctional Counselor within two (2) workdays from the date that you received the form.
3. When a grievance is "REJECTED" because it is written offensively, frivolously or manipulatively, it will be returned with a written explanation. You may resubmit the Inmate Grievance form in the appropriate manner within two (2) workdays from the date the form was returned to you.
4. A grievance resolution shall be provided within ten (10) workdays from the date the Inmate Grievance form was submitted to the Correctional Counselor.
5. If you do not accept the decision of the Facility Supervisor/Bureau Commander or designee, you must indicate it on the Inmate Grievance form and sign it. If you would like to appeal the decision, you must request, complete and submit an Inmate Grievance Appeal form within two (2) workdays from the date the Inmate Grievance form was returned to you.
6. Upon receipt of the Inmate Grievance Appeal form, a MDCR Division Chief will review your appeal and make a final decision. The Inmate Grievance Appeal form indicating the MDCR Division Chief's decision will be returned to you for signature by the Correctional Counselor within five (5) workdays from the date you submitted the form to the Correctional Counselor. The Division Chief's decision is final and there is no further appeal.
7. All complaints concerning medical/dental/mental health services; e.g., medication, CHS staff, medical appointments, treatment, etc., will be processed by the CHS Head Nurse or designee. The CHS Head Nurse or designee will provide you with a detailed response on the Inmate Grievance form within three (3) days from the date the form was received by CHS. The response of the CHS Head Nurse or designee is final and there is no appeal process.



**Carlos Alvarez**  
Mayor



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**Pedro J. Garcia**  
Property Appraiser

**George M. Burgess**  
County Manager

**Murray A. Greenberg**  
County Attorney

**Timothy P. Ryan**  
Director  
Corrections and Rehabilitation

Miami-Dade County provides equal access and equal opportunity  
in employment and services and does not discriminate  
on the basis of disability.

It is the policy of Miami-Dade County to comply with all of  
the requirements of the Americans with Disabilities Act.

