



Lawrence County Sheriff's Office
BRIAN C. DEAN, SHERIFF
Policy Manual



**LAWRENCE COUNTY JAIL
(INMATE) HANDBOOK**

* The information contained in this handbook constitutes rules and regulations of the Lawrence County Jail. These rules and regulations are in place to assure an orderly and humane stay while you are a resident of the Jail.

* This inmate handbook has been prepared for your benefit. You should read it carefully and completely so that you will know what conduct is expected of you and what services are available to you while you are in jail.

* No one desires to be "locked up", but the court has directed that we keep you in confinement. Your attitude and actions will determine how you are treated by others while you are in jail.

State Laws you need to be aware of:

22-34-1: Intentional damage to property--Degree of offense according to value--Application. Any person who, with specific intent to do so, injures, damages, or destroys:

- (1) Public property without the lawful consent of the appropriate governing body having jurisdiction thereof; or
- (2) Private property in which any other person has an interest, without the consent of the other person;

is guilty of intentional damage to property. If the damage to property is four hundred dollars or less, the person is guilty of intentional damage to property in the third degree, which is a Class 2 misdemeanor. If the damage to property is one thousand dollars or less but more than four hundred dollars, the person is guilty of intentional damage to property in the second degree, which is a Class 1 misdemeanor. If the damage to property is one hundred thousand dollars or less but more than one thousand dollars, the person is guilty of intentional damage to property in the first degree, which is a Class 4 felony. If the damage to property is more than one hundred thousand dollars, the person is guilty of aggravated intentional damage to property, which is a Class 3 felony.

24-11-45: Prisoner liable for costs of confinement--Waiver. A prisoner confined to any jail while serving a sentence is liable for the cost of the prisoner's confinement including room and board charges; medical, dental, optometric, and psychiatric services charges; vocational education training; and chemical dependency treatment charges. If, after considering the prisoner's net income, net worth, number of dependents, and any existing obligations, the judge who sentenced the prisoner to jail determines that the prisoner is unable to pay, the judge may waive all or part of the payment for the costs of the inmate's confinement.

BASIC DO'S AND DON'T'S:

DO promptly obey all orders to you by authorized corrections staff.
DO remember that the corrections staff job is maintain order, safety and security.
DO stay in your area of assignment.
DO respect the property of others.
DO keep your hands to yourself, remarks to yourself and respect others.
DO keep your body, living area and cloths clean.
DO mind your own business.
DO ask for help, ask questions if you need assistance or don't understand something.
DO live by the rules of this correctional facility.
DO sleep with your head uncovered to aid staff in seeing you.
DO wear you jail uniform while in Day area and Hallways.

DON'T balk, argue or refuse to obey.
DON'T invite discipline by creating disorder
DON'T interfere with others during their work or leisure.
DON'T throw or waste food, drinks or other objects.
DON'T steal, destroy or damage anything that does not belong to you.
DON'T physically abuse, bully, curse or tease others.
DON'T aid in creating unsanitary conditions.
DON'T beg from others, borrow, trade, barter or gamble.
DON'T cover up for someone else or help in violating rules or the law.
DON'T think the rules don't apply to you.
DON'T place anything over your head or face.
DON'T attempt to manipulate corrections officers.
DON'T attempt to pass items from cell block to cell block or inmate to inmate.
DON'T rough house in cell blocks.
DON'T enter another inmates cell block for any reason.
DON'T take food this is not yours.
DON'T speak with inmates while performing trustee duties.
DON'T cover cell lights with anything.
DON'T climb bars, sit on tables or lay on benches.
DON'T make phone calls for inmates under disciplinary actions.
DON'T flush items in toilet; damages will be your responsibility.

PERSONAL PROPERTY

All clothing, jewelry, wallets, etc..., that you had when booked into the jail has been inventoried and stored in a secure location. It will be returned to you upon release from jail. The only personal property that you will be allowed to have in jail will be given to you by the Corrections Officer. All clothing other than the jail uniform shall be white cotton and marked with your name. You will be allowed 3 items of underclothing, such as socks, underwear, tee-shirts and bras without under wires. **All personal underclothing will be marked with the inmates last Name.**

MONEY

All money will be placed in personal property upon being booked into jail. Money can be placed on your account for commissary purposes. Personal checks will NOT be accepted. Only money orders or cashier's checks will be accepted through the mail. No cash in the mail. Family members may put money on your account on line through the commissary company.

You may release money to members of family, your attorney, bondsman, visitors after signing the proper release form. Money may be released to another inmate only after you are released. No transfers while in custody.

COMMISSARY

The jail contracts with a company to provide commissary. All orders and purchases shall go through the Turnkey order system. Any grievances related to commissary shall be addressed with Turnkey. Phone cards shall be purchased through commissary. Money must be on your account prior to order. Indigent items may be ordered through Turnkey. Check jail staff for the proper order days.

HAIRCUTS

Inmates may request a haircut. They must fill out a request and provide to Staff. All haircuts shall be paid prior. Check with staff for cost.

MAIL, INCOMING AND OUTGOING

You may write letters to anyone as often as you wish at your expense. No inmate to inmate correspondence. For all Legal correspondence envelopes and stamps will be provided by the jail who are under current charges in our facility only. This is provided that your letters do not violate US Postal regulations. To send letters you must do the following: Show your full name and the address of the jail in the upper left corner of the envelope. You are not allowed to seal the envelope without prior inspection unless it is legal mail. In the case of legal mail, it may be sealed in front of a corrections officer. Outgoing, legal mail shall be limited to one piece per day. Incoming mail will be opened and inspected for contraband or other matter that is not approved in the jail. Such items will be placed in the inmate property to be released later. **No drawings or pictures on the outside of the envelope. This is a violation of US Postal regulations.**

Please advise persons writing to you that the following is needed:

Show their full name and address on the envelope.

Show your full name on the envelope.

No sexually explicit materials are allowed.

Jail address is: Lawrence County Jail, PO Box 405, Deadwood, SD 57732-0405

Newspapers and magazines are not allowed in the jail. Books are allowed by only paperback books. All books become property of the jail upon release from custody. No school books are allowed, but copied pages are. We don't make copies.

CLOTHING AND LAUNDRY

Jail clothing that has been issued to you is your uniform. You are required to keep the clothing clean and in good shape. Do not tear, mark or alter it in any way. All clothing will be washed twice a week including your personal clothing. You will dress in your uniform anytime you're out of the bunk area. This includes hallways and day rooms. Sleeves and pants will not be allowed to be rolled up. Unless under court order, you will appear in court in your jail uniform.

FOOD

All food will be handled by the cooks. All trays, cups, utensils and dishes shall be returned to the cooks after each meal. **No food is allowed in your cell. *No saving of any food item,** unless purchased thru commissary.

PERSONAL HYGIENE

You are expected to keep your body, clothing, bedding, and cell clean and neat at all times. You will shower daily or when you are scheduled to do so and keep your hair clean and combed. **Razor, Tweezers and large or small clippers are available to you every day of the week. Razors will be returned 15 min after being issued. Tweezers, small clipper, large clipper will be used within 10 min when issued. You will do your part to keep the jail clean constantly. Cleaning supplies will be given to you every day of the week. Violations of cleanliness or neatness will result in disciplinary action against you.**

NOTARIZATION OF LEGAL PAPERS

The services of a notary public are available to inmates without costs. Ask jail staff for details.

CONTRABAND

You are prohibited from having certain items while you are in jail, and the possession of any contraband is a serious offense for which you may be disciplined and criminally charged. Items which you may not have in addition to those listed in various sections of this handbook are: alcoholic beverages, narcotic drugs, tobacco products, weapons or items that could be used to inflict pain or injury. Any items that is not authorized or approved by the Jail Administrator or items that are altered from their intended design will be considered contraband. This also includes any over the counter medication that has not been approved or provided by the Lawrence County Jail.

LOCK DOWN

All individual cells will be locked from 0800 to 1300. All inmates will be locked down in individual cells from 2300 hrs to 0600. You may have only 2 blankets with you. You may not have a mattress or pillow in the day room at any time.

MEDICAL

Inmates with routine or non-serious medical complaints will fill out a medical request form and submit to the corrections staff. Medical services are provided by visiting physicians on a rotating schedule. If symptoms are life threatening, action will be taken immediately. All referrals by the visiting physician will be addressed at the Deadwood/Lead Regional Medical Center. Inmates with serious or emergency medical problems requiring immediate attention will be transported by ambulance or Deputy Sheriff. Emergency medical treatment will be provided by the Corrections staff using medical equipment available in the jail. All inmates who are sentenced by the 4th Circuit Courts will be responsible for paying a room and board fee of \$6.00 per day for incarceration. The sentenced inmate will also be responsible for his or her own medical, dental, optometric, and psychiatric service charges, chemical dependency treatment charges, and prescribed medication under a physicians care. A \$15 co-pay is also required for all sentenced inmates who submit requests for non-emergency medical requests. All prescribed medication will be given out by the Jailer as prescribed on the instructions and/or bottle unless the Dr. changes the prescription.

All Work-Release and Time-Servers will be responsible for their own Medications. If you do not bring them with you, you may be turned away.

RECREATION

Each inmate has a privilege and an opportunity to use the recreation facility provided. The normal hours of recreation are from 0730 to 1645, or until all cell blocks have been offered recreation. Weekends are at the discretion of the jail staff. The normal time limit for recreation is forty-five (45) minutes, and this is also at the discretion of the jail staff. Before using the area, the inmate will sign a release form absolving the Jail from responsibility for any injury sustained directly or indirectly from the use of the outdoor or indoor recreations areas. Recreation call will be made by the Jailer. Any inmate not wishing to use the areas will not be allowed to use it at a later time in the day. The inmate must go when asked by the Jailer or wait until the next day. Any inmate misusing or abusing the equipment, causing problems, or becoming unruly will lose privilege to use the recreation room indefinitely. Talking with people outside of the recreation area will result in loss of recreation. Recreation equipment will remain where it is and not be moved outside. This will result in loss of recreation.

WHEN OUTSIDE RECREATION AREA IS NOT DRY OR DURING INCLIMATE WEATHER, THE OUTSIDE RECREATION AREA WILL BE CLOSED.

TOBACCO PRODUCTS

There will be no tobacco products allowed in the Jail.

VISITATION

Inmates have the privilege of receiving a reasonable number of visitors and visitation from friends and relatives. **You will be eligible for visits after 5 days of incarceration.** Visiting hours will be conducted according to the following schedule:

Min 1 and Women's	Sunday	1 pm - 4 pm
Min 2,3,Max,WR	Saturday	1 pm - 4 pm
Min 1 and Women's	Thursday	6 pm - 9 pm
Min 2,3,Max,WR	Tuesday	6 pm - 9 pm

Visitation will be conducted in the visiting room, which separates inmate and visitors. Verbal communication is conducted by telephone intercoms. Visitation will be of the "no physical contact" type. At no time will visitors and inmates be allowed physical contact of any type or nature. All visitors will not be allowed any packages, purses, or other such articles. All visitors are subject to a pat or frisk search prior to visiting or being allowed in the controlled area of the Sheriff's Office. Searches are of the Jailer's discretion. Visitors possessing weapons or contraband may be detained or held by officers for investigation of possessions of such articles. Jail staff will not be responsible for the visitor's property.

All visitors will be escorted by corrections staff and at no time will be allowed alone while in the control areas of the Sheriff's Office. Visitors will be secured in a locked visiting booth until the visit is completed. Visits will be limited to no more than fifteen (15) minutes. Any visitor that is Unruly, loud, drunk, "high", uncooperative, fails to submit to search, register name or produce proper identification will not be allowed to visit inmates and may be ejected from the building. Visiting privileges may be revoked at any time for security or disciplinary actions.

Children under 16, if accompanied by an adult shall be permitted to visit their incarcerated parent.

No person will leave a young child or children unattended in the Sheriff's Office waiting area, for any reason.

SPECIAL VISIT OR CONTACT VISIT

All contact visits will be with immediate family only, NO girlfriends, boyfriends, or fiancés will be approved. Special visits are those that meet one of the following reasons and must be approved by the Jail Administrator prior:

1. prior to the inmate departure to another facility, where the regular visiting hours do not permit visiting within reasonable amount of time.
2. long distances traveled to visit an inmate and time does not permit a visit on scheduled days.
3. Working conditions do not permit visiting on scheduled visiting days or hours.

All visitors will provide photo identification prior to visits. The visitors name and time of visit will be logged on the appropriate forms by corrections staff and dispatchers. All visits by attorneys and clergy will be logged on the appropriate forms.

AA, GA and NA meetings will be set up for those interested. Speak with corrections staff for details and requests.

GRIEVANCE SYSTEM

Inmates may file grievances concerning matters relating to their incarceration at the Lawrence County Jail. Inmates are further advised that grievances are not to be filed relating to matters involving their criminal case, such as arrest, search and seizure before incarceration, confession, admission, or abuse or mistreatment by the arresting officer. These types of matters pertain to situations prior to the inmate being placed in jail. The Grievance Board does not have the authority or jurisdiction to hear such

complaints. The grievance must be filed on the appropriate form and are confidential in nature. Retaliation for filing a grievance is not allowed by corrections staff.

DISPOSITIONS:

Grievances shall be addressed by "Sergeants Court" which is comprised by a Deputy Sheriff holding the rank of Sergeant, a Corrections Sergeant and a Deputy Sheriff assigned to the duty position of Bailiff. Vacancies may be filled by the ranking on-duty Deputy Sheriff. A grievance must be filed within 48 hours of the event or condition giving rise to the grievance. There will be a five day limit for the first response to all filed grievances.

An inmate may appeal the first response within 48 hours of receiving it. This appeal will be directed to the supervisor of the "Sergeants Court". The supervisor will have 48 hours to respond.

An inmate may appeal the supervisor response within 48 hours. The appeal must be addressed to the Sheriff. The Sheriff may have up to 72 hours to respond. All decisions by the Sheriff shall be final.

DISCIPLINE

It is the policy of the jail to maintain order within the jail through an established disciplinary system. This system shall be conducted in a fair and impartial manner with penalties for violations which are proportionate to the violation. This system shall respect the due process rights of inmates. Discipline will handed down for:

Prohibited act: any violation of a rule or guideline established by jail policy. Violations may also include other behaviors that are determined to be detrimental to the good order and security of the jail.

Minor infraction: infractions of the rules and/or behaviors which, normally, would not be expected to seriously impact the good order and security of the jail. Minor infractions may be adjudicated through a formal or informal process.

Major infraction: Infractions of rules and/or behaviors which, normally, would be expected to have a potentially serious impact on prisoner and jail management. Major infractions will be adjudicated through a formal disciplinary process and/or criminal prosecution.

Examples of Major Infractions:

Intimidation or coercion of fellow prisoners, Providing false information, Assault, Participating in sexual conduct, Causing or participating in any diversionary tactic/action in order to facilitate interference, delay, disruption, or deception, to confuse or divert jail personnel from their normal duties such as disrupting prisoner counts, or to enable other prisoners to participate, undetected, in any unauthorized activity. Taking and holding a staff member, other person, or other prisoner as a hostage or in any way restraining or confining a person, Fighting, verbally threatening any person with death, violent injury, or sexual assault Escape, conspiring to escape; attempt to escape, or aiding an escape and any violation Federal, State or Local law.

Examples of minor violations:

Failure to maintain neat and sanitary housing, Using profane, derogatory, or abusive language, Possession of unauthorized or excessive materials, Disorderly Conduct, Misuse of jail services and/or programs, disobedience of jail rules, TV, recreation, visiting, not having the proper jail uniform on at the proper times and places.

All disciplinary actions shall require an incident report by the Corrections Staff. All reports will be reviewed by the jail administrator. All actions will be reviewed. There may be further penalties handed down by the jail administrator.

Discipline can range from loss of privileges to the inmate or entire cell blocks. Inmates may be placed in an isolation cell or further restrains in cases of violence. Criminal charges may also be filed in certain cases with conduct reports being provided to attorneys, court officers and Judges. Please remember, your conduct while incarcerated reflects on you in many ways.

TRAINING:

Lawrence County Jail Corrections Staff shall receive a minimum of 40 hours pre-service training in topics specific to corrections employment. Yearly training in specific topics of corrections shall be provided and to all corrections staff members on a yearly on-going basis.