

# **MARION COUNTY JAIL**



# **INMATE HANDBOOK**

Effective Date: February 1, 2019



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## **Introduction**

The Inmate Handbook is provided to assist you while you are housed at Marion County Jail or Marion County Jail Intake. It will explain the services available to you; provide general information which should answer most of your questions or concerns; and present the rules of behavior for which you are expected to abide by while here.

The Sheriff reserves the right, at his sole discretion, to modify the rules, policies, and practices presented in the Inmate Handbook at any time in the interest of enhancing the security, efficiency, and effectiveness of the operation of the jail system.

## **Inmate Rights**

Marion County Sheriff's Office shall not discriminate based on race, color, gender, or national origin in any aspect of its provision of services. You may have access to all instructional programs and services for which you are entitled or eligible, regardless of your race, color, or national origin. An inmate alleging discrimination based on race, color, or national origin, in the delivery of any service or program, may file a complaint. Inmates should utilize the inmate grievance procedures to solve a complaint in the first instance.

## **Sexual Assault Awareness**

While you are incarcerated, neither inmates nor any staff member, have the right to pressure you to engage in any sexual act. Any sexual activity between inmates and staff, or inmate and inmate, is prohibited and will be investigated. Violators will be subject to administrative and criminal investigation by the Marion County Sheriff's Office. You face the prospect of additional charges resulting in a criminal conviction and penalties, in addition to what you may receive for any pending criminal offenses for which you are currently held.

The Marion County Sheriff takes sexual assault and misconduct seriously. **Any employee** may be notified in the event that you become or could become the victim of a sexual assault or misconduct while in custody, or if you know of an inmate who is being threatened or has been assaulted.

You may avoid attack by keeping the following safety guidelines in mind:

- Choose your associates wisely while in jail.
- Be aware of situations that make you feel uncomfortable.
- Be firm if someone asks you to do something you do not want to do. Don't be afraid to say "**NO**" or "**STOP IT NOW**". If such a situation arises let facility staff members know as soon as possible so it can be handled effectively.
- Do not accept commissary items or gifts from other inmates.
- Do not accept an offer from another inmate to be a protector.

It is never appropriate for a jail staff member, contractual provider or volunteer, to have any sexual, contact with an inmate. Sexual comments, gestures, or advances toward inmates are also not allowed. It is a violation of the Marion County Sheriff's Office, Rules and Regulations as well as Indiana State Law.

It is never appropriate for an inmate to make sexual advances, comments, or gestures toward a staff member, volunteer, or contractual worker or to attempt to initiate or engage in any form of sexual contact. This will result in disciplinary action against the inmate as well as possible criminal charges.

Any inmate can access the PREA hotline to make an anonymous report as to allegations or concerns that an inmate has been assaulted or is being threatened, or that sexual misconduct has occurred. This hotline number is posted for all housing units.

If you are housed in a non-contact unit, you can get a notification to the hotline provider by requesting from the mail clerk, a yellow envelope stamped PREA HOTLINE. You are to place your message in the envelope, seal the envelope and give the envelope to the mail clerk. The Marion County Sheriff's Office PREA Coordinator will ensure your message is delivered, in a confidential manner, to the hotline provider.

Violation of the Marion County Sheriff's zero tolerance policy as it applies to sexual assault or misconduct will result in disciplinary charges including, but not limited to, minor rule violation #21, major rule violation #1, major rule violation #8, and major rule violation #9. Disciplinary charges will neither inhibit nor prevent criminal charges from being filed by the Marion County Prosecutor.

### **Armbands for Identification Purposes**

All inmates are furnished with a jail identification armband as they are processed into the jail system. Many different programs or offerings rely on an inmate having a readable, properly displayed armband. Properly displaying the armband, means that you leave it on your wrist at all times while in a jail facility. Do not mutilate, deface, destroy, or otherwise render the armband unreadable. You will be charged \$10.00 if it is determined that the armband was intentionally destroyed. Commissary, visitation, mail, recreation, meals, and medications are examples of services which require armband identification.

Armbands which become illegible due to normal wear and tear shall be replaced free of charge through the Recreation department. It shall be the responsibility of the inmate to notify via call card as to the need for a new armband. If it is determined that the armband has been intentionally destroyed, or lost, the inmate shall be charged \$10.00 for replacement.

### **Bunk-In Procedures**

All inmates will be bunked-in during the nighttime hours and sometimes at various times throughout the day for count and other issues. When inmates are notified that it is time for bunk-in, inmates will return to their assigned cell, or sit on their assigned bunk. All lights will be uncovered, and cell door windows will be clear of any obstructions. Failure of an inmate to follow these procedures could be grounds for disciplinary charges.

### **Classification**

Inmates are classified and separated according to their sex, the severity of their charges, and the degree of risk of violence to or from other inmates. Inmates under eighteen (18) years of age are not housed with adult inmates.

All inmates will have the opportunity to request a review (appeal) of their classification assignment within ten (10) days of the Primary Classification decision. This appeal is to be done in the form of a grievance which will be answered by the classification lieutenant or designee. The inmate will be notified of the decision in writing. Should an inmate wish to appeal further, then another grievance is to be sent to the Jail Commander or designee.

## **Commissary & Inmate Accounts**

Inmate accounts will receive receipts for cash, money order, or credit card deposits to the inmate's account. Inmates can check their account balance by phone. They will be able to order commissary once a week unless they have been placed on a restriction status. ***Inmates on restriction status may purchase only personal hygiene items.*** Commissary order day is determined by the housing unit to which the inmate is assigned. Each inmate must have an identification armband for identification purposes when receiving commissary. If an inmate does not have their armband, or it is defaced, distorted, or illegible, the inmate will not be issued commissary items.

All money should be deposited into the inmate's account approximately forty-eight (48) hours before the inmate's scheduled commissary day. **The maximum amount that can be deposited at any one time is \$200.00 per deposit and the minimum deposit is \$10.00. Approved credit cards may be used to make telephone deposits into inmate commissary accounts by calling 1-888-988-4768. The site ID is 82. Telephone deposits via credit card are called into 1-800-483-8314. Commissary deposits can also be made via the Internet at connectnetwork.com.** Friends and family members may also deposit funds into a commissary/phone account by using the kiosks located in the jail lobby area. The outside kiosks have 24/7 access.

Commissary orders are made using the inmate telephone system. Follow prompts to complete your order. For commissary ordering purposes, your **booking number** will be used **in addition** to your **PIN**. See the **Personal Identification Number (PIN)** section for more information on using your PIN. On the commissary menu made available to you, locate the item number for the item you wish to order. Once prompted, enter the item code using the keypad of the telephone. You will be advised how many of this item may be purchased based on your available commissary account balance. Upon entering the amount, you wish to order, you will be given your new balance. Repeat this process for any additional items you wish to order. Inmates are no longer restricted as to the amount of money spent purchasing items from the commissary. The restriction as to the purchase of seven (7) sodas, seven (7) waters, and four (4) cold and flu tablets every seven (7) days remains in effect.

### Commissary

Monday – 4 West

Tuesday – 4 East

Wednesday – 2 West / Intake

Thursday – 2 East

Friday – 3 West

Commissary passing shall occur between the hours of 0600 – 1400.  
The days of the week may vary for Holidays or at MCJ's discretion.

It is the responsibility of the inmate to let Commissary staff know if the inmate has a scheduled court date and time which is set the same date as the scheduled delivery of the inmate's commissary order. The inmate must let Commissary staff know **ahead of time** as to this scheduled court date and time and request an alternative commissary delivery date. The alternative date requested by the inmate **must** be in accordance with the set Commissary schedule in this handbook.

Occasionally, it may be necessary for one item to be substituted for another like item due to temporary item shortages.

Orders will not be filled for inmates who lack sufficient funds in their account to cover the cost of the order. Inmates who lack sufficient funds in their account to cover the cost of all items ordered will not receive their commissary order.

Inmates in disciplinary segregation will receive order forms for commissary purchases. Purchases made while in disciplinary segregation are limited to writing materials and hygiene items.

***Commissary is a privilege and not a right. We may withhold this privilege for just cause. You are required to keep your commissary receipts you are given.***

### **Hot Cart Food Services**

Marion County Jail's food service provider, Aramark, runs a food service program known as Hot Cart. The Hot Cart schedule is as follows:

<b>Hot Cart Delivery &amp; Order Schedule</b>	
<b>Monday</b>	2 West, 4 West
<b>Tuesday</b>	3 West
<b>Wednesday</b>	4 East, O5
<b>Thursday</b>	2 East, O3, SCU, Intake
<b>Friday</b>	NO DELIVERY (place orders for weekend delivery)
<b>Saturday</b>	All floors Jail & Intake
<b>Sunday</b>	All floors Jail & Intake

Order forms are marked for days of delivery. Menu items change often, but sometimes include items such as cookies, burgers, cold soda (maximum of 7 at one time), brownies, whole pizzas, ice cream, etc. Prices vary and orders may not exceed \$40.00. Payment for Hot Cart purchases is taken from the inmate's commissary fund. Inmates on commissary restriction may not participate in Hot Cart services. Meals must be eaten at the time of meal service and not accumulated or set aside for future use. Hot cart items must be eaten by bunk-in. Any such accumulated items shall be considered contraband and destroyed. Re-sealable beverages can be kept provided they are closed and have the original remains in the bottle. Hot Cart meals are accepted by the inmate as is upon delivery. Your signature serves as your acknowledgement that your order has been received in full. To be considered for a possible refund, the Hot Cart order

must be refused in its entirety, upon delivery.

Aramark offers commissary ICARE packages that can be ordered on line at [icaregifts.com](http://icaregifts.com). These ICARE packages can be ordered on line by the inmate's family member. Commissary delivers ICARE packages each day along with normal commissary to all floors. ICARE packages are delivered during the same hours of 0600 to 1400.

Disbursements are made from the inmate fund account and approved by the Lieutenant Colonel / Designee of the Jail Division for the following reasons:

- Inmate is released from the facility;
- Inmate purchases commissary;
- Inmate makes medical co-pays;
- Inmate responsible for destruction of jail property;
- hot cart food services.

Inmate funds can be released to a bondsman if it is a bondable offense, to the inmate's attorney for attorney fees only, and if an emergency circumstance exists such as in a case where the utilities will be shut off unless an overdue bill is paid. In that case, identification and proof of the circumstance must be presented and only the amount required to satisfy the bill will be released. Inmate funds that are being sent with an inmate to another correctional facility are refunded by check. An inmate being released to the street will receive their funds. An inmate being released or transferred to another facility remains responsible for restitution for any negative balance on the inmate's account.

### **Conduct**

In addition to refraining from committing acts described in the "Minor Offenses" and "Major Offenses" sections detailed in this handbook, inmates have responsibilities that help to ensure a safe and sanitary environment, as well as to ensure the secure and efficient operation of the Marion County Jail. Most of these additional responsibilities are listed throughout this handbook under specific sections most applicable to the subject. Failure to meet these responsibilities may result in a limitation of privileges, change of assignment, or disciplinary charges being filed. A *partial* list of inmate responsibilities is as follows:

- Each inmate is responsible for maintaining his/her cell, as well as housing unit common areas and "range" areas, in a clean, sanitary, and orderly fashion. Inmates, both singly and collectively, are responsible for cleaning, sweeping, and mopping all common areas in their housing unit each day, including day rooms and showers using cleaning supplies and equipment furnished by the jail staff. Cleaning supplies of brooms, dustpans, mops, mop buckets, trash bags, and cleaning sprays are issued, and to be kept, within designated areas within the housing units. These supplies are not to be stored in an individual inmate's bunk in area. Supplies will be replenished during the night shift. Failure to clean the unit may result in restriction of privileges. Each inmate is responsible for placing all trash, refuse, wrappers, and debris in the appropriate containers. Inmates, both singly and collectively, are responsible for maintaining the housing unit equipment in good order. This includes trash cans, showers, toilets, sinks, shower curtains, mats, cleaning equipment, and tables. Failure to adhere to these responsibilities will result in disciplinary charges including, but not limited to, minor rule violation #10.
- Each inmate is responsible for keeping his/her mattress on the bunk at all times.
- Each inmate is responsible for maintaining all jail issued clothing, mattresses, sheets, towels,

and other jail property in an unaltered condition. Inmates will be held responsible for the housing unit television should it be abused, vandalized, or destroyed. If a television is intentionally damaged, it will not be replaced immediately. Each inmate is responsible for using their personal property in the manner for which it was intended. For instance, jail issued bath towels shall not be used as curtains. Curtains are considered contraband. Contraband will be seized and disposed of. Failure to adhere to these responsibilities will result in disciplinary charges including, but not limited to, major rule violation #7, major rule violation #28, minor rule violation #10, and minor rule violation #13.

- Each inmate is responsible for keeping themselves clean, showering regularly, and maintaining a level of personal hygiene which is not offensive to others. Failure to adhere to this responsibility will result in disciplinary charges including, but not limited to, minor rule violation #6.
- All inmates who are housed on the east side of the jail, when outside their individual rooms in the common area of the unit, are to wear a T-shirt or their orange shirt. Failure to abide by this rule can result in a loss of privileges.
- Each inmate is responsible for keeping unit windows, doors, cameras, exercise equipment and bars clear and free of any items draped on them. Inmates may not mark on, or attach anything to the walls, ceilings, bunks, or other fixtures within the housing unit. Failure to adhere to these responsibilities will result in disciplinary charges to include, but not be limited to, major rule violation #7, minor rule violation #13, and/or financial responsibility for repair and/or clean up, assessed to the inmate.
- When out of the unit, each inmate is responsible for walking single file, keeping to the right side during movement. Horseplay, talking, gesturing, passing of articles, or physical contact between inmates is not permitted. Failure to adhere to these responsibilities will result in disciplinary charges including, but not limited to, minor rule violation #1 and minor rule violation #14.
- Each inmate receiving a special diet meal or snack is responsible for signing and returning a diet/snack receipt form at the time the meal or snack is served.
- Each inmate is responsible for acknowledging his/her presence and responding when called from their housing unit.
- During conducted clockrounds of the housing units by the deputies, inmates are to be seated on either their bunks, or on the benches. Inmates can remain on the phone during a clockround but must remain against the wall by the phone. If showering during the clock rounds, inmates may continue to shower. Unlike headcount, inmates may ask questions of deputies during a clockround, however, inmates are to remain seated.

As an inmate of Marion County Jail, you will be required to conduct yourself in an orderly manner and not committing rule violations, which are listed in this handbook. Rule violations are defined and separated by Major Class Offenses and Minor Class Offenses.

Committing any of these violations may cause administrative charges to be filed against you and may cause you to be placed into an administrative segregation housing unit until a DHB (Disciplinary Hearing Board) can hear the charges filed against you.

If you are found guilty of committing the violation(s) by a DHB, a disciplinary penalty may be imposed which could include, but is not limited to, privilege restrictions and time to be served in a disciplinary segregation housing unit. The maximum penalty per violation given in a disciplinary segregation housing unit for rule violations is as follows:

Minor Offenses – Sanctions range from zero (0) to five (5) days in segregation as recommended by a DHB, based upon the facts presented concerning the violation.

Major Offenses – Sanctions range from zero (0) to thirty (30) days in segregation as recommended by a DHB, based upon the facts presented concerning the violation.

Inmates will not be kept in disciplinary segregation for violations arising from a single incident for a period more than thirty (30) days.

The Marion County Sheriff's Department has established a zero- tolerance policy for incidents of sexual abuse. Any sexual activity between inmates (including consensual acts) is prohibited and is subject to administrative and/or criminal prosecution. Any sexual acts between staff (including volunteers and contract personnel) and inmates are against the law and strictly prohibited.

**Minor Offenses**

1. Making loud and/or boisterous noises
2. Refusing to return meal trays upon the request of any deputy or any staff member
3. Loaning property or anything of value for a profit and/or increased value return
4. Possession of money or currency
5. Tattooing or self-mutilation
6. Failure to maintain personal hygiene
7. Insolence toward a staff member
8. Lying or providing false statements to a staff member
9. Being in an unauthorized area
10. Failure to maintain cell in a safe, clean, and orderly fashion
11. Unauthorized contact with the public or unauthorized use of mail and/or telephone
12. Interfering with and/or delaying staff duties
13. Placing items on the bars, bunks, or light fixtures which obstruct the view
14. Talking in hallways, holding areas, or during transport
15. Possession of contraband as a minor offense
16. Receiving or taking more than one (1) food tray
17. Gambling
18. Refusal to cooperate or refusing to obey the lawful order of any staff member
19. Failure to return a razor in good condition
20. Causing injury to oneself
21. Unauthorized "offender-to-offender" contact

**Major Offenses**

1. Battery or attempted battery of any individual in the jail
2. Bribery or attempted bribery of any individual in the jail
3. Escape or attempted escape or aiding another in escape
4. Consumption or possession of another's medication
5. Consumption or possession of alcohol
6. Possession, use, or threatened use of any dangerous article that is considered to be a weapon or can be used as a weapon
7. Destroying, defacing, or losing jail property or the personal property of another \*
8. Committing or attempting to commit a sexual offense against another person
9. Exposing of genitals to another person
10. Committing or attempting to commit or incite another to commit a violent or disruptive

act

11. Inciting or participation in a riot (acts constituting a clear and present danger committed by four [4] or more persons resisting lawful authority)
12. Being found guilty of four (4) previous offenses within a 90-day period resulting in being adjudged a Habitual Rule Violator.
13. Tampering with or blocking any locking device \*\*\*
14. Fighting with any deputy or staff member
15. Flooding a cell or housing unit area
16. Committing any misdemeanor or felony punishable under Indiana State Law while incarcerated in the jail facilities
17. Extortion, blackmail, demanding or receiving money or anything of value in return for protection against bodily harm, or the threat of informing
18. Disrupting any court hearing
19. Engaging in trafficking
20. Possession, induction, or use of any unauthorized drug, drug paraphernalia, or any controlled substance in violation of Indiana State Law
21. Possession of any escape paraphernalia or the hiding of any items that could be used to escape
22. Physically refusing to obey a lawful order of any staff member
23. Theft of jail property or the property of another
24. Threatening a staff member
25. Smoking
26. Setting a fire
27. Theft or misuse of flammable/toxic/caustic chemicals; or the use of any flammable/toxic/caustic chemicals in the jail without being strictly supervised
28. Possession of intentionally damaged jail property (articles made out of jail property such as headbands) \*\*\*\*\*
29. Failure to wear jail issued clothing when leaving the housing unit / or to wear jail issued pants at waist level when leaving the housing unit
30. Possession of contraband \*\*
31. Interfering with the headcount
32. Destroying, defacing, or removing an armband
33. Returning a Jail issued razor without a blade
34. Prohibition of 3-way calling
35. Cell door violation \*\*\*\*\*
36. Misuse of the Jail suicide hotline or the PREA hotline\*\*\*\*\*
37. Misuse of the telephone, inclusive of use of another inmate's PIN\*\*\*\*\*

\* Violation of Major Offense #7 (*Destroying, Defacing, or Losing Jail Property ...*), will result in the replacement cost of the destroyed, defaced, or lost item being deducted from the inmate's commissary account, in accordance with Indiana Code 36-8-10-22.

\*\* Contraband is any item(s) not *issued* by the jail, not *purchased* from the jail, or not *authorized* by the Jail Administration. It shall also refer to items which have been modified or converted into something other than for their original purpose. Contraband also includes unauthorized amounts of permissible items such as food items kept from meal trays or excess amounts of issued items such as towels, uniforms, blankets, sheets, and/or toilet paper. Jail officials may

further define contraband where needed to effectively administer the facility.

Searches shall be conducted as often as necessary to control and eliminate the possession of unauthorized items by inmates.

\*\*\* Inmate will be financially responsible for repair and/or replacement costs.

\*\*\*\* Inmate will be financially responsible for the replacement cost.

\*\*\*\*\* All inmates present in a housing unit at the time and assigned to the cell for which the cell which the door is closed and/or partially closed when NOT bunked in, or the cell door is draped with a linen, a towel, any clothing or the bed area, toilet area, or shower area is draped, will receive an automatic 15 days of both commissary and recreation restrictions. Recreation will be restricted as to use of the gym, the recreation room, and programs.

\*\*\*\*\* The availability of the Jail Suicide hotline, as well as the PREA hotline, is for each line's specific and intended purpose.

Misuse of either of these hotlines shall result in an automatic 10-day suspension of the inmate's commissary and/or personal visitations.

The same penalty shall apply to the use of another inmate's PIN number to access either hotline.

\*\*\*\*\*The penalty for use of another inmate's PIN number shall result in 15 days of lockdown, following the DHB hearing

Nothing in this section prohibits the Sheriff or the Jail Administrator from creating or enforcing temporary rules whenever either shall deem it necessary to protect the security of the facility, health and safety of any person(s), or the property of the jail. Any temporary rules will be enforced after the jail inmate population has been notified of such rules. \*\*\*\*\*

### **Discipline & Disciplinary Hearing Board Policies**

All disciplinary actions shall be reasonably related to the seriousness of the offense(s) committed and the circumstances surrounding the inmate's conduct. Complete records shall be maintained as to all disciplinary actions.

Inmates who are charged with committing rule violations will receive a written notice of the charge(s) against them within twenty-four (24) hours of the alleged offense. The written notice will specify the violation(s) allegedly committed and will detail the inmate's actions which led to the alleged violation(s).

DHB hearings shall be held within 7 days, excluding weekends and holidays, of the alleged violation. DHB hearings can be continued for good cause. The reason will be fully documented.

If it is necessary to segregate the offender from the general population prior to the hearing due to inmate safety concerns or jail security concerns, the hearing shall be held within seventy-two (72) hours of the alleged rule violation unless a weekend or holiday occurs. If a weekend or holiday delays the hearing, it will be held on the business day following the weekend or holiday.

A DHB composed of three (3) persons shall hear charges of inmate rule violations. One DHB member shall be the Assistant Jail Commander or his/her designee; the second shall be a member

of the programs staff or a jail chaplain; and the third shall be chosen by the Jail Commander.

The accused inmate may be present during the hearing except during times of deliberation. If an inmate is disruptive, refuses to attend the hearing, or would present a threat to the security of the jail, the hearing may be held in absentia. The inmate's absence will be documented.

The inmate shall be entitled to testify, have witnesses to testify on his/her behalf (limited to two [2] witnesses), and introduce documentary or physical evidence to support his/her case. Inmates shall be afforded all procedural safeguards found in Indiana Code 35-50-6-4.

The DHB panel will prepare a written "finding of fact" report within twenty-four (24) hours of the hearing. The report shall contain the conclusions of the DHB and, if applicable, a description of any disciplinary action to be taken. The accused inmate will be provided with a copy of the DHB's decision. The DHB may not find an inmate guilty of an offense that was not specifically charged in the original written notice. Should an inmate be found not guilty of an alleged rule violation, the disciplinary report will be removed from the inmate's jail record.

Inmates may appeal decisions of the DHB to the Jail Commander or his/her designee for review. Such appeals shall be submitted using a formal grievance form. The appeal may contest the findings of guilt or question the appropriateness and degree of disciplinary action taken. An inmate's record will be expunged of any reference to jail rule violation charges if the appeal is successful and a finding of guilty is later overturned.

Any inmate charged with violating jail rules and scheduled for a hearing before the DHB may also be charged by the Marion County Prosecutor regarding the same alleged offense if that offense is a violation of law.

There shall be no disciplinary action given to a group of inmates unless it can be determined that all members of the group participated in the wrongful act. An entire housing unit cell block will not be punished for the actions of a few.

If a segregated status is required for the protection of the inmate's welfare, other inmates' welfare, staff welfare, or to maintain the security of the jail after disciplinary segregation time is served, the inmate will be moved to a segregation unit not used for discipline. Inmates in administrative and protective custody segregation units will be afforded the same services as the general population inmates. Their status will be reviewed at least once every seven (7) days for the first two (2) months and every thirty (30) days thereafter.

While in any type of segregation, inmates will be provided with the same laundry, bedding, and hair care services as provided for other inmates. Hygienic articles necessary for personal cleanliness and cleaning materials for cleaning of the cell will be provided to segregated inmates. All segregated inmates will be seen by medical staff daily while in segregation. If an inmate wishes to see medical, a Health Care Request (see **Inmate Medical & Health Information**) must be submitted to medical staff during med pass. Inmates in segregation will receive one hour of exercise, outside of their cell, 5 days per week. Inmates in segregation will be offered the opportunity to shower and shave at least three (3) times per week.

The following property and amounts are authorized for inmates in Disciplinary Segregation:

1 cup	\$2.00	1 pair jail issued shoes	\$5.00
1 laundry bag	\$3.00	1 deodorant	

1 toothbrush		2 pair socks	\$2.00/ pair
1 uniform (pants & shirt)	\$14.00	2 t-shirts	\$3.00/shirt
1 toothpaste		2 bras/sports bras (females)	\$3.00/bra
1 blanket	\$10.00	4 pair underwear	\$3.00/piece
1 spoon	\$1.00	Jail authorized pen and legal pad	
2 sheets	\$4.00/sheet	mail	
1 comb		religious material	
1 towel	\$3.00	authorized medication	
1 bar soap		legal materials	
1 roll of toilet paper		1 mattress	\$91.00

Inmates will be charged the replacement costs as listed of each jail issue property destroyed.

**Inmate Credit & Good Time**

Indiana Code 35-50-6 provides for “Release from Imprisonment and Credit Times”. Section 0.1 provides for application of certain amendments to the Indiana Code. Section .05 provides for definitions. Section .06 provides for the effect of enactments. Section 1 is entitled “Parole, Discharge to Community Transition Program or Probation”, “Lifetime Parole for Sexually Violent Predators and Murderers”; Section 2 “Discharge from Imprisonment for a Misdemeanor”. Section 3. “Credit Time Classes for a Person Convicted Before July 1, 2014”. Section 3.1.” Credit Time Classes for a Person Convicted after June 30, 2014.” Section 3.3. “Educational Credit Time”; Section 4 provides for “Credit Time Assignments”. Section 5 is entitled “Deprivation of Credit Time”. Section 5.5 provides for credit time appeals. Section 6 is entitled “Degree of Security, Parole or Probation,”” Imprisonment upon Revocation of Parole; Days Spent on Parole Outside Institution”. Section 7 concerns the Charge of a New Crime or Violation of Rule While Confined; Effect on Credit Time; Assignment to Class III. Section 8 provides that a person serving a sentence of life imprisonment without parole does not earn credit time. (2016)

**Food Service**

A professional food service under contract to the Sheriff prepares all meals served in the jail. Three (3) meals are served each day. All meals are prepared from recipes which meet or exceed the recommended caloric, vitamin, and nutrient requirements and are approved by a licensed dietitian. Each inmate is allowed one (1) meal per mealtime unless the jail physician has recommended a diet which deviates from normal portions. Requests for specific religious diets must be made to, and approved by the chaplains’ office.

Inmates who are out of their assigned housing unit when meals are served will be provided a “sack meal” as they return to their assigned area. If an inmate is held for more than four hours or it is known they will not return prior to the scheduled feeding time, they will be provided a sack meal or other interim meal of appropriate nutritional value.

Alternative meals, rather than food trays, may also be provided for inmates whose behavior is disruptive. Such behavior includes use of food or food service equipment in a hazardous manner

to oneself, staff, or other inmates.

**Meals must be eaten at the time of meal service** and not accumulated, in part or in whole, or set aside for future use. Hot cart items must be eaten by bunk-in. Any such accumulated items shall be considered contraband and destroyed. DHB charges may also occur.

Food will not be accepted from the community. Accumulation of any type of food item not purchased through Commissary is considered to be contraband and can result in the inmate being charged with a rule violation.

### **Grievance Procedures**

Any and all complaints or grievances concerning the jail, its conditions, its functions (including medical services), or the Jail staff must be forwarded to the Grievance Deputy.

#### **Informal grievance procedure**

- An informal grievance *must* be completed before a formal grievance may begin.
- An *informal grievance* shall be filed within seven (7) days of the incident on an informal grievance form. A grievance form may be requested from Custody staff. Inmates housed at Hope Hall must request an informal grievance form from custody staff.
- An *informal grievance form* must be submitted to mailroom staff in an envelope also provided by mailroom staff. Mailroom staff shall deliver the informal grievance to the Grievance Deputy.
- A written resolution shall be delivered to the inmate within fifteen (15) days of the Grievance Deputy's receipt of the informal grievance.

#### **Formal grievance procedure**

- A *formal grievance* must be filed within seven (7) days of the inmate's receipt of the *informal resolution* on a formal grievance form, which must be requested from the *Grievance Deputy*. Inmates housed at Hope Hall must request a formal grievance form from custody staff.
- A *formal grievance form* shall be submitted to staff in an envelope also provided by staff. Staff shall deliver the formal grievance to the Grievance Deputy. Inmates housed at Hope Hall shall give the formal grievance to custody staff in an envelope.
- A written resolution shall be delivered to the inmate within fifteen (15) days of the Grievance Deputy's receipt of the formal grievance.

#### **Emergency grievance procedure**

- During business hours, label the grievance "*emergency*" and deliver to custody staff for direct delivery to Grievance Deputy.
- After business hours, label the grievance "*emergency*" and deliver directly to a supervisor on duty.
- Abuse of this emergency procedure shall be noted, the grievance returned to the inmate, and the inmate must start the process again via the informal grievance process.

**\*\*Each inmate is limited to two (2) open grievances of any kind at one time (formal, informal, emergency, or any combination) \*\***

An inmate may appeal the decision of the Grievance Deputy. The appeal should be filed by letter or "message card" addressed to the Jail Commander or his/her designee.

**Inmates are required to exhaust all administrative remedies before filing law suits.**

### **Head Count Procedures**

Head counts are done on a daily basis, several times per day, at Marion County Jail facilities. During head counts, inmates will remain on their assigned bunks with their armbands presented to officers when asked. Inmates will remain on their assigned bunks until the head count is completed. During head counts, deputies will be unable to answer any questions not related to the headcount unless it is an emergency situation. Failure of an inmate to follow these procedures will be grounds for disciplinary charges.

### **Immigration Detainees**

Under the U.S. Immigration and Customs Enforcement (ICE) 287(g) program, some local and state law enforcement agencies are authorized to enforce U.S. immigration laws.

If you are being questioned about your immigration status in the United States, or have been served with immigration documents by personnel acting on behalf of ICE, and you believe your rights were violated, you have the right to make a complaint.

Anyone can file a complaint on your behalf, including: a relative, friend, law enforcement agencies (LEAs), a law enforcement officer from a participating LEA, or anyone from the public.

As an immigration detainee, you have the right to:

- be treated fairly;
- not be discriminated against based on your race, color, ethnicity, or national origin;
- not be subjected to excessive use of force or abusive conditions;
- An environment that provides for your safety, care, and well-being;
- Use of a phone to make a complaint;
- not be retaliated against for making a complaint or asking for help.

If you feel your rights have been violated, contact one of the following entities by phone, e-mail, or U.S. mail to make a complaint or ask for help:

- Call toll-free: 800-323-8603 (DHS  
Inspector General)
- 877-246-8253 (ICE Office of  
Professional Responsibility)
- Email: Joint.Intake@dhs.gov
- U.S. Mail: DHS, ICE Office of Professional Responsibility  
P.O. Box 14475, Pennsylvania Avenue NW  
Washington, DC 20044

You do not have to give your name. Your call will be kept confidential. A copy of your complaint will be forwarded to the DHS Office for Civil Rights and Civil Liberties (CRCL).

### **Medical & Health Information**

**If you believe that you or any other inmate is in need of EMERGENCY MEDICAL TREATMENT, notify a deputy or staff member immediately.** Routine medical, dental, and mental health services are available to all inmates at the jail. Inmate Health Care Request forms are available from mailroom staff or from a medical cart nurse. Inmates must complete a Health Care Request form and must include their name; gallery number; what service is being requested (medical, dental, or mental health); and a short description of the problem, such as stomach ache, tooth ache, pain or a description of the mental health issue. The Health Care Request form will

be given to the nurse during one of the three daily medication rounds or may be given to other medical staff if available. Deputies **cannot and will not accept** Health Care Requests.

Jail medical, dental, or mental health staff will screen each Health Care Request, schedule an appointment with the appropriate provider, and monitor all prescribed medications and treatments.

Limited dental treatment is available.

Routine eye examinations, eyeglass prescriptions, and eyeglass repair are services not provided to inmates. Broken eyeglasses may be sent out of the jail with a visitor for repair and returned at the front security desk between 12:00 p.m. and 2:00 p.m., Monday through Friday. Visitors can also drop off eyeglasses, dentures, or contacts in the same manner.

**Co-Payment for Medical Services – Municipal Code – Section 131-108 Health care co-payment by an incarcerated person.**

- (a) This section does not apply to a person confined in an incarceration facility operated by or through the county sheriff who:
  - (1) Maintains a policy of insurance from a private company covering:
    - a. Medical care;
    - b. Dental care;
    - c. Eye care; or
    - d. Any other health care related service; or
  - (2) Is willing to pay for the person’s own medical care.
- (b) Except as provided in subsection (c), a person confined in an incarceration facility operated by or through the Marion County Sheriff shall make the following co-payments for each provision of the following services:
  - (1) For medical, dental, eye care, and prescriptions and any other health-care related services, the co-payment shall be fifteen dollars (\$15.00). This included an inmate’s request for an initial chronic care visit.
- (c) A person confined in an incarceration facility operated by or through the Marion County Sheriff is not required to make the co-payment under subsection (b) if:
  - (1) The person does not have funds in the person’s commissary account or trust account at the time the service is provided;
  - (2) The person does not have funds in the person’s commissary account or trust account within sixty (60) days after the service is provided;
  - (3) The service is provided in an emergency;
  - (4) The service is provided as a result of an injury received in the incarceration facility; or
  - (5) The service is provided at the request of the sheriff’s department or administrator of the incarceration facility.
- (d) The Marion County Sheriff’s Department, Jail Division, shall forward the co-payments monthly to the Marion County Auditor. The auditor shall deposit such fees in a special revenue

fund to be known as the “County Medical Care for Inmates Fund.”

***All inmates will receive the same level of medical care regardless of their ability to make co-payments or the balance in their commissary account.***

The jail is not responsible for an inmate’s medical or prosthetic devices that become damaged or otherwise unusable. Eyeglasses, contact lenses, dentures, hearing aids, electronic voice or speech units, artificial limbs, etc., that are left in the care of an inmate will be the responsibility of that inmate.

Inmates are encouraged to take personal responsibility for their health. Eating right and staying physically active are examples of good habits that can help you stay healthy. You are to advise healthcare staff if you have any food or drug allergies, diabetes, kidney or liver disease, or are pregnant. If you become ill and require a prescription medication, ask healthcare staff any questions you have about the medication.

### **Medication Pick-Up**

Any inmate that is released from the Marion County Jail has three (3) days from the date of their release to obtain a five (5) day supply of their medication(s).

The inmate must take the Medication Voucher, issued to the inmate during release processing, within 72 hours of release to one (1) of two (2) pharmacy’s. The pharmacies are Walgreen Pharmacy at 1530 N. Meridian Street, Indianapolis, Indiana 46202 or CVS Pharmacy at 1545 N. Meridian Street, Indianapolis, Indiana 46202.

The inmate must present identification with a picture in order to pick up the medication(s).

### **Drop-Off of Glasses/Contacts/Contact Solutions/Dentures**

Inmates’ glasses, contacts, solution, contact cases and dentures must be dropped off at the front security desk between the hours of 12:00 p.m. and 2:00 p.m., Monday through Friday. **Eye care items must be unopened and in their original packaging. Medical cannot accept any previously opened materials. Glasses will only be accepted without their case.**

### **Health & Hygiene Suggestions**

Good hygiene is one of the most important things that you can do to maintain good health. To maintain good health while in jail you should:

- Shower daily
- Wash your hands frequently
- Don’t share clothing with others
- Keep small wounds/cuts washed with soap and water and covered
- Keep fingernails short and clean to avoid cuts and skin irritation
- Inmates who are indigent (no money on the inmate’s account for 2 weeks – verified) qualify for hygiene packs. The inmate must send a message card to the facility chaplaincy department requesting a hygiene pack.

### **Nutrition**

Marion County Jail provides a well-balanced diet with appropriate calories and nutrition. To maintain good nutrition, you should:

- Drink plenty of water
- Avoid excessive snack foods

- Eat fruits and vegetables provided in your meals

### **Exercise**

Mild to moderate exercise is beneficial to your health. You don't have to go to the gym to exercise. You can:

- Do sit-ups
- Do push-ups
- Jog in place
- Stretch
- Do jumping jacks
- Use in-cell exercise equipment

### **Sanitation**

To maintain a sanitary environment, you should:

- Clean your area regularly
- Have your clothing and bedding regularly laundered according to the laundry schedule

### **Medical Examinations**

Inmates will receive a medical screening upon their arrival into the Marion County Jail system.

### **Laundry & Jail Issued Laundry Items**

When leaving his/her housing unit, an inmate must be wearing their jail issued uniform. Jail issued clothing must be worn in the manner for which it was intended, i.e. waistband of the pants must be worn at waist level, and shirt-tail neatly tucked into the pants. Altered jail issued clothing may not be worn and can result in disciplinary action.

Each inmate will be issued the following items during the book-in process:

- |   |                                     |
|---|-------------------------------------|
| 2 jail issued pants                                 | 1 tooth brush w/tooth paste         |
| 1 spoon   | 1 roll toilet paper                 |
| 2 uniform shirts                                    | 1 inmate handbook                   |
| 1 blanket   | 2 mesh bags                         |
| 2 sheets  | 1 mattress with incorporated pillow |
| 1 towel   | 1 armband                           |
| 1 cup   | 2 socks                             |
| 1 pair shoes  | 2 t-shirts                          |
| 1 shampoo   | 1 comb                              |
| 1 bar soap  | 1 deodorant                         |
| 4 <u>sets</u> of underwear                          |                                     |
| 2 sports bras for females or when medically ordered |                                     |

Hygiene kits for indigent inmates will be received by inmate request to the Chaplaincy. Supplies are limited. The Chaplaincy will keep records as to distribution of a kit to an inmate. Abuse of this practice by an inmate may result in a disciplinary action. If the Chaplaincy does not have kits available, the inmate request must be submitted to laundry.

Inmates are responsible for issued items and may be required to pay for lost or damaged jail

issued items (IC 36-8-10-22). Inmates arriving at the Marion County Jail, from other facilities, will be allowed to retain their legal paperwork, a complete set of street clothes to be stored in the property room, as well as medications and/or medical devices. Medications and medical devices will be turned into the medical department and issued as determined by the medical department.

The replacement values of jail issued items are as follows:

pants	\$8.00	inmate handbook	\$2.00
towel	\$3.00	mattress	\$91.00
sheet	\$4.00	cup	\$2.00
spoon	\$1.00	armband	\$4.00
shirt	\$6.00	mesh bag	\$3.00
blanket	\$10.00	shoes	\$5.00
t-shirt	\$3.00	socks	\$2.00
underwear	\$3.00	sports bra	\$3.00
Jumpsuit	\$20.00		
Food Tray	\$13.00		
Inmate message cards which have not been properly used			\$1.00

Laundry will be exchanged once per week according to an established schedule.

Monday – 2 West  
 Tuesday – 2 East  
 Wednesday – 4 West  
 Thursday – 4 East  
 Friday – Intake  
 Saturday – 3 West

Laundry exchange shall occur between the hours of 0600 – 2200.  
 The days of the week may vary for Holidays or at MCJ’s discretion.

Laundry will be exchanged on a one-for-one basis (i.e. turn in one pair of pants and receive one pair of pants in exchange). Blankets will be exchanged at least once every quarter.

If jail issued clothing has been damaged (other than by normal wear) or lost it will be replaced and the inmate will be charged the value amount of the replacement from his/her commissary fund. Decisions concerning replacement or exchange of lost or damaged items can be made by either the Laundry Supervisor or a DHB. Jail issued items are the property of Marion County Jail.

At the time of being processed for release from the jail, inmates must surrender all items they were issued upon entering the jail. This will include this inmate handbook. Inmates may be charged for losing or damaging jail property as defined in Indiana Code 36-8-10-22.

**Library Services**

Marion County Jail provides library services for the inmate population. These services consist of

a law library and a recreational library.

### **Law Library**

The law library has legal material on CD ROM. Visits to the law library may be scheduled by completing a message card directed to “Law Library” requesting use of the library. Law library visits are one (1) hour per week. Inmate message cards for law library services must contain the inmate’s full name, gallery number and complete housing location (unit and cell number). Upon receipt of the message card, the Library Deputy will schedule the inmate’s visit to the library. If you request a law library visit but are transferred to a different housing unit before you are taken to the library, you must submit another message card request. The law library has several rules that will be followed by those who attend:

- Talking in the library is not allowed except for the purpose of asking the Library Deputy questions concerning library matters.
- Talking or any other disruptive behavior will cause that inmate’s library session to be ended immediately.
- Disruptive behavior, violation of jail rules, or destruction of jail property can result in the temporary restriction of personal access to the library.
- Only legal work, a jail authorized pen, and a pad of writing paper may be taken into the law library.
- No folders/portfolios or envelopes will be allowed in the law library.
- Photo copies from the law library are provided at 40 sheets per visit. Additional copies will be decided on a case by case basis.
- In lieu of going to the law library, any inmate may request a copy of a specific case to review in their cell by addressing a message card to “Law Library” requesting the case copy by cite number or statute number. Same cost for copies will apply.
- Inmates who are housed in administrative segregation or in DHB lockdown units are to make law library requests by using a message card directed to the law library.

### **Legal research resources are available.**

The following programs are made available to inmates via computer in the law library:

Notepad

The following applicable sections of Marion County Jail policies are made available to inmates in the law library:

JP4-10	Sexual Assault/Misconduct
JP5-1	Inmate Commissary Account Funds
JP5-7	Visitation
JP5-9	Mail/Correspondence
JP5-10	Exercise & Recreation
JP6-1	Inmate Grievance Procedure
JP6-11	Inmate Infractions/Disciplinary Reports/Sanctions

### **Recreational Library**

All inmates have access to reading materials, and are subject to reasonable security measures. Books may be exchanged on a one-to-one basis (it takes a book to get a book). An inmate may have no more than (2) recreational library books in a housing unit at one time. Books sent to an

inmate from an outside source become the property of the jail when exchanged for a library book and will be marked as jail property.

### **Mail Regulations**

Mailroom staff is responsible for the collection and distribution of all U.S. mail for inmates while they are incarcerated in Marion County Jail facilities. The collection and distribution of mail takes place Monday through Friday. Mail is generally distributed between the hours of 6:00 a.m. to 8:30 a.m. No delivery or collection is made on weekends or holidays.

All mail for inmates, both incoming and outgoing, will be opened to intercept cash, checks, and money orders. It shall be read, censored or rejected based on content and for security reasons. Inmate mail shall be withheld in part, or in full due to censorship of the content, contraband, security concerns, or the failure of the inmate to produce a legible armband and be properly clothed when the mail is delivered. Where incoming or outgoing mail is withheld, in part or in full, the inmate shall be notified in writing within a reasonable amount of time. The exception will be legal mail which is opened in the presence of the inmate.

Nothing in these regulations is intended to restrict an inmate's correspondence with their attorney, or any other officer of the court or restrict the number of items mailed. Any violation of the mail rules may result in disciplinary and/or criminal action. Any threats or illegal contraband received via the mail will be forwarded to the appropriate authorities for investigation and legal action.

**Each Page** of incoming personal correspondence is to contain the inmate's complete name (the name used at the time of arrest and processing), the inmate's gallery number, and the inmate's housing unit. The inmate shall not receive the envelope from any incoming personal correspondence. The sender is encouraged to add their name and return mail address at the bottom of the last page. Failure on the part of the individual sending the incoming personal correspondence, to ensure the requested identifying information is on **each** page, may result in an inmate not receiving the correspondence in its entirety. Loose or affixed postage, stickers, and labels with incoming personal correspondence are not allowed and will be confiscated.

All greeting cards and photographs sent to inmates shall only be accepted if they are sent from a third-party distributor. Photographs may not exceed the size of 4"X6", greeting cards may not exceed the size of 6"X8" and must not be double layered or covered in plastic wrapping. Greeting cards and photographs sent from person(s) other than a third-party distributor and any items that accompany them shall be returned to the sender via USPS. Incoming mail containing personal drawings on colored paper and/or using colored ink/pencil/marker shall be photocopied by mailroom staff and delivered to the inmate. Originals shall be destroyed.

Privileged mail will be opened in front of the inmate. Postage stamps, stickers, and mailing labels from privileged mail may be removed at the discretion of the facility. The envelope in which the privileged mail arrived may also be kept, at the discretion of the facility.

All incoming mail is checked by the on-duty K-9.

All mail must be properly addressed and a return address must appear in the upper left-hand corner of the envelope. The inmate address for incoming mail, or return address for outgoing mail, must consist of the inmate's complete name (as used at the time of the arrest and processing), gallery number, address (40 S. Alabama Street, Indianapolis, IN, 46204), and cell

housing number (3A, 2P, etc.). All incoming, personal (specifically to an inmate) mail must be addressed to a specific inmate and not to a section of the jail (i.e.: commissary). *Mail received at the jail which does not show the correct information may be delayed in delivery or returned to the sender.* Mail received for inmates who are no longer at Marion County Jail will not be forwarded. It will be returned to the sender.

All mail is delivered in person, as it is received, to whom it is addressed. Mail will not be delivered to inmates who are unable to produce a valid and legible jail identification armband. Inmates responding to receive mail must be clothed (t-shirt or uniform shirt, pants, and shoes). If it becomes necessary to withhold an inmate's mail, he or she will be notified in writing.

Inmates are not limited on the number of letters they can send or receive. However, the facility can impose limitations when there is a reasonable belief that the limitation is needed to protect the public or maintain order and security in the jail.

All mail sent from the facility is marked to identify it as originating from the Marion County Jail. All mail must have the correct postage affixed or it will not be mailed. Outgoing mail will not be registered or certified. There shall be no correspondence between inmates in this facility and inmates in any other facility, pursuant to the Indiana Jail Standards (210 IAC 3). The only exception to this correspondence rule is after two (2) inmates have provided legal documentation proving they are married to each other, they may correspond after receiving permission to do so from officials at both facilities.

With the exception of legal mail, indigent postage shall now be furnished via postcards. Inmates, whose indigent status has been verified, shall receive two (2) postage-filled postcards per week. Inmates must submit a request to the Mailroom by Wednesday of each week for such postcards. The inmate's account balance must not have exceeded \$1.00 for a period of two (2) weeks prior to the request for the postcards.

Indigent postage for legal mail shall continue to be issued on envelopes. Abuse as to the issuance of the legal mail envelopes shall result in disciplinary action.

Inmates who are verified to be indigent may receive a single free pen, every 30 days. To receive a new pen, the old pen must be turned in.

All **money orders** must be addressed to the Inmate Account Manager. Money orders must be received in an envelope with no accompanying materials. All money orders received for deposit on inmate accounts must be made payable to Marion County Jail Commissary. The inmate's name and gallery number should be written on the money order. Only postal prepaid money orders, other accredited prepaid money orders and U.S. government checks, will be accepted. Cash, personal checks, or payroll checks will not be accepted. The inmate's name, any aliases, date of birth, cell housing unit and/or gallery number must appear on any money order sent (the name must be the one that the inmate used when he/she was processed into the jail). *Money orders received at the jail which do not show the required information will be returned to the sender.*

**Message cards** are to be used to request services offered by the jail. Message cards will be issued and collected while mail is picked up and delivered. Message cards directed to the specific office or person from whom the inmate is requesting service will receive the quickest response. The services offered by the jail are: chaplain, law library, visitation changes, program staff, and notary service. Inmates needing to contact the medical office should use a Health Care

Request form and once completed give it to a medical staff member. Message cards are to be used for messages only.

Message cards are not to be used to block vents and windows. A cell's occupants will both be DHB charged with a Major #7, defacing or destroying jail property. Both occupants may also be charged monetarily as well.

### **Authorized Items Which May Be Mailed to Inmates**

As a general rule, inmates are allowed to receive letters, greeting cards, post cards and 35mm types of photos which must be sent from a 3<sup>rd</sup> party distributor. Inmates are also permitted to receive soft back books (no hard covers or spiral bound) newspapers, and magazines from outside the facility only if the material is mailed directly from a publisher or a book store/publisher (no used books). Only books from recognized book stores and publishers will be accepted.

### **Items Which Are Not Allowed**

- **NO** obscene materials or nude photographs will be accepted.
- **NO** Polaroid pictures will be accepted.
- **NO** food items are allowed to be mailed in or out of the facility.
- **NO** commissary type of items such as clothing, snacks, writing materials, games, toilet articles, health items, etc., will be accepted.
- **No Postage**
- **NO** identification cards, **stickers**, labels, felt tip markers, pens, crayons, mechanical pencils, color or standard pencils, tape, puzzles, electronic devices, oversized greeting cards, plastic cards, carbon paper, or metal objects will be accepted.
- Inmates cannot receive any kind of colored stock or construction paper through the mail. Such paper, when found in an inmate's incoming mail shall be confiscated. White stock or white construction paper is allowed for receipt through the mail.

Mailroom staff reserves the right to refuse to deliver any letter, picture, article, or package, with the exception of legal mail, which are deemed by jail guidelines inappropriate for introduction into the facility. Items mailed to inmates which are declared unacceptable are returned to the sender, and the inmate will be notified of the rejection. Items mailed to the inmates after they have been released from Marion County Jail will not be forwarded; they will be returned to the sender. Items that have no return address will be sent to the U.S. Postal Service dead letter office.

**Sealed letters** shall be permitted to be mailed *to* a specific class of persons and shall be inspected in the presence of the inmate for contraband before it is sealed. Sealed mail *from* this class of persons to an inmate will be opened in the presence of that inmate to be inspected for contraband. The specific class of persons shall include but not be limited to:

- Courts;
- Counsel;
- Officials of Marion County Jail;
- State and local chief executive officers;
- Administrators of grievance systems;
- Members of a State paroling or authority probation.

Suspicious privilege correspondence to an inmate will be opened outside the presence of the inmate when a MCSO K-9 unit indicated narcotics are present, or a suspicious odor is emanating from the envelope which could be indicative of a contraband substance, or the privileged correspondence appears to have been crafted to give the appearance of legal mail.

### **Razors**

Razors for shaving are available to inmates. Razors are issued on a scheduled basis. All segregation inmates have the opportunity to shave at least three (3) times per week.

- Each inmate requesting a razor must be identified by their identification armband or a razor will not be issued.
- Due to the hazards of blood to blood contact and the spread of infectious disease, razors must not be shared with other inmates.
- Tampering with or altering a razor in any way is a violation of jail rules and will result in disciplinary charge(s). Razors must be returned in the same condition as when issued. Razors must be returned personally by the inmate to whom the razor was issued.
- Razors will be returned on the same day as when issued.
- Inmates who do not follow the jail's rules as to razor use may be denied the access.
- Nail clippers will be issued on Sundays. The same rules for razors will be applied for nail clipper usage.

### **Recreation**

Inmates are afforded the opportunity to participate in recreational activities. Recreation is offered Monday through Sunday for general population inmates.

Inmates housed at the Intake facility can have the opportunity to go to the inside or outdoor gym and recreation room seven (7) days per week.

Inmates housed on the Westside section of the jail can have the opportunity to go to the inside or outdoor gym and recreation room seven (7) days per week depending on housing assignment.

Inmates housed on the Eastside section of the jail can have the opportunity to go to the inside or outdoor gym and recreation room five (5) days per week. Exercise equipment made available inside of the housing unit may be used in lieu of gym or recreation room visits on weekends and/or holidays.

Inmates housed on the Westside, Eastside, and Intake are also offered the opportunity to go to the recreation room for board games. Recreational reading material can be exchanged/checked out during the recreation room visits.

Failure to comply with any jail rule may cause restriction of the inmate's recreation opportunities.

All inmates taking part in the recreation program must present and wear a valid, legible jail identification armband.

Inmates who are in special management units (DHB, administrative, and protective custody) will receive at a minimum one (1) hour of exercise per day outside their cell five (5) days per week. This can be restricted where security becomes an issue. Recreational reading materials will be

made available for exchange/check out in the segregation units one (1) time per week.

Unnecessary talking is prohibited during movement to or from the recreation areas.

### **Hair Care Schedule**

Inmate haircuts are offered by the recreation section every four (4) to six (6) weeks. Both male and female inmates must wash their hair and remove all braids prior to hair being cut. Requests for a haircut may be denied due to unruly behavior or any violation of jail rules. There will be no styling, fade-cuts, or layering given. All inmates requesting haircuts must present and wear a valid, legible jail identification armband.

### **Personal Identification Number (PIN)**

#### **Telephone calls**

- Every inmate will be required to have a valid PIN number to make calls from the jail. Your PIN will be your 4-digit personal Pin. The phone system will provide automated voice prompts to guide you through the calling process. Unlike commissary ordering (see below), while making a telephone call, you will be asked to enter your booking number separately from your PIN.
- PIN numbers are NOT to be shared. Use of another inmate's PIN number will result in a violation of Major Conduct code 37. See the Major Offenses section of this handbook for the penalty which will be assessed for this violation.

#### **Commissary ordering**

- For commissary ordering purposes, your booking number and PIN will be combined—first your booking then your PIN. The new combined number is your PIN for commissary purposes. You will make commissary orders using the combined PIN (see **Commissary & Inmate Accounts** section for more information on ordering commissary).

**For phone and commissary: your PIN should be protected at all times. If you need to request a new PIN, you must do so by turning in a call card to Commissary.**

### **Programs & Services**

All available programs and services in the jail system are comparable for males and females.

#### **Chaplain Services**

- The jail chaplains' office offers spiritual counseling for inmates who feel that they are having difficulty adjusting to jail living or other difficulties.
- Counseling may be requested by completing a message card directed to the chaplains' office.
- Family emergencies are handled through the jail chaplains' office.
- Phone calls to your attorney for inmates housed in a disciplinary lock down unit or a non-contact unit are handled through the chaplaincy during business hours.
- Religious programming is held on a weekly basis for male and female inmates.
- Inmates may attend religious programming by request.
- The chaplains' office schedules a variety of services for different denominations.
- Services for inmates of faiths not scheduled can be made available upon request.
- Bible studies are held weekly.
- Baptisms may be performed upon request.
- Soft cover Bibles, Testaments, and religious literature can be given to inmates upon

request at no charge.

- Greeting cards for various occasions are available.
- Marriage ceremonies are performed **only** upon court order.
- Requests for bona fide religious diets must be made to and approved by the chaplains' office.

## **Programs**

The jail provides programs and classes including literacy tutoring, GED, substance abuse and re-entry preparation. Class and program access is not based on an inmate's race, religion, national origin, gender, sexual orientation, or disability.

Programs and classes offered by Marion County Jail **are subject to change**. Examples of programs and classes when available are as follows:

- ABE/HSE Education**—provides ABE (adult basic education) and HSE (high school equivalency) assessment, individualized instruction, and testing
- Alcoholics Anonymous (AA)**—12-step based recovery program for those addicted to alcohol
- Anger Management**—learn to understand and reduce angry feelings and develop new ways of thinking and responding
- HIV Prevention**—discuss HIV/AIDS and STDS - the disease, risk factors, and prevention
- Narcotics Anonymous (NA)**—12-step based recovery program for those addicted to narcotics and other drugs
- Reentry**—a DVD-based curriculum which includes developing an autobiography and recovery plan, action planning for residence and employment, money management, and recovery from addiction
- **Re-entry services** are available for those inmates with mental health issues or substance abuse issues. Inmates who are interested in such services should reach out using an inmate call card directed to the Marion County Jail Behavioral Management Program staff.
- **Sexual Assault Behavior Management classes** -
  - Substance Abuse Education**—education in addiction, self-understanding, issues in recovery, principles of 12-step recovery programs

To request program participation, send a message card to jail programs indicating the program in which you are interested. Sign in sheets will be available. Inmates who are housed in administrative segregation have program participation options and can request programs by sending a message card to the Programs Department.

Inmates who request participation in programs must be dressed and ready at least thirty (30) minutes prior to the start of the specific program.

As participation in the Marion County Jail programs is a privilege, the Programs Unit may remove an inmate from consideration to attend programs.

All inmates may request programs participation and/or program's assistance, excepting inmates housed in Disciplinary segregation and inmates housed in a suicide monitoring unit.

Inmates who are housed in a mental health housing unit may request program's participation. Mental Health staff may need to authorize the inmate's participation, on a case by case basis.

## **Indianapolis Public Schools**

IPS administers educational programs at the jail for youthful offenders and special education

inmates who qualify.

### **Telephones**

Telephones are available in all housing units except disciplinary segregation and phone restriction housing units. Inmates in disciplinary segregation housing can contact the chaplains' office about using the telephone to contact their attorney. Administrative segregation units generally have access to the telephones unless a court order prohibits such access. Telephones are turned on after breakfast and turned off at bunk-in. Telephone use may be restricted at times for the security needs of the facility. Telephone calls can only be made outgoing and collect (each call costs the receiving person).

Inmates must use their seven-digit booking number and four-digit PIN number when making calls. During the inmates' first call they will be asked to state their names, which will be recorded for all future calls. Inmates should clearly state their first and last names at this time. Using the booking numbers and PINs of other inmates to make calls is strictly prohibited and may result in the loss of telephone privileges.

You must have a prepaid account to call a cell phone number; most cell phones and many internet provider phones do not accept collect calls. If the person being called presses a number on the telephone keypad during a telephone call, the call will be terminated. **Friends and family members with questions about telephone service can call 877 650-4249 or 800 483-8314 to place money on a phone account. Telephone deposits can also be made via the Internet at connectnetwork.com.** Inmates cannot call this number. Friends and family members may also deposit funds into a telephone account by using the kiosks located in the jail lobby area. The outside kiosks have 24/7 access.

Any inmate using the telephone to intimidate or harass another person will have his/her telephone privileges suspended and the inmate may face criminal prosecution for these actions.

The telephones at this facility track and log each call made. The use of these telephones constitutes consent for the tracking and logging of any call made using them. By using the telephones, you imply consent for this facility to receive details from the telephone company concerning numbers called, times at which the calls were placed, and duration of calls. Calls, except those designated privileged between attorney and client, are subject to monitoring and recording.

Attorneys must submit telephone numbers to be considered as privileged and protected.

Any attempt by an inmate as to any 3-way calls is strictly prohibited and shall result in the inmate being charged with a major jail rule violation#33. Possible phone restrictions may also be put into place.

Call rates are charged by the minute. All calls are limited to thirty (30) minutes. Before the call time or telephone balance expires, inmates will receive a warning that he/she is about to be disconnected.

### **Inmate TIP Line**

The Marion County Sheriff's Office would like to help you, for helping us.

If you have information pertaining to the safety and security of the jail, other inmates, and/or staff, please call this dedicated phone number, 317-327-1019.

Commissary and/or phone money may be offered for good information.

### **Visitation**

Inmates are allowed to have visitors while they are incarcerated in Marion County Jail facilities except when an inmate has specific restrictions. There are rules and procedures which govern the visitation process. Both inmate and visitor must comply with jail rules, policies, and procedures in order to ensure that visits are successfully completed. If information concerning visitation other than that presented herein is needed, it will be furnished upon request. Failure to adhere to the visitation rules will result in the cancellation of a visit and possible suspension of the visitor or inmate from future visitation. It is the inmate's responsibility to comply with all visitation rules. Rules for visitors are posted in the lobby and the 1st floor visitation room.

All visits, excepting professional attorney and clergy visits, are conducted remotely by using closed circuit television technology.

Personal visits by attorneys and clergy, with family members and/or personal friends, incarcerated at the Marion County Jail, shall have such personal visits conducted remotely.

**IMPORTANT:** The Sheriff, Jail Commander, or designee may cancel any visit, or delete from an inmate's list, any visitor who violates a jail rule or any person who, in their opinion, poses a threat to jail security.

### **Regular Visitation Procedures**

- Inmates are given a visitation list to fill out. Inmates may choose up to seven (7) adult visitors (age 18 and over) to be placed on the front of the list. All visitors must be placed on this list. *The inmate must also list all of his or her juvenile children (under age 18), who plan to visit the facility, on the back side of this list.*
- Changes to a visitation list can be made only every six (6) months by submitting a new list or card to the visitation section.
- A visitor's name cannot be on more than one inmate's visitor list at any time, excepting when the visitor has multiple immediate family members incarcerated in the Marion County Jail at the same time. Immediate family will include spouse, parents (including in-law), grandparents, children (including in-law), grandchildren, and siblings (including in-law). Adopted and step-members are also included in immediate family. Each individual visitor is limited to two (2) visits to the Jail per week, regardless of the number of immediate family members incarcerated at the jail.
- Each visit lasts for thirty (30) minutes.
- Each inmate is given the opportunity for two (2) regular visits a week. Two (2) adults may visit during the same visitation session, but each adult will count as one visit therefore satisfying two (2) visits for the week. For counting the number of visits, the visitation week starts on Monday and ends on Sunday.
- The same person may not visit an inmate twice in one week, unless that person is the *only* adult visitor listed on the inmate's visitation list.
- The visitation office is open Monday through Sunday. Regular and family visits are taken by appointment only and are to be scheduled one business day in advance of the desired visit day (Monday for Tuesday, etc.). The appointment scheduling line opens at 10:30 a.m., either until available appointments are booked or until 2:30 p.m. The appointment line number is (317)639-9300.
- Inmates shall not have visits on consecutive days.

- The jail is divided into different visiting groups (changes are made as needed). The current visiting schedule is as follows:

\*Appointments **are not** necessary for **Saturday out-of-state** visits.

- all appointments are made on a first-call-first-serve basis.
- Inmates are to be ready for a visit at least one (1) hour prior to their scheduled visit, properly dressed in jail issued armband, shirt, pants, underwear, socks, and shoes. Shirts are to be tucked into pants. Any inmate who is not ready for the visit when called out of the housing unit will have their visit cancelled.
- Inmates are not allowed to bring any items from their cell block when having a visit.

**Family Visitation**

- A family visit is a regular visit to which a juvenile (under age 18) child of the inmate accompanies an adult visitor.
- No school age children will be allowed to visit during school hours if school is in session.
- One (1) juvenile child may accompany an adult visitor twice per month. Of those two (2) visits, both may not occur in the same week and may not occur in consecutive weeks. The family visit counts towards the allotted two (2) visits per week for an inmate.

**Out-of-State Visitation**

- Out-of-state visits are for those visitors who reside outside the State of Indiana. Out-of-state visits are available six (6) days a week. An out-of-state visitor may visit Monday through Saturday.
- All rules and policies pertaining to general visitation procedures apply to out-of-state visits.
- Out-of-state visitors **are required** to make an appointment for visits on **Mondays through Fridays**.
- **Out-of-state visitors are not required to make an appointment for visits on Saturdays.**

	1000	1030	1330	1500	1600
Monday	2East LMK		JUV - F	JUV - M	Jail Females Hope Hall
Tuesday	4 East SCU	JUV - F	4 East	SCU	JUV - M
Wednesday	Jail Females Hope Hall		2 West Males	4 West Males	2 & 4 West Males
Thursday	4 East SCU		4 East	SCU	4 East SCU
Friday	2 East 2 & 4 West Males		2 East	2 & 4 West Males	2 East 2 & 4 West Males
Saturday	JUV - M	JUV - F	Out of	Jail Females	Mens G/P

		State Visits	Hope Hall
<b>Sunday</b>	Jail Females <b>Hope Hall</b>	Mens G/P	Mens G/P

- All out-of-state visitors must be listed on the inmate’s visitation list.
- An inmate is allowed two (2) out-of-state visits per week.
- An appointment is needed for all out-of-state juvenile children.

### **Eskenazi Hospital Visitation**

- Special visits and/or phone calls may be arranged where death of an inmate is imminent or pursuant to a court order.
- Under either circumstance, only adults who are immediate family members may make a visit at Eskenazi Hospital.
- The Lt. Colonel of the Jail Division, or his designee, may approve a visit to Eskenazi, or a phone call.

### **Disciplinary Segregation Visitation**

- **Adult inmates:** While an inmate is serving DHB time, no visitation will occur on a normal basis without the approval of the Major or Lieutenant Colonel or their authorized designee(s).
- **Youthful offender inmates:** While serving DHB time, youthful offender inmates may only be allowed visitation from parents or guardians with the proper documentation.

**Marion County Jail will not deny any professional or clergy visitation while an adult or youthful offender inmate is serving DHB time.**

### **Administrative Segregation Visitation**

- Administrative segregation regular visits are scheduled Monday through Friday in accordance with the jail visitation schedule.
- Administrative segregation visits are for those inmates who are locked down for self-protection or who are locked down due to escape risk or prior conduct issues. Inmates who are housed in administrative segregation units may have visits from any active adult visitor.
- All rules and policies pertaining to general visitation procedures apply to administrative segregation visits.
- Inmates who are housed in administrative segregation due to their prior conduct and/or escape risk classification shall be mechanically restrained during a visit.
- Inmates who are housed in administrative segregation due to self-protection issues generally do not need to be mechanically restrained during a visit.
- Inmates who are housed in a suicide monitoring unit shall have professional legal counsel visits.
- An inmate housed in a suicide monitoring unit shall be allowed clergy and family visitation; however, such visitation must be approved by the Director of Mental Health or his/her designee(s).

### **Attorney Visits**

- Attorney visiting hours are generally 7:00 a.m. to 11:30 a.m., 1:30 p.m. to 5:30 p.m., and 7:30 p.m. to 9:30 p.m., seven (7) days a week.

- Attorneys must present a valid Indiana attorney license card or an Indiana BAR card with a picture to visit. Without this document, an individual will not be recognized as an attorney.
- Attorneys from the Public Defender Agency may present their government-issued work identification in lieu of a BAR card.
- Attorneys can visit inmates, whom they represent, any number of times. Inmates are provided an area for private consultation with their attorney.
- Attorneys are not required to be on an inmate's visit list.
- Inmates must be properly dressed wearing the jail issued armband, shirt, pants, and footwear.
- Inmates may bring only legal materials from their housing unit when going to an attorney visit.
- Inmates are not allowed to receive any items from an attorney or paralegal without receiving permission from jail staff.
- At the attorney's discretion, members of the Marion County Public Defender Agency may utilize their access to closed circuit television communication with Marion County Jail to conduct visits with their clients housed at Marion County Jail.

### **General Visitor Information**

Any person(s) who introduces contraband into the jail or accepts contraband shall have the visitation privileges revoked and risk criminal prosecution. The following is the Indiana statute concerning trafficking:

#### *IC 35-44.1-3-5 Trafficking With an Inmate*

*A person who, without the prior authorization of the person in charge of a penal facility, knowingly or intentionally—*

- *Delivers or carries into the penal facility with the intent to deliver an article to an inmate of the facility; or*
- *Carries or receives with the intent to carry out of the penal facility an article from an inmate of the facility—*

*Commits trafficking with an inmate which is a class A misdemeanor. However, if the article is a controlled substance or a deadly weapon, the offense is a class C felony.*

No visitor is allowed to visit an inmate within a period of six (6) months after being released from a city, county, state, or federal correctional facility. No visitor is allowed to visit an inmate if any of the following apply:

- The visitor is the victim in the case for which the inmate is incarcerated.
- The visitor is the victim of any incident of domestic violence involving the inmate within the last six (6) months.
- A no-contact or a restraining order exists between the inmate and the visitor.

Visitors who wish to cancel an appointment may do so by calling (317)327-1553 or (317)327-1554. If a cancellation occurs by phone, the visitor must do so within 2 hours of the scheduled appointment. Otherwise, the cancelled visit will still count toward the inmate's two (2) allotted visits for the week.

With the approval of the jail supervisor, a clothing exchange can be made if an inmate is to be released and does not have the proper clothing for inclement weather. **Court clothing may only be taken to the courtroom on the day of the trial. Courtroom clothing will not be accepted**

at the Marion County Jail facilities.

**Voting**

Eligible inmates may vote in scheduled local, state, and federal government elections by absentee ballot. Jail staff will provide ballots to those who are eligible and wish to vote. Pretrial detainees are eligible to vote provided they are registered voters. Inmates serving a sentence are not eligible to vote. The Marion County Clerk’s office shall make the determination as to whether the inmate is registered to vote.

**Visitor Transportation**

Marion County Jail is located at 40 S. Alabama Street, Indianapolis, IN 46204.

The following Indy Go routes have stops at the Delaware Street Shelter on the southeast corner of Delaware & Washington Streets:

2, 4, 11 thru 12, 14 thru 19, 21 thru 22, 24 thru 25, 28, 31, 38, and 39

