

Ingham County Jail Inmate Guide



**Gene L. Wriggelsworth
Sheriff**

**Janelle Lawless
Chief Circuit Court Judge**

The following is a list of rules and regulations those inmates in the Ingham County Jail are required to abide by. These rules, which explain what is expected of inmates, are intended to ensure safe custody, humane living conditions and fair treatment. Any inmate who violates the Ingham County Jail rules and regulations or whose conduct poses a threat to the safety and welfare of others or the security of the Jail will be subject to Administrative review, behavior sanctions and possible criminal prosecution.

The Ingham County Sheriff's Office shall ensure the protection of inmates' civil and/or constitutional rights. Inmates shall not be subjected to personal abuse, corporal punishment, personal injury, disease, property damage or harassment. Inmate's rights shall be acknowledged without regard for national origin, race, sex, political or sexual preference.

(Revised 4/2014)

Confidentiality

The Jail staff will treat any information or statements you give about incidents and/or activities within the Jail with confidence. It is our hope that you participate with the Jail staff to make this a safe and orderly environment within which to live.

If you do not understand or if you are unable to read the rules and regulations as specified in this booklet, they will be explained to you by a Jail Deputy.

Gene L. Wriggelsworth, Sheriff

Chief Judge Janelle Lawless
30th Circuit Court

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In the interest of safety, no smoking is allowed in this facility

CARE OF LIVING QUARTERS

1. Every inmate must assist in maintaining clean living quarters.
2. All beds are to be made up neatly each morning by 8:00 a.m. the full issue of bedding must be used as intended. Inmates may lie on their beds during the day; however they must be straightened if the bed is not occupied.
3. Blankets, sheet and pillows are to be on beds at all times and are not to be used in any other manner.
4. Cells, dayrooms and catwalks are not to be littered and will be swept and mopped daily.
5. Blankets, pillows, mattresses or other issued linen items shall remain in the inmates room at all times.

CELL INSPECTIONS

1. Cells, dayrooms, catwalks and showers will be kept clean by the inmates. These areas must be cleaned and in neat order by 7:00 a.m. each day. Deputies will specifically check for the following:
 - Trash in cells, dayrooms, catwalks and showers.
 - Towels, blankets, bedding or items, of any kind, hanging from bunks or bars (draped to obscure vision of bunk) or in windows.
 - Writing and/or drawing on walls, doors and ceilings.
 - Damaged or defaced cells or equipment.
 - Pictures taped or stuck on the walls or doors.
 - Floors not swept and/or not mopped.
 - Dirty showers, sinks and toilets.
 - Any extra clothing or linen.
2. Cleaning materials are put in the inmate living areas at 5:00 a.m. each day. If inmate living areas do not pass inspection, the inmates responsible for that area will be notified and will not be allowed to participate in Dayroom or Group activities.
3. Quiet time is from 6:30 a.m. to 7:30 a.m. and again from 6:30 p.m. to 7:30 p.m. During this quiet time all inmates will be in their cells or on their bunk.

PERSONAL CLEANLINESS

1. All inmates will keep themselves clean at all times.
2. Shower facilities and soap are provided for all inmates. Inmates are required to bathe upon commitment to Jail by the court and at least twice a week thereafter.

3. Toothbrushes, toothpaste and shaving materials may be purchased through the Jail Commissary. Indigent (those unable to afford it) inmates will be provided with a toothbrush, toothpaste, etc.; such requests should be made on a Commissary order form.
4. Jail uniforms are provided by the County. Inmates are required to purchase their own underclothing through the Jail Commissary. Laundry service is provided for all clothing twice a week. This service is provided free to all inmates, however, the Ingham County Sheriff's Office will not be held responsible for any lost, stolen or damaged items resulting from inmates utilizing this service.
5. Jail uniforms shall be worn and fastened at all times while the inmate is outside their cell, (i.e., dayrooms, visits, classes, etc.). Pant legs shall not be rolled up above the ankles, shirt sleeves will not be rolled up and no headgear will be worn outside the inmate's room.

PHONE CALLS

1. During the booking process inmates will be allowed to make a reasonable number of unmonitored phone calls, not to exceed five (5) minutes. Local calls can be made at "no charge" and long distance calls can be made "collect."
2. Collect only phones are provided in inmate dayrooms. Any abuse of your telephone privileges can result in their suspension. **(The Ingham County Sheriff's Office has the authority to monitor and record conversations on these telephones. Your use of these telephones constitutes consent to this monitoring and recording.)**
3. No incoming calls or messages will be accepted for inmates.
4. Cell phones are not allowed in the facility. (Bringing a cell phone into the facility may possibly result in a felony charge).
5. Pre-paid calling cards are available in \$10.00 and \$25.00 denominations. Pre-paid calling cards will be purchased via kites addressed to the Commissary Clerk at the Ingham County Jail.

INMATE MAIL PRIVILEGES

1. All incoming mail, other than postcards, will be returned to sender. Inmates should advise senders not to mail such items.
2. Legal, governmental, state or local authorities may send sealed correspondence. Properly identified, incoming Attorney and Court mail will be opened in the presence of the inmate to whom it is addressed; confidentiality shall be maintained.
3. All inmates shall be allowed to send sealed correspondence outside of the facility. Paper, stamped envelopes, pencils and stamped postcards are available from the Commissary.

The inmate's name, along with the return address of 640 N. Cedar St., Mason, MI 48854, must be in the upper left hand corner of the stamped side of all outgoing mail. Outgoing envelopes will have this information only on them. Postcards will have this information only on the stamped side of them.

4. No photographs or magazines will be accepted through the mail.
5. Mail is not to be given to any visitors, teachers, work release status inmates or staff members for mailing. All mail must be processed through authorized channels.
6. Inmates are not permitted to receive packages through the mail, packages will be returned to sender.
7. Inmates may receive newspapers provided they are pre-paid and mailed directly from the publisher.
 - Arrangements for payment shall be made by anyone outside the Jail.
 - Upon release from Jail, inmates must cancel subscriptions or change his/her address. The Sheriff's Office will not forward publications.
 - The Jail Administrator reserves the right to hold any publication for 48 hours (Excluding holidays and weekends) in order to inspect the publication for contraband and suitability.

NOTARY SERVICE

A Notary Public is available upon request. Inmates who need papers notarized should send a kite to the Post Deputy requesting such. The document must be completely filled out and signed in the presence of the Notary. Inmates must also have an addressed envelope ready to seal in the presence of the Notary. Documents that contain profanity or inappropriate communications will not be notarized.

COURT PROCEDURE

When called out of housing assignments for court proceedings, inmates are only allowed to take court related documents. Any items that are not court related will be taken from the inmate and destroyed.

INDIGENCE

1. Inmates are considered indigent if they are a newly booked inmate and have no funds in their account or have less than \$2.00 in their account for a period of two (2) weeks.

2. Inmates who qualify as being indigent and need paper, pencil, stamped envelope, toothpaste, toothbrush, deodorant or a comb need to order an indigent kit through the Commissary. Phone ordering instructions and a commissary menu are posted next to every phone. The cost will be reimbursed to the Sheriff's Office should the inmate receive monies into his/her inmate commissary account.

INTRA-FACILITY CORRESPONDENCE (KITE) PROCEDURE

An inmate may use an inmate request form, (hereafter referred to as a kite), to obtain services, make requests or file complaints. These forms are picked up each morning and delivered to the individual to whom they are addressed. All kites will be taken care of in a reasonable time. Correspondence between inmates will occur only through normal U.S. Postal Service.

GRIEVANCE PROCEDURE

Inmates who have not been able to resolve the issue or dispute through the Post Deputy and wish to file a grievance will follow the outlined procedure:

1. Step 1: Write a request form (kite). Step 1 grievances must be submitted within two (2) business days of the time the alleged incident occurred. A grievance shall be rejected if the grievance contains any of the following:
 - a) Profanity.
 - b) Threats of physical harm.
 - c) Language which demeans race, creed, color, national origin, ethnicity, physical appearance, gender or religion of any person unless the language is part of the description of the grieved behavior and is essential to that description.

The Step 1 Hearing Officer shall review the grievance and determine if the grievance is viable. If the grievance is not viable, the Hearing Officer shall notify the grievant in writing that the concern is not a grievable issue and the grievance has been dismissed. If the grievance is valid, the Hearing Officer shall investigate the alleged violation and issue a response in writing to the grievant within three (3) business days of the receipt of the grievance.

2. Step 2: Step 2 grievances must be submitted following the same process as Step 1 within two (2) business days of the receipt of the response from Step 1.

The Step 2 Hearing Officer shall review the grievance and the response from the Step 1 Hearing. The Step 2 Hearing Officer shall interview the grievant and determine the reason for the appeal. The Step 2 Hearing Officer shall issue a response in writing to the grievant within three (3) business days of the receipt of the Step 2 Grievances. The Step 2 Hearing Officer shall record the response in the Jail Management Program as a supplement to the initial grievance entry.

3. Final Step: Final Step Grievance Appeals must be submitted following the same process as Step 1 and Step 2 within two (2) business days of the receipt of the response from Step 2.

The Final Step Appeal Hearing Officer shall review the grievance and the responses from both Step 1 and Step 2. The Final Step Appeal Hearing Officer shall determine the reason for the appeal. The Final Step Hearing Officer shall issue a response in writing to the grievant within five (5) business days of the receipt of the final step grievance determination. This is the final disposition on this grievance and this grievance is considered closed.

MEALS

1. When eating in the dayroom areas, inmates are to line up single file and take their meal tray through the opening in the dayroom door.
2. All trays are to be stacked and returned after each meal. Cups and sporks must be turned in.
3. Food or other items received during mealtime are not permitted in your room. (maximum security during mealtime only)

JAIL PROPERTY

1. Facility property and equipment are not to be transferred between inmates.
2. Bedding, towels, clothing and any other issued items must be returned in good condition.
3. Destruction of Jail property and equipment will result in disciplinary action and possibly prosecution against the inmate. The inmate will also be charged for any damaged/altered County property, including but not limited to, sheets, pillowcases, pillows, towels, mattresses, blankets, shoes, uniforms, wristbands, walls and windows.

RELIGIOUS SERVICES

Within normal security constraints, inmates may visit with their clergy 8:00 a.m. to 10:00 a.m. and 11:30 a.m. to 4:00 p.m. Chapel services are conducted on the weekend. Bible study classes are also offered. Inmates should contact the Deputy assigned to their housing unit to obtain a schedule of the chapel services. Inmates wishing to attend religious services should fill out a kite and address it to the Chaplain.

INMATE PROGRAMS

Inmate programs are available to all Ingham County inmates based on need and housing classification. Programs include adult basic education, general education development, high school completion, counseling and health services. Inmates should fill out a kite indicating the program in which he/she is interested in and address it to that department.

COMMISSARY/STORE

1. Hygiene items, food, writing materials, magazines, etc., may be purchased through the Commissary twice each week. Phone ordering instructions and a commissary menu are posted next to every phone.
2. Juvenile inmates should contact the Deputy assigned to their housing area to obtain Commissary order forms and the ordering schedule. Juvenile inmates must sign **and** print their name and also write their inmate number and housing location on the order form legibly or their order will not be filled. It is the juvenile inmate's responsibility to make sure their order form is filled out correctly.
3. Inmates must have sufficient funds in their account at the time they place their order.
4. If an inmate refuses an order, **no refund will be given and the inmate could lose their ordering privileges for the remainder of their current incarceration.**
5. Orders can and will be reduced if the quantity causes a storage or sanitation concerns.
6. If an inmate is released prior to delivery of the commissary order, the inmate has seven (7) business days (M-F) to pick up the order. Inmates may not leave their commissary order to another inmate.
7. Inmates are not permitted to purchase commissary items for another inmate.
8. If an inmate orders the wrong item or size, the inmate's account shall not be credited nor can the item be exchanged.
9. I-CARE is a service available to friends/families of inmates in the Ingham County Jail to order commissary items using a credit card, VISA or Master Card. Friends/families may call Canteen Services (888-634-0034) to place an order for delivery with the next scheduled commissary delivery to the Ingham County Jail. If the inmate has any outstanding debt owed to the jail, the I-CARE order will not be processed by Canteen Services.

INMATE PERSONAL PROPERTY

1. Upon entering this facility, all personal property shall be taken from inmates. Inmates may release all of their property to another person upon execution of a property release form - the Jail Lobby must have the property release form- in order to release an inmate's property to the-requesting person. If inmates come in with a plain wedding band they will be permitted to wear it.
2. The Ingham County Jail will retain only one set of personal clothing for inmates, all other property must be transferred out of the facility (either picked up or mailed at no cost to the Ingham County Sheriff's Office). Failure to comply with this rule within thirty [30] calendar days will result in the loss of such property. Inmate personal property left at the Ingham County Jail for more than thirty (30) days after an inmate's release shall become the property of the Ingham County Jail and disposed of.
3. The following is a list of items that inmates may have in their cell, unless prohibited for disciplinary or administrative reasons.

2 cups	2 pencils	1 newspaper
1 bowl	1 bar of soap	1 toothbrush
1 pillow	1 washcloth	1 Jail uniform
1 mattress	1 laundry bag	1 pr of vinyl sandals
1 blanket	1 towel	3 books
1 sheet	1 roll of toilet paper	4 magazines
White underclothes	Commissary receipts	school work
Legal papers	Commissary items	mail
Money receipts	1 waste container	
4. The door to each inmate's room must be closed and locked at all times; whether the inmate is in or out of it. **Each inmate is responsible** for the safe keeping of their property. Inmates shall not enter another inmate's room for any reason.

INMATE MONEY

1. All money will be turned over to the Booking Officer upon entry into the jail, an inmate account will be established for that inmate and the inmate will receive a receipt. Upon release, all debt will be collected (except Pay4Stay and/or Room and Board for this incarceration) and a check or debit card for the balance of the inmate's account will be issued to the inmate.
2. Deposits can be made to inmate accounts by:
 - Using the kiosk in the vestibule of the Jail Lobby Monday through Friday from 7:00 a.m. to 11:00 p.m.
 - Over the phone using a debit or credit card via EZ Card & Kiosk (888) 497-2387
 - Money cannot be withdrawn from credit or debit cards for Commissary use.

3. The transfer of money, property, Commissary or any ~~valuable~~ other item is not allowed between inmates.
4. An inmate is allowed a one time only money release to family or friend at the Jail Lobby between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. Inmates must sign a release authorization form prior to this transaction.

VISITS

1. All visitors 12 years and older must show valid pictured identification.
2. Clergy visits are permitted daily between the hours of 8:00 a.m. to 10:00 a.m. and between the hours of 11:30 a.m. to 4:00 p.m. Clergy members must show valid credentials.
3. Professional visits are permitted daily between the hours of 8:00 a.m. to 10:00 a.m., between the hours of 11:30 a.m. to 4:00, and between the hours of 5:30 p.m. to 10:00 p.m.
4. Visitors seventeen [17] years of age and under must be accompanied by a person over the age of eighteen [18] when visiting in a non-secure area of the facility, i.e. Jail Lobby. **No** minors (under the age of seventeen [17] will be allowed in a secured area of the facility. This pertains to visiting areas posts 3, 6, 9 and Receiving.
5. **The Ingham County Sheriff's Office reserves the authority to monitor and record conversations on these visitation intercoms. Your use of these intercoms constitutes consent to this monitoring and recording.**

VISITATION SCHEDULE FOR ON-SITE VISITATION LOCATED AT THE INGHAM COUNTY JAIL AND INGHAM COUNTY HUMAN SERVICES BUILDING

On-site visitation will occur five (5) days a week, Monday through Friday, in the Lobby of the Ingham County Jail or the Ingham County Human Services Building.

Each inmate who is not on discipline will be allowed one free visit per week. The duration of each visit is 25 minutes.

Visitation is on a first come, first serve basis as follows and as scheduling permits:

Monday – Friday

8:00 a.m. to 10:00 a.m.
 12:00 p.m. to 4:00 p.m.
 5:30 p.m. to 10:00 p.m.

All on-site visitations must be scheduled at the Securus Technologies website: www.securustech.net, the Lobby of the Ingham County Jail or at the Human Services Building.

VISITATION SCHEDULE FOR PAID AT HOME/ REMOTE VISITS AND PAID ATTORNEY VISITS

Each inmate who is not on discipline will be allowed up to three (3) paid at-home/remote visits per week. The duration of each visit is 25 minutes.

At-home/remote visitation will occur seven (7) days a week, Sunday through Saturday.

Visitation is on a first come, first serve basis as follows and as scheduling permits:

Sunday – Saturday

8:00 a.m. to 10:00 a.m.

12:00 p.m. to 4:00 p.m.

5:30 p.m. to 10:00 p.m.

All at-home/remote visitations must be scheduled at the Securus Technologies website: www.securustech.net, the Lobby of the Ingham County Jail or at the Human Services Building.

MEDICAL SERVICES

1. Sick call will be held, by the Nurse Practitioner, Monday through Friday, excluding holidays.
2. Dental services are provided on an “as needed” basis.
3. Inmates may request medical services by completing a kite, located in their housing area.
4. Emergency medical requests should be made through the Deputy assigned to the inmate’s housing area.
5. Inmates may request to see their private physician by submitting a kite to the Jail Administrator. If the request is granted, the inmate is required to pay for any and all charges that result from such a request.
6. Inmates who have any complaints regarding medical treatment at this facility must notify the Post Deputy, in writing, using a kite.
7. If an inmate has an allergy to any food, the inmate must provide documentation from their physician stating that they have an allergic reaction to a particular food. Once documentation is received the inmate shall be placed on a special diet. If the inmate has been treated at a medical clinic or hospital for a food allergic reaction, the inmate may supply the Medical Department with the facility name and date(s) of treatment so the records can be obtained and used as the required form of documentation. Otherwise the jail policy is "Do not eat the offending item."

8. If an inmate requests a religious special diet, the inmate must provide a letter from their religious leader stating that the diet is a practicing requirement of their faith and that the inmate is an active member of that congregation. When documentation is received the inmate shall be placed on a special religious diet. Otherwise the jail policy is "Do not eat the offending item."

COST OF MEDICAL SERVICES

1. Legislation (house bills 4589 and 4590) allows the Ingham County Jail to bill inmates, based on their ability to pay, for medical treatment provided while they are incarcerated.
2. Medical services provided at no charge to the inmate are:
 - All visits to the nurse
 - Initial health history
 - Visit to the Nurse Practitioner for **initial physical examination**
3. Medical services that will be billed are:
 - Prescribed medication
 - Visits to the Nurse Practitioner (except for physical-see above)
 - Medical services outside facility
 - Dental visits
4. Nurse Practitioner visits are billed at the rate of \$25.00 per visit and Dentist visits are billed at the rate of \$15.00 per visit. Upon your release, prescribed medication, that you have paid for, will be given to you if requested Prescribed medications that are left behind, if not claimed will be destroyed seven (7) business days after the date of release.
5. **Medical treatment will not be withheld because of an inability to pay.**
6. Refusal to pay, if able, could result in disciplinary action and/or civil litigation.
7. If any inmate has medical insurance he/she must notify the Medical Department to ensure appropriate billing for services.

CHARGES FOR ROOM & BOARD, BOOKING AND BOND FEES

1. All inmates, with the exception of Michigan Department of Corrections inmates, shall be charged a \$12.00 Booking Fee and/or Bond fees.
2. All sentenced inmates, with the exception of qualified inmate workers, will be charged the current per diem rate for maintenance and care, as calculated annually by the County Budget Office. This amount will differ if ordered by the court.

LAW LIBRARY

1. The Law Library will be available Monday through Friday from 8:30 a.m. to 10:00 a.m.
2. Inmates should send a kite to the Jail Lobby to get their name on the schedule to utilize the Law Library.
3. Eligible inmates will be allowed to use the Law Library at the earliest possible time based on order of requests and security constraints.
4. Visits to the Law Library shall be limited to one hour in any given day.

NEWSPAPERS, BOOKS AND MAGAZINES

1. Each inmate may retain in their cell a maximum of three [3] books, four [4] magazines and one [1] newspaper. Items over and above the allowed amount may be confiscated and will become the property of this facility.
2. The inmate may procure magazines from the Commissary. Newspapers may be procured from the publisher.
3. Incoming **reading materials** must be ordered and sent directly from the publisher or mailed from a recognized commercial distributor. No reading materials may otherwise be sent or dropped off for an inmate.
4. All books received through the mail that have not come from the publisher or accepted distributor will become property of the Ingham County Sheriff's Office.
5. This facility is not responsible for any book or magazine that is the personal property of an inmate.
6. A book cart will be provided in each housing area, on an irregular basis, for inmates to select reading materials. Damaging or destroying these books can result in disciplinary action.

INMATE WORKERS

1. All minimum security inmates will be considered for inmate worker positions. Eligible inmates may become inmate workers as job openings exist.
2. Inmate workers will be interviewed and are expected to follow all rules set forth by the Jail Administration. Violation of those rules can result in loss of inmate worker status and disciplinary action.

EMERGENCY PROCEDURES

1. Should an emergency occur within this facility all inmates will be instructed what to do over the speaker system.
2. Inmates are to follow all orders given by the Deputies and keep calm at all times. In the event the building must be evacuated, inmates will take nothing with them.

CLASSIFICATION OF INMATES

1. All inmates will be classified and placed into the appropriate housing or holding area. Security—and charge status as listed below are the two areas of consideration for classification level.
 - A. Security status
 - 1) Minimum
 - 2) Medium
 - 3) Maximum
 - 4) High risk
 - 5) Special
 - B. Charge status
 - 1) Sentenced
 - 2) Unsentenced
 - a) Awaiting arraignment
 - b) Awaiting trial
 - c) Convicted & remanded awaiting sentencing
 - d) Sentenced to prison
 - e) Having a hold lodged against you by another agency
 - C. As status changes within either of the above group, inmates may be required to move to a different housing assignment.
2. If an inmate experience problems in their assigned housing area, they may request a change by submitting a kite to a Shift Supervisor. If an inmate feels he/she is in immediate danger, notify the Deputy supervising your housing unit and he/she will immediately contact his/her Shift Supervisor to resolve the problem.
3. Inmates placed in the high risk are will be evaluated during the first fifteen [15] days of confinement. If the inmate is not reclassified during that time, he/she will be re-evaluated every fifteen [15] days for the purpose of reclassification.
4. Special classifications will be handled on an individual basis. This will include juveniles, civil crimes, mental problems inmates with contagious diseases and those who are disabled. Each inmate placed in the special classification category will be notified and given the reason for that action.

5. Upon assignment to a housing area, each inmate (with the exception of inmates with court ordered work seek, work release or school release programs) will have an identification band placed on their left wrist. Inmates may not remove this wrist band or have it removed for any reason. Removal can result in disciplinary action and/or loss of access to activities. Destruction or removal of a wristband will result in a charge placed against the inmate's account.

CLASSIFICATION POLICY

Effective on February 12th, 2012, the Ingham County Jail will be enforcing a new classification policy.

1. **CUSTODY LEVEL 1-MAX**

- Classification review after 15 days
- 1 hour rotation
- No in house program participation
- Restricted commissary items (HYGIENE only)
- No television
- Standard visitation (no paid home/remote visits)
- One on one counseling as determined appropriate

2. **CUSTODY LEVEL 2-MAX**

- Classification review after 15 days
- 1 hour rotation
- No in house program participation
- Standard commissary
- No television
- Standard visitation (no paid home/remote visits)
- One on one counseling as determined appropriate

3. **CUSTODY LEVEL 3 & 4-MEDIUM**

- Classification review every 30 days
- May participate in all in house programs
- Standard visitation (no paid home/remote visits)
- Standard television
- Standard commissary
- **RESTRICTED DAYROOM ACCESS**
 - Feeding time (NO TELEVISION)
 - Dayshift 12 pm to 3 pm. (cell checks and emergency situations excluded)
 - Nightshift 8 pm to 11 pm (cell checks and emergency situations excluded)

4. **CUSTODY LEVEL 5, 6, 7 AND 8**

- Classification review for level 5 is 30 days
- Classification review for level 6, 7, and 8 is every 45 days

- Standard visitation
- Standard television
- Standard commissary
- Standard dayroom access
- Level 5 inmates may be considered for inside worker jobs per Sheriff's office guidelines
- Level 6, 7, and 8 Inmates may be considered for inside and outside worker jobs per the Sheriff's Office guidelines

5. Violations of the Ingham County Jail rules shall result in a classification review.

6. Violations of the Ingham County Jail rules may change your classification level.

CLASSIFICATION POLICY FOR POST 6 INMATES

1. Inmates that request MAX security will be placed into Level 1 security. Inmates that request Protective Custody will have the same standards as Level 1 inmates.

2. Level 1

- Classification review after 15 days
- 1 Hour rotation
- Restricted commissary items. (HYGIENE ONLY = Indigent Kit Items)
- No television
- Standard visitation (no paid home/remote visits)
- One on one counseling as determined appropriate

A. Below are the only things inmates may have in their cell at any time.

Legal Mail	1- Face towel
Personal Mail	1- Bar of soap
1- Blanket	1- Laundry bag
1- Sheet	1- Mattress
1- Pillow Case	1- Pillow
1- Towel	1- Toothbrush w/toothpaste

B. No commissary.

C. If inmates are on a lockdown or in house probation they will not receive any mail (with the exception being legal mail) for a minimum of 48 hours.

D. Classification assigned Inmates housed in MAX or PC will have the same standards as Level 2 inmates.

3. Level 2
 - Classification review after 15 days
 - 1 Hour rotation
 - Standard commissary
 - No television
 - Standard visitation (no paid home/remote visits)
 - One on one counseling as determined appropriate

LIST OF MINOR RULE VIOLATIONS

Following are the Minor rule violations of this facility. Discipline for these violations may include lockdown for no more than forty-eight [48] hours and loss of privileges for up to two [2] weeks. During lockdown you will not be allowed visits or any off-post activity (except attorney visits and court).

1. Any offense against another inmate (including fighting) or any offense against another's property or the threat of the same.
2. Loud talking, whistling, singing or other loud noises in cells and/or day rooms; disorderly conduct.
3. Refusing to obey an order of a staff member or insolence towards a staff member.
4. Using abusive or intimidating language.
5. Gambling.
6. Smoking within the facility and/or the possession of cigarettes or other smoking materials.
7. Failing to keep one's person clean and sanitary.
8. Failure to keep living quarters and/or Jail area clean.
9. Being in an unauthorized area, including a cell assigned to another person.
10. Covering or blocking cell windows and/or bars.
11. Displaying materials on cell walls, lights and/or fixtures.
12. Possessing contraband (items not considered to be weapons, escape tools, life threatening implements or dangerous drugs).
13. Unauthorized possession of an unaltered razor either in a cell or on their person.

14. Misuse of authorized medication or possession of unauthorized medication (non-narcotic and non-dangerous).
15. Conduct which disrupts or interferes with the security or orderly running of the institution.
16. Refusal to give name and display wrist identification band when requested and/or the interfering with the taking of an inmate count.
17. Failure to wear proper identification band or the intentional destruction of an identification band.
18. Rattling cell bars, kicking doors, or otherwise summoning Jail deputies under the pretext of an emergency.
19. Forcing another inmate to take on your work responsibilities.
20. Transferring clothing and/or other personal property to another inmate.
21. Unexcused absence from or refusal to comply with any work assignment.
22. Lying to a staff member.
23. Tattooing or self-mutilation.
24. Alteration of food and/or drink; food waste.
25. Throwing trays and/or food.
26. Unauthorized use or abuse of telephones/video visitation.
27. Abuse of television.
28. Failure to follow inmate dress code.
29. Failure to cooperate with the medical authority and/or failure to provide appropriate medical information to a medical authority.
30. Attempt to commit any of the above acts or assist another to commit any of the above acts.
31. Covering cameras in cells.

PROCEDURE FOR MINOR RULE VIOLATION

1. In case of a Minor violation, the Deputy will complete an incident report. The Deputy will give the inmate a waiver form to sign. If the inmate wishes to sign the waiver, the Deputy will dispose of the incident by dispensing discipline within the preset guidelines.
2. If the inmate chooses not to sign the waiver, the Shift Supervisor will investigate the violation. If the violation is determined to be valid, the Shift Supervisor will dispense discipline according to guidelines.
3. The Deputy and the inmate will be notified of the action taken.

LIST OF MAJOR RULE VIOLATIONS

Following are the major rule violations of this facility. Discipline for these violations may include disciplinary segregation, loss of earned good time or any portion thereof, loss of privileges for up to two [2] weeks, placement in more secure housing, restitution requirements, criminal charges, in-house probation and reclassification.

1. Inflicting punishment under pretense of law on any inmate.
2. The possession or receipt of any contraband or the aiding and abetting of another to bring in or receive contraband.
3. Violation of criminal code.
4. Physically assaulting or fighting with another inmate or a Deputy.
5. Extortion; blackmail; protection. Demanding or receiving money or anything of value in return for protection to avoid bodily harm or under threat of informing.
6. Engaging in sexual acts with another person.
7. Escape.
8. Attempting or planning an escape.
9. Wearing a disguise.
10. Destroying, altering or damaging County property or the physical structure of the Jail.
11. Spoiling and/or the contaminating of food or drink prepared for the consumption by others.
12. Stealing.

13. Tampering with or blocking any locking device.
14. Possession, introduction or use of an explosive or any ammunition.
15. Possession, introduction or use of a gun, firearm, weapon, knife, sharpened instrument or unauthorized tool.
16. Possession introduction or use of any narcotics, narcotic paraphernalia, drugs or intoxicants not prescribed for the individual by an approved medical authority.
17. Making intoxicants.
18. Being intoxicated.
19. Rioting or inciting and/or encouraging others to riot.
20. Engaging in or encouraging disruptive group demonstration.
21. Possessing a Deputy's clothing or staff clothing.
22. Counterfeiting, forging or reproducing any article of identification, money, security or official paper.
23. Correspondence or conduct with a visitor in violation of the rules.
24. Giving or offering any official or staff member a bribe.
25. Giving money or anything of value to or accepting money or anything of value from another inmate or member of his/her family.
26. Setting a fire.
27. Spitting or throwing urine, feces and/or food on an employee.
28. Intentional plugging of sinks and toilets or otherwise flooding cellblocks.
29. Habitual violation of Minor rules, three [3] or more.
30. Possession of matches, lighters or any igniting devices.
31. Failure to cooperate with medical authority and/or failure to provide appropriate medical information to medical authority.
32. Attempting to commit any of the above offenses, aiding another person to commit any of these offenses, and/or making plans to.

33. Commit any of the above offenses, shall be considered the same as the commission of the offense.
34. Sexual contact or sexual harassment of any kind is strictly forbidden and prohibited between inmates or between inmates and other persons.
35. Out of assigned place while on work release or work seek.
36. Destruction of cameras in cells.
37. Any offense against a Deputy or staff member (including fighting) or any offense against another's property or the threat of the same.

PROCEDURE FOR MAJOR RULE VIOLATIONS

1. The Deputy will complete an incident report and contact the Shift Supervisor
2. The Shift Supervisor will investigate the incident. If the report is found to be valid, the Shift Supervisor notifies the inmate that he/she may request a hearing by a hearing board or may sign a waiver.
 - If the inmate signs the waiver form, the shift Shift Supervisor may dispense discipline according to department guidelines.
 - If the inmate requests a hearing in front of the hearing board, the complaint will be given to the Jail Administrator for scheduling. The inmate will be notified at least twenty-four [24] hours prior to the convening of the hearing board.
 - The hearing board, as referred to above, will consist of three [3] members of the Ingham County Sheriff's Office, at least one [1] member shall be a Shift Supervisor assigned to the Corrections Division.

POST 10 RULES OF CONDUCT AND WORK RELEASE

All inmates with the privilege of work release, work seek or inmate worker will be given a complete set of instructions and guidelines for these assignments and must sign an agreement to abide by these rules. Any violation of these rules or any other facility rules and/or regulations may result in the termination of the privilege to participate in special assignments.

Inmates must comply with the following rules and regulations without exception:

1. Bunks will be made, military style, at all times (blankets tucked under the mattress).
2. All property (including shoes and cros) will be placed in lockers and lockers will be locked at all times. Any property found unsecured will be confiscated and disposed of.
3. Nothing is allowed to be hanging from or under inmate's bunks at any time.

4. No loud conversations or disruptive activities are permitted in the dorms.
5. Inmates are only allowed in the dorm and restroom they are assigned to. No loitering in the bathrooms or hallways.
6. During quiet time (6:30 to 7:30 a.m. and p.m.) all inmates shall go directly to their bunks and remain there. There shall be no runs to the restroom or any other outside dorm activities.
7. Deputies will assign bunks and lockers upon arrival. Inmates will not switch beds or lockers at any time unless directed to do so by staff personnel.
8. Inmates shall wear the Jail issued uniforms at all times, when off their bunks. Offensive, vulgar or inappropriate clothing is prohibited. No head gear of any kind shall be worn in the commons areas.
9. No food or drinks allowed outside the dorm areas.
10. Insolence, insubordination, disrespect and “shopping for a Deputy” will not be tolerated. Inmates that are not on their best behavior are subject to discipline up to and including reclassification to the general population and loss of work release, work seek or inmate worker status.
11. Inmates must be seated in the TV room. Inmates will return to their Dorm if no seats are available.

Fact Sheet

Methicillin-Resistant Staphylococcus Aureus (MRSA)

What is MRSA?

Staphylococcus Aureus, often referred to as “staph,” is a common type of bacteria that is found on the skin and in the nose of healthy persons. Staph bacteria may cause Minor skin infections such as boils or more serious infections such as pneumonia and blood poisoning. Certain staph bacteria that have become resistant to first-line antibiotics are called MRSA. MRSA infections are more difficult to treat, but usually respond to antibiotic therapy. MRSA is not the “flesh-eating” bacteria.

How is MRSA spread from person to person?

MRSA is usually spread through direct physical contact with an infected person, but may also be transmitted through contact with contaminated objects or surfaces. Coughing does not spread MRSA, unless the infected person has pneumonia. MRSA cannot be transmitted through a buildings air handling systems.

How can I prevent becoming infected with MRSA?

1. Wash your hands thoroughly with soap and water throughout the day, particularly every time you use the toilet and before every meal.
2. Never touch another person’s wounds, infected skin or dirty bandages.
3. Maintain excellent personal hygiene through regular showers and by keeping your living space clean, including the regular laundering of your bed linens.
4. Don’t ever share personal hygiene items with others, including toiletries and towels.
5. Individual inmates must take advantage of daily cleaning periods. Special attention should be given to shared toilets, desks, chairs and bunk areas. Pod porters should also pay special attention to community tables and shower areas.
6. Shower after participating in close-contact recreational activities whenever possible.
7. Don’t ever get a tattoo while in Jail, use injection drugs or have sexual contact with other inmates.

Who does a person know that he/she has a MRSA infection?

Swabbing or aspirating pus from a skin infection is the most common way to detect MRSA.

Can MRSA be treated?

Strong antibiotics are usually effective in treating MRSA. Serious or highly resistant MRSA infections may require intravenous (IV) antibiotics.

Always seek medical attention if you develop a boil, red or inflamed skin, or a sore that does not go away that may look like an insect or spider bite.

When I Get Out

Soon you will be released from Jail. These are things you need to consider.

- Where will you sleep when you leave here on the first night? And after that?
- Will you need help with drug or alcohol treatment? Mental health assistance?
- Were your Social Security, disability or VA benefits stopped while you were in Jail?
- How will you earn a living? Do you have a job?
- What community services and resources are available to help you stay out of Jail?

Having a plan will help you succeed, if you would like an informational pamphlet, so that you can help yourself and make the right choices, please kite a Deputy for the Resource Guide.

INGHAM COUNTY COURTS AND RELATED OFFICES

30th Circuit Court

Veterans Memorial Courthouse
313 W. Kalamazoo
Lansing, MI 48933
Phone (517) 483-6500

30th Circuit Court

341 S. Jefferson St.
Mason, MI 48854
Phone (517) 483-6500

FOC

Veterans Memorial Courthouse
313 W. Kalamazoo
Lansing, MI 48933
Phone (517) 483-6103

Circuit Court Probation

303 W. Kalamazoo
Lansing, MI 48933
Phone (517) 483-6100

Pre-Trial Services

313 W. Kalamazoo St.
Lansing, MI 48933

Probate Court

313 W. Kalamazoo St.
Lansing, MI 48933
Phone (517) 483-6300

Prosecuting Attorney

313 W. Kalamazoo
Lansing, MI 48933
Phone (517) 483-6272

55th District Court

700 Buhl Ave.
Mason, MI 48854
Phone (517) 676-8400

District Probation

700 Buhl Ave.
Mason, MI 48854
Phone (517) 676-8422

54-A District Court

124 W. Michigan Ave.
6th Floor, City Hall
Lansing, MI 48933
Phone (517) 483-4445
Probation (517) 483-4424

54-B District Court

101 Linden St.
East Lansing, MI 48823
Phone (517) 351-7026

SURROUNDING AGENCIES

Clinton County
100 E. State St.
St. Johns, MI 48879
(517) 224-5130

Livingston County
304 E. Grand River Ave., Suite 202
Howell, MI 48843
Telephone (517) 546-3669

Eaton County
1045 Independence Blvd.
Charlotte, MI 48813
Telephone (517) 543-7500

Shiawassee County
208 N. Shiawassee St.
Corunna, MI 48817
Telephone (989) 743-2239

Jackson County
312 S. Jackson
Jackson, MI 49201
Telephone (517) 768-8531

Send all Michigan Department of Corrections grievances to:

Michigan Department of Corrections
Grievance and Appeals Division
206 E. Michigan Ave.
Lansing, MI 48909