

# Ingham County Jail Inmate Guide



**Scott Wriggelsworth**  
**Sheriff**

**Richard Garcia**  
**Chief Circuit and Probate Judge**

**T**he 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 1/2019)

## **Confidentiality**

The Jail staff will treat any information or statements you give about incidents and/or activities within the Jail with confidence. If information reported leads to criminal charges to anyone involved in the incident, court testimony via subpoena may be necessary. 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.

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Scott Wriggelsworth, Sheriff

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Chief Circuit and Probate Judge Richard Garcia  
30th Circuit Court

## Table of Contents

	<u>Page(s)</u>
Books & Newspapers.....	6 & 7
Care of Living Quarters .....	4
Cell Inspections.....	4
Charges for Room & Board, Work Release, Booking and Bond Fees .....	16
Classification of Inmates.....	16 & 17
Classification Policy .....	17 & 18
Classification Policy for Maximum Security Inmates .....	19, 20 & 21
Clergy Visitors .....	13
Commissary/Store.....	10 & 11
Cost of Medical Service.....	15
Court Procedure .....	7
Emergency Procedures.....	16
Fact Sheet/MRSA .....	25
Grievance Procedure .....	8
Indigence.....	7
Ingham County Courts & Related Offices.....	27
Inmate Mail Privileges .....	6
Inmate Money .....	12
Inmate Personal Property .....	11 & 12
Inmate Programs .....	10
Inmate Workers.....	16
Intra-facility Correspondence (Kite) Procedure.....	8
Jail Property .....	9
Law Library .....	16
Major Rule Violations.....	21, 22 & 23
Minor Rule Violations .....	19, 20 & 21
Meals.....	9
Medical Services.....	14 & 15
Notary Service .....	7
Personal Cleanliness .....	5
Phone Calls .....	5
Post 10 Rules of Conduct.....	23 & 24
Procedure for Minor Rule Violation.....	21
Procedure for Major Rule Violation .....	23
Professional Visitors .....	13
Religious Diets.....	10
Religious Services.....	10
Surrounding Agencies.....	28
Tablets.....	9
Visitation.....	13 & 14
When I Get Out.....	26

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 7:00 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. Blankets, pillows, mattresses or other issued linen items shall remain in the inmate's room at all times.
5. Trash cans are to be used for the disposal of refuse only.

## **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 mopped.
  - Dirty showers, sinks and toilets.
  - Any extra clothing or linen.
  - Air vents are clean and clear of debris.
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 through the Jail Commissary.
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

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."

1. It is the inmate's responsibility to change their PIN to something that no other inmate has access to. It is also the inmate's responsibility to keep their PIN secure. The inmate is responsible for changing his/her PIN. The Ingham County Jail will not be responsible for any issues due to stolen PIN's.
2. Pre-paid 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. Family/friends may leave a message for inmates via Securus (877) 578-3658 or Securustech.net; the fee is \$1.99.
4. Cell phones are not allowed in the facility. (Bringing a cell phone into the facility may possibly result in a felony charge).
5. Inmates can purchase phone time through the Canteen ordering system.
6. Family/friends can purchase phone time or add money to an inmate's calling account via Securus (800) 844-6591 or Securustech.net. Money deposited to Securus for phone time cannot be transferred from Securus to the inmate commissary account.

## INMATE MAIL PRIVILEGES

1. All incoming mail, other than postcards, will be returned to sender. Inmates are not permitted to receive packages through the mail; packages will be returned to sender.
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, pens 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. 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.
5. Effective 11-9-15, the Ingham County Jail will not accept postcards with stamps affixed to them. All postcards must be stamped with metered postage.
6. The Ingham County Jail reserves the right to inspect and search any outgoing mail except mail that is addressed to their attorney.
7. Photographs integral to criminal defense/civil litigation can remain in an inmate's possession with the following exceptions:
  - Photographs showing any part of the human body, including faces, cannot remain in an inmate's possession. These are acceptable for display during attorney/client visits but inmates are prohibited from retaining photos with this content.
  - Ingham County Jail Staff reserves the right, on a case by case basis, to confiscate other photographs believed to be disruptive to the living environment or that could be used maliciously, i.e. graphic crime scenes, homes/house numbers, vehicles with license plates.

## BOOKS & NEWSPAPERS

1. Incoming **reading material** must be ordered and sent directly from an approved publisher (e.g. Amazon.com, BarnesandNoble.com) or mailed from a recognized commercial distributor. **All books must be paperbacks.** The publisher's address must be imprinted on the package or mailing label. No exceptions.
2. The reading material shall not be related to weapons, explosive, incendiary devices, poison or illegal drugs. Publications will not be accepted if they advocate or promote violence, insurrection or are construed as anarchic in nature. Reading material will not be allowed that is sexually explicit or relating to any unlawful sexual acts. The Jail Administrator reserves the right to hold any publication in order to inspect the publication for contraband and suitability.

3. Inmates may receive newspapers provided they are pre-paid and mailed directly from the publisher. 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.
4. Each inmate is allowed three (3) books, one Bible and GED materials in their cell at one time. Newspapers will be disposed of daily. Items over and above the allowed amount may be confiscated and will become property of this facility.
5. All books received by mail will become property of the Ingham County Sheriff's Office upon an inmate's release from the Ingham County Jail.
6. This facility is not responsible for any books that are the personal property of an inmate.
7. A book cart, provided by the Ingham County Sheriff's Office, will visit each housing area, on an irregular basis, for inmates to select reading materials. Damaging or destroying these books can result in disciplinary action.
8. Books without covers will be destroyed.

### **NOTARY SERVICE**

A Notary Public is available to inmates upon request for **legal documents only**. Inmates who need legal documents notarized should send a kite to Housing Issues Concerns 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. The inmate's commissary account will be charged \$10.00 for each notarized signature.

Family/friends who would like legal documents notarized must pay the Ingham County Sheriff's Office a \$10.00 fee for each notarized signature.

### **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, pen, stamped envelope, toothpaste, toothbrush or deodorant need to order an indigent kit through the Jail 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. The kites are accessed via the video visitation terminal in each dorm. 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.



## **TABLETS**

Family/friends may obtain a tablet for an inmate by contacting Securus at Securustablet.com. The tablets contain wireless outbound phone system, job search, law library, podcasts, education assistance, religion, music, E-books, games and access to inmate services.

1. All tablet users must use their earbuds at all times. If inmates are detected not using earbuds they will lose tablet privileges for 24 hours.
2. An inmate must be a Level 3 or above to qualify for the privilege of using a tablet.
3. Inmate tablets are a privilege and will be managed as necessary by each Deputy. Applications and use of inmate tablets can be restricted as necessary to achieve an inmate's compliance with rules and regulations.
4. Inmates are responsible for the safe keeping of their earbuds.
5. Tablets are distributed and collected once a day. Deputies will not charge tablets at any time other than "Lights out."
6. Sharing tablets with other inmates is strictly prohibited. Both inmates will be subject to discipline and tablets will be confiscated.
7. Effective 1-1-19, all collectible debt, with the exception of medical debt, must be paid in full, prior to receiving ICARE (commissary) or a Securus tablet. Collectible debt includes booking fees, bond fees, work release room and board, admission packs, indigent kits and inmate destruction fees, etc. There will be no change in the collection rate of medical debt.
8. New subscriptions for the tablet program have been suspended until further notice.

## **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 and protective custody inmates - 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.

## **RELIGIOUS DIETS**

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 "Refrain from eat the offending item."

## **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, etc., may be purchased through the Jail Commissary twice each week. A commissary menu is posted on the inmate terminals. .
2. Inmates must have sufficient funds in their account at the time they place their order.
3. 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.**
4. Orders can and will be reduced if the quantity causes a storage or sanitation concerns.
5. 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. Refunds will not be given for commissary orders that are delivered after an inmate has been released. Commissary orders that are not picked up after seven (7) business days become property of the Ingham County Sheriff's Office.
6. Inmates are not permitted to purchase commissary items for another inmate.
7. If an inmate orders the wrong item or size, the inmate's account shall not be credited nor can the item be exchanged.

8. 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 Express Account at (866) 422-6833 to place an order for delivery with the next scheduled commissary delivery to the Ingham County Jail.
9. Any commissary and/or personal items altered in any way and/or used in any fashion other than its intended use shall be considered contraband and confiscated without reimbursement.
10. Inmates must keep receipts with their name for all items purchased.
11. Effective 1-1-19, all collectible debt, with the exception of medical debt, must be paid in full, prior to receiving ICARE (commissary) or a Securus tablet. Collectible debt includes booking fees, bond fees, work release room and board, admission packs, indigent kits and inmate destruction fees, etc. There will be no change in the collection rate of medical debt.

**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. It’s the inmate’s responsibility to change their PIN to something that no other inmate has access to. It is also the inmate’s responsibility to keep their PIN secure. The inmate is responsible for changing his/her PIN. The Ingham County Jail will not be responsible for any issues due to stolen PIN’s.
3. 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). Inmate personal property left at the Ingham County Jail for more than sixty (60) days after an inmate’s release shall become the property of the Ingham County Jail and disposed of.
4. The following is a list of items that inmates may have in their cell, unless prohibited for disciplinary or administrative reasons.

1 Jail Uniform	1 Towel	Commissary items
1 Pair Vinyl Sandals	1 Washcloth	3 Books
1 Mattress	White Underclothes (3 each)	1 Newspaper
1 Pillow	2 Bars of Soap	1 Bible
1 Blanket	2 Toothbrushes	Legal papers
1 Sheet	3 Toothpaste Tubes	School Work
1 White Plastic Spork	3 Pens	Mail
1 Laundry Bag	2 Cups	Commissary Receipts
2 Rolls of Toilet Paper	2 Bowls	Money Receipts
3 Deodorants		
4 Female Hygiene Boxes		

5. 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.

6. Any commissary, personal items or Ingham County Jail property altered in any way and/or used in any fashion other than its intended use shall be considered contraband and will be confiscated without reimbursement.
7. Photographs integral to criminal defense/civil litigation can remain in an inmate's possession with the following exceptions:
  - Photographs showing any part of the human body, including faces, cannot remain in an inmate's possession. These are acceptable for display during attorney/client visits but inmates are prohibited from retaining photos with this content.
  - Ingham County Jail Staff reserves the right, on a case by case basis, to confiscate other photographs believed to be disruptive to the living environment or that could be used maliciously, i.e. graphic crime scenes, homes/house numbers, vehicles with license plates.

### **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. Upon release, all debt will be collected (except Pay4Stay) 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 via:
  - The kiosk in the vestibule of the Jail Lobby Monday through Friday from 7:00 a.m. to 10:00 p.m.
  - A debit or credit card via Express Account (866) 422-6833 or Expressaccount.com.
  - Web/Phone Deposits
    - Commissary: \$300 in total deposits over the last 14 days
    - Bond: \$1,000 in total deposits over the last 14 days
  - Kiosk Deposits
    - Commissary: \$300 in total deposits over the last 14 days
    - Bond: \$2,750 in total deposits over the last 14 days
  - Room & Board Payments: \$350 in total deposits over the last 14 days
3. Money cannot be withdrawn from credit or debit cards for Commissary use.
4. The transfer of money, property, Commissary or any other item is not allowed between inmates.
5. 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.
6. Room & Board fees are collected at 100% regardless whether it is for the current or a previous incarceration.

## **CLERGY VISITORS**

1. Prior to being allowed to visit inmates, clergy members must contact the Jail Administrator's office at (517) 676-8319 and request clearance to enter the facility. Clergy members must provide a copy of their driver's license or valid identification and proof of clergy status (such as a letter of appointment to the congregation as their pastor, a copy of an ordination certificate or clergy license. Literature such as a worship bulletin or monthly newsletter that identifies the person as clergy may also be used. The Jail Chaplain will contact the clergy member for orientation and to advise them of the rules of the facility.
2. Clergy members are allowed one visit per week. Clergy visiting hours are:  
  
8:30 a.m. to 9:45 a.m. (complete visit by 10:00 a.m.)  
11:30 a.m. to 3:45 p.m. (complete visit by 4:00 p.m.)
3. Clergy members who wish to visit a family member who is incarcerated must do so via Video Visitation.

## **PROFESSIONAL VISITORS**

Attorneys, medical, social services, parole/probation, police personnel and other associated agencies may visit and/or interview inmates face-to-face during the below-listed hours. Personnel using this privilege must be able to show proper identification.

8:30 a.m. to 9:45 a.m. (complete visit by 10:00 a.m.)  
11:30 a.m. to 3:45 p.m. (complete visit by 4:00 p.m.)  
5:30 p.m. to 9:00 p.m. (complete visit by 9:30 p.m.)

Attorneys should avoid sending pictures of any type to inmates via mail or leaving them with inmates at the conclusion of a visit.

## **VISITATION**

All visits at the Ingham County Jail are conducted via video. All visits must be scheduled 24-hours in advance. No more than two (2) visitors will visit at a time.

Each inmate who is not on discipline will be allowed one (1) free on-site visit and three (3) paid at-home (remote) visits per week. The duration of each visit is 20 minutes.

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

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. No On-Site visits will occur on major holidays.

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 9:30 p.m.
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Anywhere/remote visitation will occur seven (7) days a week, Sunday through Saturday.

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 9:30 p.m.

Visits can be scheduled at the Securus Technologies website ([www.visitfromhome.net](http://www.visitfromhome.net)), the Lobby of the Ingham County Jail or the Human Services Building.

Upon checking in for on-site visits, visitors will need to provide a home address, telephone number and a valid driver's license, government issued identification card or other valid picture identification.

Children/infants are considered visitors and must show valid identification (examples: School identification, birth certificate, Social Security card or Amber Alert identification).

Visitors seven (7) 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. By signing into the video visitation terminal, the inmate acknowledges Ingham County Jail visitation rules and will be held responsible for both parties' actions. Any inmate who is knowingly aware or encourages explicit or inappropriate behavior that is found to be in violation of visitation policy and does not attempt to negate such actions will be held equally responsible for both user actions and will be subject to sanctions.

Photos are not allowed to be taken during visitation. Any discovery of photos being taken during visitation will result in the suspension of visiting privileges for the inmate and visitor.

**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.**

### **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 addressing a kite to Medical.
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 using a kite. Medical grievances should be addressed to Medical.

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. 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**
2. 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
  - Inmates who feign illness that require us to call an ambulance will be billed for a Doctor's visit.
3. 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.
4. **Medical treatment will not be withheld because of an inability to pay.**
5. Refusal to pay, if able, could result in disciplinary action and/or civil litigation.
6. If any inmate has medical insurance he/she must notify the Medical Department to ensure appropriate billing for services.

## **CHARGES FOR ROOM & BOARD, WORK RELEASE, 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 \$10 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. Qualified inmate workers will receive a credit reflecting the time they were a worker. This amount will differ if ordered by the court.
3. Room & Board fees are collected at 100% regardless whether it is for the current or a previous incarceration.

## **LAW LIBRARY**

The Law Library can be accessed via the video visitation terminal in each dorm and also on inmate tablets.

## **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 area 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**

**1. CUSTODY LEVEL O – ADMINISTRATIVE SEGREGATION**

- Classification review upon completion of Administrative Segregation. Inmates who complete administrative segregation will become custody Level 1 inmates and will be eligible for classification review according to custody Level 1 specifications.
- Rotation every three days (shower and phone use)
- No in-house program participation.
- Restricted commissary items (soap, toothbrush, toothpaste, deodorant).
- No television / newspapers / books.
- No visitation other than approved attorney visit.
- One-on-one counseling as determined appropriate.

2. CUSTODY LEVEL 1-MAX

- Classification review after 15 days
- 1 hour rotation
- No in house program participation
- Restricted commissary items (HYGIENE only)
- No television
- One (1) on-site visitation per week. This visit will take place from 5:30 p.m. to 10:00 p.m. only.
- One-on-one counseling as determined appropriate.

3. CUSTODY LEVEL 2-MAX

- Classification review after 15 days
- 1 hour rotation
- No in house program participation
- Standard commissary
- No television
- One (1) on-site visitation per week. This visit will take place from 5:30 p.m. to 10:00 p.m. only.
- One-on-one counseling as determined appropriate.

4. CUSTODY LEVEL 3 & 4-MEDIUM

- Classification review every 30 days
- May participate in all in house programs
- Standard visitation
- 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)

5. 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

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

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

## **CLASSIFICATION POLICY FOR MAXIMUM SECURITY 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
- One on-site visitation per week. This visit will take place from 5:30 p.m. to 10:00 p.m. only.
- 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
- One on-site visitation per week. This visit will take place from 5:30 p.m. to 10:00 p.m. only.
- One on one counseling as determined appropriate

## **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. Keeping food or condiments from food tray.
25. Throwing trays and/or food.

26. Unauthorized use or abuse of telephones/video visitation or abuse of the kite/grievance system.
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.
32. Using trash cans for anything other than their intended purpose.
33. Failure to keep vents clear of all debris.

#### **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.

#### **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 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**

All inmates with the privilege of work release, work seek or inmate worker will be given a complete set of Ingham County Sheriff's Office Work Release Program guidelines for these assignments. They must sign this agreement to abide by these rules without exception. 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.

Work Release inmates must have all outstanding booking fees paid in full with the first week of Room and Board payment. We collect Room & Board at 100% regardless whether it is for the current or a previous incarceration.

1. Workers cannot have Video Visitations when they are normally expected to be working.
2. You are individually responsible for knowing the time of your Video Visitation and for making yourself available.
3. You must be court ordered to attend CATS and/or Education to be excused from work assignment to attend classes.
4. Workers that are habitually off work will be removed as an inmate worker and sent back to general population.
5. Your bunks will be made at all times in a military manner when not in use.
6. You are required to clean up after yourselves and keep yourself clean.
7. All property will be placed in lockers; nothing goes on top of your locker. Any property found unsecured could be confiscated and destroyed without notice.
8. Nothing is allowed to be hanging from your bunk.
9. Nothing is allowed under your bunk except shoes and sandals.
10. No loud conversations or other disruptive activities are permitted in the dorm.
11. The TV Common Room used for quiet conversation and TV viewing only; no food, no drink, no games.
12. You are only allowed in the dorm and restroom you are assigned to.
13. No loitering in the bathroom or hallways.
14. No food or drink out of dorm areas.
15. Quiet time is strictly enforced. All inmates shall go directly to their bunks and remain there. There will be no movement during quiet time other than nighttime bathroom and scheduled Video Visitations.
16. Deputies will assign beds upon arrival. You cannot switch beds at any time unless directed to do so by staff. Due to locker assignments, Inmates in Dorms B & D cannot switch bed locations for the duration of stay.
17. If you have questions that have to do with anything other than Post concerns you need to put it on a Kite.
18. You will be in appropriate dress at all times and there will be no head gear worn in the common areas.
19. Insolence, insubordination, disrespect and "Deputy shopping" will not be tolerated. Inmates that are not on their best behavior will be subject to discipline including reclassified back to general population and loss of Work Release or any EER time earned.
20. Inmates are allowed no more than two bars of soap. Used soap is not to be left in latrine or on the shower floor. When finished showering, use the squeegee and push the standing water down the drain.
21. When the food cart is on the Post all inmates will return to their dorm and remain there until the food cart is off the Post.
22. These rules are not intended to be all inclusive and are subject to change at any time, without notice.



## **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 a Resource Guide.

## INGHAM COUNTY COURTS AND RELATED OFFICES

### 30<sup>th</sup> Circuit Court

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

### 30<sup>th</sup> Circuit Court

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

### FOC

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

### Probate Court

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

### Circuit Court Probation

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

### Pre-Trial Services

313 W. Kalamazoo St.  
Lansing, MI 48933  
(517) 483-6439

### 55<sup>th</sup> District Court

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

### 55<sup>th</sup> District Court Probation

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

### 54-A District Court

124 W. Michigan Ave.  
6<sup>th</sup> Floor, City Hall  
Lansing, MI 48933  
Phone (517) 483-4445

### 54-A District Court Probation

124 W. Michigan Ave.  
6<sup>th</sup> Floor, City Hall  
Lansing, MI 48933  
Phone (517) 483-4424

### Prosecuting Attorney

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

### 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

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

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

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

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

Send all Michigan Department of Corrections grievances to:

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