

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 16.02	<b>PAGES:</b> 1 of 6
	<b>RELATED ORDERS:</b> ACA 4-ALDF-1A-21, 2A-27, 2A-28, 2A-29, 2A-50, 3A-01, 3A-02, 6D-01 MJS 1080, 1082	
	<b>ISSUED DATE:</b> July 1, 1989	
	<b>REVIEW DATE:</b> October 15, 2015	
	<b>REVISION DATE:</b> April 3, 2012	
<b>CHAPTER:</b> Inmate Rights, Rules and Discipline	<b>SUBJECT:</b> Inmate Rules and Information	

I. **PURPOSE:** To provide limits on inmate behavior to aid in maintaining safety and order in the facility.

II. **POLICY:**

- A. Upon entering the facility, all inmates will be given a written copy of facility rules pursuant to Minimum Jail Standard 1080, in either English or Spanish, and will sign an acknowledgment of receipt of the rulebook. If a literacy or language problem prevents an inmate from understanding the rulebook, a staff member or translator will assist the inmate in understanding the rules. Blind inmates shall be given a copy of the facility rules in Braille. Inmates shall be shown an orientation videotape in ITR at Glenn E. Dyer Detention Facility (GEDDF), and in the housing units at Santa Rita Jail (SRJ). Orientation videos shall contain English and Spanish subtitles for hearing impaired inmates. Inmates are responsible for knowing the facility rules and regulations. Violation of any rule may result in disciplinary action. Violation of any local, state, or federal law may result in criminal prosecution.
- B. The written rules of inmate conduct specify acts prohibited within the facility and penalties can be imposed for various degrees of violation. These written rules are reviewed annually, and updated if necessary.

III. **PROCEDURE:** While inmates are in custody at GEDDF or SRJ, they are responsible for knowing and following the rules and regulations. During the inmate's initial interview for a rule violation, the interviewing deputy will explain to the inmate why the recommended punishment may exceed the guidelines as set in Categories I, II, and III. The listed punishments for jail rule or regulation violations are guidelines, not absolutes.

A. **CATEGORY I VIOLATIONS:**

- 1. No inmate is to engage in an action which will:
  - a. Endanger the safety of a staff member, visitor, or another inmate
  - b. Violate the security or proper running of any facility, (including courtrooms, court holding facilities, and transportation vehicles)

2. Gambling is prohibited.
3. Fighting or threat of battery is prohibited. Horseplay, mock fighting, or martial arts instruction are prohibited.
4. Sexual contact between inmates is prohibited.
5. Fires are prohibited.
6. Theft, extortion, or loaning for profit is prohibited. Receiving canteen and/or other items from another inmate is prohibited.
7. Making, drinking, possessing, or being under the influence of any narcotic, drug, intoxicant, non-prescribed medication, or misuse of prescribed medication is prohibited.
8. Unauthorized communication with visitors or other inmates is prohibited.
9. Possession of unauthorized items is prohibited and may result in confiscation and destruction of the item. Unauthorized items include, but are not limited to:
  - a. Weapons or simulated weapons, including, but not limited to blades from disassembled razors
  - b. Money
  - c. Stockpiled medication, which is more than one unit dose issued by medical staff
  - d. Commissary debit cards not assigned to the inmate possessing them
  - e. More than three commissary debit cards
  - f. Jail-made jewelry, earrings or rings
  - g. Anything altered from its original form or used for anything other than its original purpose
  - h. Commissary items stored in anything other than their original packaging
10. Taking or removing unauthorized utensils or trays from the dining area or failing to return utensils or trays after meal time is prohibited.

**B. PUNISHMENT RECOMMENDATIONS FOR CATEGORY I VIOLATIONS (pursuant to Minimum Jail Standard 1082)**

1. Disciplinary Isolation - up to 30 days
2. Disciplinary Isolation Diet - up to 72 hours

3. Extra duty – 30 to 45 hours
4. Loss of Privileges - 30 to 60 days
5. Loss of Time - 10 to 30 days
6. Minor Violation Card
7. Repayment of the repair or replacement cost for damages to County property

C. CATEGORY II VIOLATIONS:

1. Disrespect is prohibited, including use of profanity towards staff or other inmates.
2. Inmates will obey all posted signs, Inmate Rules and Information, and verbal or written orders.
3. Inmates will return to assigned housing areas and follow instructions given by a deputy during counts.
4. Inmates are responsible for the personal cleanliness of themselves and their living area.
5. Inmate identification armbands shall be worn at all times. If an armband is damaged or loose enough to slip off, the inmate will notify a staff member to have it replaced.
  - a. Falsifying, altering, possessing or exchanging armbands with another inmate is prohibited.
  - b. Inmates who intentionally damage or remove armbands shall be charged for replacement armbands.
6. Excessive or persistent noise, loud whistling, singing, yelling, or pounding is prohibited.
7. Defacing, tampering with, or destroying County property or property belonging to private vendors is prohibited. Inmates may be required to pay for the item or any repairs, and/or may be criminally charged.
8. Inmates are not allowed in an unauthorized area, housing unit, cell, or bed. Inmates are not to change cells or beds without authorization from a deputy or the Classification Unit. Entering another inmate's cell, laying or sitting on another inmate's bed are prohibited.
9. Inmates are prohibited from giving or receiving tattoos. Possession of tattoo kits or tattoo paraphernalia is prohibited.
10. Inmates possessing more than their authorized jail issued clothing or bedding is prohibited. If an inmate is issued special work clothing, jackets, boots, stocking cap, clothing and linen (pursuant to a medical condition) etc., they are to remain in his/her possession. Special work clothing will be worn to and from work and are not to be worn to the yard, visiting, appointments, or in the housing unit during normal activities.

11. Wearing any type of headgear is prohibited, except when medically prescribed or when assigned to an outside work crew and the job or weather conditions indicate wearing approved headgear. Wearing of religious headgear will be allowed on an individual basis and when approved by the division commander. Head gear includes knit caps and hairnets.
12. Inmates are required to report to assigned work detail/program on time and in proper clothing for the day.
13. Inmates are required to cooperate with assigned work and education programs. Failure to abide by the work or program rules can result in being dropped from the program and/or loss of good-time and/or work-time credits.
14. Stockpiling commissary items is prohibited. Stockpiling is defined as having more than ten items of any one type of product. Example: Ten Top Ramens, NOT ten of each flavor; ten candy bars, NOT ten of each brand, etc. Any excess will be considered contraband, and will be confiscated and destroyed.
15. Communicating with inmates in another classification or housing area, except through authorized channels, is prohibited.
16. In the dining area, having your personal property at the table, possessing more than one spoon, tray, cup, or going through the serving line more than once is prohibited.
17. Bag lunches are to be eaten the day they are received; stockpiling food and drink is prohibited.
18. Lay-in slips will be carried at all times. Inmates with a lay-in slip or no duty status will remain inside their living area.
19. Diet slips will be shown to a deputy at each meal. Trading, altering, or giving away a diet slip is prohibited.
20. Smoking is prohibited. All tobacco products, matches, and lighters are prohibited.

D. PUNISHMENT RECOMMENDATIONS FOR CATEGORY II VIOLATIONS:  
(pursuant to Minimum Jail Standard 1082)

1. Extra duty - 25 to 40 hours
2. Disciplinary Isolation - 15 days
3. Disciplinary Isolation Diet - up to 72 hours
4. Loss of Privileges - 15 to 30 days
5. Loss of Time - 2 to 10 days
6. Minor Violation Card
7. Repayment of the repair or replacement cost for damages to County property

E. CATEGORY III VIOLATIONS:

1. No articles are to be hung from, on or over security screens, light fixtures, beds, cell railings, or vents. No walls, windows, light fixtures or vents are to be covered by any articles.
2. No pictures (including personal photographs), decorations, or writings will be affixed to walls, windows, light fixtures, vents, security screens, beds, railings or doors.
3. Littering is prohibited.
4. Makeshift tables, chairs, clotheslines, or shelves are prohibited.
5. Bedding or other materials used to conceal the occupant of a bed, cell, dorm, or pod is prohibited. Bedding or other material used to conceal the contents of a tub, drawer, bed, cell, dorm, or pod area is prohibited.
6. During group movement inmates will proceed to the designated area without delay and in an orderly manner.
7. Inmates leaving their cells or dorms will be fully clothed. Inmates participating in physical exercise activities in their pod area or yard area may, during physical activities, remove their jail issued shirt and T-shirt. At the completion of the physical activity, inmates will be allowed a reasonable cool-down period. Inmates must then replace either their T-shirt or jail issued shirt, or both.
8. Cutting in line is prohibited.
9. Cell doors must be kept closed whether in or out of a cell.
10. Authorized personal items shall only be stored in the jail issued tub or property drawer and shall not exceed lip level of the jail issued tub or property drawer. No more than three pounds of paper goods will be in a cell, Pro-Per inmates excepted. No inmate is allowed to possess more than 6 books and magazines (not six books or six magazines equaling twelve but a combination of both books and magazines equaling six).
11. Pro-Per inmates may have only two boxes of legal material in their cell. All other legal material shall be stored under housing control. Pro-Per inmates may access stored legal material by arranging a time with the housing unit deputy.
12. Inmates may use the cell intercom for emergencies only. Misuse or covering of the intercom is prohibited.
13. Sitting on tabletops or stairs is prohibited. Standing or loitering on the top tier is

prohibited

F. PUNISHMENT RECOMMENDATIONS FOR CATEGORY III VIOLATIONS  
(pursuant to Minimum Jail Standard 1082)

1. Oral Reprimand
2. Minor Violation
3. Extra Duty - 10 to 25 hours
4. Loss of Privileges - 5 to 15 days
5. Repayment of the repair or replacement cost for damages to County property

G. DISCIPLINARY REPORTS:

1. Upon receiving a second minor violation for the same offense, a disciplinary report shall be written.
2. Upon receiving three minor violations for different rule violations, a disciplinary report shall be written.
3. A minor violation can be purged if there has been a 60-day time lapse between receiving a second or third violation, thus not automatically causing a disciplinary report to be written as in #1 and #2 above.

H. Inmates are allowed to take the following items to court: Legal paperwork, medication (authorized by medical staff), two sanitation packets, and a flexible comb not over six-inches long. All other items going to or returning from court are considered contraband and are subject to confiscation and destruction.

I. Failure to follow any of these rules may result in disciplinary action. A copy of the disciplinary record may be sent to State Prison, parole, probation, or any jail when leaving the custody of the Alameda County Sheriff's Office.