

HALL COUNTY DEPARTMENT OF CORRECTIONS



**110 Public Safety Drive, Grand Island, NE 68801
308-385-5211**

INMATE/DETAINEE HANDBOOK

- **This handbook is the property of the Hall County Department of Corrections. When you are released, you must return it along with all other issued property.**
- **If you damage, destroy, write on or lose this handbook, you will be charged a \$15.00 replacement fee.**
- **Changes and updates to this handbook will be posted in the housing units. It is your responsibility to check for changes daily.**
- **Any questions about these rules should be directed to a Staff member.**

Director Todd Bahensky

Revised September 2018

Hall County Department of Corrections ZERO TOLERANCE

**Sexual Abuse and Assault
Educate....
Prevent....
Report....
Respond....**



Report Sexual Abuse or Sexual Assault Contact To:

HCDC PREA Coordinator Sgt. Rojewski
(308) 385-5211
Grand Island Police Department
(308) 385-5400
Hall County Sheriff
(308) 358-5200
Nebraska State Patrol
(308)385-6000

National Sexual Assault Hotline
1-800-656-HOPE
Crisis Center, Inc
308-381-0555
Department of Homeland Security (OIG)
1-800-323-8603

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The Hall County Department of Corrections is a County owned facility managed by the Hall County Board of Corrections. It was constructed in 2008 containing 10 housing units featuring dormitory, double occupancy and single cell housing. Each housing unit offers a common dayroom area with telephones, tables with chairs, shower facilities and visitation stations. All housing units with the exception of unit E feature televisions. Multi-Purpose rooms and Recreation areas are adjacent to each housing unit (excluding work release dorms).

A. **Expected Behavior** It is the expectation of the Hall County Department of Corrections that inmates/detainees will comply with established behavioral guidelines while incarcerated at the Hall County Department of Corrections. The expectations are as follows:

1. Follow staff directives and requests.
2. Respect all staff members.
3. Address all staff by rank or position and last name (Example: Sgt. Smith, Officer Jones or Mr. / Mrs. Brown, or Nurse Sandy).
4. Respect jail property and the property of others.
5. Keep your sleeping area and surrounding common areas clean, orderly and sanitary.
6. Maintain daily personal hygiene.
7. Behave in a rational and adult manner. Unacceptable behavior will result in disciplinary sanctions that may fall into a Major or Minor category, and you may be charged criminally.
8. Inmates/Detainees are not permitted to exercise control over other inmates/detainees.
9. You are not allowed to touch (other than hair braiding), harass, bully, intimidate or extort other inmates.
10. When exiting your cell all inmates are required to secure their door behind them.

B. **Rights and Responsibilities**

1. The right to be informed of the rules, procedures and schedules concerning the operation of the facility.

The responsibility to know and abide by them.

2. The right to freedom of religious affiliation and voluntary religious worship.

The responsibility to recognize and respect the rights of others in this regard.

3. The right to appropriate care, including nutritious meals, proper bedding and clothing, laundry service, opportunity to shower regularly, proper ventilation, exercise, toilet articles and medical treatment.

The responsibility not to waste food, to follow the laundry schedule, to maintain neat and clean living quarters and to seek medical care as needed.

4. The right to protection from personal abuse, corporal punishment, unnecessary or excessive use of force, personal injury, disease, property damage, and harassment.

The responsibility to not abuse or harass others.

5. The right of freedom from discrimination based on race, religion, national origin, sex, handicap, or political belief.

The responsibility to not discriminate against others.

6. The right to pursue a grievance in accordance with written procedures.

The responsibility to use the grievance system appropriately.

7. The right to due process, including the prompt resolution of a disciplinary matter in accordance with written procedure.

8. The right to correspond with persons or organizations, consistent with safety, security, and the orderly operation of the facility.

9. The right to have family members and friends visit according to facility rules and schedules.

The responsibility to conduct yourself properly during visits.

10. The right to unrestricted and confidential access to the courts by correspondence.

The responsibility to present your petitions, questions and problems to the courts.

11. The right to legal counsel from an attorney of your choice by means of interviews and correspondence.

The responsibility to obtain the services of an attorney.

12. The right to have access to reading material for education and enjoyment.

The responsibility to use reading materials appropriately.

13. The right to access law library materials to assist in legal matters and receive help when available.

The responsibility to use those resources appropriately.

C. Classification, Appeal, Review and Reclassification

1. Upon admission to the facility, you will be given a classification based upon your charges, current and/or past behaviors, and any special needs or management issues. You will meet with a Classification Officer who will interview you and make a housing assignment for you in an appropriate housing unit.

2. You will be assigned a classification level of Minimum, Medium, and Maximum. Administrative Segregation, or Special Management. Your assigned classification level will determine your housing assignment. Your classification may determine your participation in programs.

3. Classification Levels:

- **Administrative Segregation or Special Management** refers to inmates who must be separated from the general population because they are dangerous, either to other inmates, themselves, staff, or they are in danger from other inmates. These inmates must live in cells.
- **Maximum** refers to inmates who have assaultive or aggressive disciplinary records. Maximum security inmates must live in cells. These inmates leave their cells, for the most part, only for showers, visitation and limited recreation.
- **High Medium** means the inmate must live in a cell, with few exceptions.
- **Low Medium** refers to inmates who may live in a cell or dorm with few exceptions.
- **Minimum** refers to inmates who may live in dorms or cells. They may be assigned to facility work details. (Excluding ICE detainees).

4. Your classification will be reviewed at a minimum every 30 days.

5. Your classification may also be reviewed:

- a. If you are being considered for Special Management status.

- b. Prior to release from Disciplinary/Administrative Segregation.
 - c. Prior to release from Medical or Special Needs Housing.
 - d. Upon conviction of criminal charges and again upon sentencing (if these occur at different times).
 - e. When there has been an update to your initial classification and you have been in custody for 30 days or more.
 - f. Upon loss of work release/inmate worker status.
6. You may appeal the following classification actions:
- a. Initial classification.
 - b. Classification reviews which result in a change in classification status.
 - c. Placement in or retention of Special Management status.
7. To file an appeal, fill out an Inmate Request Form and address it to Classification. You must submit the appeal within seventy-two (72) hours of being informed of the classification decision. Classification appeals will be resolved within five (5) business days and you will be informed of the decision within ten (10) business days. Decisions of the Classification Review may be appealed to the Assistant Director of Corrections by following the same procedure and time frame.
8. Failure to follow rules and regulations of the facility may result in changes to your classification level. If staff determines that you were engaged in misconduct an immediate review of your current classification will be initiated. This could result in your housing assignment being changed. If at any time you are placed into a segregation unit, your classification assignment will be reviewed prior to your release back into general population.

D. Court Appearance, Bonds/Fines and Court Filings

1. Initial court arraignment will be handled onsite in video court. During your arraignment, the court will set your bond. This process is scheduled by the courts.
2. Bonds
 - a. **CASH BOND.** Requires the full amount of the bond in cash.
 - b. **SURETY BOND.** May be obtained from a professional bondsman who is licensed and usually charges a fee. Check the yellow pages of the telephone directory under BAIL BONDS for a listing of sureties. Our staff cannot recommend a bondsman.

- c. **10% BOND.** This bond is set by a Judge. 10% of the full amount of the bond may be paid in cash only. Surety bonds cannot be applied to a 10% bond.
 - d. **PERSONAL (O.R.) or RECOGNIZANCE BOND.** You may be released on your written promise to appear in court. This requires a Judge's approval.
3. Bonding Procedures:
- a. Bonds and money can be deposited 24 hrs. a day.
 - b. Purge amounts for District Court Bonds must be paid in District Court during business hours.
 - c. The Hall County Department of Corrections cannot take Out-of State bonds. Out of County purges must be paid in the County of origin.
4. Fines:
- a. Fines may be paid to the sentencing court or at the jail.
 - b. Fines may be sat out at the rate of \$150.00 per twenty-four (24) hour time period.
5. **COURT FILING.** All inmate Court filings shall be done through legal mail, or your Attorney. Inmates will address the Court authority they wish the material to go to in an envelope provided by the Hall County Department of Corrections. The inmate shall seal any and all papers for the Courts in these envelopes. This legal mail will be delivered to the Courts Monday through Friday between the hours of 8:30 a.m. and 4:00 p.m., except for holidays when the Courts are closed. The Courts will respond to inmate's legal needs in a timely manner. The Hall County Department of Corrections will not recommend the address of any Court office for your filings. The Courts will determine the appropriate place to forward your mail. Inmates will be taken to Court only when requested by the Courts. Access to the Courts is guaranteed by this written procedure. Inmates are not allowed to take any items with them to Court except legal papers for the case that is being heard at that time. If you choose to take legal papers with you to Court, you must give them to a Court Officer. The Court Officer will give them to you or your Attorney at the appropriate time.
6. All correspondence to District Court Judges should be handled through your attorney. All correspondence to the District Court shall include a case number which can be obtained from your attorney. The Hall County Department of Corrections staff will not research or provide case numbers to inmates. District Court Judges do not accept mail from inmates

7. The Department provides notary services for inmates. Submit a request on the kiosk.

E. **Identification Wristbands**

1. You have been issued an identification wristband; **this must be worn by you at all times.**
2. You must have your wristband on to participate in any jail function (Example: visitation, commissary, recreation, etc.).
3. Removal or tampering with your identification wristband will result in disciplinary sanctions.
4. If you damage, destroy, or lose your wristband, you will be charged \$10.00 to replace it.
5. If your identification wristband needs replaced, due to normal wear and tear, complete an Inmate Request Form addressed to the replacement wristband option in the kiosk.
6. You must have your identification wristband to be released.

F. **Movement Inside the Facility**

1. You must follow the painted lines on the floor to your destination.
2. You must travel on the right side of the hallway between the line and wall.
3. You must walk with your hands placed behind your back.
4. Talking with other inmates is not allowed in the hallway.

G. **Property, Clothing, Clothing Exchange and Bedding**

1. You are accountable at all times for all clothing and linen items issued to you.
2. Initial issue will include the following items:
 - One (1) Uniform Shirt
 - One (1) Uniform Pants
 - Underwear – 2 Pairs
 - Bras – 2 Pairs (Female)
 - One (1) Pair Socks
 - Footwear
 - One (1) blanket
 - One (1) mattress cover;
 - One (1) orange sheet

- One (1) towel
 - One (1) wash cloth
 - One (1) drinking cup;
 - One (1) personal hygiene pack containing a toothbrush, toothpaste, a comb and liquid soap.
3. You will receive disciplinary sanctions whenever:
 - Excess issued items are discovered in your possession.
 - Any issued item is unaccounted for, for instance during searches or transfers.
 - Any clothing or linens issued to you that are found to be excessively soiled, indicating that the items are not being routinely laundered.
 - Issued items are found to be damaged (other than normal wear and tear) or written on.
 4. If you draw or write on your issued inmate uniform, mattress, linens or towel, you will be charged the full replacement cost of the item(s).
 5. You may be required to reimburse the Department for facility property which is lost, damaged, vandalized or destroyed by you.
 6. All clothing must be worn appropriately as it is designed to be worn. Pants must be worn correctly with no underwear/ buttocks exposed, or pant legs rolled up.
 7. If an Officer determines at any time that your uniform is excessively baggy or tight, it will be replaced with a more appropriate size.
 8. Clothing exchanges, for male and female inmates, will be made on a “one dirty garment for one clean garment” basis according to the following schedule:
 - Those attending recreation will be given a clean uniform at laundry exchange.
 - Outer garments shall be exchanged twice a week.
 - Socks and underwear handed out by Officers shall be exchanged daily.
 - Food service workers shall be required to exchange outer garments daily.

In order to ensure an adequate supply of clean clothing for all inmates, the hoarding of clothing is prohibited. Inmates are not permitted to wash clothing, bedding or other items in the housing unit.

9. No street clothing items are allowed in the housing units. You may keep in your possession limited amounts (medical items or commissary) of the following items:
 - a. Religious and legal reference materials.
 - b. Prescription eye wear, and like items must be approved by medical.
 - c. Reading materials, not to exceed one (1) book and one (1) magazine (Bible/Koran, AA/NA Big books not included in book count).
 - d. Commissary items.
 - e. Items authorized by the Department of Corrections.
10. All personal property must fit in your assigned property container. You may request that excess items be stored in the property room. You are further encouraged to release unnecessary property.
11. All personal property with the exception of hygiene items must be in your assigned property container when not in use.
12. You may release property or money by filling out a Property Release Form. The person whom you want to release property to must have a valid form of identification (Govt. issued) and must be present when the Property Release Form is filled out.
13. You may not release all of your clothing, a single set of clothing will be kept in your property.
14. If you want to release money on your account, you must release all of the money on your account. The Department is not responsible for any property or money after it has been released from our custody.
15. No property will be accepted from visitors after an inmate is booked. The only exception is street clothing for a jury trial brought by your Attorney or prescribed medication in the original container approved by department medical staff.
16. A single change of clothing may be accepted for ICE detainees awaiting deportation.
17. Items placed in property storage may not be accessed until your release from the facility.
18. Possession of another inmate's property (personal or issued) is a violation, and you will be subject to disciplinary sanctions.

19. Any item that has been altered, whether issued or purchased from commissary, is considered contraband and will be confiscated. You also may be subject to disciplinary sanctions for possession of contraband.
20. Inmates expecting to be sentenced to the Nebraska Department of Correctional Services are advised of the following: the Diagnostic and Evaluation Center (D&E) and Nebraska Correctional Center for Women (NCCW) only allow you to bring a small amount of personal property when being committed to those facilities: i.e. clothing you are wearing, a bible, check, watch, wedding ring, billfold, legal papers and mail. No purses are allowed.
21. Any items left behind by you that are not picked up by a person whom you designate will be discarded after thirty (30) days from your departure date.

H. **Communication with Staff**

1. All requests for assistance, both verbal and written, should be handled through the Housing Unit Officer supervising your living area.
2. Do not make requests to Officers relieving for breaks; they will direct you to ask your assigned Housing Unit Officer when they return.
3. Inmates who have questions regarding their sentence, charges, money on their account, release date etc. will be instructed to fill out an Inmate Request Form, on the unit kiosk. Inmates also may be required to fill out Inmate Request Forms when they want to participate in certain programs or want to ask for a facility services such as haircuts or replacement of jail issued items such as uniforms.
4. In Housing Units A, B, C, D, F, G, H, WRM, WRF inmate requests shall be processed by the use of electronic kiosks located in the housing unit.
5. Paper forms shall be used in Housing Unit E or other housing units for inmates who are locked down on Administrative or Disciplinary Segregation. Paper will also be utilized in the event of kiosk failures.
6. If an Inmate Request Form is disrespectful, contains threats, profanity or vulgarity, it may be returned to you without response and you may be subject to disciplinary sanctions.
7. Only one topic per Inmate Request Form is allowed.
8. ICE detainees will have the opportunity to sign up to speak with ICE staff during their designated time of walk through the facility. When ICE staff is not available detainees may use the Kiosk machine to send requests under the “immigration” tab.

I. Housing Unit Rules

1. You are expected to follow all requests, orders, or instructions given to you by ALL Corrections staff members.
2. Your assigned cell/bunk area is subject to unannounced inspections for cleanliness, damage and contraband.
3. If you damage/vandalize your assigned cell or any property belonging to the Hall County Department of Corrections, you will be subject to disciplinary sanctions and/or criminal charges. You also may be required to reimburse the Hall County Department of Corrections for any costs associated with fixing or replacing any damaged property.
4. No inmate is allowed to enter any other inmate's cell, or use another inmate's bunk.
5. You must fill out a request on the kiosk to inmate classification for a bunk change. All bunk changes must be authorized by classification.
6. Gambling or making bets is strictly prohibited.
7. Horseplay and exercising in the housing unit dayroom is strictly prohibited.
8. Smoking/tobacco use is prohibited.
9. Communicating with inmates on lockdown status or on the opposite tier of the housing unit is prohibited.
10. Sliding down handrails is prohibited.
11. Sitting on stairways is prohibited.
12. Boundary lines on the floor indicate areas that are off-limits to inmates. You are not allowed to cross these lines without permission from a staff member. If you cross a boundary line, you will be considered to be in an unauthorized area and subject to disciplinary sanctions.
13. No inmates will be permitted to loiter about the upper level or stairs of the housing unit. If you are assigned to a cell upstairs, you will need to go directly to and from your cell. If you are assigned to a cell on the lower level, you may not go to the upper level.
14. No items may be dropped or thrown from the upper level to the lower level, or thrown to the upper level.
15. You are responsible for maintaining a high level of sanitation and order in your cell/bunk area; such as all personal items/clothing stored in your assigned container.

Cleaning supplies will be made available daily for your use. There will be a clean-up time when inmates, assigned by a Corrections Officer, will be responsible for general cleaning of the Housing Unit.

16. No items are to be stored under mattresses. Inmates are only allowed to use one mattress unless approved and written a pass from medical.
17. Your bed must be made at all times when off your bunk OR out of cell. (As pictured below). You may not exit your cell if your bed is not made. You will be subject to disciplinary sanctions for noncompliance. All bedding must remain on the bunk.



18. You are not allowed to be inside the mattress cover for any reason.
19. Telephones, kiosks, shower, and televisions will not be available during certain jail functions, which will include, but not be limited to:
 - Headcounts
 - Meals
 - Cleanup periods
 - Medication passes
 - Laundry exchanges

LOCKDOWN/RACK-IN PERIODS 10:00 p.m. to 8:00 a.m.
12:00 p.m. to 1:00 p.m.
5:00 p.m. to 8:00 p.m.

20. The time for evening lockdown/rack-in is 10:00 p.m. You must return to your assigned cell/bunk at that time. Housing Units will also be locked down/racked-in prior to each shift change. In addition, you must immediately return to your cell or bunk any time you, as an individual, or the entire unit, are ordered to lockdown/rack-in by any staff member.

21. You are not allowed to write, draw on, deface, or attach any items to any surface in the housing unit. Any damaging or defacing of County property done by you may result in disciplinary sanctions and/or criminal charges.
22. Covering of lights, cell doors, vents and windows is strictly prohibited. This includes any obstruction of the light with towels, papers, etc.
23. You are also not allowed to place any signs, messages or pictures on your cell walls, bunk or door. No pin-ups are allowed anywhere in your cell or bunk area.
24. You must be properly clothed for the location and activity in which you are involved. While outside of your assigned cell, or when you leave your assigned bunk (dorm style), you must wear a full jail issued uniform (top, bottom and footwear). This includes going to and from the shower area.
25. Staff will enforce reasonable noise levels in the Housing Units. Shouting and excessively loud talking are prohibited.
26. You may not take any beverage, candy or food items into the recreation or multi-purpose areas.
27. You may not keep any food items in your cell, except for commissary items. These items must be stored in your assigned property container when not in use.
28. Dayroom newspapers may not be taken into individual cells.
29. You are not allowed to put your feet up on any furniture or sit/stand on any tables or countertops.
30. Pounding on cell doors or yelling in order to get a Staff member's attention while you are in your cell, is not permitted.
31. You are not allowed to operate any intercoms anywhere in the facility (except the one located in your assigned cell in certain housing units which may only be used in the event of an emergency). Misuse of the intercoms will result in disciplinary action.
32. Items that you purchase from commissary may come in a Styrofoam container or bag. Once the item has been consumed, these containers and bags become contraband and must be immediately discarded.
33. Trash receptacles are provided; trash must be properly discarded, not thrown onto the floor or under doors into walkways. You are not allowed to flush garbage down the toilets.
34. If maintenance determines that a plugged toilet is from flushed garbage, the maintenance officers may impose disciplinary sanctions.

35. Blankets, mattresses, towels, and articles of clothing are not to be hung over the top bunks. Containers are to be stored under the bottom bunks.

J. **Laundry exchange**

1. Inmates are to be released from their assigned cells. When inmates exit the cell they need to retrieve their dirty linen and close their cell door behind them.
2. Inmate will line up in a single file line next to the clothing exchange cart. Once all inmates are out of the cells and have formed a single file line and all doors are closed, laundry exchange can begin.
3. Corrections Officers will inspect the items being exchanged for any damage or graffiti.
4. Once an inmate has turned in a complete damage free set of linens they will receive a new set. Staff will give inmates the clothing sizes according to their wristbands.
5. Inmates will then be directed to sit at the dayroom tables and wait for other inmates to finish exchanging laundry items.
6. After all inmates have been issued a clean set of clothing items they will be directed back to their cell.
7. After inmates have received a new uniform they will change in their cell, close their door after changing and form a single file line so that the uniforms can be inspected by the officer.
8. Once the uniform has been inspected the inmates are to return back to their cells.
9. Once laundry has been completed, inmates will be allowed to continue as directed by their unit officer.
10. If any laundry is found to be damaged and in an inmates possession, that inmate may be charged for the replacement cost of that item.
11. Mattress covers and blankets will also be completed the same way.

Laundry Schedule

Monday-----D/E/F/G/WRM/WRF/Medical
Tuesday-----C/H
Wednesday-----A/B
Thursday-----D/E/F/G/WRM/WRF/Medical
Friday-----C/H
Saturday-----A/B

Blanket Schedule (1st Day of Every Month)

1st Monday-----A
1st Tuesday-----B/C
1st Wednesday-D/E/F/G
1st Thursday-----H
1st Friday-----WRM/WRF/Medical

Mattress Covers and sheets will be issued to all inmates every Sunday

K. Medication Pass

1. Once all inmates are out of the cells and have formed a single file line and all doors are closed, medication pass can begin.
2. Inmates will show the corrections officer and the nurse their identification wristband.
3. Inmate will then be given their medication by the nurse. After the inmate has taken the medication, they will need to show the unit officer the inside of his/her mouth and the inside of the drinking cup to make sure medication has been taken properly.
4. Inmates will then be directed to sit at the dayroom tables and wait for other inmates to finish receiving their medication.
5. After all inmates have received their medication, they will be directed on what to do next by the unit officer.

L. Segregation The Department employs the following types of segregation to house inmates who require more intensive supervision.

Administrative segregation is special housing for certain inmates who:

- Are pending investigation and/or hearings for disciplinary violation;
- Need medical observation;
- Are a security risk; and/or,
- Need protective custody.

Disciplinary segregation is a special housing unit for certain inmates who:

- Are a serious disruption in general population;
- Require secure physical confinement; and/or,
- Have received a disciplinary sanction as a result of a disciplinary hearing.

M. Use of Force Officers may use physical force only after all reasonable efforts to resolve an inmate situation have failed. Officers shall use reasonable force to:

- Gain control of the inmate;
- Protect and ensure the safety of inmates, staff and others;
- Prevent serious property damage;
- Ensure the security and orderly operation of the facility.

Physical restraints shall be used only under specified conditions to gain control of an inmate who is endangering himself, herself, or others or to prevent the continued destruction of property or disruption of jail operations.

N. Evacuation Drills. Per local, state and federal laws, we are required to perform evacuation drills. At this facility, we perform no less than one drill per month. These drills are not designed to inconvenience you, but rather to insure that you know where the exits are located in case of an actual danger such as: a fire, gas

leak, civil disaster or other dangers. In your housing unit is a diagram showing you the location of all fire exits and which exits to use, study this diagram located in your housing unit, carefully, your life may depend on it.

- O. **Flammable, Toxic, and Caustic Materials.** Chemicals used to clean Housing Units are non-flammable, non-toxic and non-caustic. Hoarding cleaning supplies will be considered contraband and disciplinary action will be imposed.

P. **Sexual Assault Information**

The Hall County Department of Corrections has a zero tolerance standard regarding abusive contacts or acts within the Correctional Center. Inmates should expect a facility that is free from any form of abuse to include:

- Physical/sexual assault
- Physical/sexual pressuring
- Extortion (pressuring for personal property, charging rent, demanding sexual favors or money)
- Physical/sexual intimidation or manipulation
- Retaliation/retribution

Inmates who engage in the above cited prohibited acts are subject to disciplinary action and/or criminal prosecution. Inmates who are determined to be a threat to staff or other inmates will be considered for Administrative Segregation or Administrative Confinement placement through the inmate classification process.

All cases of sexual assault will be referred for criminal investigation and possible prosecution.

SEXUAL ASSAULT

Sexual assault as defined by HCDC is the carnal knowledge, oral sodomy, sexual penetration with an object, or sexual fondling of a person, forcibly or against the person's will; or where the victim is incapable of giving consent because of their youth or their temporary or permanent mental or physical incapacity; or when achieved through the exploitation of the fear or threat of physical violence or bodily injury.

Sexual assault will be separated into two categories of inmate-on inmate sexual violence and all incidents of staff sexual misconduct.

1. Completed non-consensual sexual acts include:
 - Contact with any inmate without their consent, or with an inmate who is unable to consent or refuse;
 - Contact between the penis and the vulva or the penis and the anus involving penetration, however slight;
 - Contact between the mouth and the penis, vulva or anus

- Penetration of the anal or genital opening of another person by a hand, finger, or other object.
2. Inmate-on inmate abusive sexual contacts include:
 - Contact with any inmate without their consent, or with an inmate who is unable to consent or refuse;
 - Intentional touching, either directly or through the clothing if the genitalia, anus, groin, breast, inner thigh, or buttocks of an inmate;
 3. All sexual acts involving staff, volunteers or contracted staff are considered misconduct including:
 - Any behavior of a sexual nature directed toward an inmate;
 - All completed, attempted, threatened or requested sexual acts with an inmate;
 - Any incident of intentional touching of the genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, arouse, or gratify sexual desire;
 - Incidents of indecent exposure or invasion of privacy for sexual gratification.

SELF PROTECTION

Inmates should take all reasonable measures to protect themselves. Inmates have the right to defend themselves provided they take reasonable measures to avoid conflict / confrontations / altercations by leaving the immediate area, soliciting staff assistance and taking a defensive posture during altercations.

Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, LEAVE.

Don't be afraid to say "NO" or "STOP IT NOW."

Walk and stand with confidence. Many rapists choose victims who look like they won't fight back or are emotionally weak.

Casual nudity and talking about sex may be considered a come on, or make another inmate believe that you have an interest in a sexual relationship.

Do not accept commissary items or other gifts from other inmates. Avoid placing yourself in debt to another inmate; this can lead to the expectation of repaying the debt with sexual favors.

Avoid secluded areas. Position yourself in plain view of staff members. If you are being pressured for sex, report it to any staff member immediately.

WHAT TO DO IF YOUR ARE SEXUALLY ASSAULTED

If the attack just happened.....

As soon as it is safe to do so, REPORT THE ATTACK IMMEDIATELY TO A STAFF MEMBER. The longer you wait to report the attack, the more difficult it is to obtain the evidence necessary for a criminal investigation. The assault can be reported to any staff member.

Do not shower, brush your teeth, use the restroom, or change your clothes. You may destroy important evidence.

Do request immediate medical attention. You may have serious injuries that you are not aware of, and any sexual contact can expose you to sexually transmitted diseases.

Later on

Seek the support of a trusted friend, family member, or staff member. The days ahead can be traumatic and it helps to have people who care about you and support you.

Professional help is available. Any nonconsensual sexual activity is degrading. Mental Health Staff within the facility are available to help inmates recover from the emotional impact of sexual assault.

DID YOU KNOW?

- People of all ages, economic classes, races and levels of education, who live in all different types of neighborhoods, are victimized.
- Sexual Assault usually does not happen spontaneously-perpetrators know what they are doing.
- Sexual Assault is a deliberate action usually used to make another person feel helpless, humiliated, and degraded, and in turn, makes the rapist feel powerful.
- 84% of victims know their assailant in some way.
- Nearly one-third of sexual assault victims will develop stress disorders as a direct result of the assault at some time in their lifetime, increasing their risk for serious alcohol and drug abuse problems.
- The National Violence Against Women Survey estimated that 302,091 women and 92,748 men were sexually assaulted in the 12 months prior to the assault. Of those who were assaulted in the previous 12 months, women experienced 2.9 assaults and men experienced 1.9 assaults on average.
- 1 in 5 men will be sexually assaulted in their life. Most of these will be heterosexual male-on-heterosexual male assaults.

- Q. **Contraband:** Contraband will be defined as any item within the Department of Corrections facilities or the immediately surrounding areas that have not been issued to the inmate, purchased from commissary, approved for possession within the facility or altered from its original purpose.
1. **Nuisance Contraband** Sometimes inmates accumulate large quantities of approved items that can threaten security, fire safety or sanitation. The most common items that may be considered nuisance contraband are food, newspapers, clothes, photographs, and personal mail. This handbook lists the types and quantities of items that may be kept by inmates in their cell. Commissary items will be stored in the inmate's property container and are subject to inspection. Approved items which exceed authorized limits found in a cell area, will be released by the inmate, placed in their property, or in the event the owner cannot be determined, the items may be discarded.
 2. **Altered Contraband** Items that are issued by the facility or purchased from commissary, but then altered from their original form for a different use, will be considered contraband, removed and discarded. Examples such as hair combs with missing teeth, a crucifix or cross made from threading material, newspaper stories taped to the wall, and toilet paper balls are some items which would be considered as being altered.
 3. **Limited Items** The Director or designee may decide to limit an inmate's access to particular items. Examples of other limits could be the inability to issue a disposable razor to a suicidal inmate, or commissary limitations to inmates that have routinely altered specific items.
 4. **Medical Contraband** Any prescription or over-the counter medication purchased through commissary not taken in the prescribed way, shall be considered medical contraband. Examples of this would be hoarding medication or coughing medication up after taking it. Any inmate found hoarding medication shall face disciplinary sanctions.
 5. **Prohibited Contraband** Any remaining items not issued to the inmate or allowed into the detention facility will be considered prohibited contraband. Some examples of prohibited contraband would include, but not be limited to, cigarettes, lighters, chewing tobacco, paper clips, cell phones, pieces of metal, rocks, illegal drugs, drug paraphernalia, etc. Any inmate found with prohibited contraband or attempting to convince another to introduce prohibited contraband into the Housing areas will face disciplinary sanctions, and may be referred to the County Attorney's Office for prosecution.

R. Meals

Meal Schedule:

- 5:00 A.M.
 - 12:15 P.M.
 - 5:00 P.M.
1. All meals will be satellite fed in the housing units.
 2. All meals must be eaten at the tables provided in the day room. Inmates will sit at the tables designated by the officer. Only cups from the kitchen will be allowed for beverages provided with the meal.
 - Commissary items (cups, bowls, utensils, seasoning packets, etc...) are not allowed in day room during meal times.
 3. Segregated inmates must eat in their cell.
 4. Sharing of food is prohibited.
 5. Due to time constraints the use of microwaves during mealtimes is prohibited.
 6. Religious diets must be approved by the Programs Coordinator, submit an Inmate Request addressed to Programs on the kiosk for approval.
 7. Medical diets must be approved by Medical Staff.
 8. The Hall County Department of Corrections is a pork free facility.

S. Head Counts

1. Head counts are done multiple times daily. During head counts you are required to return to your assigned cell/bunk. If you fail to comply with this, or interfere with a count, you will be subject to disciplinary sanctions.
2. Count times are scheduled at:
 - 0000 hrs
 - 0600 hrs
 - 1200 hrs
 - 1800 hrs
3. Additional inmate counts may be performed as needed. You are required to follow the same procedures for any unscheduled inmate counts.

T. Open Door Periods

1. In the two tiered medium/maximum security units (A, D, G & H) each tier will be allowed out the cell into the day room on alternating hours. At the top of the hour, the doors of one tier will be open and left unlocked for up to ten minutes or until inmates have exited their cells. At ten minutes before the hour, the doors will be again open and inmates must return to their cells. All inmates that have been out will then be required to return to their cells and must be in with the door closed before the top of the hour. The other tier doors will then be open at the top of the hour for a similar cycle. These times may vary somewhat to accommodate variations in jail operations.
 - a) When exiting your cell all inmates are required to secure their door behind them.
2. You are only allowed to enter or exit your cell during these time periods.
3. At the conclusion of every Open Door Period, you must close your cell door.
4. Open Door Periods may be changed due to facility needs.

U. Tattooing and Piercing

1. Inmates are not permitted to tattoo or pierce themselves or other inmates. Tattooing and piercing constitutes behavior that carries with it a high risk of HIV infection and/or hepatitis, and will be considered an act of self-mutilation. If you Tattoo or pierce yourself, or another inmate, you will be subject to disciplinary sanctions.
2. No items are allowed to be used in current piercings.

V. Visitation

1. You may have up to two (2), one (1) hour personal visits per week (On-Site Visitation). Only one adult is allowed to visit you per visitation. One (1) minor child (age 17 and younger) accompanied by their parent or guardian is allowed.
2. People who are on probation, parole, drug court, or out on bond are considered a threat to jail facility security and will not be allowed to visit.
3. All personal video visitations are audio/visual recorded and may be monitored. Recorded visitation content may be admissible in Court.
4. Visitors may only visit one (1) time per day.
5. On-site visitation days are Tuesday through Friday (excluding holidays). Visitation times are 8:00 a.m. through 12:00 p.m. and 1:00 p.m. through 5:00 p.m.

6. Off-Site internet visitation is available daily for a fee. Internet visitation is unlimited during visitation hours: 8:00 a.m. - 12:00 p.m., 1:00 p.m. - 5:00 p.m. and 6:00 p.m. -10:00 p.m.
7. All personal visitations will be done with video visitation equipment located in your assigned housing unit. If you damage visitation equipment, you will be subject to disciplinary sanctions which may include loss of visitation privileges and/or criminal charges.
8. On-site visits will be up to one (1) hour in length.
9. Off-site internet visitation will be up to twenty (20) minutes in length. This may change as it is up to Securus to set the times and rates.
10. You must conduct yourself appropriately at all times.
11. Visits may be denied or terminated at staff discretion.
12. Visits will be cancelled due to disciplinary sanctions.
13. Visitors must produce valid and government issued photo identification in order to visit.
14. All visitors and their belongings are subject to search. Visitors refusing to submit to a search may lose their visiting privileges. Those visitors introducing contraband into the facility will lose visiting privileges and may be subject to prosecution under Nebraska Law.
15. Visitors who are not dressed appropriately will not be allowed to visit (e.g. miniskirts, spaghetti straps, low-cut or revealing necklines, bare midriffs, clothing displaying obscene or gang related materials).
16. Special visits may be approved by Administration in advance under the following circumstances:
 - When visitors must travel over 150 miles to visit. The address must be verified by their state issued I.D. card.
 - In the event of a personal crisis, for example, a death in the family.
17. Supervising Staff will ensure that professional visits are kept confidential.
18. Attorneys may visit at any time. Other professionals (clergy, counselors, etc.) may visit whenever reasonable. Only attorneys, clergy, mental health professionals and law enforcement may have contact visitation. All other visits are non-contact. Visitation may be denied due to legitimate institutional interest.

W. Recreation and Leisure Activities

1. Inmates/Detainees are offered the opportunity to participate in recreation up to one (1) hour per day, seven (7) days per week. Schedules for recreation are posted in each unit.
2. Outdoor recreation is classified as having the window overhead door open. Indoor recreation is classified as having the window overhead door shut. The overhead door will be closed during inclement weather periods (including but not limited to rain, snow, and temperatures below 40 degrees).
3. If you wish to participate in recreation you must sign up in the morning to attend.
4. Exercise equipment is made available for use and shall only be used as intended. Misuse of equipment may result in disciplinary sanctions.
5. All issued inmate clothing must be worn during recreation. You will receive a clean uniform (clean item for soiled item) if you signed up for AND attended recreation.
6. Required recreation time is a minimum of 30 minutes
7. Leisure activities may include access to television, games and game boards. The types of leisure activities available are dependent upon your level of classification and housing assignment in the facility.

X. Medical Care

1. To be placed on sick call, complete a sick call to request medical through the electronic kiosk located in your housing unit (this includes a brief description on why there is a need to see medical staff). Paper forms are available in Housing Unit E or when the kiosks are not accessible. These requests will be answered within 72 hours.
2. Medical emergencies are to be reported immediately to the nearest Staff member.
3. A medical examination will be performed on all inmates/detainees within the first 14 days of arrival to the facility.
4. Medication is administered in the morning and evening unless otherwise prescribed by Physician. It is administered in the following manner:
 - a. All medication must be taken in the presence of a Staff member;
 - b. When you are given your medication, place it on your tongue, then show the staff member the medication on your tongue;

- c. Swallow the medication along with water;
 - d. Open your mouth to show Staff that the medication has been swallowed and show the officer the inside of your drinking cup;
 - e. You must get in the medication line during the med pass if you are allowed out of your cell. If you are not in line, you will not receive your medication. If you fail to follow the above procedure, you will be subject to disciplinary sanctions and/or the medication may be discontinued;
 - f. Medication passes are not the time to discuss medical issues with medical staff. If you have concerns fill out a sick call slip to see the nurse.
 - g. If you refuse medication you will have to sign a refusal form.
5. Storing of medication is a violation of the facility inmate rules.
 6. Department approved Over the Counter (OTC) medications are available for purchase from the commissary. Misuse of OTC medications will result in disciplinary sanctions.
 7. Personal inmate medication may be brought in by inmate/public. Medications must be in their original container and must be a current prescription. Personal inmate medications are not guaranteed for inmates, they must first be approved by the jail's medical provider.
 8. Personal inmate medication will be destroyed 30 days after your release from custody if not picked up. It is your responsibility to pick up your medication upon release or make arrangements to have them picked up.
 9. You are responsible for all care, maintenance, and repairs to your personal eyeglasses or contact lenses while incarcerated. If you do not have corrective eyewear, and the department medical Staff determines there is a need for such, you may be issued a pair of reading eyeglasses. You will be responsible for proper care of them, and will be required to return them along with all the other issued property at the time of your transfer or release. If you destroy or lose issued reading eyeglasses, you will not be issued a second pair and you may also be charged a replacement fee.
 10. You are expected to remain courteous and to cooperate with medical staff. Inmates who are loud, boisterous, disrespectful, or uncooperative will be subject to disciplinary sanctions.
 11. Inmates will be subject to disciplinary sanctions for abusing medical or dental services, or faking an illness or condition.

Y. **Suicide Prevention**

If you are feeling depressed, think you may harm yourself, or need someone to talk to, you should immediately advise your Housing Unit Officer. You will be referred to the appropriate medical/mental health professional. All potentially suicidal or severely depressed individuals are treated with sensitivity and receive the proper referrals for assistance.

Z. **Library**

1. To use the jail library, you must sign your name on the Library Request Sign Up Sheet.
2. The library is available 7 days per week during hours set by Administration.
3. You are responsible for any library materials you check-out. If you damage, destroy or lose library materials you will be subject to disciplinary sanctions.
4. You must return checked-out library materials before you may check-out any new library materials.
5. You are allowed one book and one magazine.
6. AA/NA and religious materials do not count towards the limit.
7. The Library is available during hours set by Administration, generally between the hours of 7:00 A.M through 6:00 P.M. Hours may change without notice due to facility needs.

AA. **Law Library**

1. To use the law library, you must fill out an Inmate Request addressed to the Law Library. Law library access is generally allowed Monday through Friday from 7:00 a.m. to 6:00 p.m.
2. Access to the law library will be granted to research legal materials. Legal books and/or other materials are not allowed to be removed from the law library area. You are only allowed to take papers and a pen into the law library. If you are found to be using the law library for reasons other than studying legal materials, you will be subject to disciplinary sanctions.
3. The Department permits properly classified inmates to assist other inmates in researching and preparing legal documents upon written request to the Law Library. The Department may refuse to allow such assistance if there is any security risk or any other concern. No inmate shall be allowed to charge a fee or accept anything of value for providing such assistance.

4. A computer is available in the Law Library for preparation of legal documents regarding immigration proceedings. Inmates must contact a Sergeant to print out legal paperwork.
5. To ensure all inmates have access to the law library, a time limit of one (1) hour per visit, per day (Monday through Friday) is allowed. Requests for additional time may be made to the Programs Coordinator.
6. Report missing and/or damaged materials to the Programs Coordinator.
7. A list of ICE provided Pro Bono legal organizations will be posted in the shadow boxes in the housing unit

BB. Counseling, Programs and Religious Services

1. Program Staff can provide several kinds of individual counseling; clergy may be requested to help you meet your spiritual needs.
2. To speak with the mental health counselor, fill out an Inmate Request Form to Mental Health.
3. Religious services, educational and substance and alcohol abuse programs may be available. Check the schedule posted inside your housing unit.
4. To speak with clergyman, submit an Inmate Request addressed to the Programs.
5. To attend a program that is being offered, register your name on the Program Sign Up sheet in the Housing Unit. Segregated inmates must fill out an Inmate Request Form addressed to Programs. The Programs Coordinator may restrict what programs you can attend due to safety/security, classification and/or disciplinary reasons.
6. If you sign up for a program and choose not to attend the program, you will be subject to disciplinary sanctions, which may include the loss of program privileges.
7. Be respectful of the program leaders and others attending the program. Failure to do so may result in disciplinary sanctions which may include the loss of program privileges.
8. If religious materials are needed, write a request to Programs.
9. Group legal rights presentations ICE Detainees:
 - At times, notifications will be posted to announce group legal rights presentations. A sign-up sheet will be made available in each housing unit and you will be given the opportunity to attend. Presentations are open to

all detainees, regardless of the presenter's intended audience, except when a particular detainee's attendance would pose a security risk.

- Detainees in segregation will be allowed to attend if security is not compromised. If it becomes necessary, presentations may be made to individuals in segregation, pending agreement with the presenter and security can be maintained. If a detainee in segregation cannot attend for this reason, and both he/she and the presenter(s) so request, alternative arrangements will be made.

CC. Commissary

1. A list of available commissary items is located on each housing units Kiosk. Orders must list each item you wish to purchase. They must be completed by the designated date and time, and the order may not be changed after it has been submitted. Be sure that you have enough funds to cover the cost of your order. If you do not have enough money to pay for what you order, the commissary vendor will determine what items you receive. What you spend on commissary will be deducted from your inmate account.
2. The commissary schedule is posted inside each housing unit. No orders for commissary or phone on Thursdays.
3. The Department may impose a dollar limitation on commissary orders.
4. Indigent inmates (less than \$2.00 on your account for more than a seven consecutive day period) may order basic hygiene and stationary items from the commissary on days determined by the commissary vendor.
5. When commissary orders are delivered, you will be required to return to your assigned bunk or cell prior to any deliveries being made. You must bring your assigned property container with you to receive your commissary. You will also be required to sign the commissary receipt. It is your responsibility to check to make sure all items are present before signing for the order. Once you have signed your receipt, no reimbursements or changes will be made. Commissary must be placed in your assigned property container.
6. All commissary discrepancies must be addressed at time of delivery.
7. Commissary is a privilege and it may be restricted or suspended for disciplinary, security and/or medical reasons.
8. Items purchased from commissary are not to be traded, bartered, lent or given to other inmates.
9. Commissary items that are altered are considered contraband and will be confiscated and discarded.

DD. Inmate cash account procedures

1. Money can be accepted 24 hours a day 7 days a week in the pre-lobbies kiosk machine.
2. Money is also accepted online at Jailatm.com.
3. Money can be sent through the mail:
 - Money orders and cash are accepted through the mail
 - Cash is discouraged to be sent through the mail

EE. Abandoned/Confiscated Commissary Items

1. For sanitation reasons, the Department does not store perishable food items purchased from the commissary that have been abandoned by an inmate.
2. Unopened food items will be donated to a charitable organization as per the direction of the Hall County Board of Supervisors.
3. Opened food items will be discarded.
4. Non-food commissary items that have been abandoned will be discarded if not picked up within thirty (30) days from your departure from the facility.

FF. Television

1. Televisions are located inside designated housing units. Televisions are a privilege and their use may be restricted.
2. All housing unit televisions are controlled by the Housing Unit Officer. The Housing Unit Officer has final say regarding channel selection and may turn the television off if disagreements regarding the television lead to problems in the housing unit.
3. Housing unit televisions provide no sound. The audio from the television is broadcast over radio waves. If you want to listen to a television broadcast, you must purchase a radio headset from commissary.
4. You are solely responsible for radio headsets if you purchase them. If your radio headset is found in another inmate's possession, it will be confiscated and placed into your property, and will not be returned to you until your release. You may purchase another radio headset from commissary, if you so choose.
5. If you damage or destroy a television, it will not be replaced or repaired until sufficient funds are made available. You will be subject to disciplinary sanctions

and charged criminally. You will be charged the full replacement cost of any television you damage or destroy.

GG. **Mail**

1. Stamps, envelopes and writing materials may be purchased from commissary. If you are indigent, you may request writing materials and enough postage paid envelopes for up to three (3) one-ounce personal letters per week. A reasonable amount of envelopes for confidential mail will also be provided.
2. All outgoing mail will be stamped with the words "Hall County Jail Inmate Mail-Contents Uncensored". The return address portion of the envelope must contain your full name and the address of the Hall County Department of Corrections (110 Public Safety Dr., Grand Island, NE 68801) or it will not be mailed.
3. For safety and security reasons, inmates may not correspond with other inmates confined in the Hall County Department of Corrections through the mail.
4. Outgoing mail is picked up daily and is subject to search for contraband.
5. Any incoming mail containing graffiti or stickers will be placed into your property and not delivered to you. All stamps are removed from incoming mail.
6. Only mail delivered by the U.S. Postal Service or a recognized carrier (i.e. Federal Express, UPS, DHL, etc.) will be accepted. Incoming mail is delivered one time each day, except for Sundays and holidays. Incoming mail that has postage due is not accepted.
7. The Department does not accept responsibility for cash sent through the mail; it is sent at the risk of the sender.
8. Incoming personal mail is opened and inspected for contraband.
9. Incoming confidential mail is opened and inspected for contraband in your presence ("Confidential mail" is defined as letters or legal materials to or from your legal counsel, the Courts, the Hall County Board, State Ombudsman, Nebraska Jail Standards Board, and the Office of Inspector General). You must sign a Confidential Mail Received form each time you receive confidential mail.
10. Letters being turned in must be sealed. If contraband is suspected, the envelope will be opened and returned to you or delayed.
11. If contraband is contained in incoming mail that is not unlawful (common examples of this include stamps, envelopes, food, etc.) the entire correspondence will be returned to the sender. Illegal contraband and the correspondence in which it arrives will be turned over to law enforcement.

12. Books, magazines or any other publication sent to you will be placed in your property and are not allowed in your possession.
13. Only plain cards (birthday, holiday, etc.) are allowed. Cards with decorations, ribbons, recordings, etc. will be returned to the sender.
14. You are allowed to keep up to ten (10) letters (excluding legal) and up to five (5) photographs in your cell. Anything in excess of this will be placed in your property. Photographs or drawings depicting gang involvement, illegal activity, or sexually explicit material will be returned to the sender. Photos must be on photo paper and cannot be photocopies.

HH. Telephones

1. Telephone access is a privilege, and may be restricted due to disciplinary sanctions and/or facility security needs.
2. Upon booking you were allowed to make at least two (2) free local or collect long distance phone calls. After you are assigned to a housing unit you will not be allowed to make a free telephone call.
3. Telephones are located in each housing unit and are turned off at evening lockdown and turned back on in the morning after headcount. They are also unavailable during times of clean-up, medication pass, meals, counts or any other time deemed necessary to maintain facility safety and security.
4. The inmate telephone system is completely automated. It does not require an operator, and allows collect-only local and long distance calls, or you may purchase calling time from commissary. Directions for using the phones are posted in the housing unit. Phone calls are limited to 15 minutes per call.
5. Telephone calls may be recorded.
6. The Department does not accept phone calls for or take messages for inmates, except in the event of verifiable emergencies, such as an illness or death in your family. A shift Supervisor will determine if the emergency is valid and credible. In the event of a valid emergency a shift supervisor will deliver the message or make it available for you to receive said message within 8 hours of receipt. Routine telephone calls to attorneys are not considered to be emergencies.
7. If you would like to obtain an unmonitored call to the court, legal representative or for the purpose of obtaining legal representation please write an inmate request to telephone, along with the contact information.

II. Inmate Workers

1. Inmate workers are assigned various jobs within the facility. Only inmates who apply and have been classified as eligible, may be selected. Inmates who are charged with or have prior convictions for serious violent offenses are ineligible for any outside work details. To apply to become an inmate worker, you must complete an Inmate Request form addressed to Inmate Classification.
2. ICE Detainees will not be allowed to participate in the inmate worker program.
3. Inmate workers are required to maintain good hygiene; all male inmate workers are required to shave their face daily unless otherwise approved by medical and classification.
4. Inmate workers are required to follow all facility rules and regulations.
5. Inmates written up for minor inmate rule violations may lose their inmate worker status, and will have their status reviewed by the Classification Department.
6. Inmates written up for major inmate rule violations will immediately lose their inmate worker status.
7. Inmate workers may be removed from inmate worker status without a write-up.

JJ. Searches

1. Your cell, bunk area, property, and self are subject to search by a staff member of the department at any time. If you are found to be in possession of contraband, or any property in your possession belonging to the Hall County Department of Corrections is found to be damaged or vandalized, you will be subject to disciplinary sanctions, which may include being charged any repair/replacement costs. Failing to allow a search to be completed could result in disciplinary action.

KK. Hygiene

1. You are required to shower regularly and maintain a satisfactory level of personal hygiene.
2. Razors/nail clippers are made available according to a set schedule. If you wish to shave or use nail clippers, you must sign up for razor/nail clipper pass. Inmates/detainees may request a razor the morning of trial.
3. Razors/nail clippers will only be passed to those inmates who have signed up, and will be picked up within thirty (30) minutes of being passed out. You are not allowed to break the razor/nail clippers or remove any of their parts. The razor/nail clippers must be returned intact. You will be held accountable for the razor/nail clippers and all of their parts.

4. Razors are not for shaving heads or genital area. If you are found shaving your head or genital area, or shaving someone else's head or genital area, you may be subject to disciplinary sanctions.
5. You are eligible for a haircut after you have been incarcerated for thirty (30) days. After receiving a haircut, you must wait another thirty (30) days before you become eligible to receive another haircut. To receive a haircut, you must complete an Inmate Request Form addressed to Inmate Haircuts.
6. Hair cuts are made available to each Housing Unit once a week. Haircuts are available during hours set by Administration, generally between the hours of 8:00 A.M.-6:00 P.M. Hours may change without notice due to facility needs.
7. No special haircuts are allowed due to time constraints (i.e., no fades or sculpting of hair is allowed).
8. Haircuts may be cancelled at any time due to facility needs.

LL. Grievances

1. The Hall County Department of Corrections has developed a system to formally address grievances. No negative action or retaliation will be made against an inmate for filing a grievance.
2. Definition:
 - **Grievance**-A "Right" or "Privilege" has been violated.
3. In Housing Units A, B, C, D, F, G, H, WRM, WRF inmate grievances shall be processed by the use of electronic kiosks located in the housing unit. Paper forms shall be used in Housing Unit E. Paper will also be utilized in the event of kiosk failures.
4. Your grievance should give a general explanation of the issue. A Shift Supervisor may contact you regarding your request and attempt to resolve the issue informally.
5. Inmates/Detainees may request assistance from another inmate/detainee or staff member to aid them with the grievance process.
6. Only one subject per grievance is allowed.
7. If a grievance is frivolous, disrespectful, contains threats, profanity, or vulgarity, it may be returned to you without a response. Grievances are not to be used in place of, or in addition to, classification appeals or disciplinary appeals.

8. The Department's response to the grievance will be returned to you on a copy of the original form in a timely manner.
9. Grievances may be appealed to the Assistant Director of Corrections; ICE detainees may also appeal their grievance to ICE.
10. You may withdraw a grievance at any time.
11. If you, as an ICE Detainee, feel that you have been subjected to conditions of confinement that are abusive or violate your civil rights, you have the right to file a complaint or request assistance to remedy your problem. You may contact the Department of Homeland Security's Office of Inspector General by calling 1-800-323-8603 or writing to:

245 Murray Drive, S.E., Building 410
Washington, D.C. 20538

MM. Discipline

1. Any staff member may write a report whenever he or she becomes aware of any violation of the inmate rules. A Supervisor will review all reports and assign disciplinary charges as appropriate.
2. Minor violations are handled routinely and informally by the Housing Unit Officer.
 - a. The Housing Unit Officer may handle informal discipline.
 - b. The inmate has a right to attend and to present their side unless attending presents a threat to the safety and security of the facility. There is no right to witnesses; however, the Shift Supervisor may call witnesses if they choose.
 - c. The Housing Unit Officer may verbally reprimand you, restrict privileges, and also **has the authority to restrict inmates to their cell or bunk for up to 23 hours per minor violation.**

DISCIPLINARY PROCESS

**The following is an outline of the Hall County Department of Corrections Inmate
Disciplinary Process:**

Minor Violations

If you are charged with a *MINOR VIOLATION*,

1. Minor Violations will be handled by the Unit Officers.

Major Violations

If you are charged with a *MAJOR VIOLATION*, you will receive;

1. Written notice of the charges and be given at least 24 hours to prepare for a defense;
2. The right to assistance in preparing your case by a requested staff member, or one selected by the Disciplinary Review Board.
3. A hearing will be held before the Disciplinary Review Board consisting of three (3) department officers appointed by the Director or Assistant Director of Corrections;
4. The right to a review of the evidence, and to present documentary evidence on your own behalf.
5. The right to testify or remain silent during the proceeding. (A reasonable inference may be drawn by the Disciplinary Review Board against those unwilling to cooperate, and may consider this as evidence along with other evidence submitted.)
6. The right to call witnesses on your behalf. Inmates may not question witnesses directly, but will direct their questions to the Disciplinary Review Board. If the Disciplinary Review Board deems the question(s) relevant and appropriate, the witness will be directed to answer.
7. A determination of guilt or innocence decided by the Disciplinary Review. A decision will be rendered in writing, including any disciplinary action to be taken against you, if you are found guilty. You have the right to appeal the decision of the Disciplinary Review Board to the Director of Corrections within 10 days of the disciplinary hearing.

Inmate Disciplinary Hearings are not legal proceedings, therefore attorneys-at-law are not allowed to participate or represent an inmate/client in this process.

If found guilty of either a major or minor violation;

1. A sanction or sanctions will be imposed for the rule violations. Inmates found guilty of a major violation may lose good time per state statute.
2. Hearing records and reports become a part of the inmate's detention file. The courts and probation department may request access to these reports or files at any time.
3. An inmate may appeal disciplinary sanction(s). Minor violations are appealed to the Disciplinary Review Board. Major violations are appealed to the

Director of Corrections and must be appealed within 10 days of hearing. The appeal is not a rehearing conducted in the presence of the inmate, but is only a review of the hearing record and a decision as to if the sanctions imposed are fair and justifiable. Decisions on appeals properly filed will be received by the inmate, in writing, within five (5) business days, excluding weekends and county observed holidays.

4. Disciplinary sanctions will take effect immediately. Filing an appeal will not postpone the imposition of the sanctions.
5. To properly file an appeal, the inmate must complete an Inmate Request Form and state their reason(s) for the appeal in writing.

SCHEDULE OF DISCIPLINARY SANCTIONS

Major Rule Violations will result in one or more of the following:

1. Written or verbal reprimand;
2. Temporary or permanent loss of one or more privileges;
3. Restitution for lost or damaged County property;
4. Loss of Good Time;
5. Extra Cleaning Duties or Work Assignments;
6. Loss of Group Program Participation;
7. Disciplinary Segregation and/or Disciplinary Cell Restriction as follows;

Class I 15 days Disciplinary Segregation and/or 15 days Cell Restriction

Class II 10 days Disciplinary Segregation and/or 10-20 days Cell Restriction

Class III 05 days Disciplinary Segregation and/or 05-10 days Cell Restriction

Class IV 01-05 days Disciplinary Segregation and 0-4 days Cell Restriction

Class V One class higher than the original charge

- a. For multiple major violation charges, disciplinary segregation/cell restriction sanctions may be imposed for the highest charge only.
- b. Disciplinary Segregation may be scheduled in advance and may be served in segments based on cell availability.

• MINOR VIOLATIONS

A *MINOR VIOLATION* is defined as an act that is contrary to jail rules, that is nonviolent and not causing serious hazard to the safety, welfare and integrity of other prisoners or jail personnel.

Minor violations will result in one or more of the following:

1. Verbal reprimand
2. Temporary loss of one or more privileges

3. 01 to 04 days Cell Restriction/ or Disciplinary Segregation.
4. 01 to 04 hours extra duty
5. Restitution for lost or damaged County property.

ANY ACTION THAT IS A VIOLATION OF NEBRASKA STATE STATUTE SHALL BE INVESTIGATED BY LOCAL LAW ENFORCEMENT AND REFERED TO THE COUNTY ATTORNEY FOR POSSIBLE PROSECUTION.

Loss of privileges for either major violations or minor violations may include the following:

1. Loss of television
2. Loss of commissary
3. Loss of personal telephone calls (other than legal)
4. Loss of personal visitation (other than legal or clergy)
5. Loss of group program participation
6. Loss of Fresh Favorites

HALL COUNTY DEPARTMENT OF CORRECTIONS

INMATE VIOLATIONS CODE

CLASS I MAJOR VIOLATIONS

101 - ARSON, 1ST DEGREE

1. An inmate starts a fire or causes something to burn or explode, which causes damage to property;
2. Causes injury to any other person or staff member present at that time.

102 - POSSESSION OR USE OF A WEAPON

1. An inmate has in their possession any weapon (manufactured or homemade);
2. Uses any item as a weapon when fighting with or attacking another person or staff member.

103 - POSSESSION WITH INTENT TO DELIVER A CONTROLLED SUBSTANCE

1. An inmate sells, delivers, distributes, or dispenses or a controlled substance;
2. Introduces a controlled substance into the facility;

3. Except marijuana.

104 - ESCAPE FROM CUSTODY

1. An inmate unlawfully removes himself/herself from official detention;
2. Fails to return to official detention following temporary leave granted for a specific purpose or limited period.

105 - FALSE IMPRISONMENT

1. An inmate restrains, abducts or holds another person against their will.

106 - SEXUAL ASSAULT

1. An inmate subjects a victim to sexual penetration.

107 – MURDER

1. An inmate unlawfully causes the death of another person or staff member.

108 – INCITING A RIOT

1. An inmate starts a riot, uprising or revolt.

109 - ASSAULT, 1ST DEGREE

1. An inmate intentionally causes serious bodily injury to another person or staff member;
2. Attacks another person or staff member in such a manner as to cause serious bodily injury.

CLASS II MAJOR VIOLATIONS

201 - ASSAULT, 2ND DEGREE

1. An inmate intentionally causes bodily injury to another person or staff member with use of a dangerous instrument;
2. Recklessly or negligently causes bodily injury to another person or staff with use of a weapon;
3. Intentionally causes any person to be exposed to, by contact, any human waste, urine, blood, saliva or other bodily fluid.

202 - ASSISTING SUICIDE

1. An inmate aids, encourages or induces another person in committing or attempting to commit suicide.

203 - POSSESSION WITH INTENT TO DELIVER MARIJUANA OR ALCOHOL

1. An inmate sells, delivers, distributes, or dispenses marijuana or alcohol within the facility.

204 - POSSESSION OF A CONTROLLED SUBSTANCE

1. An inmate introduces or possesses a controlled substance within the facility
2. Including alcohol or marijuana.

205 - REFUSING A DIRECT ORDER, 1ST DEGREE

1. An inmate refuses to obey an order of a correctional staff member and physical force must be used to enforce the order;
2. An inmate is menacing, or exceptionally disrespectful or abusive while refusing to obey a direct order

206 – ROBBERY

1. An inmate uses force or violence, or puts another person in fear,
2. Takes from that person any money or personal property of any value.

207 – IMPERSONATING AN EMPLOYEE

1. An inmate falsely represents himself/herself to be a Corrections Department employee;
2. Falsely represents himself/herself to be a contract service employee or vendor; or performs any act in such capacity.

208 – INTERFERING WITH BOARDING CONTRACT 1ST DEGREE

An inmate, housed at another correctional facility or institution by agreement or contract:

1. Engages in behavior that causes management or operational issues for that facility;
2. Is relocated from that facility, due to behavior that causes management or operational issues.

209 – ARSON, 2ND DEGREE

1. An inmate starts a fire or causes something to burn or explode;
2. Causes damage to the facility or other County property.

210 – RIOTING

1. An inmate actively participates in a riot, uprising or revolt.

211 - TAMPERING WITH WATER FIRE SUPPRESSION SYSTEM

1. An inmate tampers with any fire suppression device in such a way as to cause damage or put facility and occupants at risk.

CLASS III MAJOR VIOLATIONS

301 - ASSAULT, 3RD DEGREE

1. An inmate who intentionally, recklessly, or negligently causes bodily injury to another person; or
2. Threatens another in a menacing manner.

302 – BURGLARY

1. An inmate breaks into and/or enters a staff area or an inmate's personal area;
2. Takes any property or anything of value.

303 - POSSESSION OF CONTRABAND, 1ST DEGREE

1. An inmate possesses any restricted, altered, or prohibited article within the facility.

304 - POSSESSION OF ESCAPE PARAPHERNALIA

1. An inmate has in their possession any item that can assist in the perpetration of an escape.

305 – FORGERY

1. An inmate falsifies any Department document, form or identification;
2. Signs the name of any other person to such item, with the intent to deceive, cause harm to a person, or provide gain for themselves or another person.

306 - DISRESPECT, 1ST DEGREE

1. An inmate is menacing, or exceptionally disrespectful or abusive to an employee;
2. Member of the general public.

307 - POSSESSION OF ITEMS OR INGREDIENTS TO MANUFACTURE ALCOHOL

1. An inmate possesses any items or ingredients which may be used in the production, or attempted production, of alcohol within the facility.

308 - REFUSAL OF CHEMICAL TEST

1. An inmate refuses to submit to any test of blood, breath or urine; intended to detect the presence of alcohol or any controlled substance.

309 - SEXUAL CONTACT, 1ST DEGREE

1. An inmate subjects a victim to unwanted sexual contact;
2. An inmate participates in a consensual sexual activity involving touching of intimate parts or penetration.

310 - TAMPERING WITH WITNESSES AND/OR INFORMANTS

2. An inmate, believing that a disciplinary proceeding or investigation of a violation matter is pending or about to be instituted, attempts to induce or otherwise cause a witness or informant to:
 - A. Testify or inform falsely;
 - B. Withhold any testimony, information, document or thing;
 - C. Elude disciplinary process summoning him/her to testify or supply evidence.

311 – THEFT BY THREATS

1. An inmate obtains property of another by threats or coercion to:
 - A. Accuse anyone of a criminal offense or departmental violation;
 - B. Expose any secret tending to subject any person to hatred, contempt or ridicule, or to impair his/her credit or reputation; or

- C. Testify or provide information or withhold testimony with respect to another's legal claim or defense, or at a disciplinary hearing.
2. An inmate commits terroristic threats if he or she threatens to commit any crime of violence with the intent to terrorize another person.

312 - IMPERSONATION VIOLATION

1. An inmate commits violation of impersonation if he/she assumes a false identity and does an act in his/her character;
2. Pretends to be a representative of some person or organization (other than an officer or department employee) and does an act in his/her pretended capacity.

313 - MISCHIEF VIOLATION, 1ST DEGREE

1. An inmate damages the property of another;
2. Tampers with property of another;
3. Possesses damaged property;
4. More than \$100.00 in value;
5. Tampers with any security equipment or device

314 - VIOLATION OF A COURT ORDERED RELEASE

1. An inmate fails to abide by any of the conditions of the court order.
(Note: this charge is not to be used when the elements of the violation meet those in the Late without Authorization charges or Escape.)

315 - LATE WITHOUT AUTHORIZATION, 1ST DEGREE (Includes Work Release, furloughs, etc.)

1. An inmate leaves official detention by court order and is late in arriving at the court ordered destination;
2. Is away from the court ordered location for thirty (30) minutes or more;
3. Returns to official detention later than the court ordered return time;
4. Without legitimate reason.

316 - UNDER THE INFLUENCE / INTOXICANTS

1. An inmate is under the influence of any drug or intoxicant as determined by a tested BAC level of .021 or above;
2. By presentation of known symptoms accompanied by corroborating physical evidence;
3. A positive test of blood, breath or urine which indicates the presence of any drug(s) not personally prescribed by the Department Physician.

317 - TAMPERING WITH SECURITY FEATURES OR EQUIPMENT

1. An inmate tampers with any lock, latch, door, door hatch, camera, monitor, window, communications device, mechanical restraint, light, vent, or any other security feature or equipment;
2. In such a way as to cause damage or impede proper operation.

318 - SEXUAL HARASSMENT

An inmate commits the offense of Sexual Harassment when he or she:

1. Suggests or attempts to establish a romantic or inappropriate personal relationship with any staff member or contract service provider;
2. Requests or suggests sexual favors to any person;
3. By using sexually offensive or provocative language, gestures or conduct, which attempts to offend, intimidate or humiliate any person.

319 - SEXUAL CONTACT ON STAFF MEMBER

1. An inmate subjects a staff member to any form of sexual contact.

320- ATTEMPTED INCITEMENT

1. An inmate attempts to incite an uprising or to stir up emotions or provoke actions by other inmates.

CLASS IV MAJOR VIOLATIONS

401 - ARSON, 3RD DEGREE

1. An inmate starts a fire or causes something to burn.

403 - UNAUTHORIZED AREA, 1ST DEGREE

1. An inmate enters a security area without authorization from a staff member;
2. Enters an opposite sex living area without authorization from a staff member.

404 - INTERFERING WITH OFFICIAL COUNT

1. An inmate hinders or delays the taking of count by hiding, supplying false information, distracting an officer, by obstruction, or other act.

405 - FALSE REPORTING

1. An inmate furnishes any information he/she knows to be false.

406 - FLOODING, 1ST DEGREE

1. An inmate knowingly causes the obstruction of any drainage or water system. and/or
2. Causes an excess amount of liquid outside of the cell or bathroom area causing a safety concern for staff/ inmates.

407 - HABITUAL MINOR

1. An inmate has three (3) convictions of minor offenses within a ninety (90) day period;
2. They are separate and distinct from each other.

408 - POSSESSION OF MEDICATION

1. An inmate possesses any quantity of prescribed medication.
2. After the authorized delivery of that medication.

409 - OBSTRUCTION OF CORRECTIONS OPERATION, 1ST DEGREE

1. An inmate intentionally obstructs, impairs, or prevents the administration of a correctional function;
2. Fails to report to a assigned room, cell, or dormitory when instructed to do so;
3. Fails to properly complete assigned work.

410 - POSSESSION OF PARAPHERNALIA

1. An inmate has in his/her possession any equipment, product, or material of any kind which is used, or intended for use, in manufacturing, injecting, ingesting, inhaling, or otherwise introducing into the human body:
 - A. Marijuana
 - B. Unprescribed medication
 - C. Narcotics
 - D. Alcohol

411 – INDECENCY

1. An inmate performs in a public place where the conduct may reasonably be expected to be viewed by others.
2. An exposure of the genitals, buttocks, or female breasts of the body with the intent to arouse, affront or alarm any person.

412 - MISCHIEF VIOLATION, 2ND DEGREE

1. An inmate damages property of another;
2. Tampers with property of another;
3. Possesses damaged property;
4. \$20.00 to \$100.00 in value.

413 - REFUSING A DIRECT ORDER, 2ND DEGREE

1. An inmate refuses to obey an order of a staff member.

414 - THEFT, 1ST DEGREE

1. An inmate takes or exercises control over movable property of another;
2. Transfers property of another or any interest therein to benefit him/herself or another not entitled thereto;
3. \$10.00 or above in value.

415 - AIDING AND ABETTING A VIOLATION

1. An inmate aids, abets, procures, or causes another to commit any violation.

416 – RECREATION AREA VIOLATION

1. An inmate physically enters or penetrates established security boundary areas as marked in the outside recreation area:

2. Causes another person to physically enter or penetrate established security boundaries as marked in the outside recreation area.

417 - SEXUAL CONTACT, 2ND DEGREE

1. An inmate touches (not intimate parts), kisses or hugs a victim or consensual partner (other than a staff member.)

CLASS V MAJOR VIOLATIONS

501 - REFUSAL TO WORK

1. An inmate refuses to report to;
2. Or to perform any assigned work or task.

502 - VIOLATION OF DISCIPLINARY SANCTIONS

1. An inmate fails to abide by penalties set forth in the disciplinary hearings that resulted from the inmate's violations of rules and regulations.

503 - TAMPERING WITH IDENTIFICATION EQUIPMENT

1. An inmate tampers with, or removes an identification wristband:
2. Without authorization.

504 - UNAUTHORIZED AREA, 2ND DEGREE

1. An inmate enters any unauthorized area without permission;
2. Lingers on the upper tier of a living unit;
3. Enters an inmate room or dorm other than the one assigned;
4. Occupies a bunk or sleeping area that has not been assigned ;
5. Has been assigned to another inmate.

505 - SMOKING OR POSSESSION OF SMOKING MATERIALS, 1ST DEGREE

1. An inmate is observed smoking or found in possession of smoking material; and
2. Has had a prior conviction of smoking or possession of smoking materials

506 - USE OF THREATENING LANGUAGE

1. An inmate uses fighting words towards any other person;
2. Utters any verbal or written threat against any person, present or not present.

507 - PROHIBITED GESTURES OR SYMBOLS

1. An inmate uses any form of nonverbal communication in an attempt to show disrespect, insult, or provoke any person;
2. Displays any gang sign or symbol;
3. Displays any hand sign or physical gesture that is offensive or provocative.

MINOR VIOLATIONS

601 - ASSAULT, 4TH DEGREE

1. An inmate engages in horseplay or minor wrestling with another person.

602 - POSSESSION OF CONTRABAND, 2ND DEGREE

1. An inmate possesses any harmful, offensive, or annoying articles, as in excessive accumulation of newspapers, containers or clothing within the correctional facility;
2. Any clothing or toiletries not issued or sold in commissary.
3. Any article or clothing that has been altered after issue or purchase.

603 - FAILURE TO MAINTAIN SANITATION

1. An inmate maintains an unkempt or untidy living area or area assigned by a staff member;
2. Deposits, throws, discards or otherwise disposes of any litter on county property.

604 - FLOODING, 2ND DEGREE

1. An inmate negligently causes the obstruction of any drainage or water system.

605 - DISRESPECT, 2ND DEGREE

1. An inmate is disrespectful.

606 - OBSTRUCTION OF CORRECTIONS OPERATION, 2ND DEGREE

1. An inmate obstructs, impairs, or prevents the administration of a correctional function;
2. Delays reporting to an assigned room, cell or dormitory when instructed.

607 - REFUSING A DIRECT ORDER, 3RD DEGREE

1. An inmate delays obedience to an order of a staff member.

608 - GAMBLING ACTIVITIES

1. An inmate participates in gambling as a player;
2. Possesses any written record relating to gambling;
3. Possesses any device used for or intended for use in gambling.

609 - THEFT, 2ND DEGREE

1. An inmate takes or exercises control over movable property of another;
2. Transfers property of another or any interest therein to benefit him/herself or another not entitled thereto;
3. Below \$10.00 in value.

610 - MISCHIEF VIOLATION, 3RD DEGREE

1. An inmate damages property of another;
2. Tampers with property of another;
3. Possesses damaged property;
4. Less than \$20.00 in value.

611 - SMOKING OR POSSESSION OF SMOKING MATERIALS, 2ND DEGREE

1. An inmate is observed smoking or found in possession of smoking materials.

MEDICAL EDUCATION

This information is designed to assist patients in identifying and treating common ailments. It is strongly recommended that a patient seek medical attention if a problem persists or you experience additional symptoms.

COMMON COLD

The common cold is caused by many different types of viruses and is not serious. The usual symptoms include sneezing, stuffy nose, watery nasal discharge, scratchy throat and cough. You may feel achy, tired and have a headache. Colds are not cured by taking antibiotics like penicillin. A cold must run its course. Symptoms are usually worse the 2nd & 3rd days and should stop within 4-7 days. A cough may last longer than this, especially if you smoke.

Adults average 2-4 colds per year. Colds usually occur more in the fall and winter. The viruses that cause colds are spread mostly by drainage from the nose, coughing and sneezing. You should cough and blow your nose into paper (Kleenex or toilet paper) and throw it into the trash can right away. Try not to get really close to anyone coughing or sneezing who does not cover his/her mouth. **ALWAYS** wash your hands after you blow your nose or sneeze.

Do the following if you have a common cold:

1. Drink lots of fluids especially clear fluids such as water.
2. Stop smoking. Smoking can make your cold worse. Smoking can cause respiratory problems and cancer.
3. May take 2 Regular Strength Tylenol tablets for fever, headache, and aches and pains associated with a cold. Antibiotics are not indicated for treatment
4. Rest as much as possible.

You may need some medications to relieve some of the symptoms. Coping skills may be practiced prior to approval of some medications. If your symptoms get worse put in a sick-call request to see the medical department.

GAS, BELCHING & HEARTBURN

Eating gas-forming foods and swallowing air while you eat can cause gas. Do the following if you have gas:

1. Take 1-2 antacid tablets for heartburn, or gas, up to 4 times a day if needed.
2. Avoid gas-producing foods.

3. Chew foods slowly.

INDIGESTION

Eating gas-forming foods or swallowing air can cause indigestion; it usually is not a serious condition. Cabbage, coffee, tea, carbonated beverages may cause gas. Do the following if you have gas:

1. Avoid eating foods that cause problems.
2. Avoid overeating.
3. Remain in an upright position 1-2 hours after eating.
4. Chew your food well and avoid eating fast.
5. Avoid chewing gum which creates air in your stomach.
6. Avoid eating 1-2 hours before bedtime.
7. Stop smoking. Smoking increases acid production.
8. Take antacids: 2 tablets between meals and at bedtime.

NAUSEA AND VOMITING

Nausea and vomiting can have many causes. The stomach flu is a common cause and does not last for more than 24-36 hours. Diarrhea may also develop. If you are sick to your stomach or throwing up, you should do the following:

1. Drink only clear liquids for the next 24 hours.
2. Drink small amounts or sips if you cannot keep anything down.
3. Don't take aspirin, laxatives or antacids while you are sick to your stomach.
4. Rest for 24 hours.
5. When you are feeling better, start eating food gradually.
6. Do not eat a lot of spicy, greasy foods at first.

See the nurse if:

- You don't feel better in 24 hours.
- You can't keep any liquids down.

- You start vomiting up blood.
- You get a fever and increased stomach pain.

URINARY DISCOMFORT

Urinary discomfort is common in females. It is caused by bacteria entering the urinary system through the tube that leads to the bladder where the urine is kept. Way to prevent urinary discomfort:

1. Drink 8 glasses of fluid per day.
2. Limit drinking caffeine drinks while having symptoms.
3. Urinate when you feel the urge.
4. Don't hold urine for long periods of time.
5. Avoid activities (masturbation) that cause friction to the urine outlet.
6. Take all medications until gone.

The symptoms of an infection should begin to get better in 24-36 hours after starting an antibiotic.

TOOTH DECAY & GUM DISEASE

Tooth decay and gum disease begin with plaque. Plaque is a sticky, invisible film that contains bacteria. It is the major cause of tooth decay and gum disease. It is constantly forming over the teeth.

How does plaque cause cavities?

1. When you eat sweet foods, the bacteria in plaque combines with sugar to form decay acids that attach to the enamel on your teeth.
2. The cavity grows larger as it enters the dentine.
3. Decay weakens the enamel further and reaches the sensitive layer of the tooth.
4. If decay is not checked, an abscess may occur or the bone may become infected.

How does plaque cause gum disease?

1. Plaque collects beneath the gum line and irritates the gum tissues. This may cause your gums to bleed when your brush.

2. If plaque isn't removed, it becomes hardened and forms tartar increasing the irritation to your gums.
3. Plaque will begin to destroy the tissue holding the gums to the teeth.
4. Brush to remove plaque.
5. Prevent tooth decay and plaque by brushing.
6. Hold your toothbrush at a 45-degree angle to the gum line.
7. Brush back & forth with short strokes, covering 1-2 teeth at a time.
8. Brush the back of your teeth – inside & outside.

HEADACHE

Most people have headaches. Most headaches are not serious. Many things can cause headaches – tension, sinus congestion, caffeine, smoking, medications and high blood pressure. Do the following if you have a headache:

1. Avoid whatever causes your headache.
2. Take 2 Tylenol tablets 2 times a day.
3. Use moist, cool cloths if this helps relieve the headache.
4. Rest. Don't watch TV. Avoid noisy interaction.

SORE THROAT

Viruses cause most sore throats – antibiotics cannot kill a virus. It takes 4-7 days for a sore throat to get better. Do the following if you have a sore throat:

1. Gargle with warm, salty water several times a day.
Do not swallow the salty water.
2. Drink plenty of fluids.
3. Take 2 Tylenol tablets for fever and pain 2 times a day.
4. Stop smoking.

Return to the nurse if conditions get worse or you have no relief.

SPRAIN

Stressing or twisting a joint or body usually causes a sprain. Swelling usually occurs and can cause pain. Do the following if you have a sprain:

1. Keep the injured area elevated for 48 hours. This decreases the swelling and throbbing.
2. Use cold-water cloths on the area for 24 hours and avoid using.
3. Take Tylenol 2 times a day for pain.
4. Notify the medical unit if numbness, tingling, cold or blueness appears to the area below the injury.

SKIN RASH

Many things can cause rashes:

- Plants
- chemicals
- Medications
- infections

Often it is impossible to identify the cause of a rash. The treatment for a rash is to remove what is causing the rash and to relieve symptoms.

Do the following if you have a rash:

1. Wash or bathe in cool water only.
2. If you know what it is, avoid the cause of the rash.
3. Notify medical unit if symptoms of infection occur:
4. Increased redness or swelling, pus formation, heat, red streaks, increased pain or the rash is spreading.

ACNE

Acne is a build up of oil at hair roots and oil glands. Acne may be blackheads, whiteheads or pimples. There are some factors that cause acne to be worse: some foods, hormones, stress and contact with irritating or oily substances may cause breaking out to get worse. Do the following if you have acne:

1. Wash your face and any other area that breaks out at least 2-3 times a day. Use mild soap and don't rub hard.
2. **DO NOT** squeeze or pick the pimples, this may cause them to get worse or infected.
3. Wash your hair at least 3 times a week and don't use oils on your hair.

4. Eat a balanced diet.
5. Don't use oily make-up or creams on your face.

DANDRUFF

Dandruff can be normal scaling off of the top layer of your scalp. It can also be caused by seborrhea, which causes an increase in the amount of oil made by the oil glands around the hair roots. Dandruff can usually be treated by using a dandruff shampoo. Do the following things:

1. Shampoo hair 2-3 times weekly in cool or barley warm water.
2. Use dandruff shampoo. Make sure you rinse out all the shampoo.
3. The oil glands around your hair may make more oil if you massage or rub your scalp a lot.

If the shampoo does not improve your dandruff problem after one month, return to sick call.

ATHLETES FOOT

Athletes' foot is caused by a fungus. Fungi like to grow in warm, moist places. Do the following if you have athletes' foot.

1. Keep your socks & shoes off whenever possible.
2. Don't sleep with your socks on.
3. Wash your feet with warm, soapy water everyday, pat dry between your toes. Dry your feet last to keep from spreading the fungus.
4. If you have shower shoes be sure and wear them when you shower.
5. If you have canvas shoes, wear them during the day.
6. Wear socks (white cotton if you have them).
7. Put clean socks on everyday. Put socks on before your underwear to keep the fungus from spreading.
8. Apply antifungal cream to the athletes' foot area 2 times daily after you wash your feet; rub the cream in well – it doesn't take much.
9. Wash your hands before and after you apply the cream.
10. Use the cream as directed by the medical staff.

11. Notify the medical staff if any of the following occur:

- increased redness
- increased swelling
- heat
- pus formation
- red streaks
- increased pain.

INSOMNIA/ ANXIETY

Some of the things that you can do for yourself if you are having anxiety and trouble sleeping are:

1. Reduce and/or stop drinking caffeine drinks. These include coffee, brown tea, colas and some other soft drinks.
2. **DO NOT** take naps during the day, at count or during the evening.
3. Exercise during the day to help tire you out. This will also help reduce stress.
4. Go to bed at the same time each night. When you are drowsy and can't sleep, get up and read a book or write a letter until you get drowsy; then go back to bed. You may need to repeat this procedure several times.
5. Get out of bed at the same time each day.
6. Discuss your problems with programs leaders or other mental health professionals if available.
7. 10-second breathing: In an situation when your mind or body is racing, slow down your breathing to a 10- second cycle, 6 breaths a minute. Inhale through your nose for 5 seconds then exhale through your mouth for 5 seconds. Keep is up for 2-5 minutes, or until your pace slows down.
8. Journaling has been shown to be a very therapeutic technique for addressing anxiety, depression, and a host of other mental illnesses. Your journal does not have to be anything important, well written, or even about anything, it just needs to be a source of assistance when you are trying to reduce those constant thoughts or worries
9. Exercise- Low levels of activity can produce big benefits both physically and mentally. Exercise as allowed depending on your physical and medical ability, but maintain some sort of activity daily.

10. Reading is an excellent way to distract your mind and pass the time. Reading is also a great way to rest before going to sleep.

Over time, the ideas listed above should help you get your anxiety and sleep problems under control. Your body has a natural “clock” built into it; sometimes it needs to be corrected. If you have had sleep problems for a long time, or were using drugs and/or alcohol prior to incarceration, it will take time for you to adjust. If you are new to the jail or are getting out soon, you will probably have some sleeping problems. Medications won’t cure the problem. Time and effort from you probably will.