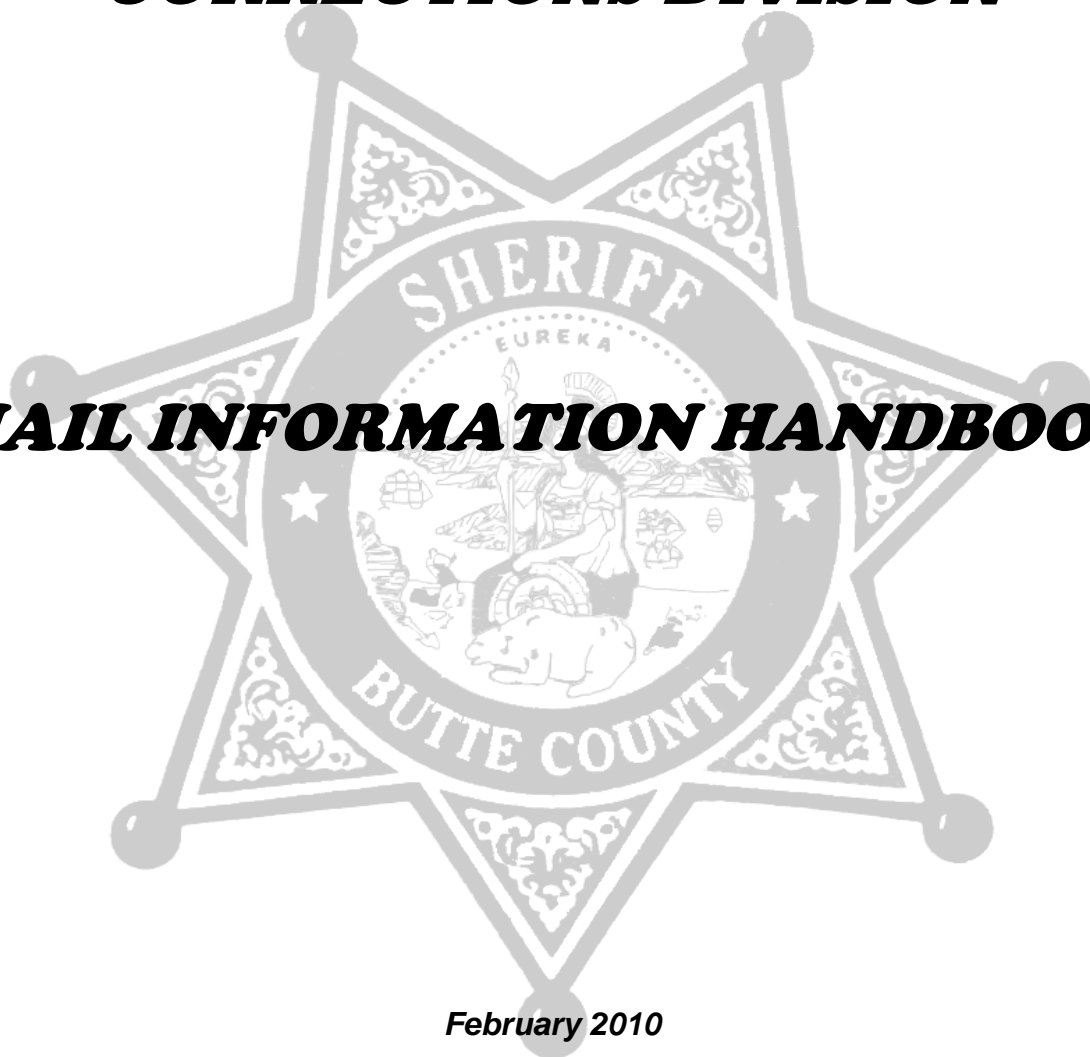


***BUTTE COUNTY
SHERIFF'S OFFICE***

CORRECTIONS DIVISION

JAIL INFORMATION HANDBOOK



February 2010

**JERRY W. SMITH
SHERIFF-CORONER**



What's Inside...

- ...information about the operation of the correctional facilities, as well as services and programs available to the inmates. This information is provided to each inmate at the time of booking by the booking officer, and is available in English and Spanish.
- The rules of inmate conduct: Our facility rules are established to maintain order and efficiency within the correctional facilities, and for your safety and security. Violating the rules may subject you to disciplinary action. For example, one of the rules is prompted by a Butte County ordinance, **“Smoking is not permitted within any county buildings, including the correctional facilities.”**
- How to communicate with staff: Officers make regular tours of the housing areas. You may ask questions of the officers while they are in your housing area, or you may submit your question on an Inmate Request Form. All of the inmates’ forms that you submit to the correctional staff, such as Request Forms, Sick-Slips, and Grievance Forms, must have your last name, first name, housing unit, and inmate identification number printed legibly on the form.
- Health & Safety information: There is licensed medical staff on duty 24 hours a day to insure that basic and emergency care is available for the medical, dental and mental health needs of the inmate population. The inmates are responsible to keep the jail facility clean. Cleanliness is your best defense against communicable diseases such as infections, flu, and the common cold. Good hand washing is the number one way to stop the spread of germs and bacteria. Showers may be taken during normal dayroom time. Do not share disposable razors or electric razor shaving heads with other inmates.
- Butte County Transit bus tickets are available from jail staff, upon request and justification of need, when you are released from custody.

Please note: The information in this handbook is subject to change. Changes will be posted, in writing, in the housing units.

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SECTION I

GENERAL INFORMATION

The correctional facilities operate under the authority of the Butte County Sheriff - Coroner. Orientation to the jail and its rules, regulations, and operating procedures is necessary so that you will be able to adapt rapidly to the surroundings. You were given this handbook when you were booked and you will be required to return it when you are released. The correctional staff will give the inmate this information either orally or in writing in a language that the inmate understands.

In 1985, a civil action was brought against the County of Butte claiming substandard jail conditions. This resulted in a settlement agreement known as the Consent Decree. Portions of the Consent Decree are contained in this Handbook. The Consent Decree sets forth certain rights and responsibilities of the inmates and the corrections staff. A copy of the Consent Decree is available for review in the Law Library. The law firm of Dane A. Cameron has been appointed by the court to represent the inmates in Consent Decree matters. The designated representative may be contacted regarding the Consent Decree and Jail conditions. The telephone number is listed in Section VI, "Free Access Telephone Numbers", of this Handbook. From time to time, the court appointed representatives for the inmates and the county, together with the Consent Decree Coordinator, will tour the jail. You will have an opportunity, on those occasions, to speak with them concerning jail conditions.

- 1. LOCATION:** The correctional facilities buildings are located at 35 County Center Drive, Oroville, CA 95965. Telephone: (530) 538-7471. The correctional staff will not accept incoming telephone calls for inmates. [\[BACK\]](#)
- 2. FACILITY:** The Main Jail and the West Facility are Type II facilities as defined by Title 15 of the California Code of Regulations. That means they hold male and female inmates, awaiting trial, awaiting transport to prison or other facilities, and those who are sentenced to the county jail. The facilities services and programs will be available on an equitable basis to both male and female inmates. [\[BACK\]](#)
- 3. POWER FAILURE:** Remain where you are if a power failure occurs. The correctional facilities are equipped with back-up emergency generators so that a power failure lasts only a few minutes. The correctional staff will instruct you to move to another area if it is necessary. [\[BACK\]](#)
- 4. EMERGENCY PROCEDURES:** In the event of any emergency do not panic or run! Panic increases the chance of injury. The correctional staff will advise you what to do, which area to report to, and what to do on your arrival there. Safety requires you to follow the correctional staff's orders. Do not waste time or increase risk by stopping to ask questions. Go to another area at once and move when told if there is smoke or fire. You should notify the correctional staff as quickly as possible of an emergency if the correctional staff is not present. The correctional facilities have an emergency evacuation plan shown by lines and arrows painted on the floor or walls. Follow the lines and arrows painted on the floor or walls when told to do so. [\[BACK\]](#)

5. CLASSIFICATION AND SEGREGATION:

- a. The three security classifications for inmates are maximum, medium, and minimum. Each inmate is assigned to housing units and activities according to sex, age, criminal sophistication, seriousness of criminal charges (felon vs. misdemeanor), assaultive/non-assaultive behavior, and other criteria to provide for the safety of the inmates and staff and the security of the facilities.
- b. An inmate who has been sentenced to more than 60 days may request a review of his/her classification plan no less than 30 days from the last review. An inmate may request a review of his/her classification by submitting an Inmate Request Form to Classification. An inmate will have the right to appeal a reclassification denial within 5 days, excluding weekends and holidays, after receiving written notice of the denial. An appeal will be presented on an Inmate Grievance Form.
- c. An inmate may be placed in administrative segregation for the safety of the inmates and staff, and the security of the facilities. Some examples of inmates whose needs may be different from the general population inmates are those with certain conditions such as cardiac, diabetic, drug, epileptic, communicable diseases, mental disorders, carriers of body lice, inmates who need or request "Protective Custody" when supported by proper justification, inmates who are prone to escape, and inmates who are prone to assault staff or other inmates.
- d. Administrative segregation consists of separate and secure housing, but it will not involve deprivation of privileges other than is necessary to obtain the objective of protecting the inmates and/or staff. An inmate has the right to seek relief from administrative segregation by submitting an Inmate Request Form to Classification. In the event of a denial, an inmate will have the right to appeal the denial within 5 days, excluding weekends and holidays, after receiving written notice of the denial. The appeal will be presented on an Inmate Grievance Form.
- e. Inmates in single cells and B Pod will not have outdoor yard, dayroom, or visiting with other inmates unless approved by Classification.
- f. Inmates in Disciplinary and Administrative Segregation will not have outdoor yard, dayroom, or visiting with other inmates. [\[BACK\]](#)

6. LEGAL COUNSEL/ASSISTANCE:

- a. Criminal Commitment: Each inmate has the right to an attorney in criminal matters. If you cannot afford an attorney, the court, upon request, will appoint one to represent you.
- b. Civil Commitment: If you need help in non-criminal legal matters, you might get help from one of the legal services listed in the law library (Civil Legal Assistance Sheet).
- c. Community Legal Information Center (CLIC): Student law interns that come to the Jail to assist inmates who request assistance with legal research. You must place your name on the CLIC list if you want legal research assistance through this program. The CLIC personnel are responsible for providing fair and reasonable access to their services on a facility-rotating schedule.
- d. A list of Public Defenders is included in Section VI of this Handbook. A telephone directory is provided in each housing unit if you desire to call an attorney not listed but who may accept a collect call. You may request to use the no-charge telephone by submitting an Inmate Request Form to the Floor

Sergeant if you have an attorney who will not accept collect calls.

- e. You may request that the court permit you to represent yourself in your criminal matters. If the judge grants you "Pro Per" status, you may request certain stationary, mailing, and writing items from the Utility Officer. These special materials are to be used by the Pro Per inmate solely for the preparation of your court case. Misuse of these materials may result in their loss and/or disciplinary action. [\[BACK\]](#)

7. PRIVATE LEGAL MATERIALS: Attorneys may furnish inmates with law books and legal materials by delivering them to correctional staff. The inmate may use and retain the inmate's own legal materials in the housing unit provided the materials will fit into the inmate's storage area. This extends to legal material provided by the Community Legal Information Center (CLIC). Legal material does not include paperclips, pens, or "highlighters". [\[BACK\]](#)

8. NOTARY PUBLIC SERVICE: Inmates will be able to use the services of a Notary Public. The jail Notary comes once a week, and there is no fee. Follow these instructions, or you will be refused service:

- a. See CLIC for forms, to use pens, or to photocopy legal forms. The Notary does NOT supply forms.
- b. Forms must be completed IN INK, with no blank spaces except signature and date, before requesting Notary.
- c. If CLIC is unable to answer your questions, seek help from an outside source, such as an attorney, BEFORE requesting the Notary. The Notary DOES NOT answer questions or give advice.
- d. Once forms are ready to be notarized, submit an Inmate Request Form to the jail Notary, specifying the type of document you need to have notarized.
- e. You must have your ID card and Social Security Number with you when seeing the Notary Public. The name on your forms must match the name on your ID Card.

See the form "Requirements to See the Notary Public", posted in all housing units, for a complete list of requirements. [\[BACK\]](#)

9. RELEASE FROM CUSTODY: There are several ways that you may be released from jail before you go to trial:

- a. Citation Release: It is the policy to release arrestees charged with infractions or misdemeanors by issuing a written notice to appear. The arrestee must meet the established criteria for such release and sign an agreement to appear in court at the time and place indicated on the release agreement.
- b. Release on Own Recognizance (OR): This is generally at no cost. This county has an affirmative and aggressive policy to secure the release from custody of inmates arrested for either a misdemeanor or felony. You will be interviewed and a report made to the court concerning whether you qualify for such a release by the court. You will be required to sign a written agreement to appear in court on a certain date and time if approved for OR release. You will not be permitted to leave California without first obtaining the court's permission and you will have to waive extradition if you fail to appear and are apprehended outside California. A

willful failure to appear will constitute an additional charge of a misdemeanor if the original charge against you was a misdemeanor or an additional charge of a felony if the original charge against you was a felony.

- c. Bail: Bail is defined as cash or property that you give to the court or a bail bondsperson as security for your appearance at a court hearing. If you are in-custody and awaiting trial, you may be eligible for release by a cash bond, bail bond, or property bond. The correctional staff will be able to tell you the amount of bail that has been set in most circumstances. The Judge will have set a bail, if you are eligible for bail, if you have already appeared in court.
- d. Cash: Cash will be accepted in US currency, money order, or cashier's check in the exact amount of bail, made payable to the court in which you are to appear.
- e. Bail Bond: Telephone a bail bondsperson and discuss getting a bail bond from that person. Approximately 10% of the bail amount is normally required as a fee to the bail bond agency. This agreement is between the inmate and the bail bondsperson to negotiate.
- f. Property Bond: A "property bond" may be used instead of money. Property is used to secure your presence in court under this type of bond. You should consult with an attorney about this type of bond.
- g. Bail Reduction by the Court: You will be taken in front of a Judge within 48 hours of your arrest; excluding weekends and holidays, for an initial arraignment and you may ask the Court to reduce your bail amount if you cannot put up enough security to post bail.
- h. Dismissal of the charges against you.
- i. Release by the Court. [\[BACK\]](#)

10. HOLDS: You were given a copy of your Pre-Booking Form at booking which indicates if you have a warrant by another agency or a hold by a parole or probation officer. You may have been booked for that hold and may be held for that agency. Another Pre-Booking Form will notify you when you are booked on another agency's hold. [\[BACK\]](#)

11. RELEASE AFTER TRIAL: You will be released from custody as quickly as the release papers are processed if you have been tried and acquitted and have no holds. If you are released from custody during the night and cannot secure transportation you may remain in the public area of the correctional facilities until 7:00 AM unless your presence is disruptive, in which case the watch commander will require you to leave the premises. [\[BACK\]](#)

12. SCHEDULED RELEASES: You will be released on the last day of your incarceration, normally, between the hours of 08:00 AM and 10:00 AM, if you have completely served your sentence and have no holds. [\[BACK\]](#)

13. TEMPORARY RELEASE: The Sheriff may permit the temporary release or parole of an inmate, not to exceed three days, for family emergencies or preparatory to return to the community under certain circumstances. [\[BACK\]](#)

14. GOOD TIME/WORK TIME CREDIT:

- a. Each sentenced inmate will receive 1 day credit for each 6 days of confinement as "good time" credit unless it is established on the record that the inmate has not satisfactorily complied with the reasonable rules and regulations established

- by the correctional staff. *PC §4119(b)*
- b. Each sentenced inmate will receive 1 day credit for each 6 days of confinement as "work time" credit unless the record establishes that the inmate has refused to satisfactorily perform labor as assigned by the correctional staff. *PC §4019(c)*
 - c. Non-sentenced inmates may be entitled to the above credits for work time and good time depending upon the circumstances of the confinement.
 - d. Correctional staff will not accept Inmate Request Forms asking to work inside the facility or on outside work details. All fully sentenced inmates automatically become eligible as positions become available and will be assigned to work positions at the discretion of the facility staff. [\[BACK\]](#)

15. ALTERNATIVE CUSTODY PROGRAMS:

- a. Sheriff's Work Alternative Program (SWAP) is offered as an alternative to serving time in jail to individuals that are eligible.
 - (1) Eligibility is based on court orders, types of charges, number of days to serve, other cases pending, and previous attendance history.
 - (2) You are required to work 5 days per week on SWAP unless you are employed or a student.
 - (3) There are administrative and participation fees that apply to this program.
 - (4) This program is a privilege and granted at the discretion of the Sheriff's Department.
 - (5) You must have less than 120 days left on your sentence and have been write-up free during the last 30 days of your incarceration.
- b. ESP (Electronic Surveillance Program) is house arrest.
 - (1) Eligibility requirements are similar to SWAP.
 - (2) You must also have permanent residence in Butte County and a landline telephone.
 - (3) While on ESP, you may go to school, work, medical appointments, probation, and court ordered programs.
 - (4) To apply to the program submit an Inmate Request Form asking to make application.
 - (5) There are administrative and participation fees that apply to this program.
 - (6) If accepted into the program, you may apply to the county for a reduction in the fee amount.
 - (7) You will not be considered for ESP if you have failed any Alternative Custody program within the past one year.
 - (8) If you are accepted into the ESP program and violate any of the program rules or conditions you will be subject to return to jail custody, possible loss of good time/work time credits; and you may face additional criminal charges.
- c. Sheriff's Parole: You may be eligible for early release on Sheriff's Parole if you are serving a sentence of 60 days or more and have served at least one-quarter of your sentence.
 - (1) Application forms are available from the Sheriff's Parole Office through an Inmate Request Form.
 - (2) Sentenced inmates will be regarded as eligible for parole without consideration of the rules set forth in Paragraph 5(c) of the Rules and Regulations of the Board of Parole Commissioners.
 - (3) The following special conditions of parole will apply at the discretion of the Board of Parole Commissioners in addition to rules stated in the published

rules and regulations. The inmate must:

- (a) Be eligible for alternative custody programs,
 - (b) Be assigned to a jail sponsored work crew,
 - (c) Continue in, or become enroll in, the Sheriff's Office Education Program for inmates, and/or,
 - (d) Attend an alcohol awareness program as designated by the Board of Parole Commissioners,
 - (e) And, be in compliance with Sheriff's Parole and Alternative Custody Programs rules and regulations.
- (4) The goal of these programs is to reduce the correctional facility's population to the maximum number of inmates as designated by the California State Board of Corrections, Title 15 of the California Code of Regulations and Butte County Superior Court Order #84429 (Consent Decree). You will be released from custody as quickly as the release papers are processed. [\[BACK\]](#)

16. LEGAL MAIL: Legal mail is defined as incoming or outgoing correspondence between an inmate and the court, a member of the State Bar, a holder of public office, the State Board of Corrections, the Butte County Jail Commander, and the Butte County Sheriff. The correctional staff may open and inspect such mail only in the presence of the inmate and only to search for contraband. The correctional staff may not read legal mail. You may receive unlimited paper and stamped envelopes, for legal mail, by submitting an Inmate Request Form to the Utility Officer, providing you have less than one dollar (\$1.00) for 30 consecutive days in your trust account.

17. INCOMING MAIL:

- a. Your mailing address is: Your Name, 35 County Center Drive, Oroville, CA 95965. Your housing location and ID number may be included on the envelope but are not necessary.
- b. There is no restriction on the number of letters you may receive.
- c. You may not receive food items, cards, Polaroid photographs, stationery items, postage stamps, cash, or personal checks.
- d. You may not receive mail from other locked institutions (jails or prisons).
- e. Incoming mail will be opened and searched for security reasons.
- f. Mail in non-English language may be reasonably delayed for security reasons.
- g. Any mail that may pose a security risk (i.e. stickers, mail labels, lipstick, or unknown substances and/or contraband) will not be accepted and will be returned to sender.
- h. All mail is processed weekdays, excluding weekends and holidays, but may be delayed due to circumstances beyond our control.
- i. You may receive newspapers, magazines, periodicals, and books but they must be mailed directly from the publisher not from a bookstore. Correctional staff will not cancel subscriptions after you leave. The Post Office will not accept change of address cards from inmates.
- j. Used books or books that may pose a security risk (i.e. hardback or leather bound) are not allowed.
- k. Obscene or inflammatory mail is not allowed.
- l. You will be given an updated property receipt if mail is placed in your personal property. You will not be notified if mail is returned to sender. [\[BACK\]](#)

18. OUTGOING MAIL:

- a. There is no restriction on the number of letters you may send.
- b. The correctional staff will collect unsealed out-going mail prior to 11:30 PM.
- c. Mail is subject to search and reasonable delay for security reasons.
- d. Only legal mail will be marked as "legal mail" on the outside. The correctional staff will search the "legal mail" and seal it in the presence of the inmate.
- e. There may be nothing written or drawn on the face of the envelope except the "to" and "return" addresses. The Utility Officer will stamp "Butte County Jail" on the face of the envelope. [\[BACK\]](#)

19. PERSONAL PROPERTY:

- a. Your personal property and money were taken from you for safekeeping and you were given a receipt when you were admitted to the correctional facilities.
- b. Personal medications that you may have brought in were locked in the medical unit. You must stop by the medical department to retrieve these medications when you are released or they will be destroyed by the medical unit.
- c. Your property will be returned to you and you will be given a check for the amount of money remaining in your trust account at the time of your release.
- d. Your receipt will be necessary to file a claim for missing items.
- e. Inmates from other correctional facilities will be allowed three inches of legal/religious paperwork. All other items will be placed into property storage.
- f. While incarcerated in the Butte County Jail all inmates will limit their personal belongings to the amount of items that fit comfortably inside the inmate storage drawer or shelf provided. No items, including commissary, will (with exception of legal material) be stored on the floor area of a housing unit / cell. Commissary privileges may be revoked in the event you are in violation of this rule.
- g. If you are transferred to prison, all of your personal property will be held for 30 days, and then it will be disposed of. A property release form will be provided to you at the time of your transfer. It is your responsibility to provide the name and address of the person you want to give permission to pick up your property. [\[BACK\]](#)

20. MONEY: Inmates are not permitted to have cash, checks, or money orders in their possession. [\[BACK\]](#)

21. INMATE TRUST ACCOUNT:

- a. The money taken from you at booking was placed in the Inmate Trust Account and you were given a receipt.
- b. A record of the amount of money held for you in your trust account is maintained in the jail computer system.
- c. Money may be added to your trust account. You may have money sent to you through the mail only by cashier's check or money order. People may leave a money order at the jail lobby window that will be placed into your trust account. Cashier checks and money orders should be made out to "Butte County", with the inmate's full name printed on the memo line.

- d. Personal checks and cash will not be accepted through the mail or at the lobby window.
- e. The correctional staff will deduct the amounts from your trust account as you purchase commissary items, receive medical care, and receive medications.
- f. Except for an emergency, you may only release money to friends and/or relatives during your first 15 days of confinement. The Administrative Lieutenant will determine whether an emergency exists. [\[BACK\]](#)

22. COMMISSARY:

- a. Stationery, toilet articles, snack foods, and other items may be purchased from the commissary system once each week.
- b. You may purchase up to \$100.00 of commissary products each week.
- c. Commissary order forms must be completed before 11:30 p.m. on Sunday evenings to allow for processing and delivery the following Thursday.
- d. Profits from sales of the commissary are deposited into the Inmate Welfare Fund Account.
- e. You cannot buy commissary items if you do not have enough money in your trust account. You may request and will receive two stamped envelopes, writing paper, pencil, toothbrush, toothpaste, comb, soap, and razor weekly if you have less than \$1.00 in your trust account.
- f. Upon your release or transfer from custody, if you have a pending commissary order, it is your responsibility to arrange for the retrieval of that order. All items will be held for pick up for one week from the time of delivery and then will be disposed of. [\[BACK\]](#)

23. ONLINE COMMISSARY ORDERS: All online (internet) and outside purchases are the sole responsibility of the purchaser. In the event of incorrect orders, non-arrivals, or other errors, it is the purchaser's responsibility to contact the Keefe Corporation. [\[BACK\]](#)

24. INMATE SERVICE PROGRAMS: Inmate programs are available on a regular basis in various parts of the correctional facilities depending on the State and County budget and the availability of community volunteers. Social interaction and participation in community activities are encouraged for all inmates. These programs may include the following:

- a. Alcoholics Anonymous (AA)
- b. Study guides are available for General Education Diploma (GED)
- c. Vocational training
- d. Legal assistance and counseling
- e. Religious services and counseling
- f. Narcotics Anonymous (NA)
- g. Individual or group counseling
- h. Social services assistance
- i. Recreational programs
- j. Inmate worker programs

[\[BACK\]](#)

25. PUBLIC VISITING: The Sheriff and staff of the Butte County Jail recognize the social and psychological importance of inmates being able to visit with family and friends during their period of incarceration. To optimize the opportunity for inmates to receive visitors, while maintaining inmate safety and facility security, the following policies have been adopted and will be uniformly enforced:

- a. Visiting days and hours are posted in each inmate housing unit, and are listed on the jail's automated telephone service – 530 538-7471. Visiting times may also be found on the sheriff's web page at <http://www.buttecounty.net/sheriff>.
- b. The inmate may have two 45 minute visiting periods each week. One visiting period on Saturday and another one on Sunday.
- c. Visitors need to register at the West Facility Visiting Center or the Main Jail Lobby (depending upon the inmate's housing location) prior to the visit. Visitors register by completing an Inmate Visitor Form and presenting the form and a valid, photo identification card issued by an agency of the U.S. Federal or State government, (i.e., state vehicle operator's license, state identification card, military identification card, passport, visa, resident alien identification card, etc.), to the visiting sign-up officer.
- d. Visitors must be eighteen (18) years of age unless accompanied by a parent or legal guardian. Proof of relationship or guardianship will be required for all teenage visitors. The watch commander may make exceptions in unusual or special circumstances.
- e. Visiting periods start promptly at the assigned times. Visitors are recommended to arrive 20 to 30 minutes prior to the assigned visiting times. They must be registered 15 minutes before the visiting times so that the inmates can be moved to the visiting area. Late registration cannot be permitted. Only the watch commander, under unusual or special circumstances, may authorize visiting at other times.
- f. Persons currently on S.W.A.P., E.S.P., Sheriff's Parole, or having been released from any incarceration within the past thirty (30) days are not allowed to visit.
- g. Any persons on active parole or any persons having been convicted of a felony and confined in any state prison in this State will not be allowed upon the grounds of the Butte County Sheriff's Department without prior written permission from the Jail Commander. A felon entering these premises without prior written consent is in violation of State law, and may be arrested and charges with a felony. (Penal Code 4571)
- h. Inmates will submit to a search by correctional staff.
- i. Inmates will not take anything to the visiting area except religious materials when visiting with clergy or legal documents or books when visiting with attorneys or investigators.
- j. Inmates will leave the visiting areas immediately when directed by the correctional staff.
- k. Inmates will remain seated in the designated visiting area unless specifically instructed otherwise by the correctional staff.
- l. Inmates will not receive anything from visitors. Inmates will not bring anything back into the correctional facilities from the visiting area without permission of the correctional staff.
- m. Inmates that could not receive visits during regular visiting times due to lack of sufficient visiting spaces will be rescheduled after regular visiting times. [\[BACK\]](#)

26. VISITING BY ATTORNEYS, CLERGY, AND PHYSICIANS: Inmates will be allowed confidential visits with their attorneys, investigators, clergy, or physicians at reasonable hours in designated visiting rooms. Your attorney, investigator, clergy, or physician may contact the correctional facilities if they have questions about visiting. [\[BACK\]](#)

27. MEALS:

- a. You will be offered 3 meals a day on a regular schedule. A meal will be provided to you when you return to the correctional facilities if you out of the facility at meal time, and when some other arrangements for feeding were not made.
- b. Special medical dietary concerns should be stated in writing on a Sick Slip.
- c. Justification for a special non-medical diet is to be submitted on an Inmate Request Form to the lieutenant responsible for food services.
- d. All inmates must attend every meal service whether you want to receive a meal or not. [\[BACK\]](#)

28. TELEPHONES:

- a. Telephones are available for outgoing calls only.
- b. Most housing units have telephones, which may be used during the day from 10:00 AM, after housing units are cleaned, and evening hours until 11:30 PM. Inmates will only use the telephones at scheduled times or when authorized by the correctional staff.
- c. Telephones will not be turned-on until the housing unit is clean.
- d. A telephone directory is provided in each housing unit. [\[BACK\]](#)

29. LIBRARY SERVICES: The library services consist of library carts and a law library.

- a. A library cart will be provided to the Main Jail and West Facility inmates each week. Do not mark books or tear out pages.
- b. Legal books, documents, or copies of pages of legal books or documents may be requested from the Community Legal Information Center (CLIC). You may be charged for photocopies. A typewriter is available for typing legal documents.

[\[BACK\]](#)

30. STREET CLOTHING: You should have 1 complete set of street clothes in case you need to wear them to court and to wear when you are released from the correctional facilities. There is room at the correctional facilities for you to store 1 set of clothing. Clothing may be brought and exchanged for clothes you have stored here if you are going to jury trial. Your attorney may provide you with 1 additional set of clothing for court. [\[BACK\]](#)

31. JAIL CLOTHING: The correctional facilities will provide you with clothing that is clean and in good condition. This includes socks, footwear, outer garments, and under garments. Your garments will be worn with shirts buttoned and tucked in and jumpsuits will be buttoned completely when outside your housing area. You will be given the opportunity to have their clothing laundered once each week. You may be able to exchange your clothing more often due to your work assignment or an illness.

- a. It is a crime to destroy or deface county property.
- b. Inmates may be charged criminally, administratively, and/or monetarily for willful destruction of county property. [\[BACK\]](#)

32. BEDDING: You have been issued 1 mattress, 3 sheets, and 1 blanket. Inmates will be given the opportunity to have their linens laundered once each week. There will be a blanket exchange every 3 months. You should notify your floor officer if you have torn or damaged bedding. [\[BACK\]](#)

33. CLEANING OF HOUSING UNITS: It is your responsibility, together with that of the other inmates, to do janitorial work assignments within your housing unit and the facility. Inmates assigned to housekeeping are instructed in Universal Precautions. You will be provided with cleaning materials by the correctional staff, who will direct your cleaning activities. Housing units will be cleaned daily prior to 10:00 AM. Telephones and television will not be turned on until the housing unit is clean. The first 15 minutes of the A Pod and B Pod dayroom time is set aside for the inmate to clean his cell. Another inmate will not make work assignments.

- a. The following is the minimal daily cleaning and housekeeping requirements for the housing units:
- b. Walls will be cleaned (no food, writing, paper, etc. on walls).
- c. Showers and sinks will be free of soap scum and hair.
- d. Stairs will be free of dust and dirt.
- e. Floors will be swept and mopped.
- f. Tables will be wiped-down and free of clutter.
- g. Nothing will be on the floors but shoes.
- h. Bars will have nothing on them.
- i. Nothing will surround the mattress.
- j. Clothes may be hung from the towel hooks by your bunk.

[\[BACK\]](#)

34. TELEVISION - RADIO:

- a. Most housing areas have a television that may be viewed during the day from 10:00 AM, or after housing units are cleaned, and during evening hours until 11:30 PM.
- b. Inmates will be issued audio/radio receivers upon being housed in the jail. The audio units are personal devices for listening to the television audio and limited FM radio broadcasts. Inmates in administrative or disciplinary segregation will not have access to audio/radio receivers.
- c. These audio devices are the property of Butte County and must be returned prior to release from custody.
- d. The audio devices are for use within the inmate's assigned housing unit only. The units are not to be taken out of the housing area for any reason, including, but not limited to: yard, visiting, court, work details, sick call, etc.
- e. A deluxe version of the audio/radio receivers is available for purchase through the inmate commissary system. These units are also to be used only within the inmate's assigned housing unit.

- f. The respective television may be removed for a period of time if the noise level becomes excessive, the television is damaged, or the watch commander determines it is necessary to restrict television viewing for disciplinary reasons.

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35. RECREATION AND EXERCISE:

- a. There are a variety of recreation and service programs available. You will be provided with at least 5 hours of outdoor recreation or exercise time in at least 5 sessions distributed over a period of 7 days except during inclement weather.
- b. There is exercise equipment installed in each of the housing units for use during inclement weather.
- c. Female single-celled inmates will be provided 1 hour of exercise time each day, during inclement weather, in lieu of outdoor recreation time.
- d. Charlie and Delta inmates may elect to remain in the dayroom instead of going to outdoor yard.
- e. Charlie inmates may have yard in the Delta and Dorm yards after the Delta and female yards are completed, at the discretion of the correctional staff. [\[BACK\]](#)

36. HAIRCUTS: A licensed hairdresser is available weekly. Indigent inmates may receive a haircut once a month at no charge. Inmates who have funds in their trust account may request a haircut as often as they wish. The procedure for submitting a request is the same for indigent and funded inmates; fill out and submit an Inmate Request Form, asking for a haircut, and a (yellow) Check Release Form in the amount of \$15.00, which authorizes payment to the hairdresser. [\[BACK\]](#)

37. MEDICAL, MENTAL HEALTH, AND DENTAL CARE: Medical, dental, and mental health services, accredited by the California Institute for Medical Quality (IMQ), are available within the correctional facilities. Inmates may be charged a fee for certain medical services.

- a. Medical:
 - (1) A private medical company that specializes in providing health care to the correctional facility inmates provides the medical care under contract and on-site. They provide emergency care treatment, on-going chronic care treatment, medical counseling, treatment by a specialist when ordered, and hospitalization when necessary.
 - (2) A nurse and a Classification Officer asked you questions about your health during your booking into the facility. However, you should ask to see the nurse if there is more information about your health that you think is important. You may do this by submitting a Sick Slip.
- b. Emergency: You will be seen at once if you are in need of emergency care.
- c. Treatment for drinking or drug problems is provided.
- d. Reading glasses are available on commissary or may be requested via a sick slip for a fee. Examination or treatment for vision problems is available when medically indicated.
- e. Outside Care – Personal Health Care Professional: You may seek treatment from health care professionals or clinics other than the jail facility's staff at your own expense. The procedure is:

- (1) First, you, or your financial representative, must make all the payment arrangements with the health care provider's office.
 - (2) After payment arrangements are made, use an Inmate Request Form to notify the jail's Transport Unit that you wish to have an appointment with the health care provider; supplying the doctor or clinic's name, address, and phone number.
 - (3) The Transport Unit will contact the office and schedule the appointment.
 - (4) For security reasons you will NOT be told the date or time of the appointment. The doctor's office will also be instructed not to disclose the appointment date or time to any inquiring person, i.e. family or friends.
 - (5) The Transport Unit will transport the inmate to and from the appointment.
 - (6) Under certain circumstances, an inmate sentenced only to county time and without any holds from other jurisdictions, may be permitted to make their own appointment, arrange for transportation, and supplied with a day-pass so they can go to their own health care appointments. The inmate may be tested for alcohol and drugs upon their return to the facility.
 - (7) Inmates may not be administered any over-the-counter or prescription medications without the expressed consent of the jail medical staff.
- f. Female Medical Services.
- (1) The medical staff will provide pregnancy testing at no cost to the inmate.
 - (2) The medical staff will provide OB/GYN medical services for pregnant inmates.
 - (3) Female inmates have the right to have pregnancy testing and medical care for the pregnancy by a physician of their choice. The inmate must pay expenses for treatment from physicians not provided by the correctional facilities.
 - (4) Each female inmate will be allowed to use materials necessary for personal hygiene with regard to her menstrual cycle, reproductive system, and birth control measures as prescribed by her physician.
 - (a) **Birth Control** - Female inmates will be given information regarding the availability of family planning services (Section VIII). Birth control is available through the facility medical department. If you would like to start on birth control pills, you should do so at least 2 months before your release date.
 - (b) **Abortion Rights** - Section 4028 of the Penal Code states that a pregnant female inmate desiring abortion shall be permitted to determine her eligibility for an abortion pursuant to law, and if found eligible, shall be permitted to obtain an abortion.
 - (c) **Counseling** and assistance can be provided to pregnant inmates whether desiring abortion, adoption services, or plans to keep and rear the child.
- g. Mental Health. You should submit a Sick Slip if you think you need to see a mental health provider.
- h. Dental Care. The medical staff provides emergency dental services and necessary dental services that may include fillings, incision and drainage, control of bleeding, extraction, repair of dentures, and clinically indicated surgery. Submit a Sick Slip to ask for dental care.
- i. Medications.
- (1) You should bring to the attention of the medical staff if you were taking prescription drugs before you arrived at the correctional facilities.

- (2) Your need for prescription drugs will be medically evaluated promptly by the medical staff. You will receive the medication that is medically appropriate for you. The nurse or doctor can discuss this with your own doctor, if you request that he or she do so. Medications will normally be given to you near meal times unless otherwise prescribed by medical staff. You must take and consume your medication immediately when it is given to you unless otherwise instructed. Saving or storing drugs is prohibited.
 - (3) Butte County Jail inmates who meet defined safety and compliance criteria may be allowed to carry on their person and self administer approved unit dose packaged medications which have been identified as having no or low overdose potential or trade value.
 - (4) Eligible inmates will be expected to take responsibility for the storage and administration of approved medications prescribed for them following instructions for self-administration by the Health Care Provider (See: Section X, page 34).
 - (5) The medical unit will call in a prescription of the medications that you are taking when you are released to the pharmacy of your choice. You will be responsible to pick up and pay for that medication.
- j. Discharge planning: You should immediately begin to plan for your healthy release back into the community. The goal is a healthy you through continuity of your care. The medical unit will assist you in obtaining outside care and referrals for mental and medical care. The medical unit will call prescriptions in for you to your pharmacy. If you have been receiving wound care, diabetic care or other medical treatments while in custody the medical unit will teach you how to care for yourself upon discharge. You must place in a sick slip advising the medial unit of your release date so that this planning can occur. You can not assume that the medical unit is aware of your release date.
- k. Disputes Concerning Medical Care: If you object to your health care, feel that you are not getting the treatment you need, or believe you are getting the wrong treatment, you should:
- (1) **First**, submit a sick slip to discuss this with the medical staff.
 - (2) **Second**, you may then submit a request to speak to the medical program manager about your concern.
 - (3) **Third**, you may submit a grievance about your medical, dental, or mental health treatment if you still are not satisfied.

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SECTION II

INMATE GRIEVANCE PROCEDURE

POLICY: Inmates housed in the Butte County Jail shall have access to a grievance/appeal process which relates to conditions of confinement including, but not limited to, medical care, general classification actions, general disciplinary actions, program participation, telephone, mail, visiting, food, clothing, and bedding.

PLEASE NOTE: A grievance is a formal, legal document and request for a specific action, much the same as a law suit or a criminal complaint. As such, it must meet certain criteria and follow a prescribed format. Inmates should attempt to resolve difficulties by speaking with their floor officers and/or submitting an Inmate Request Form to solve the problem informally. If it becomes necessary to file a grievance anyway, be sure to include the actual rule or violation you believe the facility staff has violated and supply as much supporting documentation as you can so that a complete investigation may be conducted into the alleged violation. The Legal Research Assistants in the law library can help you with this process.

STEP 01: An inmate wishing to file a grievance will request an Inmate Grievance Form by filling out an Inmate Request Form and handing it to the housing officer. The housing officer will ask the inmate the nature of the grievance and attempt to resolve the grievance. The housing officer will sign and date the form and give the pink copy of the Inmate Request Form to the inmate. The housing officer will forward the Inmate Request Form to the watch commander.

STEP 02: The watch commander receiving the Inmate Request Form will ask the inmate the nature of the grievance and attempt to resolve the grievance. The watch commander will forward the Inmate Request Form to the administrative sergeant.

STEP 03: The administrative sergeant will issue a serial numbered Inmate Grievance Form within twenty-four hours of receipt to the requesting inmate, excluding holidays and weekends. The serial numbered Inmate Grievance Form will be recorded in the Inmate Grievance Form Log.

STEP 04: The inmate will complete the Inmate Grievance Form, within seventy-two hours of receipt, by describing and referencing the alleged violation. The completed form will be given to the housing officer who will sign and date the form and give copy four to the inmate. The housing officer will attempt to resolve the grievance at that level. The housing officer will forward the Inmate Grievance Form to the watch commander if it cannot be resolved.

STEP 05: The watch commander receiving the completed Grievance Form will sign and date the form. The watch commander will not accept the grievance form if it is not properly completed and not submitted within seventy-two hours. The watch commander will direct a full investigation of

the grievance and attempt to resolve it within forty-eight hours. The watch commander will make a proposed resolution of the grievance to the inmate. The inmate will sign and date the form and check one of the two blocks. Checking the "has been" block terminates the grievance. The watch commander may also deny the grievance for reasons of cause or defect. The watch commander will state in writing on the Grievance Form or a separate memorandum the reason for the denial.

STEP 06:

The watch commander will forward the denied, unresolved, and the resolved grievances to the administrative sergeant. The administrative sergeant will annotate the Grievance Log. The denied and resolved grievances will be forwarded to Classification. The administrative sergeant may deny the grievance for reasons of defect or failure to comply with format guidelines. For example, a grievance may be denied for failure to cite what the actual violation was. The administrative sergeant will state in writing on the Grievance Form or a separate memorandum the reason for the denial.

STEP 07:

If an unresolved grievance is an allegation of a violation of a Sheriff's Office policy, state law, or federal law by a Sheriff's Office employee assigned to the jail, which could result in formal discipline (i.e., reprimand, suspension, termination), it will be referred to the sheriff or a designated representative through the jail commander. The sheriff or a designated representative will decide a course of action that will be put in writing with a copy to the inmate within twenty-four hours excluding holidays and weekends. The inmate will sign and date the form and check one of the two blocks. Checking the "has been" block terminates the grievance. The administrative sergeant will annotate the Grievance Log.

STEP 08:

Other unresolved grievances are to be forwarded to the appropriate correctional lieutenant for a hearing. The lieutenant will hold the hearing not later than seventy-two hours after receiving the grievance excluding holidays and weekends. The lieutenant will hear the inmate, witnesses, and review pertinent information. The inmate may be assisted by another inmate or by a member of the Sheriff's Office who is willing to act as the inmate's representative at the hearing. The representative will be entitled to attend and participate in the grievance hearing, informal conferences, or reviews in which the inmate participates. The lieutenant will attempt to resolve the grievance. A written statement of the results will be given to the inmate on the same date on which the hearing was held. The inmate will sign and date the form and check one of the two blocks. Checking the "has been" block terminates the grievance. The lieutenant may deny the grievance. The lieutenant will state in writing on the Grievance Form or a separate memorandum the reason for the denial. The administrative sergeant will annotate the Grievance Log.

STEP 09:

The grievance will be reviewed as an appeal within forty-eight hours of the disposition of the lieutenant, excluding weekends and holidays, by the jail commander or a designated representative. The jail commander or designated representative will render a decision in writing

to the inmate as to the findings. The inmate may pursue the grievance through the court system if the grievance has not been resolved to the inmate's satisfaction.

STEP 10:

Disposition: Original (white) - Inmate's file, 2nd (canary) – Classification, 3rd (pink) – Inmate's receipt at final resolution, 4th (goldenrod) – Inmate's initial receipt when the completed grievance was first picked up by staff.

[\[BACK\]](#)

SECTION III

RULES OF CONDUCT

The following rules are in effect to maintain the safety and security of the inmates, the staff, and the jail facility, and will apply to all inmates while in the custody of the Butte County Sheriff, whether housed in one of the facilities, assigned to one of the alternative to incarceration programs, or during transport to or from the facility. The Rules of Conduct are a form of administrative law and will be enforced under those guidelines. Violations of some rules are also violations of criminal law, and a criminal complaint may be filed against you with the District Attorney. Some violation may appear in more than one of the Major, Serious, or Minor sections. This enables the jail staff to make allowances for varying degrees of severity.

Major Violations:

Major Section 10. Violence and Weapons:

- 10.1. Murder or attempted murder.
- 10.2. Assault and/or battery (staff or inmate).
- 10.3. Assault with intent to commit a sex act.
- 10.4. Rape and/or sodomy.
- 10.5. Possession of explosives, ammunitions, or flammable substances.
- 10.6. Extortion, blackmail for protection.
- 10.7. Arson, attempted arson, or possession of any implement capable of igniting a fire.
- 10.8. Possession of any implement that can be used as a weapon, including, but not limited to: a gun, firearm, knife, a garrote, and any unauthorized sharpened instrument.

Major Section 11. Escape:

- 11.1. Escape, attempted escape, or planned escape.
- 11.2. Possession of escape paraphernalia.
- 11.3. Wearing a disguise or mask.
- 11.4. Being in possession of another inmate's identification card.

Major Section 12. Facility Security and Disruption:

- 12.1. Participation in riots, work strikes, or mutinous disturbance.
- 12.2. Incite a riot. Conveying any inflammatory or mutinous communication by voice, writing, sign, symbol, or gesture.
- 12.3. Tampering with doors, locking devices, security systems, fire suppression system, fire prevention equipment, communications systems, or the electrical system of the facility.
- 12.4. Flagrant failure to follow safety or sanitation regulations.
- 12.5. Destruction of facility/county property with a value of \$400.00 or greater.

Major Section 13. Contraband, Medications, and Drugs:

- 13.1. Possession and/or use of drugs or drug paraphernalia, not authorized by the medical staff.
- 13.2. Traffic or sales of drugs or narcotics.

Major Section 14. Theft:

- 14.1. Theft of property.
- 14.2. Possession of stolen property.

Major Section 15. General Behavioral - Miscellaneous Rules

- 15.1. Bribery or attempted bribery of an employee.
- 15.2. Felonious violation of a condition of work release or work/school furlough.
- 15.3. Counterfeiting of documents, money, or official papers.

Major Section 16. Local, State and Federal Laws:

- 16.1. Commit, conspire, aid, abet, assist, or counsel another inmate to violate a rule of the facilities, a California state law, or a federal criminal statute.
- 16.2. Manipulate or attempt to manipulate an employee with the intent to cause harm to another inmate or employee.

Major Violation penalties may include one, or more, of the following:

1. Removal from inmate worker status.¹
2. Work contract for up to 40-hours.¹
3. Loss of good time (earned and future).¹
4. Loss of one or more privileges for 30 days.²
Note: Loss of commissary privileges does not include hygiene or stationary items.
5. Disciplinary isolation for up to 10 days.¹
6. Disciplinary diet.¹

¹ *The inmate is entitled to request an appeal hearing only for these penalties through the Grievance Procedure process.*

² *No appeal is available for these penalties.*

Serious Violations:

Serious Section 20. Violence and Weapons:

- 20.1. Fighting.
- 20.2. Aiding, abetting, or conspiring with others in the commission of violence.
- 20.3. Threat to another person and/or the relatives of another person.
- 20.4. Possession of dismantled disposable razor or electric razor-head.

Serious Section 21. Lewd and Obscene Behavior:

- 21.1. Engagement in sexual acts not involving threat or force.
- 21.2. Indecent exposure.
- 21.3. Possession, manufacture, or posting of any obscene materials.

Serious Section 22. Facility Security and Disruption:

- 22.1. Failure to comply with a Classification Unit order to move to another classification and/or housing location.
- 22.2. Failure to cooperate with a facility count. Including refusal to line-up, stand beside one's bunk, or stand at one's cell door as directed by staff.
- 22.3. Inmates will not leave their assigned area until the count clear signal is given.
- 22.4. Tampering doors, locks, security systems, fire suppression system, fire prevention equipment, communications systems, or the electrical system of the facility.

- 22.5. Being in an unauthorized security area.
- 22.6. Failure to remain on one's bunk, or in one's cell, when ordered to do so.
- 22.7. Inmates of the opposite sex will not enter the others area unless directed to do so for a work assignment.
- 22.8. Inmates are forbidden to open exterior doors of the facility unless a fire alarm sounds or when directed to do so by a staff member.
- 22.9. Inmates housed in a housing unit or in any area of the facility will not communicate with another inmate of a different housing unit, verbally, in writing, or by gestures/symbols, directly or through doors, windows, walls, etc.
- 22.10. Inmate identification damaged, lost, altered, or tampered with. Inmates must have their identification in their possession anytime they are escorted from their housing unit. (No Exceptions).
- 22.11. Inmates will place hands behind their back and with one hand grasp the opposite wrist when out of the housing unit excluding an emergency.
- 22.12. Inmates will face the wall with their hands behind their back when out of the housing unit until given direction by staff.
- 22.13. Inmates will walk the hallways in a straight line without talking and with their hands behind their back when directed by staff.
- 22.14. Inmates will not manipulate staff, attempting to cause or causing any disruption of the facility.
- 22.15. Disruptive conduct and/or horseplay.
- 22.16. Loan of property to others for profit.
- 22.17. Inmates in Administrative Segregation will not pass items from cell to cell.
- 22.18. Non-emergency use of the intercom.
- 22.19. Non-emergency crossing of the yellow line.
- 22.20. Other than an Inmate Identification card, inmates will not have personal items on their person while outside of their housing unit unless directed to do so by jail staff. Exceptions: (1) eye glasses; (2) authorized mobility aids such as canes and walkers; or (3) legal papers necessary for attorney visits, research in the law library, or court appearances. Possession of personal items is not permitted during outside yard/exercise periods.

Serious Section 23. Contraband and Drugs:

- 23.1. Possession of contraband.
Contraband defined: Contraband includes any item that: (1) was not issued or delivered to the inmate by jail staff; (2) was issued by jail staff but has been changed or modified in any way from its originally intended purpose; (3) was not purchased by the inmate through the inmate commissary program; and (4) the inmate does not have a legal right to possess.
- 23.2. Possession of unauthorized county property.
- 23.3. Possession of unauthorized money.
- 23.4. Possession of unauthorized negotiable (i.e., credit cards, checks).
- 23.5. Use/possession of tobacco products.
- 23.6. Use, possession or manufacture of alcoholic beverage.
- 23.7. Intoxication or consumption of intoxicants.
- 23.8. Possession of gang paraphernalia.

Serious Section 24. Theft:

- 24.1. Theft of county/jail property.
- 24.2. Theft of another inmate's property.

- 24.3. Altering, destroying, defacing, damaging, or tampering with the property of another inmate.
- 24.4. Breaking into another inmate's room, storage bin or locker.
- 24.5. Theft, or attempted theft, of food items during meal distribution.

Serious Section 25. Facility and County Property:

- 25.1. Willful destruction of county property.
- 25.2. Altering, destroying, defacing, damaging, or tampering with the property or equipment of the facility, or staff.

Serious Section 26. Medications and Medical Unit:

- 26.1. Misuse of authorized medication, including failure to consume any medication in the manner, or at the time, directed by the Medical Unit staff.
- 26.2. Possession of any medication prescribed to another person.
- 26.3. Misuse any medication possessed through the self-administered medication program.
- 26.4. Alteration or misuse of a Medical Treatment Order (aka: "Crono").
- 26.5. Filing a fraudulent sick slip in the name of another inmate.
- 26.6. Pretend or fake illness.

Serious Section 27. Disciplinary Procedures:

- 27.1. Failure to comply with disciplinary procedures.
- 27.2. Presentation of false evidence.

Serious Section 28. Outside Work and Alternative Custody Programs:

- 28.1. Violation of any condition of SWAP, ESP, Sheriff's Parole, work release, or work/school furlough.
- 28.2. Any negative law enforcement contact while on SWAP, ESP, Sheriff's Parole, work release, or work/school furlough.
- 28.3. Unauthorized absence from work assignment or work/school furlough location, not related to an escape attempt.
- 28.4. Work/school furlough inmates: Only those items necessary for work or school may be brought into or taken from the facility on a daily basis.
- 28.5. Inmates assigned to outside work details, such as kitchen crew, road crew, or laundry crew, will not solicit money, tobacco products, or other items from anyone, either in the facility or outside on work details.

Serious Section 29. Gang Related Activity:

- 29.1. Recruiting or forcing any person to participate in any gang related activities.
- 29.2. Inmates will not perform synchronized calisthenics or exercise in groups larger than three persons.
- 29.3. No inmate shall "stand guard" for any other inmate.
- 29.4. Placing gang symbols or graffiti on any county property.

Serious Section 30. General Behavioral – Miscellaneous Rules:

- 30.1. Disobeying any written or verbal order from staff.
- 30.2. Inmates will not curse, swear at, make obscene gestures toward, or use any derogatory language to jail staff or private citizens.
- 30.3. Refusal to work.

- 30.4. Refusal to maintain a clean and hygienic living area.
- 30.5. Spitting on the floors and walls of the buildings, or on the sidewalks.
- 30.6. Posting items to walls, lights, fixtures, intercom speakers, or windows.
- 30.7. Inmates will not lie or falsely represent the truth to staff or private citizen.
- 30.8. Misuse of inmate Pro Per materials.
- 30.9. Violation of visiting policies.
- 30.10. Inmates will not move, or switch from their assigned seats during public visiting periods.
- 30.11. Violation of mail regulations.
- 30.12. Violation of telephone regulations.
- 30.13. Tattooing and/or possession of tattooing paraphernalia.
- 30.14. Attempt to commit any of the above violations or assist others to commit any of the above violations.
- 30.15. Three minor violation offenses within a thirty-day period.

Serious Violation penalties may include one or more of the following:

- 1. Removal from inmate worker status. ¹
- 2. Loss of one day's work time for each work refusal and loss of future work time credits, (earned work time credits cannot be taken). ¹
- 3. Loss of up to 7 days good time. ¹
- 4. Extra work detail up to twenty 20 hours. ²
- 5. Loss of one or more privileges for up to 15 days. ²
Note: Loss of commissary privileges does not include hygiene or stationary items.
- 6. Disciplinary isolation for up to 5 days. ¹
- 7. Disciplinary diet. ¹

¹ *The inmate is entitled to request an appeal hearing only for these penalties through the Grievance Procedure process.*

² *No appeal is available for these penalties.*

Minor Violations:

Minor Section 50. Cleaning and Hygiene:

- 50.1. Failure to keep one's person or room clean.
- 50.2. Inmates will neatly store their property and clothing in their assigned storage drawer/compartments or on their wall hook. Property will not be stored on bunks or in common areas,
- 50.3. Failure to properly make a bed prior to 7:00 AM on weekdays and 9:00 AM on weekends and holidays. Beds will remain made until 8:00 PM. *“Made bed” defined: Beds will be made by tucking the loose ends and sides of the sheets and blankets under the mattress. No bedding, or clothing, will be hanging off the sides or ends of the bunks.*
- 50.4. Failure to participate in housing area cleaning.
- 50.5. Littering.

Minor Section 51. Contraband:

- 51.1. Possession of contraband
- 51.2. Conversion or altering of any personal or county property so that it becomes

contraband.

Minor Section 52. Clothing:

- 52.1. Possession of excess issue clothing or bedding.
- 52.2. Possession of unauthorized clothing, jewelry or eyewear.
- 52.3. Failure to be properly dressed while in the dayroom/common areas.
- 52.4. Failure to be fully dressed when out of cell or dormitory.
- 52.5. Unauthorized wearing of head covering/headbands.

Minor Section 53. General Behavioral - Miscellaneous Rules:

- 53.1. Insubordination/disrespect.
- 53.2. Using obscene or abusive language or gestures.
- 53.3. Carrying unauthorized items out of the housing unit
- 53.4. Unauthorized use of telephone.
- 53.5. Keeping non-commisary food items in cell or dormitory: Sack breakfasts may be kept in the cell or dormitory until 11:00 AM and box dinners may be kept until the following morning at 05:00 AM
- 53.6. Abuse of library privileges (i.e., book defacement, destruction, and failure to return library materials).
- 53.7. Inmates will not sit or stand on tables.
- 53.8. Inmates will not lie, sleep, climb, or place their feet upon, or use furniture for purpose other than for which they were intended.
- 53.9. Inmates will not talk to anyone outside their housing area unless directed to by the staff.
- 53.10. Being in an unauthorized cell, or dormitory, or bunk.

Minor Violation penalties may include one or more of the following:

1. Verbal counseling, warning, or reprimand.
2. Loss of one outside recreation period.
3. Pod room/dormitory restriction for up to 23 hours except for legal visits/calls.
4. Work contract for up to 10 hours.
5. Loss of one or more privileges for 7 days.
Note: Loss of commissary privileges does not include hygiene or stationary items.
6. Re-housing for 24 hours.

Limitations on discipline:

1. Inmates are entitled to clothing and bedding unless they engage in the destruction of such items. The decision to deprive inmates of clothing and/or bedding will be made by a Sergeant or higher authority and will be reviewed every 24 hours.
2. No inmate will be deprived of the implements necessary to maintain an acceptable level of personal hygiene.
3. Food will not be withheld.
4. Legal mail will not be withheld.
5. Legal visits and legal telephone calls will not be withheld.

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SECTION IV

DISCIPLINARY PROCEDURES

POLICY: The Butte County Jail will establish standards of inmate behavior (rules) that will provide for the safe, orderly, and efficient operation of the facility and, at the same time, protect staff and inmates. Rules and disciplinary penalties will be clear, consistent and uniformly applied.

GENERAL INFORMATION:

1. The rules published in Section III are categorized as one (1) of three (3) types of violations:
 - a. Major
 - b. Serious
 - c. Minor
2. Disciplinary penalties will be directly related to the severity of the violation. Cruel or unusual punishment is expressly prohibited. Acceptable forms of penalties and limitations of penalties are published in Section III.
3. The disciplinary process is an administrative, not a judicial process. Rule violations may be handled as a disciplinary matter and, also, referred to the District Attorney for criminal prosecution.
4. The Disciplinary Officer is the Administrative Sergeant. The Disciplinary Officer will not participate in the disciplinary process if involved in the charges.

STEP 01:

The Team Sergeant will immediately be advised when a violation of a rule which affects the safety, security, efficiency, or operation of the facility has occurred. Correctional staff will take appropriate security and safety measures to contain the situation. The Team Sergeant is permitted immediate re-housing of an inmate when the rule violation involves:

1. Assaultive conduct.
2. The inmate poses an immediate threat to the safety or security of others.
3. The inmate poses an escape risk.
4. The inmate requests or requires protective custody.
5. The inmate poses a danger to self.

STEP 02:

Minor Rule Violations: Minor rule violations may be handled in one of two manners:

1. Informal: Counseling and/or advising the inmate of expected conduct or a verbal warning.
2. Formal: Correctional staff will document the rule violation on an Incident Report and forward it to the Team Sergeant.
3. The Team Sergeant will give a copy of the Incident Report to the inmate and conduct an interview to discuss the rule violation. Inmates

will be allowed to present their side of the situation and that response will be noted on the Disciplinary Action Form.

4. The Team Sergeant will make one of two findings and will so advise the inmate:
 - a. Responsible (Guilty).
 - b. Not Responsible (Not guilty).
5. The Team Sergeant will immediately forward the Incident Report and the Disciplinary Action Form to the Disciplinary Officer.
6. On findings of "Responsible", the Disciplinary Officer will review the inmate's file and, utilizing progressive discipline, recommend an appropriate penalty. The Disciplinary Officer will contact the inmate and inform the inmate of the recommended penalty. The inmate may:
 - a. Accept the penalty and sign the Disciplinary Action Report. In such cases the penalty may be imposed immediately.
 - b. Request an appeal to the Administrative Lieutenant.
7. Requests for an appeal will be forwarded, within twenty-four (24) hours, to the Administrative Lieutenant for review. The Administrative Lieutenant may:
 - a. Affirm the findings and penalty.
 - b. Dismiss the findings and penalty.
 - c. Reduce the penalty.
8. After review, the Administrative Lieutenant will forward the Disciplinary Action Report to the Disciplinary Officer for distribution and imposition of any penalties.

STEP 03:

Serious Rule Violations: Serious rule violations will be handled formally.

1. Correctional staff will document the rule violation on an Incident Report and forward it to the Team Sergeant.
2. The Team Sergeant will give a copy of the Incident Report to the inmate and inform the inmate of the following:
 - a. The nature of the charge and the right to be present at a hearing. The inmate may waive their right to be present.
 - b. The inmate may present documentary evidence and/or request the appearance of a witness who has relevant and not unduly cumulative information except when the presence of the witness may severely jeopardize the life or safety of persons or the security or order of the facility.
 - c. The hearing will be conducted no sooner than twenty-four (24) hours nor later than seventy-two (72) hours after the inmate receives their copy of the Incident Report unless the inmate waives the time limitation.
3. The following procedures will be adhered to during a hearing:
 - a. The Hearing Officer will be a Correctional Sergeant or a Correctional Officer designated by the Jail Commander.
 - b. The inmate will be read the charge and asked if the violation is admitted or denied. If the inmate admits the violation, the Hearing Officer will note the findings on the Disciplinary Action Report, along with any statements made by the inmate, and forward the

Disciplinary Action Report to the Disciplinary Officer. If the inmate denies the violation, the Hearing Officer will:

- (1) Present evidence and call witnesses. Since the hearing is an administrative and not an adversary proceeding, the inmate does not have the right to question witnesses nor are Formal Rules of Evidence used.
 - (2) Allow the inmate to present witnesses, submit documentary evidence, and/or make a short statement.
 - (3) Make a finding of Responsible or Not Responsible based upon the evidence, and notify the inmate of the finding.
 - (4) Immediately forward the Incident Report and the Disciplinary Action Report to the Disciplinary Officer.
- c. On findings of "Responsible", the Disciplinary Officer will review the inmate's file, and utilizing progressive discipline, recommend the appropriate penalty. The Disciplinary Officer will take into consideration the inmate's conduct and work record along with any extenuating circumstances surrounding the violation. The Incident Report and Disciplinary Action Report will immediately be forwarded to the Administrative Lieutenant for review.
- d. The Administrative Lieutenant will review all Serious violations and:
- (1) Affirm the findings and penalty.
 - (2) Dismiss the findings and penalty.
 - (3) Reduce the penalty.
- e. The Administrative Lieutenant will contact the inmate and inform the inmate of the recommended disposition and/or penalty for each serious violation that can be appealed. The inmate may:
- (1) Accept the penalty and sign the Disciplinary Action Report. In such cases the penalty may be imposed immediately.
 - (2) Within twenty-four (24) hours request an appeal to the Jail Commander utilizing the Inmate Grievance Form.
- f. Upon receiving a request for an appeal, the Jail Commander will review the Incident Report and Disciplinary Action Report to ensure the inmate received due process. New and relevant evidence may be considered. The Jail Commander will:
- (1) Deny the appeal and approve the penalty.
 - (2) Modify the sanctions.
 - (3) Uphold the appeal and dismiss the penalty.
 - (4) Request further investigation.
- g. After the appeal process, The Jail Commander will forward the Incident Report, Disciplinary Action Report and Grievance Form to the Disciplinary Officer for distribution and imposition of any penalties.

STEP 04:

Major Rule Violations: Major rule violations are criminal in nature. In addition to handling the incident as a serious violation, the correctional staff will:

1. Document the violation on a Crime Report and forward the report to the Operations Lieutenant.

2. After review, the Operations Lieutenant will forward the Crime Report to the Butte County Sheriff's Office Investigations Unit for possible prosecution.

STEP 05:

Emergencies: When an event occurs necessitating immediate action to protect the safety of persons or security of the facility, disciplinary actions may be administered without compliance with the provisions of this order. Such emergency will be declared in writing stating the factual basis for the suspension of these provisions. An emergency situation will be subject to review by the Jail Commander every twenty-four (24) hours.

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SECTION V

CALIFORNIA DEPARTMENT OF REHABILITATION AND CORRECTIONS

Reference: *California Department of Rehabilitation and Corrections, Department Operations Manual, §54030.*

The below is a listing of items that the Department of Corrections will allow to be accepted when you are transported to their facilities. You are responsible to have your family or friends pickup your personal property prior to being transported. You will be given one week from the time that you are sentenced to state prison to have someone pick-up your personal property. Your personal property will not be stored at the Butte County Jail. Your personal property left behind, and not picked up, will be disposed of 30 days after you depart to the Department of Corrections Reception Center.

Reception Center inmates are authorized to possess the following items:

1. 1 Shower Thongs/Slippers
2. 1 Palm Brush
3. 1 Tumbler
4. 1 Comb
5. 1 Toothbrush
6. 1 Religious Medal & Chain
7. 1 Wedding Ring
8. 1 Address Book – No hard covers, not to exceed 3x5 inches
9. 1 Ballpoint Pen – Shall be non-metal and factory sealed
10. 10 Envelopes, Blank
Note: CDRC Reception will permit loose stamps and envelopes with pre-printed postage. They cannot permit envelopes with stamps affixed.
11. 15 Sheets Stationary
12. 1 Legal Pad/Tablet
13. 15 Photos/Portraits – Shall not exceed eight inches by ten inches. Polaroid photos with attached backs are not allowed.
14. Legal materials regarding an inmate's active cases will be authorized.
15. Health Care Appliances
16. Prescription Medication and Glasses
17. Hairpieces are not allowed.

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SECTION VI

FREE ACCESS TELEPHONE NUMBERS

December 1, 2009

BUTTE COUNTY PUBLIC DEFENDERS:

Myra Bailey	872-6373
Leo Battle	872-6349
Denny Forland	893-9685
Jodea Foster	894-8650
Brandon Hatch	879-9182
Phillip Heithecker	345-1647
Dennis Hoptowit	893-0624
Amy King	538-2145
Stephen King	894-6109
Eric Ortner	891-6128
Robert Radcliffe	891-2815
Dale Rassmussen	343-4168
Ronald Reed	891-2922
Jesus Rodriguez	342-2044
William Short	538-2150
Mark Stapleton	879-3788
Tracy Tully-Davis	342-7152
Steven Trenholme	877-9057
Larry Willis, Jr.	891-2918

PUBLIC DEFENDERS' PRIVATE INVESTIGATORS:

Gerald Byrson	532-1221
Evie Joseph	533-3911
Kevin MacPhail	873-2687
Pat Maloney	895-3846
Larry Ott	533-3183
James Seaman	521-1673
Leo Trombley	877-4865

FREE ACCESS TELEPHONE NUMBERS (Continued):

<u>BUTTE COUNTY SUPERIOR COURT</u> (Calendar Clerk)	532-7011
<u>CHILD PROTECTIVE SERVICES</u> (Welfare Dept.)	538-7883
<u>FEDERAL PUBLIC DEFENDERS' OFFICE</u>	(916) 498-5700
<u>PAROLE</u> (California Department of Rehabilitation and Corrections)	895-4534
<u>PAROLE, JUVENILE</u> (CDRC, Juvenile Division; Formerly the California Youth Authority)	(916) 445-5993
<u>PROBATION</u> (Adult)	538-7661

REPRESENTATIVES FOR THE CONSENT DECREE:

INMATE ADVOCATE:

Sally Parker, Attorney at Law, Asst. Professor - CSU, Chico 343-7967

Please file a sick slip for medical treatment explaining your medical needs or an inmate request form for all other issues before you contact the inmate advocate. The inmate advocate cannot assist you until you have filed the sick slip, inmate request form or a grievance.

PLAINTIFF'S COUNSEL:

The Law Offices of Dane A. Cameron 893-0676

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SECTION VII

COURT HOLDING FACILITY

GENERAL INFORMATION:

The subject areas contained in this section are intended to be read and used by inmates being held in custody, by the Butte County Sheriff, to keep them informed of the rules and procedures that must be adhered to while being held in the following courthouses.

1. Butte County Courthouse Main Facility
2. Chico Courthouse Facility in Chico
3. Paradise Courthouse Facility in Paradise
4. Gridley Courthouse Facility in Gridley

BUTTE COUNTY COURTHOUSE MAIN FACILITY:

The Jail Transportation Section brings inmates, housed in the Jail, to the courthouse. Inmates are placed into holding cells with inmates of a compatible classification at the courthouse. Inside the holding cells are benches for seating, intercom buttons for emergencies, adequate lighting, a fountain, toilet, toilet paper, and soap. Deputies are specifically assigned to monitor and assist inmates while they are being held in the holding cells.

LEGAL PROCEDURES: Efforts are made to ensure each inmate held in-custody receives all that they are legally entitled to. Inmate's legal concerns should be brought immediately to the deputy in charge of the holding cell. Some legal matters that pertain to inmates at the courthouse include but are not limited to the following:

1. Legal Materials. Inmates are afforded the opportunity to bring necessary legal papers to the courthouse with them. Legal materials shall be subject to search, but not read, by the deputies or correctional officers for contraband prior to being brought into the courthouse. This will be done in the presence of the inmate. No ink pens or pencils will remain with the inmate inside the holding cells. Those items will only be issued by request of the inmate or his/her attorney to complete necessary Court or legal documents.
2. Attorney Visits. Inmates in custody have a right to visit with their attorney during each stage of the legal process. The Butte County Courthouse Main Facility contains an attorney-client visiting room. Inmates may visit with their attorneys in the interview rooms by request of their attorney. The deputy in charge of the holding cell area will attempt to accommodate both the attorney and the inmate by placing them inside one of the rooms. Visiting should be done in the Jail, before being transported to the courthouse, to the fullest extent possible.
3. Arraignments. Inmates brought to the courthouse after being arrested on either new charges or an arrest warrant will be provided with a Statement of Rights form. This form contains a list of the inmate's rights pertaining to the charges on which they were arrested. It will be requested that the inmate read the Statement

of Rights form and then sign it if he/she is fully sure that he/she understands his/her rights. The form will then be returned to the deputy in charge of the holding cell area to be forwarded to the court file. Inmates who are unable to speak English or who are unable to read will be provided with an interpreter assigned by the Court to read the Statement of Rights form to them. The interpreter will also assist the inmate with any translation needed during the court arraignment.

4. Court Documents. Each inmate will be provided a copy of his/her court paperwork after each court proceeding. He/she will be required to sign a written promise to appear and provide his/her home address and telephone number when the inmate is ordered to be released by the Court on his/her own recognizance. He/she will be required to sign an Agreement to Terms form and provide his/her address and telephone number to the court whenever the inmate is ordered to be released on either formal or informal probation. The forms are returned to the Court to be placed into the appropriate file after being signed.
5. Jury Trials. Inmates who are defendants in jury trials are entitled to wear civilian clothing during the entire trial. Inmates should keep in contact with their attorney to ensure arrangements have been made for this clothing. Inmates may bring their lunch to the courthouse whenever the inmate is a defendant in a jury trial. The inmate shall be responsible to dispose of garbage in the proper containers provided. No food other than that which was issued on the same day will be allowed inside the courthouse. Inmates will be transported to the Jail, at lunchtime, or will be provided a lunch as a general rule.
6. Lunches for jury trial inmates, Jail ID cards, authorized legal materials, and religious materials are the only items allowed to be brought from the Jail and into the courthouse.

MEDICAL PROCEDURES: Inmates housed in the courthouses are afforded the same medical care as provided by the Jail. An inmate having a medical problem, affecting their ability to stay at the courthouse while awaiting their case, should immediately bring it to the attention of the Jail transport officer prior to being transported to the courthouse. Some medical matters that pertain to inmates while being held at the courthouse include but are not limited to the following:

1. Medical Emergencies. An inmate should immediately inform the deputy in charge of his/her holding cell area if the inmate is involved in a medical emergency that requires immediate attention. The affected inmate or another inmate should push the holding cell's intercom button to summon the control deputy. The inmate should inform the deputy of the medical problem and assist the deputy by following his/her instructions. The deputy will give immediate assistance and medical response will be summoned. The inmate will be transported to the Jail in medical non-emergencies.
2. Medical Prescriptions. Inmates taking prescription medications at certain intervals should contact the deputy and inform him/her when they are needed. The Jail medical staff will then be contacted and, if needed, the inmate will be transported to the Jail to receive the medication. Inmates who are prescribed

inhalers should notify the Jail transport officer in order for him/her to bring the inhaler to the courthouse if medically necessary.

3. Female Inmates. Pregnant inmates who are past the second trimester or at risk will not be required to wear waist restraints or leg restraints unless for security reasons. Medical problems that arise at the courthouse due to the pregnancy should immediately be relayed to the deputy in charge of the holding cell area. Feminine napkins will be promptly provided, by the deputy in charge of the holding cell, upon receiving a request from the female inmates.
4. Other Hygiene. Inmates unable to use the toilet facilities due to being held in restraints should immediately notify the deputy in charge of the holding cell. The inmate may push the intercom button to notify the control officer if the deputy is not available. A deputy will then respond, in a timely fashion, to remove the restraints from the inmate and allow him/her access to the toilet facilities. The deputy will replace the restraints and place the inmate back into the holding cell when the inmate is finished.
5. Special Needs. Inmates with special physical, mental, or medical needs will be informed that such needs should be brought to the attention of the Jail transport officer prior to the inmate being transported to the courthouse. Inmates with special physical, mental, or medical needs may necessitate the inmate not be transported in restraints (i.e., pregnant inmate).

FIRE EMERGENCIES: The Butte County Courthouse Main Facility is equipped with a fire alarm panel that specifies the location of a fire related activity within the courthouse. This information is relayed immediately to the control officer so that he/she is able to immediately assess the reason for the alarm. Deputies will respond in the event of an actual fire within the courthouse. The inmates shall remain calm and follow the instructions of the deputies.

FACILITY RULES: Disciplinary violations in the courthouse are subject to the disciplinary process as applied to Jail violations and will be handled by the Jail staff. Violations of the rules will not be tolerated and the deputies will write-up the incident as necessary. An inmate inside a courtroom who attempts to communicate with an audience member will be considered as making an escape attempt and will be dealt with as such. An inmate that removes his/her restraints without consent of a deputy will be deemed as making an immediate escape attempt and will be dealt with as such. An audience member who attempts to communicate with an inmate may be taken immediately into custody and charged criminally. Inmates must remain away from the door and behind the plainly marked yellow lines while inside the holding cells. Inmates are not to use the intercoms inside the cells for anything other than emergencies or for notifying a deputy of a need to be removed from restraints in order to use the toilet facilities.

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SECTION VIII

FAMILY PLANNING SERVICES

Pursuant to Section 4023.6 of the California Penal Code:

Any female prisoner in any local detention facility shall have the right to summon and receive the services of any physician and surgeon of her choice in order to determine whether she is pregnant. The superintendent of such facility may adopt reasonable rules and regulations with regard to the conduct of examinations to effectuate such determination.

If the prisoner is found to be pregnant, she is entitled to a determination of the extent of the medical services needed by her and to the receipt of such services from the physician and surgeon of her choice. Any expenses occasioned by the services of a physician and surgeon whose services are not provided by the facility shall be borne by the prisoner.

For the purposes of this section, "local detention facility" means any city, county, or regional facility used for the confinement of any female prisoner for more than 24 hours.

Any physician providing services pursuant to this section shall possess a current, valid, and unrevoked certificate to engage in the practice of medicine issued pursuant to Chapter 5 (commencing with Section 2000) of Division 2 of the Business and Professions Code.

The rights provided for prisoners by this section shall be posted in at least one conspicuous place to which all female prisoners have access.

NOTE: ANY FEMALE PRISONER EXERCISING THEIR RIGHT PURSUANT TO THIS SECTION SHALL NOTIFY THE JAIL'S MEDICAL UNIT VIA A SICK CALL SLIP AND REQUEST SUCH MEDICAL SERVICES.

Pursuant to Section 4028 of the California Penal Code:

No condition or restriction upon the obtaining of an abortion by a female detained in any local detention facility, pursuant to the Therapeutic Abortion Act (Chapter 11 <commencing with Section 25950>, Division 20 of the Health and Safety Code), other than those contained in that act, shall be imposed. Females found to be pregnant and desiring abortions shall be permitted to determine their eligibility for an abortion pursuant to law, and if determined to be eligible, shall be permitted to obtain an abortion.

For the purposes of this section, "local detention facility" means any city, county, or regional facility used for the confinement of any female person for more than 24 hours.

The rights provided for females by this section shall be posted in at least one conspicuous place to which all female prisoners have access.

NOTE: ANY FEMALE PRISONER EXERCISING THEIR RIGHT PURSUANT TO THIS SECTION SHALL NOTIFY THE JAIL'S MEDICAL UNIT VIA A SICK CALL SLIP AND REQUEST SUCH MEDICAL SERVICES.

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SECTION IX

INMATE VOTING

POLICY:

Inmates confined in the Butte County Jail shall be allowed to correspond with the Butte County Clerk/Registrar of Voters or the County Elections Official in their county of residence to make application for an absentee voter's ballot.

GENERAL INFORMATION:

Inmates may not use the Butte County Jail as their place of residence.

ELIGIBILITY TO REGISTER TO VOTE:

1. Must be 18 years of age on or before Election Day.
2. Must be a citizen of the United States of America and a resident of California.
3. Inmates that have been convicted of a felony and sentenced to a State facility are not eligible to vote from the date of sentencing until released from the facility and/or from parole.
4. Not be deemed, by an appropriate court, to be mentally incompetent.

STEP 01: The Butte County Clerk/Registrar of Voters will notify the Jail Administrative Sergeant of the deadline for registering to vote and the last day for requesting an absentee ballot. The Jail Administrative Sergeant will then notify the inmates, by memorandum, of said dates and instruct the inmates to review the Jail Handbook for the procedures to follow.

STEP 02: Inmates may request a voter registration form and/or an application for an absentee ballot, from the Utility Officer, by using a Request Form.

STEP 03: Inmates are to complete the voter registration form and/or the application for an absentee ballot and give the completed form(s) to the housing officer. The forms will be forwarded to the Utility Officer who, in turn, will take the forms to the Butte County Elections Office.

STEP 04: Eligible inmates will be sent an absentee ballot from the Butte County Elections Office.

STEP 05: Inmates are to complete the ballot, seal the ballot, and give the ballot to the housing officer. The sealed ballot will be forwarded to the Utility Officer who, in turn, will take the ballots to the Butte County Elections Office.

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SECTION X

SELF ADMINISTRATION OF MEDICATION PROGRAM

AUTHORITY AND REFERENCE: Title 15, Section 1216; Pharmaceutical Management, IMQ Accreditation Standards 403.

PURPOSE:

1. To facilitate the timely delivery and administration of “safe prescription drugs” to incarcerated inmates who meet the program criteria.
2. To encourage the inmate to take responsibility for his/her own health.

POLICY:

1. Butte County Jail inmates who meet defined safety and compliance criteria may be allowed to carry on their person and self administer approved unit dose packaged medications which have been identified as having no or low overdose potential or trade value.
2. Eligible inmates will be expected to take responsibility for the storage and administration of approved medications prescribed for them, following instructions for self-administration by the Health Care Provider.
3. There are several categories of Medication **not** included on the self-medication program.
4. Inmates will not be placed on the self-medication program if prohibited for custodial reasons.
5. Inmates with a repeated history of failure on the program (at least 2 prior failures in the past two calendar years) will not be considered again.
6. The health care providers, in collaboration with custody personnel will select inmates for the self-medication program.
7. Inmate must understand that allowing self-medication is a privilege, revocable if the rules are not followed
8. Health care staff will perform documented assessments of inmate compliance with self-administration

medication regimens. Compliance evaluations are done with sufficient frequency to guard against hoarding medication and deterioration of the inmate's health. Re-evaluation by sick call nurse, PA/MD are done as appropriate.

9. Health services and custody staff will work cooperatively to insure the consistent enforcement of self-medication rules by notifying the other party of any violation of rules regarding self-administration.

MONITORING AND NON-COMPLIANCE:

1. Those inmates demonstrating non-compliance or inability to self-administer will receive their medications from the health care staff.
2. Non-compliance with self-administration will be defined as any violation of the rules, including failure to show when called for spot check, or pill count being off by more than one day; 24-hour dose equivalent.
3. A no show for spot check is unacceptable. The inmate must be found. If the inmate is a no show because he was in court, then he/she must be seen later the same day. If the no show was because he/she did not want to get up etc., it will be considered non-compliance.
4. For the above violations, the inmate will be counseled once. If any of the violations occur again, the inmate will be removed from the program.
5. Inmates found to be using medication as barter will be referred to custody for disciplinary action. These inmates will also be removed from the program.

TRANSFER/RELEASE OF INMATE WHO IS ON SELF-MEDICATION PROGRAM:

1. If an inmate is transferred to another facility, all pertinent information about the inmate's medication/s will be documented on the Inter-facility Transfer Form. The inmate's medication will be picked up by the nurse and returned to the medical department. If she/he is not available, then the officer may drop the medication off before inmate's transfer.
2. Inmates released from custody may take any remaining medications with them. If the inmate fails to take the medication upon release from custody, the medication shall be returned to the medical department.

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SECTION XI

RESIDENTIAL TREATMENT PROGRAMS

The following is a partial list of residential treatment programs in, and around, Butte County. Consult your Probation Officer for information concerning other acceptable programs outside of our immediate area.

Correctional staff cannot assist you in obtaining placement in a program. Treatment programs are not included in the list of free-access phone numbers available to inmates, and special, direct-line calls will not be granted. If a treatment program will not accept your collect calls, you will have to limit your communications to written correspondence. You, or your representative, must make all of the necessary arrangements to secure placement in a program.

Tri Counties Treatment 2740 Oro Dam Blvd Oroville, CA 95966	530-533-5272
The Well 2612 Esplanade P. O. Box 3343 Chico, CA 95927	530-343-1935
Skyway House 564 Rio Lindo Avenue Chico, CA 95926	530-898-8326
Cherokee House 2041 Fogg Avenue Oroville, CA 95965	530-534-3663
Life Recovery Ministries 2661 Elgin Street Oroville, CA 95966	530-534-4704
2 ND Step Recovery (Women) 555 Pomona Avenue Oroville, CA 96965	530-321-9319
Esplanade House 181 E Shasta Avenue Chico, CA 95973	530-891-2977

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Salvation Army – Contact: Linda Vasquez
1640 Washington Avenue
Oroville, CA 95966

530-680-7856

Note: We are informed by the Probation Office that it is sometimes quicker being accepted into a Salvation Army program by contacting Ms. Linda Vasquez directly, rather than contacting the individual programs locations. Ms. Vasquez would prefer that she receive correspondence at the above address, but will accept phone calls when necessary.

Salvation Army - Chico
13404 Browns Valley Drive
Chico, CA 95973

530-342-2199

Salvation Army - Healdsburg
200 Lytton Springs Road
P. O. Box 668
Healdsburg, CA 95448

707-433-3334

Salvation Army - The Depot –Marysville
401 Del Norte Avenue
Yuba City, CA 95901

530-261-4530

Salvation Army - Sacramento
1615 D Street
Sacramento, CA 95814

916-441-5267

Salvation Army - San Francisco
1500 Valencia Street
San Francisco, CA 94110

415-643-8000

Salvation Army - Stockton
1247 S. Wilson Way
Stockton, Ca 95205

209-466-3871

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