

MORGAN COUNTY SHERIFF'S OFFICE

INMATE HANDBOOK

MORGAN COUNTY JAIL

**A GUIDE TO HELP YOU
ADJUST TO THE JAIL
ENVIRONMENT**

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Introduction

210 IAC 3-1-2 Administration and organization

Authority: IC 11-8-2-5; IC 11-12-4-1

Affected: IC 11-12-4-1

Welcome to the Morgan County Jail (MCJ). This handbook is designed to provide comprehensive guidance for pretrial detainees and inmates (hereinafter collectively referred to as “inmates”) about our facility's operations. It aims to acquaint you with the various department facilities and to offer general information about the activities, programs, and services available to you, as well as the rules and regulations you are expected to follow during your stay.

The contents of this handbook, including information, rules, regulations, and definitions of prohibited acts, are applicable to all inmates. The details provided in this handbook are intended to clarify the behavior expected of you and to thoroughly explain the inmate disciplinary system in place at MCJ.

At MCJ, our primary responsibility is the safety and security of all inmates, staff, and the surrounding community. The purpose of this handbook, along with the established inmate disciplinary process, is to ensure a stable and orderly environment. We aim to eliminate disruptive behavior, maintain order, and create a setting where inmates can live safely and orderly. Understanding and adhering to the guidelines set forth in this handbook is crucial for the well-being and security of everyone.

Orientation to Key Staff Roles of the Facility

Welcome to our comprehensive overview of the key staff roles at our facility. This guide is designed to acquaint you with the essential personnel who contribute to the daily operations and overall management of the jail. From Jail Officers, who form the backbone of our day-to-day activities, to specialized roles like the Jail Chaplain, each member plays a crucial part in ensuring the smooth functioning of the facility. Understanding the responsibilities and functions of these key staff members will provide you with a clearer picture of our operational structure and the dedicated individuals who are here to maintain safety, order, and provide support during your time here.

Sheriff

Sheriff Richard Myers is a key figure in the community, elected by the citizens to oversee and ensure the smooth functioning of the county jail. His role involves significant responsibility, including the crucial task of appointing a competent and capable jail commander to manage the day-to-day operations of the county jail.

Jail Commander

Appointed by Sheriff Richard Myers, Jail Commander David Rogers has been designated as the executive officer of the county jail. This appointment reflects the high level of confidence in his capabilities and expertise to oversee the intricate operations of the facility, underscoring his commitment to ensuring order and safety.

Jail Matron

Jail Matron Jessica Fowler, appointed by Sheriff Richard Myers, plays a vital role in the jail's operations. She is specifically responsible for overseeing commissary operations and the management of female offenders, ensuring their needs are met and that their time in custody is managed effectively and humanely.



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Lieutenant of Operation

Lieutenant Jacob Babbs, appointed by the Jail Commander, holds the significant responsibility of overseeing the overall operations of the jail. As the designee for this crucial area, his role is integral to ensuring that all aspects of jail operation function smoothly and efficiently.

Lieutenant of Classification

Lieutenant Andrew Moore, appointed by the Jail Commander, is responsible for programs and classification within the jail. His role is crucial in ensuring that inmates are accurately classified and that appropriate programs are available and accessible, contributing to the effective management of the inmate population.

Work Release and Jail Community Corrections

Lieutenant Eric Mullikin serves a dual role as appointed by the Jail Commander. He is the administrator of both the Work Release program and Jail Community Corrections. His position is central to managing these important aspects of the jail's operations, offering critical pathways for inmate rehabilitation and reintegration.

Transportation Sergeant

Sergeant Rodney Gregory is tasked with the important roles of managing Transportation and Video Court operations. As a key figure in these areas, he ensures that logistical and operational aspects are handled efficiently, maintaining the jail's commitment to smooth and effective processes.

Shift Sergeants and Corporals

Sergeants serve as the primary shift supervisors, playing a pivotal role in maintaining order and discipline within the jail. They are supported by Corporals, who act as assistant shift supervisors, ensuring that each shift operates effectively and that all rules and regulations are consistently enforced.

Medical Coordinator

Appointed by the Jail Commander, Nurse Rachel Sneed is responsible for the medical operations within the jail. Her role as Medical Coordinator is critical to ensuring that inmates receive necessary medical care, reflecting the jail's commitment to the health and well-being of those in its custody.

Mental Health Professional

Melinda Johnson serves as the facility's mental health professional, a role of increasing importance in the modern corrections environment. Her expertise is vital in addressing the mental health needs of the inmate population, contributing to their overall well-being and rehabilitation.

Discharge Planner and Re-entry Specialist

Rebecca Mullikin fulfills the essential roles of discharge planner and re-entry specialist. Her work is key in preparing inmates for their return to the community, ensuring they have the support and resources needed for a successful reintegration.

Substance Abuse Program Coordinator

Gus Matthias is the Program Coordinator for two critical initiatives: the Residential Substance Abuse Program (RSAP) and Point of Impact (POI). His coordination of these programs demonstrates the jail's commitment to addressing substance abuse issues and impacting inmates' lives positively.



Inmate Mail and Disciplinary Program

Officer Kim Rodenbeck, appointed by the Jail Commander, plays a pivotal role in the daily operations of the jail. She is tasked with the crucial responsibilities of managing inmate mail and overseeing the inmate disciplinary program. Her role is integral in ensuring that communication channels for inmates are maintained efficiently and that disciplinary procedures are administered fairly and effectively, upholding the standards of the facility.

Jail Officers

Jail Officers are integral to the daily operations of the jail, ensuring its smooth and efficient functioning. Their key responsibilities include processing incoming inmates, supervising the inmate population, handling releases, and enforcing facility policies and guidelines. They are also crucial in managing inmate movements for programs and appointments, which is essential for maintaining order. Additionally, Jail Officers are responsible for Pod and Floor Operations, overseeing living and communal areas for safety and efficiency. As the primary communicators with inmates, they maintain order, address concerns, and provide essential information, playing a vital role in establishing a secure and orderly environment within the jail.

Sentences and Court Information

Jennifer Sillivent serves as the Administrative Assistant to the Jail Commander. Her responsibilities include acting as the court liaison and managing calculated release dates, roles that are crucial for maintaining effective communication and coordination with the judicial system.

Food Service Manager

The food service operations within the jail are managed by Kellwell Food Service, led by Manager Joyce Davis. Her direction ensures that inmates receive nutritious meals, an essential part of maintaining health and well-being in the facility.

Jail Maintenance Supervisor

Appointed by the Jail Commander, David Fogleman holds the important role of Jail Maintenance Supervisor. In this capacity, he is responsible for the overall maintenance of the facility. His duties are crucial for ensuring that the physical infrastructure of the jail is well-maintained, safe, and functional. This includes overseeing repairs, routine maintenance, and ensuring that all areas of the facility meet the required standards for operation. His work is integral to the smooth running of the jail, contributing to the safety and well-being of both inmates and staff.

Jail Chaplain

Chaplain Gene Matson has been appointed by the Jail Commander to fulfill a vital role within the facility. His responsibilities include coordinating the jail's overall religious programming and chaplain services. Chaplain Matson's position is essential in addressing the spiritual and emotional needs of the inmates, offering guidance, support, and counseling. His work in facilitating various religious programs and services ensures that the inmates have access to spiritual care, which is an important aspect of life in the facility and contributes significantly to the holistic well-being of those in custody.



Intake, Classification, and Orientation

210 IAC 3-1-18 Inmate classification
210 IAC 3-1-19 New inmate admissions
Authority: IC 11-8-2-5; IC 11-12-4-1
Affected: IC 11-12-4-1

Receiving Unit & Initial Intake

When you first arrive at the MCJ, you are processed through the Receiving Unit. The booking process is mandatory and includes, booking photos, pre-classification, fingerprinting, property collection and storage, medical screening, DNA sample collection if applicable, etc. Central records will keep track of your original charges, court dates, fines, sentences, release dates, and new charges against you.

If you have a disability and believe that you require a reasonable accommodation, you should declare the nature of the accommodation you are asking for and ask to speak with a supervisor or medical staff to assist you. A request form should also be submitted to request the accommodation. Deaf or hard of hearing inmates should declare a preferred method of communication and/or need for a sign language interpreter/deaf advocate upon arrival so that these services may be arranged.

Upon initial processing into MCJ you will be housed in a holding cell located in the Receiving Unit or Medical Unit for at least 72 hours, the following will be issued to each inmate:

- 1 rule book
- 1 jail uniform
- 1 pair of shoes
- 1 unimattress

After you have appeared for your initial court hearing classification may authorize you to move to the intake block.

Initial Intake Classification Unit

Upon arrival at the Intake Block, you will be assigned a cell and provided with an identification wristband, which you are required to wear at all times. Your stay in the intake block will typically last for about 5-7 days. During this period, you will undergo medical and mental health evaluations, and we will determine your classification for long-term housing. This time is also utilized to observe and identify any unknown or newly developed conditions that may not have been reported during initial processing. It's a crucial phase for adding structure to your routine and orienting you into the correctional environment. In addition to these procedures, you will receive your permanent property and initial supplies, which will include:

- 1 jail uniform
- 1 pair of shoes
- 1 towel
- 1 blanket
- 1 sheet
- 1 mattress
- 1 hygiene starter kit
- 1 laundry net
- 1 property tote



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Classification/Orientation Process

The Morgan County Jail utilizes a comprehensive and objective classification system to assign inmates to appropriate housing and security levels. This system takes into account various factors such as charges, past history, known enemies, medical conditions, behavior, attitude, and specific needs of the jail. Inmates are placed into one of four security levels: maximum, special maximum, medium, or minimum, with privileges varying accordingly. Changes in classification can result in cell block relocations. The classification process includes an interview with a classification officer and a health services screening. Inmates with disabilities under the ADA should notify the classification officer or health services to ensure reasonable accommodations. Classification is determined based on criteria including charges, background, attitude, psychological behavior, and individual needs.

For inmates with medical or mental health concerns, placement may be in a medical unit or a special housing area. Those needing protection or having special concerns should discuss these with the classification officer. Classification of inmates will be reviewed every 60-90 days or as needed due to change in status. Inmates seeking a review of their classification can request one by contacting a Classification Officer or Classification Supervisor. This system is designed to efficiently and effectively address the varied needs of the jail's inmate population.

Consular Notifications

Non-U.S. citizens that have been arrested and are being detained on a criminal matter are entitled to have their consulate notified. Please send a classification question form to the Classification Unit to facilitate the communication request.

Housing Supervision

The MCJ is a “indirect supervision facility.” This means there is a housing officer who manages and oversees each housing unit from a POD location. All concerns regarding your stay should go through your housing officer unless the concern involves staff misconduct. You will be given the opportunity to ask questions when the housing officer explains the housing unit rules to you. In the alternative, you may contact a shift supervisor or utilize the grievance or request process.

Property Information

Your clothes, money, and other valuables are stored in a secure location. You will be given a receipt for your personal property and will receive your jail uniform, bedding, towel, and a hygiene kit. See Housing - Personal Property Per Person in a Cell or Dormitory in this handbook to determine how much you can have in your cell. All excess items will be removed, and you will be charged with a rule violation.

Inmates with health services appliances prescribed by a physician, including but not limited to prosthetic devices, hearing devices, medically necessary shoes or braces, etc., shall be allowed to keep such equipment, unless such equipment is found to pose a threat to the inmate or others, or to the safe and secure operation of the facility.



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You will not be allowed access to your personal property once it has been sealed and processed into the facility except for court orders or approval of the Jail Commander or Lieutenant.

No property such as necklaces or rings can be dropped off with the exception of medication, pre-approved eye glasses/contacts, pre-approved religious bible.

Property Release

Inmates at the Morgan County Jail have the option to release their personal property to family or friends daily, from 8:00 a.m. to 4:00 p.m. However, they must retain one set of clothing, unless they are sentenced to the Department of Correction. The process does not require prior scheduling; the person collecting the property simply needs to check into the back bond lobby upon arrival. Jail staff will then inform the inmate about the property collection request and have them complete a property release form authorizing the release.

For inmates sentenced to the Indiana Department of Corrections (IDOC), due to policies beyond MCJ's control, all personal property, including clothing and shoes, must be released. The only items inmates can take to IDOC are legal paperwork, medication, and picture identification. This restriction is enforced by IDOC, not MCJ, as IDOC only allows the aforementioned items.

Inmates are strongly advised to release their property as soon as they are sentenced to IDOC. Property of value not released before transfer to IDOC will be stored for 30 days and then either destroyed or donated. It is the inmate's responsibility to arrange for property pickup. Inmates who cannot make these arrangements should contact the Jail Commander for assistance immediately upon being sentenced.

Money Information

Money can be added to an inmate account through several methods. Deposits can be made using the kiosk deposit machines located in the main lobby of the jail at 160 N. Park Ave, Martinsville, IN 46151. Alternatively, deposits can be made online at www.jailfunds.com or by phone at 1-855-836-3364.



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Inmates at Morgan County Jail are permitted to release money from their account to an immediate family member once during their period of active incarceration. To initiate a money release, an inmate must first obtain prior authorization from the jail commander or lieutenant. This is done by completing and submitting a request form specifically for this purpose.

Upon receiving the necessary authorization, the inmate must then follow the standard property release procedures established by the facility. The money will be issued in the form of a check, made payable to the inmate. The inmate is required to endorse the check and complete a property release form, indicating the check number, dollar amount and specifying the family member to whom the check should be released. The person picking up the money must provide a valid state photo identification or the release will not be completed.

For the purposes of this policy, "immediate family member" is defined strictly as a husband, wife, parent, or child who is 18 years of age or older. This policy ensures that the process of releasing funds is conducted in a controlled and secure manner, aligning with the facility's protocols, and safeguarding the financial transactions of inmates.

Bonding Information

Property Bond - If you have sufficient equity in a home or building, a property bond may be posted at the bonding office at the MCJ.

Cash Bond - Requires the full amount of the bond in cash. The full amount minus court fee's may be returned to you when your court appearances are complete.

Surety (Professional) Bond - The professional bonds person is licensed and charges a fee that is generally 10% of the bond amount. They may require a co-signer or collateral before making your bond.

(O.R.) Own Recognizance Bond - The judge can release you on your promise to appear in court when required. O.R. bonds are investigated and granted by the court. Jail personnel are not involved with this process. Any questions regarding these bonds must be directed to your attorney or public defender.

The bond lobby is located at 160 N. Park Ave, Martinsville, IN 46151. The MCJ will not recommend bondsman. Bonds will be accepted 24 hours a day, 7 days a week including all holidays.

Inmate Dress Code

This regulation will be used as a guideline for inmate dress regulations and will promote an orderly environment:

No head cover of any kind will be worn with the exception of authorized religious head covers.



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The jail uniform and shoes shall be worn in the common areas of the facility; orange shorts and orange t-shirts can be worn in place of the jail uniform in the cell block common areas and gym.

The jail uniform and shoes will be worn to court, video court, medical, all transports, work assignments, visits, housing movement, hall escorts with the exception to and from the gym.

No jewelry from outside the facility will be worn. Wearing string necklaces, facial jewelry, bracelets, or other manufactured jail-made ornaments is prohibited, and they will be confiscated and destroyed; the exception being a religious necklace and/or wedding ring or a ring unable to be removed. Any rings deemed to be a potential hazard will be removed. Any unapproved jewelry in your possession after booking into the jail will be considered contraband.

Identification wristband must be worn at all times and will be checked at activities, commissary, and medication calls.

Inmates in their living quarters shall be permitted to wear orange shorts and T-shirts, however, shall all ways be appropriately covered with clothing.

Inmates' fingernails will be neatly trimmed. Fingernails will not exceed more than one-fourth of an inch past the tip of the finger or thumb. Fingernails will not be filed to a point, but will be rounded.

No letters, words, numbers, insignia, or symbols will be cut into an inmate's hair.



Whether you live in a cell by yourself, with another person, or in a dormitory, you are responsible for keeping your living area clean and neat.

You must:

1. Dayroom Cleaning
 - a. Responsibility of the whole block
 - i. Each failure of Dayroom Cleaning will result in 1-day lockdown
 - b. The dayroom floor shall be clean and free of all trash/debris
 - c. The common shower/toilet areas shall be clean and free of all trash/debris
 - d. The dayroom tables shall be clean and free of all trash/debris
 - e. No items shall be stored on the kiosk, visitation booth or TV shelf
 - f. No Laundry or personal property shall be stored or left in the dayroom for any reason.
 - g. All cleaning supplies shall be sent out of the block at the end of the day. The mop bucket should be emptied prior to sending out.
 - h. Trash should be emptied each night and sent out with the cleaning supplies.
2. Individual Cell Cleaning Responsibility of all the residents of each cell
 - i. Each failure of cell cleaning will result in a write up.
 - b. The common shower/toilet areas shall be clean and free of all trash/debris.
 - c. The floor shall be clean and free of all trash/debris
 - d. The cell trash can shall be emptied prior to lock down each night.
 - e. All personal items shall be in the provided storage tub (including all hygiene items) at the time of inspection. Hygiene items are not permitted to be stored on the floor.
 - f. The sink shall be clean and free of all trash/debris. You may have 1 bar of soap on the sink at the time of inspection.
 - g. Storage tubs shall be stored under the bunk in each cell.
 - h. Dirty clothing shall be in the provided laundry bag and located in the corner of the cell out of the walk way. (clothes not in the bag is not permitted on the floor)
 - i. Wet towel are only permitted to be on the provided hooks or laid nicely over the sink to dry.
 - j. Vents shall remain uncovered at all times.
 - k. Light shall remain uncovered at all times.
 - l. Nothing should be attached or stuck against the wall or mirror.

Responsibility for Cell Contents

You are responsible for the contents of your cell and in and around your personal living area. You are also responsible for keeping that area clean. Be advised that housing areas and other areas of the jail are subject to periodic searches and inspections. You are also provided with means to store your personal property.



If you find any contraband, graffiti, or damage, notify the housing officer immediately. Any contraband, graffiti, or damage found in or around your living area is your responsibility; you may be charged with a rule violation and may be charged criminally, if applicable.

Property in Cell / Dormitory

All personal property is your responsibility. The MCJ will not be responsible for articles that are lost or stolen.

You are allowed only the following personal property items in your cell. Excessive property shall be confiscated by the facility staff:

Hygiene

(1) Toothbrush (2) toothpaste (1) comb/pick (2) shampoo (2) bar of soap (1) roll of toilet paper
(2) towel-1 state issued (24) sanitary pads (female inmates only) (2) washcloth

Personal

(4) Wireless bra (female inmates only) (1) safety address book (1) pair contact lenses and cleaner
(1) pair of glasses

Clothing

(1) Jail uniform (1) approved pair of tennis shoes (1) pair shower shoes (7) pairs of socks
(7) Pair of underwear (2) Orange shorts (2) Orange t-shirts

Bedding

(1) Mattress-2 with Doctor statement (1) sheet (1) blanket-2 with Doctor statement

Books

(1) Jail handbook (2) books (2) magazines (1) newspaper (2) religious books

Commissary

The amount of commissary items is not restricted by number, but you must be able to fit all items that are located in your cell in your issued property box.

Letter, pictures, and legal mail

(10) Pictures (10) letters (2) legal mail must be able to fit in legal mail folders

If you are not able to store your property accordingly to jail rules you need to contact a jail supervisor to get a solution to the issue.

Facility Searches

This is a jail environment where custody and care are major concerns. All inmates in custody are subject to a search at the discretion of the staff in all areas of the facility. You can expect that



trained K-9 unit dogs may be used during searches. You are required to cooperate with all searches.

For the security and safety of staff and inmates, regular, unannounced searches of your housing area and property will be conducted. Any contraband, extra issue, or property in amounts over the facility rules will be confiscated and/or destroyed.

Contraband

Contraband is anything in your possession or under your control that is prohibited by the rules of the MCJ or the laws of the State of Indiana. It also includes authorized items that have been altered from their original state or items not in the original packaging. Misuse of any item other than its intended purpose will be deemed contraband. If you are found with contraband items in your possession, the contraband will be confiscated and destroyed, and you will be subject to disciplinary and/or criminal action.

Daily Inspection Policy for Cleanliness and Compliance

To maintain the highest standards of cleanliness and ensure adherence to all facility policies, jail officers are mandated to conduct daily inspections across all areas of the facility. These inspections are designed to assess the living conditions, hygiene practices, and overall compliance with the jail's rules and regulations.

During these inspections, officers will systematically review each inmate's living space, common areas, and any other facility components to ensure they meet established cleanliness standards and policy requirements. Attention will be paid to the organization of personal items, cleanliness of sleeping areas, and proper maintenance of hygiene facilities.

Inmates are expected to cooperate fully with these inspections, maintaining their personal and communal spaces in a state that meets or exceeds the facility's standards. Failure to comply with cleanliness standards or facility policies identified during these inspections may result in corrective action to address any deficiencies.

This policy is crucial for ensuring a safe, healthy, and secure environment for all inmates and staff, and supports the facility's commitment to upholding the dignity and well-being of everyone within the jail community.



Inmate Responsibilities

210 IAC 3-1-2 Administration and organization
210 IAC 3-1-17 Discipline written rules
Authority: IC 11-8-2-5; IC 11-12-4-1
Affected: IC 11-12-4-1; IC 35-50-6-4; IC 35-50-6-5

As an individual currently incarcerated, it is vital that you take personal responsibility for your actions and make a concerted effort to understand the rules outlined in this handbook. Complying with these guidelines is essential, not only for your own well-being but also for the smooth functioning of the jail. Such adherence is fundamental in fostering a stable and secure environment that benefits both the staff and your fellow incarcerated individuals. The rules within this handbook are carefully designed to ensure equitable treatment and efficiency in the facility's operations. Your understanding and cooperation with these established expectations play a crucial role in maintaining order and safety within the jail.

The expectations set for you include:

1. Follow the orders/directives of the staff.
2. Immediately report any threats or harassment that you receive from a staff member or another inmate.
3. You are expected to voluntarily comply with lawful staff directives to help minimize the need for physical contact or use of force during your incarceration.
4. Abide by the rules, regulations, and prescribed conduct outlined in this handbook.
5. Treat all staff and other inmates with respect.
6. For initial non-medical questions and concerns, utilize a general request form; however, in cases of urgent issues or emergencies requiring immediate attention, use the intercom button to communicate directly with a jail officer.
7. Grievance forms shall be used as mechanism for inmates to formally express legitimate complaints and concerns specifically regarding their conditions of confinement.
8. Follow the schedules for activities promptly and in an orderly fashion.
9. Always have your jail issued identification on your wrist.
10. Refrain from any physical horseplay or fighting with staff and other inmates.
11. Refrain from using disrespectful language toward staff or other inmates.
12. Conduct yourself in a responsible manner, including not engaging in sexual harassment toward any staff member or another inmate. MCJ strictly prohibits sexual harassment. Sexual harassment includes but is not limited to the following:
 - a. Unwanted sexual advances;
 - b. Request for sexual favors;
 - c. Verbal or physical contact of a sexual nature;
 - d. Indecent exposure;
 - e. Placing or showing sexually explicit pictures, cartoons, or drawings.
 - f. If you feel that you are being sexually harassed by anyone, you should contact a staff member immediately.
13. Send a Religious Accommodation Request Form if you have any special needs based specifically on your religious beliefs. Inmates must make all religious requests as soon as possible upon entry to the facility.
14. These responsibilities make the operation of the jail easier and help create a more stable and safer environment for staff and inmates.



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210 IAC 3-1-17 Discipline written rules
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Affected: IC 11-12-4-1; IC 35-50-6-4; IC 35-50-6-5

15. You may expect:
16. That your crimes or situations will be kept confidential and will not be discussed with other inmates by any staff member.
17. That you will be always treated in a nondiscriminatory manner regardless of your (1) Race. (2) National origin. (3) Color. (4) Creed. (5) Sex. (6) Economic status. (7) Political belief.
18. Equitable and firm treatment within the limits of the law.
19. That you will not be subjected to cruel and unusual punishment.
20. Electronic monitoring and/or videotaping within the secure areas of the jail or holding facilities will occur.
21. That trained K-9 (canine) unit dogs may be used to ensure safety and security within the MCJ at any time. Do not, at any time:
 - a. Attempt to tease, mistreat, or deliberately agitate any canine;
 - b. Make any sudden or aggressive moves toward a canine or handler;
 - c. Attempt to entice a canine to disobey its handler;
 - d. Attempt to touch, pet, or feed a canine;
 - e. Attack, attempt to attack or act as though you will attack the handler or canine.
 - f. If you engage in any of the above-referenced conduct, the canine may attack and bite in defense without command.
22. Be aware that force may be employed by MCJ staff when it is deemed reasonable and necessary to maintain safety and security within the facility.



In House Communications

To enhance communication and to ensure timely responses, MCJ has implemented the use of electronic forms. These forms are accessible around the clock, available 24/7 on all kiosks and tablets within the facility. In an Emergency - Contact the Nearest Officer!

Below is a detailed list of these forms, accompanied by descriptions of their specific uses:

General Request Form

Use this form for routine help, questions and information while you are in jail.

Health Services Request Form

Use the health services form to request assistance for medical, mental health or dental concerns. If you have an emergency, please notify your housing officer on the intercom button.

Classification Question Form

Use this form for classification issues and questions.

Chaplain Services Request Form

Use this form to request an appointment to see that chaplain.

Mail Question Form

Use this form to request information about a mail issue.

Food Service Question Form

Use this form to request information about a food service issue.

Billing Question Form

Use this form to request information about a medical billing issue.

Commissary Question Form

Use this form to request information about a commissary issue.

Release Date Question Form

Use this form for questions about your release date.

Grievance Form

The Inmate Grievance Form is to be used when the inmate has a complaint regarding custody treatment, medical treatment, jail policies and procedures. A grievance is not a request form and if used for non-grievance matter may not receive a response.

Program Application Forms

Each program has an individual form to apply for the program.

Note: To maintain high-quality responses and ensure fairness, there are restrictions on the number of submissions allowed within certain time frames. This policy helps our staff manage and respond to each submission effectively.



Inmate Incoming US Mail

Many jails, including ours, have transitioned to a digital scanned mail system for inmate correspondence to modernize communication and enhance security. Notably, inmate mail is now scanned off-site by a third-party vendor, and as a result, the address for Standard Non-Legal Friends and Family Mail has been changed to an off-site location. This system involves scanning physical mail and converting it into digital format for delivery to inmates. The primary goals are to prevent contraband introduction, ensure facility safety, and streamline mail processing. Mail from legal representatives, such as lawyers and the media, should continue to be sent to the Morgan County Jail's local address. While incoming non-legal mail is scanned off-site and digitally distributed to inmates, legal mail will be handled separately to maintain confidentiality and legal integrity. This approach facilitates quicker and more efficient receipt of non-legal correspondence, allowing the jail administration to effectively monitor and control the flow of information for security purposes. The implementation of digital scanned mail underscores the growing focus on safety and technology in correctional facilities.

Standard Non-Legal Friends and Family Mail Address

[Inmate Name – Inmate ID #]

Morgan County Jail, IN
PO Box 76550
Highland Heights, KY 41076

Mail from Lawyers or other legal representation

[Inmate Name – Inmate ID #]

Morgan County Jail
160 North Park Avenue
Martinsville, IN 46151

The Morgan County Jail enforces strict guidelines for incoming mail, and any mail that does not adhere to these rules will be destroyed. Mail must accurately include the inmate's name and ID, and a return address is required on each envelope. The size of mail is restricted to no larger than 8 ½ x 11 inches, and it must be thin enough to pass through a sheet-fed scanner. All mail is subject to opening, inspection, or reading to detect contraband or rule violations, with non-compliant mail being destroyed and not returned. Prohibited items in mail include stamps, blank envelopes, stationary, any form of currency, threats of harm or criminal activity, plans for smuggling contraband, escape strategies, unauthorized solicitations, gang insignia, obscene content, and materials that compromise security. Mail must not include address labels, stickers, homemade or musical cards, non-white paper or envelopes, paintings, tracing paper, coloring book pages, drawings in colored ink, raised decorations, or any liquid-based materials.

Additionally, printouts from the Internet, colored pages, and provocative material are not permitted and will be destroyed. Provocative material is defined as causing annoyance, anger, or other strong reactions, or arousing sexual desire or interest.



Mail that will be returned to the sender includes legal mail not sent to the specified address (160 North Park Avenue, Martinsville, IN 46151), certified mail requiring an inmate's signature, and mail with postage due.

Inmate Outgoing US Mail

The Morgan County Jail's mail policy for inmates includes several key guidelines. Mail for inmates no longer housed at the facility will be returned to the sender. The jail does not certify outgoing mail and provides postage only for indigent inmates, who are identified as having less than \$1.00 in their account. Any mail containing threats will be reported to authorities. Outgoing mail must include the inmate's name, cell location, and the jail's address. This mail is stamped to show it originated from Morgan County Jail.

Inmates may write as many letters as they wish, provided they have stamped envelopes. They can send sealed letters to any person or organization, except other inmates within MCJ or other correctional facilities. Staff may inspect outgoing mail for contraband before it's sealed. If an inmate is indigent, they can order free indigent writing material package that includes stamped envelopes.

Outgoing mail is not permitted if it includes plans for contraband introduction, criminal activity, instructions for making weapons or drugs, escape plans, gang-related content, infectious or offensive materials, nudity, sexual content, illegal items, or anything made from jail-issued goods. Inmates must comply with any court-ordered contact restrictions and may not use another inmate's information on outgoing envelopes. Mail is collected daily from each housing unit, excluding weekends and holidays.

Outgoing mail should be prepared and ready by 11:00 p.m. Jail Officers will collect the mail during the 11:00 p.m. round.

Newspapers, Books, Magazines, Workbooks, Study Guides

For the Newspapers, Books, Magazines, Workbooks, and Study Guides section, all such items intended for inmates should be mailed directly to the Morgan County Jail from the publisher. This policy ensures that all reading and educational materials received by inmates come from verified sources, thereby maintaining the security and integrity of the facility. This direct-from-publisher requirement is a standard security measure in place to prevent unauthorized items from entering the jail.

Mail from Newspapers, Books, Magazines, Workbooks, Study Guides Publishers

[Inmate Name – Inmate ID]

Morgan County Jail

160 North Park Avenue

Martinsville, IN 46151



Terms of Use for Electronic Communication Devices

By using the electronic communication devices provided by the Morgan County Jail, including tablets, chirps, phones, and kiosk access, you are agreeing to the terms and conditions outlined in this policy. It is essential to recognize that the use of these devices is a privilege and not a right. This privilege extends to the use of phones, kiosks, tablets, and chirps, which can be revoked due to behavioral issues and adjustments. Additionally, these devices are not to be taken outside the inmates' housing units.

Headphones are mandatory for any sound-related use of these devices, and replacements can be purchased through the commissary. Inmates must not loan or borrow tablets or chirpers, as such actions may lead to disciplinary measures. These devices are prohibited at working assignments, and any misuse or alteration will result in the loss of access privileges without a refund. If a device is damaged, the responsible inmate will bear the cost.

Inmates are responsible for keeping their Personal Identification Number (PIN) and login information secure and should log off when not using their devices. Inmates are prohibited from allowing others to use or possess their assigned devices. All fees or costs associated with applications, communication services, entertainment services, or any special programming used on these devices are the responsibility of the inmate, and the jail will not investigate claims related to fees incurred under an inmate's user login.

Access to these devices may be suspended without a refund in the event of a disciplinary offense. Inmates should use these devices respectfully and ensure that their use does not interfere with scheduled jail activities, such as mealtimes, programs, head counts, medication pass, sick call, or any other scheduled event. Moreover, these devices should not be used during emergencies, as full attention to staff instructions is crucial during such situations. This policy underscores the jail's commitment to maintaining order and security while providing regulated access to communication and information resources.

Phones

All phone calls/chirping/texting/kiosk/tablet devices may be monitored and recorded for the safety of staff, inmates, the community, and the security of the facility. TDD machines are available upon request. Please contact a supervisor to use these devices.

Except during mass movements (i.e., meals, recreation, emergencies, etc.), and providing the housing area clean-up is satisfactorily completed, the inmate phones will be turned on for your use during the hours of 8:00 a.m. through 11:00 p.m. daily, depending on your housing. You will be able to make personal collect and prepaid calls on these phones. Each call has a maximum duration time of 30 minutes.

Your initial main phone PIN is your inmate ID. The first time that you make a phone call, the system will also ask you to set up your own 4-digit PRIVATE PIN. (This is NOT necessarily the same as your Commissary PIN) Each phone call after that will use both your main phone PIN



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Authority: IC 11-8-2-5; IC 11-12-4-1
Affected: IC 11-12-4-1

(Inmate ID) and your 4-digit PRIVATE PIN. Do not share your PRIVATE PIN with anyone. To place a call, follow the automated instructions on the phone. You do NOT need to dial a 0 or a 1 but you DO need to enter the area code and telephone number, all 10 digits. NOTE: Option 5 on the telephone will connect you to Customer Care

To add money for phone usage, chirping, and tablet time, inmates can use funds from their jail commissary account. For family and friends wishing to add money to an inmate's account for these services, they can visit the website www.inmatesales.com or call 1-877-998-5678. Additionally, a blue Lobby Kiosk is available in the main jail lobby, which accepts both cash and credit cards for deposits towards calling, chirping, and tablet use.

Regarding refunds for unused phone PIN balances upon an inmate's release, the process is straight forward. Released inmates should visit the same website, www.inmatesales.com, or call the provided number, 1-877-998-5678, to initiate the refund process for any remaining balance in their phone account.

Call Rates:

Direct Pay & PIN Debit	Rates
Local Calls	\$0.20/minute + taxes
Toll Calls & Long Distance In State	\$0.20/minute + taxes
Long Distance Out of State	\$0.20/minute + taxes
Inmate Sales App Calls	\$0.20/minute + NO TAXES

Texting /Chirping Device

All chirping/texting/phone/kiosk/tablet devices may be monitored and recorded for the safety of staff, inmates, the community, and the security of the facility. These devices are available to inmates 24 hours a day, 7 days a week. The chirping device it primarily used for text messages but can make phone calls on the inmate phone system.

To login to the Chirping device enter the 4-digit PRIVATE PIN that you setup for phone calling. Follow on-screen instructions. FIRST TIME CHIRPER USERS – Use “Fund Requests” to send out a free fund request to friends and family. You get 5 free fund requests per day for each of the first three days. A Chirper is a privilege, not a right. Jail staff reserves the right to determine who is eligible to receive and use a chirping device.

Chirps are 10 cents per message, in and out, plus a \$1.00 monthly rental fee.

To add money for phone usage, chirping, and tablet time, inmates can use funds from their jail commissary account. For family and friends wishing to add money to an inmate's account for these services, they can visit the website www.inmatesales.com or call 1-877-998-5678.

Additionally, a blue Lobby Kiosk is available in the main jail lobby, which accepts both cash and credit cards for deposits towards calling, chirping, and tablet use.



Regarding refunds for unused phone/chirping PIN balances upon an inmate's release, the process is straight forward. Released inmates should visit the same website, www.inmatesales.com, or call the provided number, 1-877-998-5678, to initiate the refund process for any remaining balance in their telephone account.

Tablets

All chirping/texting/phone/kiosk/tablet devices may be monitored and recorded for the safety of staff, inmates, the community, and the security of the facility. These units are used for video visitation, law library, commissary ordering, submitting electronic forms, calling, religious resources, educational resources, books, and entertainment options. Portable Tablets are SHARED and are made available for inmates that are in good standing.

To log into a Tablet, your Username is again your Inmate ID #. Your default Password for first-time use is your birthday (MM/DD/YYYY) Example: If your birthday is June 12, 1999, then enter 06121999. After your first log in, you will be prompted to set a new password. To log out of a Tablet, go to "My Account"

There are many free services included on the Tablet. Premium services such as radio and movies are 5 cents per minute. If you have money on your Tablet account, you can access premium content. Each inmate receives 5 free minutes per day to access Premium content. If an inmate would like more Premium content, see below about how to add money to your Tablet Account.

If you use a Tablet for calling, the standard Tablet rate for premium content is applied of 5 cents per minute, plus the normal call rate.

To add money for phone usage, chirping, and tablet time, inmates can use funds from their jail commissary account. For family and friends wishing to add money to an inmate's account for these services, they can visit the website www.inmatesales.com or call 1-877-998-5678. Additionally, a blue Lobby Kiosk is available in the main jail lobby, which accepts both cash and credit cards for deposits towards calling, chirping, and tablet use.

Regarding refunds for unused tablet/phone/chirping PIN balances upon an inmate's release, the process is straight forward. Released inmates should visit the same website, www.inmatesales.com, or call the provided number, 1-877-998-5678, to initiate the refund process for any remaining balance in their telephone account.

Wall Mounted Kiosks

All chirping/texting/phone/kiosk/tablet devices may be monitored and recorded for the safety of staff, inmates, the community, and the security of the facility. The Wall Mounted Kiosk units are used for video visitation, law library, commissary ordering, submitting electronic forms, calling, religious resources, educational resources, books, and entertainment options. Wall Mounted Kiosk are SHARED and are made available for housing units that are in good standing.



To log into a Wall Mounted Kiosk, your Username is again your Inmate ID #. Your default Password for first-time use is your birthday (MM/DD/YYYY) Example: If your birthday is June 12, 1999, then enter 06121999. After your first log in, you will be prompted to set a new password. To log out of a Tablet, go to “My Account”

There are many free services included on the Wall Mounted Kiosk. Premium services such as radio and movies are 5 cents per minute. If you have money on your Tablet account, you can access premium content. Each inmate receives 5 free minutes per day to access Premium content. If an inmate would like more Premium content, see below about how to add money to your Tablet Account.

To add money for phone usage, chirping, and tablet time, inmates can use funds from their jail commissary account. For family and friends wishing to add money to an inmate’s account for these services, they can visit the website www.inmatesales.com or call 1-877-998-5678. Additionally, a blue Lobby Kiosk is available in the main jail lobby, which accepts both cash and credit cards for deposits towards calling, chirping, and tablet use.

Regarding refunds for unused tablet/phone/chirping PIN balances upon an inmate’s release, the process is straight forward. Released inmates should visit the same website, www.inmatesales.com, or call the provided number, 1-877-998-5678, to initiate the refund process for any remaining balance in their telephone account.

Visitation-Friend and Family

Morgan County Jail has transitioned to a remote visitation system, allowing inmates to connect with their loved ones through tablets and kiosks, enhancing both flexibility and convenience. This system, aimed at improving the overall visitation experience, offers superior audio and video quality for remote interactions. Inmates are allotted 20 minutes of free remote visitation weekly, with any additional time being charged to the visitor. Visitors are required to set up an approved account on www.inmatesales.com and maintain a minimum balance of \$1.00.

Remote video visits are available every day between 9:00 am to 8:00 pm and from 9:00 pm to 10:00 pm, with no fixed schedule for these sessions. Visits are initiated ad hoc by either the visitor or the inmate, provided both parties are available on the application. For these visits, visitors need a computer or internet-enabled mobile device equipped with a speaker, camera, and high-speed internet connection.

Visitation is subject to specific rules and restrictions. Visitors must present valid government-issued photo identification with the current address for registration. The visits are conducted on a first-come, first-served basis, and jail staff may cancel them if the inmate is engaged in other activities such as recreation, school, or inmate programs. Inmate workers cannot receive visits during their working hours. Visitor attire must adhere to socially acceptable standards, avoiding sexually suggestive, revealing, or gang-affiliated clothing. Any display of nudity, drug use, threatening language, gang symbols, or similar activities is expressly prohibited. All visits are



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Authority: IC 11-8-2-5; IC 11-12-4-1

Affected: IC 11-12-4-1

recorded and monitored, with no allowance for pictures or videos during the session. Any violation of these rules can lead to a cancellation of the visit and a suspension of visitation privileges for at least 90 days.

To start a visit, log into a Tablet or Kiosk and then select the Icon “CPC View”, then select “Video Visitation”. On the next screen, any approved visitors will be listed as well as their on-line status. If they are on-line, you can select their name and you will be connected and can begin your visit.

All tablets use a “blurred background” for security purposes. You and your Friends will be able to visit and only your faces will be seen. No background information will be shown on either side of the visit.

Visits are 20 cents / minute for connected video time. There are no taxes charged for video visitation. Each inmate is allotted 20 minutes per week of free remote visitations.

Ask your visitor to go to the www.inmatesales.com website or call 1-877-998-5678 Each visitor needs to request visitation approval. After they are approved, they can purchase visitation minutes. Have your visitor download the www.inmatesales.com visitation app. After your visitor is approved, and on-line, you can start a visit with them at any time.

Regarding refunds for unused visitation PIN balances upon an inmate's release, the process is straight forward. Released inmates should visit the same website, www.inmatesales.com, or call the provided number, 1-877-998-5678, to initiate the refund process for any remaining balance in their telephone account.

Communication Device Issues, Software Issues, or Refund Issues

The inmate communication system at the facility is provided by Combined Public Communications. For any issues related to communication devices, software functions, or refund inquiries, inmates are directed to address these matters directly with the provider. This can be done by selecting Option 5 on the telephone system to connect with Customer Care, or by calling 1-877-998-5678. This approach ensures that any technical or service-related concerns are promptly handled by the provider responsible for the system.

Notice Regarding Rate and Fee Changes for Inmate Communication Services

Please be aware that the Morgan County Jail (MCJ) has contracted Combined Public Communications to provide inmate communication services. It is important to note that MCJ does not establish the rates and fees for these services. Instead, these rates and fees are set by the service provider. The rates and fees listed in this handbook may be outdated or subject to change without notice. This is due to the potential for fluid market changes that can affect pricing structures. We advise staying informed about the current rates and fees by regularly checking with the service provider.



In understanding your experience at the Morgan County Jail, it's important to distinguish between rights and privileges. A right is something you are legally entitled to, as determined by law. These are protections and freedoms guaranteed to you and cannot be taken away without due process. On the other hand, privileges are additional benefits or allowances that can be granted or taken away based on specific criteria or behaviors.

The Morgan County Jail employs an objective classification system to determine the appropriate custody level for each inmate. This system considers a range of factors, including but not limited to current and prior charges, arrest history, escape history, and institutional behavior. The number of privileges granted to you during your time in jail directly correlates with your assigned custody level. Exhibiting good behavior can lead to a change in your custody level, resulting in access to more privileges. Conversely, violating jail rules and regulations can result in a reduction of both your housing level and the privileges available to you. These rules and regulations are detailed throughout the inmate handbook, and the privileges can vary significantly between different custody levels.

A right is something to which you are entitled. Rights are generally determined by law. Rights include, but are not limited to:

1. The right to access courts, attorneys, and legal materials.
2. The right not to be subjected to discrimination based on race, national origin, color, creed, sex, economic status, or political belief.
3. The right to a balanced, nutritional diet.
4. The right to time outside of the assigned cell.
5. The right to equitable access to programs or services.
6. The right of access to reading material except pornography as defined by Indiana law, or reading matter which jail officials have reasonable grounds to believe poses an immediate danger to the safety of an individual or a serious threat to the security of the jail.
7. The right to file written grievances regarding treatment and conditions of confinement.
8. The right to religious freedom.
9. The right to have contact with family and friends via mail. Inmate to inmate mail is prohibited.
10. The right to safe, clean, and sanitary living conditions.
11. The right to disciplinary due process.
12. The right to medical care and services.

A privilege is a benefit granted by the jail commander or designee that may be revoked due to poor behavior, security, risks, or emergency situations. Privileges include, but are not limited to:

1. Attendance in programs
2. Access to and use of the inmate telephone/tablet/kiosk/chirping systems
3. Access to recreation and non-legal reading materials
4. Visits with family and friends
5. Purchase of commissary items
6. Television
7. Additional free time outside of your cell/housing area beyond the legal standards.



The inmate grievance procedure is designed to address inmate complaints related to aspects of institutional life or conditions of confinement that directly and personally affect the inmate. To start the grievance process for all other complaints, inmates must follow the process set forth below.

Inmates should attempt to resolve grievances informally unless the grievance alleges officer misconduct, in which case no attempt at informal resolution is required before a formal grievance is submitted. A grievance must concern abuse, harassment, violations of civil rights or denial of specified right.

Unless specified otherwise, the grievance shall fully state the date, time, and location of the incident or situation, name(s) of person(s) involved and complete details of the incident or situation.

Complaints regarding the following issues are outside the jurisdiction of the Morgan County Jail and should be addressed directly with the appropriate agency:

1. Actions of the Governor or state legislature
2. Indiana Department of Corrections
3. Complaints against another jail or correctional facility
4. Decisions of the parole board or probation
5. Judicial proceedings or decisions of the court
6. Issues with counsel
7. Complaints against other Law Enforcement Jurisdictions

Definitions

1. Business days: A business day is every business day of the week (Monday through Friday) and does not include weekends or holidays.
2. Calendar days: Calendar days include all days in a month, including weekends and holidays.
3. Frivolous / abuse / or multiple grievances: The use of the offender grievance process in a manner other than in good faith, such as the filing of frivolous, repetitive, or retaliatory grievances. Repetitive grievances or multiple grievances occur when the same issue has been addressed and where sufficient time for a response has not elapsed or where a response has been provided.
4. Grievance: A grievance is a complaint filed by an inmate related to any aspect of institutional life or conditions of confinement which affects the inmate grievant.

Grievance Information

The rigid, unnatural environment of a jail is likely to cause dissatisfaction. Should you feel personally harmed about any matter please remember the following:

1. You may utilize the inmate grievance process regardless of your disciplinary status, housing location, or classification.



2. You are not required to use the formal inmate grievance procedure to submit a verbal or written emergency complaint, including an Emergency Grievance alleging you, or another inmate, is subject to a substantial risk or imminent sexual abuse.
3. The grievance process shall be used for the administrative appeal process for discipline. Follow the written instruction outlined to file an appeal for discipline.
4. You must generally file any Grievance within 10 calendar days of the incident. However, if the condition for which you are filing a Grievance has the potential to subject you to a substantial risk of medical harm, personal injury, or otherwise cause serious and irreparable harm, such as sexual abuse or sexual harassment by another inmate or staff member, or bias/discrimination, such grievances may be submitted outside of the 10-day limitation. It will be up to the MCJ to determine if a grievance has been appropriately submitted outside the 10-day general limitation.
5. If your Grievance is about staff misconduct, you may speak to a supervisor to address the situation quicker or you may also file a Grievance.
6. The first grievance an inmate file is a level one. Level one grievances will be addressed by shift supervisors within 72 hours. If they cannot address the grievance or the inmate wants to appeal the decision the grievance will escalate to level two. Level two grievances will be addressed by Lieutenants within 5 business days. If they cannot address the grievance or the inmate wants to appeal the decision the grievance will escalate to Level 3. The Jail Commander will address the grievance within a reasonable amount of time after proper review to appropriate address.

Abuse of Grievance Process

Offenders shall not be allowed to abuse or misuse the offender grievance process by attempting to flood the process with excessive numbers of grievances or frivolous grievances. The determination as to whether an offender is attempting to abuse the process shall not be based solely on the quantity of grievances, but shall also include the types of grievances and the subject matter of the grievances. The grievances submitted to satisfy the order of a court shall not be included in documentation alleging abuse of the offender grievance process. An offender who appears to be abusing the offender grievance process shall not be automatically referred to the Jail Commander as an alleged abuser, but shall first be interviewed by the Lieutenant to determine the rationale and need of the offender to file the amount and type of grievances currently under consideration. The Lieutenant shall be the one interviewing the offender and shall document in a recommendation to the Jail Commander that the offender has been interviewed and if they refuse to comply with the offender grievance process. The Jail Commander or designee shall determine whether the offender is an abuser of the offender grievance process and may place the following restrictions on the offender:

1. A. First instance: No additional grievances filed for thirty (30) days.
2. B. Second instance: No additional grievances filed for sixty (60) days.
3. C. Third instance: No additional grievances filed for ninety (90) days.

Emergency, PREA, and court-remanded grievances shall not be restricted.



Healthcare

210 IAC 3-1-11 Medical care and health services
210 IAC 7-2-1(e) Access to healthcare services
Authority: IC 11-8-2-5; IC 11-12-4-1; IC 11-10-3-5
Affected: IC 11-12-4-1; IC 11-10-3
County Ordinance 1-4-7.4§36.02 Medical care
co-payment; county jail inmates

Medical Care

Inmate healthcare services at the Morgan County Jail are provided both internally and through a private contract with Fast Access Correctional Healthcare. Every day, a "sick call" is available for inmates requiring medical attention. The first chance to receive healthcare is during the booking process. For further non-emergency medical, mental health, or dental needs, inmates can utilize the Health Service Request Form, which is available on the kiosks and tablets within the facility. In case of an emergency, it is imperative for inmates to promptly notify a member of the MCJ staff.

Although there is a small co-pay for consultations with healthcare team members, detailed in the "Inmate Healthcare Services Co-Pay" section of the handbook, it's important to note that lack of funds will not restrict access to healthcare services. If an inmate cannot afford the co-pay at the time of service, the amount will be added as a negative balance to their financial account, ensuring continued access to necessary healthcare. This policy ensures that all inmates receive the healthcare they need, regardless of their financial situation at the time of service.

Mental Health Care

Mental health services for inmates at the Morgan County Jail are offered directly by the jail and through a private contract with Fast Access Correctional Healthcare. Inmates have their first opportunity to receive mental health attention during the booking process. For subsequent non-emergency mental health assistance, they can fill out the Health Service Request Form. In cases of mental health emergencies, inmates are urged to immediately inform a member of the MCJ staff.

Notably, there is no co-payment charged for general mental health services. However, if medication is prescribed or if treatment involves an outside provider, a co-payment may be incurred for these specific services, as outlined in the "Inmate Healthcare Services Co-Pay" section of the handbook.

Once a health service request form is submitted, inmates will promptly receive attention from the healthcare team. The behavioral health services provided include therapy, crisis intervention, substance abuse treatment, and management of both acute and chronic mental illnesses. Qualified mental health professionals collaborate closely with the medical team to offer comprehensive care and support for the mental health needs of inmates.

Suicide Prevention

The MCJ staff are invested in helping inmates with mental health concerns. If you are thinking about suicide or are concerned another inmate may be contemplating suicide, please immediately tell any officer or staff member and appropriate support and treatment will be provided.



Initial Healthcare Assessment

Every inmate at the Morgan County Jail undergoes an Initial Healthcare Assessment, which is conducted without any charge. This assessment is a crucial part of the booking process and is performed immediately upon an inmate's arrival. Additionally, a follow-up assessment takes place during the classification process. The purpose of this initial evaluation is to assess both the general health and mental state of the inmate. This comprehensive approach ensures that any immediate healthcare needs, both physical and mental, are identified early, allowing for timely care and intervention as needed.

Healthcare Co-Payment

In accordance with Morgan County Ordinance 1-4-7.4§36.02, a co-payment system for healthcare services provided to county jail inmates has been established, requiring a co-payment of \$15 for services such as medical care, dental care, eye care, and other related healthcare services. This co-payment can be collected from an inmate's commissary account, trust fund account, or any other lawful account accessible to the inmate.

The County Sheriff is responsible for collecting these co-payments, which are then deposited into the County Medical Care for Inmates Fund. There are specific exemptions to this co-payment requirement. These exemptions apply to inmates who have private insurance covering the aforementioned healthcare services and those willing to pay for their own medical care. Additionally, an inmate is exempt from making the co-payment if they lack funds in their commissary or trust account at the time of service or within 60 days after the service, if the service is for an emergency, if the service is due to an injury received in the county jail, or if the service is requested by the County Sheriff or County Jail Commander.

This co-payment policy does not eliminate the existing obligations of the inmate, the inmate's family, or any insurance carrier to pay for medical, dental, optometric, or other treatments as per current law. Follow-up treatments requested by a practitioner for the same ailment will not incur an additional co-pay, and emergency hospital care is provided free of charge. Prescription costs are set at \$15.00 per month for each medication.

Furthermore, under 210 IAC 7-2-1 (e), offenders committed to the Indiana Department of Correction but housed in a county jail are subject to the rules of the county jail, including any co-payment for health care services as determined by the jail's rules.



Personal Hygiene and Grooming

210 IAC 3-1-10 Clothing, bedding, and personal hygiene

Authority: IC 11-8-2-5; IC 11-12-4-1

Affected: IC 11-12-4-1

This policy is designed to uphold hygiene standards within MCJ while accommodating the personal needs of all inmates, ensuring their dignity and well-being are maintained throughout their incarceration.

Hygiene Kits

The Morgan County Jail (MCJ) is committed to ensuring that all inmates maintain personal hygiene and grooming standards daily. To support this commitment, newly lodged inmates will be provided with a complete intake hygiene pack at no cost. This pack includes essential items such as:

- One roll of toilet paper
- One bar of soap
- One toothbrush
- One tube of toothpaste
- Comb
- Pen
- Stamped envelopes
- Paper
- One cup

Inmates have the option to purchase additional hygiene items from the range available through our contracted commissary provider. For those identified as indigent, the option to purchase additional indigent hygiene packs is available. A reasonable fee will be charged for these indigent hygiene packs, with the inmate's account debited for future collection if current funds are insufficient.

Toilet Paper

Toilet paper is supplied to each inmate at no additional cost, with a policy in place ensuring no inmate possesses more than one roll at any time. Exchanges of an empty roll for a full one is facilitated twice weekly, on Mondays and Thursdays.

Feminine Hygiene

Female inmates receive feminine hygiene products at no cost within their intake hygiene pack. Additional products can be purchased through the commissary. Indigent female inmates may also obtain additional indigent feminine hygiene products included in the female indigent kit, for which a reasonable fee is charged and debited from the inmate's account for later collection if funds are not currently available.

Indigent Underwear

Inmates who arrive at the jail without underwear/panties or the underwear/panties are not appropriate for the jail environment, the MCJ will provide two pairs of unisex underwear at no cost. Additional underwear can be purchased through the commissary. Indigent inmates may also



Personal Hygiene and Grooming

210 IAC 3-1-10 Clothing, bedding, and personal hygiene

Authority: IC 11-8-2-5; IC 11-12-4-1

Affected: IC 11-12-4-1

obtain additional indigent unisex underwear, for which a reasonable fee is charged and debited from the inmate's account for later collection if funds are not currently available.

Showers

Inmates are granted the flexibility to shower during any period allocated for out-of-cell time, with the exception of meal times and head counts. For those in cell accommodations, personal hygiene can be maintained at any point using the sink provided within the cell for body washing. It is a mandatory requirement for all inmates to shower or wash their bodies a minimum of three times per week to ensure a standard level of hygiene is upheld throughout the facility.

Segregated inmates are afforded the opportunity to shower daily during their designated out-of-cell time to accommodate their restricted living conditions. However, inmates whose movement poses a security risk to staff or other inmates will be required to utilize their cell sink and water supply for "sponge" baths, ensuring their hygiene needs are met without compromising the safety and security of the facility.

Specifically, inmates residing in medical observation units or those in the inmate processing stages on Saturdays, Mondays, and Thursdays will have access to shower facilities. Nonetheless, adjustments to the standard showering schedule may be considered for segregated inmates based on their individual custody management plan. Such exceptions will be evaluated and approved by a shift supervisor in consideration of the inmate's behavior and the overall operational needs of the facility.

Shaving and Nail Care

Jail officers will provide inmates the opportunity to shave three times a week, specifically on Mondays, Wednesdays, and Fridays. During these times, disposable razors will be distributed to inmates who wish to shave, at no cost to them. Inmates confined in segregation who pose or may potentially pose a serious threat to the safety or security of the facility may have their shaving privileges revoked. The decision to deny shaving privileges rests with the shift supervisor and will be documented.

Razors will be passed out during the midnight shift and collected an hour after distribution to ensure close observation and control, as the facility is on lockdown during this period. This procedure is in place to maintain strict control and accountability of all razors issued for inmate use.

Inmates are expected to keep their facial hair neat and clean, with no restrictions on length or style provided it does not present a health, safety, or security risk. However, inmates are not allowed to use razors to shave their heads.

Hair Care

Each inmate will be allowed, upon request, to have his or her haircut at least once every 6 weeks.



Personal Hygiene and Grooming

210 IAC 3-1-10 Clothing, bedding, and personal hygiene

Authority: IC 11-8-2-5; IC 11-12-4-1

Affected: IC 11-12-4-1

Inmates may purchase a haircut through the commissary. Indigent inmates may also order an



Personal Hygiene and Grooming

210 IAC 3-1-10 Clothing, bedding, and personal hygiene

Authority: IC 11-8-2-5; IC 11-12-4-1

Affected: IC 11-12-4-1

indigent haircut through the commissary, for which a reasonable fee is charged and debited from the inmate's account for later collection if funds are not currently available.

Vermin Infestation and Disease Prevention

To mitigate the risk of vermin infestation and prevent the spread of diseases within the facility, inmates are strictly prohibited from sharing any personal or jail-issued items. This policy extends to all forms of personal belongings, including but not limited to, clothing, toiletries, and bedding.

In addition, inmates are required to adhere to strict hygiene practices, with an emphasis on regular hand washing. This is a critical step in maintaining personal health and ensuring the overall cleanliness and safety of the jail environment.

Hand washing facilities are available to all inmates, and they are encouraged to wash their hands frequently, especially before meals, after using the restroom, and after any form of physical contact or handling shared items. Compliance with these guidelines is essential for minimizing health risks and protecting both the inmate population and jail staff from potential outbreaks of illness.



The Red Safety Line

Each cell block has a red line on the floor located at the block door. Inmates are not permitted to cross the red line unless there is an emergency or otherwise instructed by staff. The red line provides a clear zone for inmates with emergencies to access the intercom.

Intercom Communication

The intercom is only to be used for emergency purposes only. If you need to communicate with an officer, you may submit your request in writing on the kiosk or tablet. The intercom is not for asking questions, making requests, or making non-emergency complaints.

Emergency Evacuation

The safety and security of all inmates during an emergency are paramount. In the event of an emergency that necessitates evacuation, specific protocols are in place to ensure the orderly and safe movement of inmates from the facility. These procedures are designed to minimize risk and protect the well-being of everyone involved.

Upon the initiation of an evacuation order, inmates will be instructed by jail staff on the immediate steps to take, following predetermined evacuation routes clearly marked throughout the facility. Inmates are required to remain calm, silent, and follow the directions of the jail officers without deviation. Regular drills are conducted to familiarize inmates with the evacuation process.

Each housing unit is assigned specific staff members responsible for overseeing the evacuation of inmates under their supervision, ensuring that all individuals are accounted for at a designated safe location outside the facility. Inmates with mobility impairments or special needs will receive assistance from designated staff to ensure their safe evacuation.

It is crucial for all inmates to understand and cooperate with these emergency evacuation procedures to ensure their safety and the safety of others during an emergency situation.

Threatening Weather Conditions

In response to incoming weather conditions that pose a danger, the facility will initiate an immediate lockdown to ensure the safety of all inmates and staff. Upon receiving a weather warning, jail officers will issue an order for all inmates to return to their assigned cells without delay.

Inmates are required to comply swiftly with the lockdown order, moving in an orderly and calm manner to their cells. The facility will remain under lockdown until the threatening weather has passed and a comprehensive assessment of the facility for potential damage has been conducted.



The safety of inmates and staff is our top priority during severe weather conditions. It is essential for all inmates to follow the directives of jail officers promptly during these situations to maintain safety and security within the facility. Cooperation and adherence to this policy are crucial for minimizing risk and ensuring the well-being of everyone in the jail during threatening weather conditions.

Prison Rape Elimination Act (PREA) and Sexual Misconduct

Our facility is committed to maintaining a safe environment for all inmates, free from sexual abuse, harassment, and misconduct. In alignment with the Prison Rape Elimination Act (PREA), we have established strict policies and procedures to prevent, detect, and respond to such incidents. All allegations of sexual abuse and harassment are treated with the utmost seriousness, investigated thoroughly, and subject to appropriate disciplinary actions, including potential criminal prosecution.

Inmates are encouraged to report any incidents or concerns related to sexual abuse or misconduct to any staff member, using designated reporting mechanisms within the facility.

We are dedicated to fostering a culture of zero tolerance towards sexual misconduct, ensuring the safety and dignity of everyone in our care.

Fights and Security Threats

In the event of witnessing a fight or identifying a security threat within the facility, inmates are required to report the incident to jail officers immediately and proceed to lockdown without delay. It is crucial to act swiftly to ensure your safety and the safety of others. Follow all lockdown procedures as instructed by the jail staff.

Should jail officers provide specific instructions different from the usual protocol in response to the situation, comply with these directions promptly and without argument. The primary goal is to maintain the safety and security of all individuals in the facility, and adherence to staff instructions is essential in achieving this.

Lockdown Policy

Inmates are required to comply with lockdown orders at any time they are issued by a jail officer. Specific times for lockdown include during tray pass for all meals, head counts, and routinely each night at 11:00 p.m. Inmates should begin preparations for nightly lockdown at least 15 minutes prior, ensuring they are in their cells and secured by 11:00 p.m.

Exceptions to this standard procedure apply to Pod 3 (Blocks M1-M4, N1-N5, and O1-O4), where inmates are allowed out of their cells for 3 hours each day. Lockdown procedures for these blocks will be communicated by the jail officer in charge of Pod 3 and may vary based on daily schedules.



Life and Safety

210 IAC 3-1-13 Security and control
210 IAC 3-1-14 Supervision of inmates
210 IAC 3-1-15 Inmate rights
Authority: IC 11-8-2-5; IC 11-12-4-1
Affected: IC 11-12-4-1

Should any cell block be placed on lockdown due to safety or security concerns, it will remain in this state for a minimum of two days, with the possibility of extension if deemed necessary by jail staff to address ongoing threats. This measure is not intended as punishment but as a precaution to ensure that all safety and security issues are resolved. It also provides a safe window for the transfer of inmates who may feel threatened.

During a lockdown, access to commissary, programs, and visitation may be suspended and these privileges are not guaranteed to be rescheduled. This policy is in place to maintain the safety, security, and order of the facility and its inmates.



Additional Important Information

210 IAC 3-1-2 Administration and organization
210 IAC 3-1-12 Diet and food preparation
210 IAC 3-1-13 Security and control
210 IAC 3-1-15 Inmate rights
210 IAC 3-1-16 Mail and telephone communication
Authority: IC 11-8-2-5; IC 11-12-4-1
Affected: IC 11-12-4-1

Commissary

Commissary at the Morgan County Jail, managed by Kellwell Commissary, is scheduled for delivery every Wednesday. Nicotine will be passed on Thursdays. Inmates are expected to be at the door and ready to receive their orders when called. It is mandatory to present the ID wristband, worn properly on the wrist, to receive the order, ensuring the correct person receives the correct items. Upon receiving the order, inmates should inspect it through the clear bag. If any items are missing, the bag must not be opened, and the inmate should immediately notify the commissary officer or a jail officer. The staff will then oversee the opening of the order to verify the missing items, which will be either refunded or replaced. However, if the bag is opened without a staff member present, there will be no replacements or refunds for any missing items.

If an inmate places an order but is then transferred to another facility, no refund will be provided for the uncollected order. The same policy applies to paid or indigent haircut orders; if an inmate is transferred or declines the haircut, there will be no refund. All commissary sales are considered final, and inmates agree to these terms upon placing their orders. This policy ensures the orderly and fair distribution of commissary items while maintaining the integrity of the jail's operations.

Food Service

All meal menus at our facility are meticulously reviewed and approved by a registered, state-certified dietitian, and are prepared by our food service manager and staff to ensure they provide a balanced and nutritious diet for all inmates. We ensure that all diets provided at our facility meet the necessary nutritional requirements, keeping the well-being of inmates as our top priority.

Meals	Times are approximate and may vary
Breakfast	5:30 a.m.
Lunch	10:30 a.m.
Dinner	5:30 p.m.

Medical and Allergy Diets

In cases where an inmate requires a medical or allergy-specific diet, such changes can only be prescribed, modified, or canceled by the health service staff. Inmates who need to request, modify, or cancel a medical or allergy diet must do so in writing through a health service request form. Once this request is reviewed by the practitioner, it will be either approved or denied, with notifications sent to all relevant parties.

It is important to note that kitchen line staff and jail officers, who are not practitioners or certified dietitians, are not authorized to approve, modify, or cancel any medical or allergy diets. Should you inadvertently receive food that could cause a medical reaction, you are strongly



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210 IAC 3-1-12 Diet and food preparation
210 IAC 3-1-13 Security and control
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210 IAC 3-1-16 Mail and telephone communication
Authority: IC 11-8-2-5; IC 11-12-4-1
Affected: IC 11-12-4-1

encouraged not to consume that item. Instead, please notify the kitchen manager using a kitchen question form. Additionally, inmates found purchasing, possessing, or consuming food from other inmates' trays or commissary items that do not comply with their requested and designated diet will have their religious or special diet discontinued. Inmates that decline the request diet trays may have the diet terminated or suspended.

Special and Religious Diets

The Morgan County Jail aligns with the Indiana Department of Corrections' guidelines regarding approved religions and beliefs, ensuring inmates have a reasonable and equitable opportunity to observe their religious dietary practices. Inmates wishing to adhere to a religious or special diet must complete a religious request form, and the processing of this request will not exceed thirty (30) calendar days.

Interviews conducted by the jail commander, or a designee may be used to verify the sincerity of an inmate's religious diet request. Approval of such requests is contingent on the resources available to the facility and must not impede security, safety, health, good order, or the operation of a uniform food service program. Approval must also align with legitimate penological interests. For inmates with medical diets, requests for conflicting religious or special diets will be reviewed on a case-by-case basis.

Additionally, inmates found purchasing, possessing, or consuming food from other inmates' trays or commissary items that do not comply with their requested and designated diet will have their religious or special diet discontinued. Inmates that decline the request diet trays may have the diet terminated or suspended.

Inmates may cancel their religious or special diet request at any time by submitting a form to the jail commander or designee. The termination of a religious diet and return to a standard meal plan may take up to two weeks to process, allowing for necessary adjustments by the food service contractor.

Inmate Identification

All inmates are issued an identification wristband with their photo, name and inmate number and other identifying information. This identification is your pass to conduct business throughout the jail. Without it, you will be required to wait until your identification can be verified, which may delay your turn in the medical department, transports or your release.

Privileges such as commissary, recreation, and visits may be denied if you do not have your identification wristband on. If you need a replacement identification wristband, you must request a new one by sending a request to classification. You will be charged \$25.00 for the replacement. Your I.D. wristband must be worn at all times.



Additional Important Information

210 IAC 3-1-2 Administration and organization
210 IAC 3-1-12 Diet and food preparation
210 IAC 3-1-13 Security and control
210 IAC 3-1-15 Inmate rights
210 IAC 3-1-16 Mail and telephone communication
Authority: IC 11-8-2-5; IC 11-12-4-1
Affected: IC 11-12-4-1

Inmate Indigence

An inmate qualifies as indigent if their inmate account balance is less than \$1.00. Indigence is assessed 14 days following the inmate's initial booking and subsequently every 30 days. Indigent inmates have the option to order a commissary indigent package, which incurs a cost added as a negative balance to their inmate trust account, except for indigent writing and mailing supply packages, which are provided at no charge. The indigent package includes essential hygiene items along with writing and mailing supplies. The evaluation of an inmate's financial status involves checking the inmate's money account for any transactions to ensure accurate assessment.

Voting Information

In accordance with our commitment to uphold the civic rights of all inmates, individuals housed within our facility are encouraged to exercise their right to vote, subject to eligibility under state and federal law. Inmates interested in registering to vote or seeking information about their voting rights and eligibility are advised to direct their inquiries in writing to the County Clerk's office. The County Clerk is responsible for providing comprehensive information regarding registration processes, voting eligibility, and any other related queries. This policy ensures that inmates are provided with the necessary resources and guidance to participate in the democratic process, affirming our facility's dedication to maintaining the civic engagement of all individuals in our care.

Notary Service

The facility offers notary services to inmates at no cost. Inmates wishing to utilize the notary service must submit their request through the inmate request form. Notary services are generally available from Monday to Friday, between 8:00 a.m. and 3:00 p.m., excluding holidays.

Inmates are required to provide the document they wish to have notarized. For those in need, the facility does supply basic power of attorney forms. It is the inmate's responsibility to ensure that all documents intended for notarization are complete and ready for the notary's seal.

Copy Service

The facility provides a copy service to inmates for specific types of documents, aimed at supporting their legal, educational, and religious needs. Upon request, inmates may be allowed two copies at no cost of legal documents, media documents, educational certificates, and religious documents of completion. This service is intended to facilitate inmates' access to copies of important documents that may be needed for legal proceedings, further education, or religious certification.



Additional Important Information

210 IAC 3-1-2 Administration and organization
210 IAC 3-1-12 Diet and food preparation
210 IAC 3-1-13 Security and control
210 IAC 3-1-15 Inmate rights
210 IAC 3-1-16 Mail and telephone communication
Authority: IC 11-8-2-5; IC 11-12-4-1
Affected: IC 11-12-4-1

However, there are restrictions on what can be copied under this policy. Copies will not be made of workbooks of any kind, crossword puzzles, coloring pages, photos, drawings, artwork, or non-legal/media letters, unless such a letter is being used in a legal proceeding. This is to ensure that the copy service is used for its intended purpose and not for non-essential items that do not support the inmate's legal, educational, or religious needs.

The jail reserves the right to review any copy request and may deny requests that do not align with this policy. The aim is to provide a necessary service to inmates while maintaining the integrity and security of the facility. Requests that are deemed inappropriate, non-essential, or not fitting the criteria outlined in this policy will not be processed.

Inmates making a request for the copy service should clearly identify the documents they need copied and submit their request using the request form. This policy is part of our commitment to supporting the ongoing legal, educational, and religious needs of our inmate population, while ensuring the efficient and secure operation of the facility.

Court Information

If you are involved in court cases or proceedings in jurisdictions outside of our awareness, it is your responsibility to make the necessary arrangements to ensure your appearance. You may write a letter to the court or have family/friends contact the court clerk on your behalf. It falls upon the jurisdiction of that court to provide transportation, as MCJ will not transport you to courts outside of Morgan County Courts, Mooresville Town Court, or Martinsville City Court. Some court hearings may be conducted remotely at the court's request. Inmates can send in-house mail to the Morgan County Courts at no cost, with outgoing court mail collected during the 11:00 p.m. security rounds alongside other outgoing mail.

Inmates scheduled for a jury trial must notify the jail as soon as they become aware of the trial to arrange for personal clothing to be dropped off. Indigent inmates who cannot obtain jury clothing will be provided with appropriate attire. Authorized jury clothing for male inmates may include a suit, clip-on tie, dress shirt, dress slacks, dress shoes, and dress socks, while female inmates may wear similar attire including a dress of knee length or longer, with a limit of three jury outfits.

Inmates representing themselves should write to the court to be officially listed on the record. Those authorized to self-represent, including indigent inmates, may be provided upon request with two free copies of each legal correspondence. Reasonable postage, envelopes, and writing materials for approved legal mailings will be afforded to indigent inmates. The jail does not provide certified mail services. Legal mail and correspondence may be inspected for contraband in the presence of the inmate.



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210 IAC 3-1-2 Administration and organization
210 IAC 3-1-12 Diet and food preparation
210 IAC 3-1-13 Security and control
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Affected: IC 11-12-4-1

Recreation

Recreational access within the Morgan County Jail is contingent upon an inmate's classification, housing unit, and current behavior status. Specific regulations apply based on the housing assignment of the inmate.

Inmates assigned to Pod 1 and Pod 2, which are not dormitory-style cell blocks, will have their recreational activities conducted in the gym. This policy ensures that these inmates have an appropriate venue for physical activities and exercise, contributing to their overall well-being.

For inmates residing in dormitory housing units, specifically M1-M4, N1-N5, and O1-O4, there is a provision to leave their immediate living area for recreational and cleaning purposes. These inmates are entitled to at least 1 hour of recreation per day, available seven days a week. The designated recreational areas for these dormitory blocks are the common areas within the M, N, and O blocks, providing a space for inmates to engage in recreational activities outside of their immediate living quarters.

This policy is designed to ensure all inmates have equitable access to recreational activities, which are essential for maintaining physical health and promoting a positive living environment within the jail. The implementation of this policy is subject to the operational needs and security requirements of the facility.

Pod 1 and Pod 2 Schedule

Time	Friday	Saturday	Sunday
9:00 a.m. to 10:00 a.m.	D-Block	C-Block	L-Block
11:00 a.m. to 12:00 p.m.	F-Block	D-Block	H-Block
12:00 p.m. to 1:00 p.m.	H-Block	F-Block	A-Block
1:00 p.m. to 2:00 p.m.	A-Block	E-Block	G-Block
2:00 p.m. to 3:00 p.m.		G-Block	E-Block
3:00 p.m. to 4:00 p.m.		J-Block	C-Block
4:00 p.m. to 5:00 p.m.		L-Block	J-Block

LAUNDRY SERVICES AND EXCHANGE

The Morgan County Jail provides laundry services as an essential part of its operational functions. This policy outlines the procedures for the exchange and maintenance of inmate laundry to ensure hygiene and cleanliness within the facility.

- Uniform Exchange:** Inmates are required to exchange their issued uniform for a clean replacement on a weekly basis.



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210 IAC 3-1-2 Administration and organization
210 IAC 3-1-12 Diet and food preparation
210 IAC 3-1-13 Security and control
210 IAC 3-1-15 Inmate rights
210 IAC 3-1-16 Mail and telephone communication
Authority: IC 11-8-2-5; IC 11-12-4-1
Affected: IC 11-12-4-1

- **Mattress Cover Exchange:** Similarly, mattress covers must be exchanged for a clean one once per week.
- **Blanket Exchange:** Blankets are to be exchanged every 30 days according to the set schedule.
- **Exchange Procedure:** Laundry exchanges are conducted on a one-for-one basis. At the point of exchange, inmates must inspect each item for cleanliness and damage.
- **Reporting Damage:** Any torn or damaged items must be reported immediately to a jail officer.
- **Size Requests:** Inmates may request a different size of clothing from a jail officer, who has the discretion to decline if the requested size is deemed unreasonable.
- **Inspection of Returned Laundry:** Jail officers and inmate workers will inspect returned laundry for damage, unauthorized markings, or alterations. Disciplinary action may be taken if warranted.
- **Sandals Exchange:** Sandals will be exchanged when deemed unserviceable or if they pose a safety or health risk.
- **Handling Soiled Items:** Items that are excessively soiled, present a safety or health risk, or pose a hygiene problem must be exchanged immediately by submitting a request form.
- **Restrictions on Bedding and Linen:** Inmates are prohibited from taking bedding or linen outside their cell or bunk area, placing it on the floor, or using it for unintended purposes. Altering bedding or linen in any way is also not allowed.
- **Personal Laundry:** Includes items like underwear, socks, shorts, t-shirts, thermal underwear, and towels, which should be secured in the issued laundry net for weekly collection.
- **Responsibility for Personal Laundry:** MCJ is not responsible for missing or damaged personal laundry. Inmates using the laundry service do so at their own risk; MCJ will not replace missing or damaged personal items.
- **Laundry Replacement:** Housing officers only have access to yellow uniforms, clear sandals, orange blankets, orange mattresses and brown towels. If any inmate needs a new uniform, sandals, blanket, mattress or towel, officers will replace the item with a yellow uniform, clear sandals, orange blanket, orange mattress or brown towel. If the item was replaced due to damage of any kind the officer replacing the item will write the inmate up. Jail Floor Operations will then issue the correct color item the next business day and if needed, ensure the inmate is charged for the replacement of the item. This procedure guarantees accountability among inmates and officers, while ensuring improved and proper management of the facility's property.



The mission of the MCJ Programs Division is to offer quality programming concentrated on rehabilitation and reentry by addressing the mental, emotional and educational needs of inmates. All inmates are eligible for program services, though the type of service available may vary based on, but not limited to, housing classification, behavior and need.

Inmates interested in participating in program services must submit the appropriate application or a request form on the kiosk or tablet requesting to participate in programs. You will be responded to in a timely manner. The services provided are ultimately at the discretion of the facility programs coordinator.

When inmates participate in authorized programs such as Inmate Worker and Jail Corrections Community Corrections Programs, they may be given the opportunity to receive discretionary earned time credit by successfully completing the approved programs so long as the inmate has been sentenced to serve jail time. If an inmate has not been sentenced to serve jail time, he/she is not eligible to receive earned time credit. A sentenced inmate may be awarded up to one (1) day, every seven (7) days discretionary earned time credit during the program period served. Credit cannot be granted for inmates who are serving time for unpaid child support or civil cases, who are serving the time for payment unless authorized by the sentencing court.

Inmate Worker Program

The Inmate Worker Program at our facility offers selected inmates the opportunity to engage in work assignments within the jail premises. Participants in this program contribute to various on-site tasks and operations, ranging from facility maintenance to kitchen duties. This program not only provides inmates with constructive ways to spend their time but also equips them with valuable skills and work experience that can be beneficial upon their reintegration into the community. Participation is subject to eligibility criteria and is designed to foster a sense of responsibility, work ethic, and teamwork among the inmate population.

Work Release Program

The Jail Work Release Program is designed to support inmates in maintaining or obtaining employment while serving their time. This innovative program allows eligible inmates the privilege of leaving the facility to work at their private employers' locations during the day and returning to the jail at the end of their work shift. The initiative not only aids in the inmates' smooth transition back into society by keeping them employed but also helps in fostering a sense of responsibility, independence, and financial stability. Participation in the work release program is contingent upon meeting specific criteria, ensuring that inmates benefit from continued employment while adhering to their correctional commitments.

Jail Community Corrections Worker Program

The Jail Community Corrections Worker Program offers a unique opportunity for selected inmates to engage in work assignments outside the jail facility, directly benefiting local government entities and not-for-profit organizations. Participants may be involved in a variety of



Inmate Programs

210 IAC 3-1-2 Administration and organization

210 IAC 3-1-18 Inmate classification

Authority: IC 11-8-2-5; IC 11-12-4-1

Affected: IC 11-12-4-1

tasks, including but not limited to working with road crews for community clean-up projects. This program aims to provide inmates with meaningful work experiences that contribute positively to the community, while also helping them develop a strong work ethic and valuable skills useful for their reentry into society. Participation is contingent upon meeting specific eligibility requirements, ensuring that those selected for the program are prepared for the responsibility and opportunity to make a constructive impact on the community.

Religious Programs and Services

Religious services are administered by volunteer ministers and others specifically designated by the Jail Chaplain. Community clergymen who wish to pay a pastoral visit to the jail must have approval from the inmate programs administrator before visiting the facility. There are regular services and religious counseling sessions offered for your spiritual growth and moral guidance.

Mental Health

Our facility is committed to the mental and emotional well-being of all inmates by offering comprehensive behavioral health services. These services are designed to address a wide range of mental health needs, including counseling, therapy, and crisis intervention. Inmates seeking assistance with their mental health can initiate contact by filling out a health service request form, which will be promptly addressed by our behavioral health team.

We emphasize the importance of immediate communication in instances of crisis or suicidal thoughts. Any inmate experiencing such thoughts is urged to speak to any officer or health services staff member without delay. Prompt support and intervention will be provided to ensure the safety and well-being of the individual. Our goal is to create a supportive environment where inmates can access the care they need in a timely and respectful manner.

Medical Services

The facility offers a wide range of medical services to ensure the health and well-being of all inmates. From routine check-ups to emergency care, our dedicated health services staff is equipped to address various medical needs. Inmates can access these services by submitting a health service request form. Immediate medical attention is available for urgent health concerns, and continuous care is provided for chronic conditions. Our medical team is trained to handle medical emergencies and provide support for mental health issues as well. If an inmate experiences urgent medical concerns or symptoms, they are encouraged to inform any officer or health services staff member promptly to receive the necessary medical assistance.

Military Veterans

Morgan County Jail recognizes the unique needs of veterans within its inmate population and offers specialized services to assist them in accessing the benefits they are entitled to. Veterans in need of contacting the Veterans Administration for any assistance can do so by submitting a request form to the re-entry specialist/discharge planner designated for veteran services.



Through a partnership with the Morgan County Veteran Service Office, our facility connects inmates with fellow veterans who are trained, accredited, and knowledgeable about navigating the complexities of veteran benefits. These experts are equipped to file claims on behalf of the veterans, guide them through the appeal process, and provide comprehensive advice on the benefits available to them.

Alcohol/Drug Counseling

Inmates dealing with alcohol and drug abuse issues have the opportunity to request assistance through our comprehensive counseling program. By submitting a request form, individuals can gain access to a variety of support options designed to address their addictions. This program includes both in-custody and community-based services and resources tailored to the needs of the inmates.

Upon making a request, inmates will be provided with detailed information about the available programs, including individual and group counseling sessions. Our facility collaborates with a number of specialized programs and services such as the Residential Substance Abuse Program (RSAP), Point of Impact, and in-house social worker-led groups, along with individual counseling options. Additionally, support groups like Narcotics Anonymous (NA) and Alcoholics Anonymous (AA) are available to offer further assistance.

Inmates interested in participating in these programs or seeking more information are encouraged to contact the inmate programs administrator. This suite of alcohol and drug counseling services is designed to offer inmates the support and tools necessary for recovery and rehabilitation, facilitating a positive transition back into the community.

Life Skills and Vocational Counseling

Inmates interested in enhancing their life skills and seeking vocational counseling have the opportunity to access these resources through the jail's partnership with Centerstone, a community organization that offers such services. To express interest and request participation in life skills training or vocational counseling, inmates should submit a request to the inmate programs administrator. Upon receipt of the request, the administrator will review the inmate's needs and work to coordinate the appropriate classes or counseling sessions.

Centerstone serves as a valuable resource both in-house during incarceration and after release, ensuring continuity of care and support for inmates as they prepare for reintegration into the community. This collaboration is aimed at providing inmates with the tools and skills necessary for personal development and successful transition post-incarceration.

Re-entry and Discharge Services

Inmates aiming to prepare for their reintegration into society and ensure a smooth discharge process have access to re-entry and discharge planning programs offered by the Morgan County Jail. Interested inmates are encouraged to send their request to the inmate programs



Inmate Programs

210 IAC 3-1-2 Administration and organization

210 IAC 3-1-18 Inmate classification

Authority: IC 11-8-2-5; IC 11-12-4-1

Affected: IC 11-12-4-1

administrator, who will review the request and work to provide appropriate classes or vocational counseling tailored to the inmate's needs.

The jail employs an in-house case manager dedicated to assisting with these services, focusing on equipping inmates with vital life skills, employment readiness, and the necessary resources to support their transition back into the community. This approach is aimed at reducing recidivism and fostering successful post-release outcomes by providing inmates with the tools they need for a successful re-entry into society.



The rules and regulations of the MCJ, along with the inmate discipline system, are managed and enforced by the Jail Commander and the facility's staff. It is crucial for every inmate to understand these rules thoroughly. If there is any confusion or lack of clarity regarding the rules, you are encouraged to seek clarification from a jail officer.

It is mandatory for all inmates, visitors, as well as MCJ staff, to adhere strictly to the jail's rules, regulations, policies, and procedures. The importance of this compliance cannot be overstated, as it is essential for maintaining a safe and orderly environment within the facility. To uphold fairness and justice, the MCJ has implemented an enforcement mechanism. This system is designed to ensure that every inmate is afforded due process before any corrective action is imposed. Such measures are in place to guarantee that discipline within the facility is administered in an equitable and consistent manner, respecting the rights of all individuals.

210 IAC 7-2-1(e) All offenders who have been committed to the department, but who are housed in a county jail, shall be subject to the rules of the county jail in which they are housed. Inmates under the jurisdiction of the Indiana Department of Correction should understand that the duration of their incarceration will be considered as part of their total sentence in accordance with Indiana State Sentencing Law. It is important to note that any violations of jail rules during this period may be reported to the Indiana Department of Correction and could adversely affect your good time credit. Compliance with all jail regulations is essential not only for the smooth operation of the facility but also for safeguarding your accrued benefits. It is in your best interest to adhere to these rules to ensure that your good time credit, which can significantly influence the length of your sentence, remains intact.

Inmates enrolled in the Work Release or any other special program while incarcerated, please be aware that you are obliged to comply with the specific rules of that program, along with the general jail rules and regulations. Any infractions of the program's rules will be dealt with by the program staff. It's important to note that violations could lead to serious consequences, including your removal from the program. Adhering to both sets of rules is essential for continuing your participation in these special programs.

Inmates are subject to informal and formal discipline for violations of rules and regulations. Jail officers have the discretion to choose the most appropriate discipline. Informal discipline is limited to verbal counseling.

Corrective Actions

Formal discipline refers to discipline imposed through the Conduct Adjustment Board (CAB). Corrective actions through the CAB may include any of the following or combination of the following:

1. Corrective confinement;
2. Reassignment to a lower credit time class under IC 35-50-6-4;
3. Deprivation of earned credit time under IC 35-50-6-5;
4. Loss or limitation of privileges not exclusive to the below list;



- a. Loss of commissary;
- b. Loss of access to tablets;
- c. Loss of telephone calls;
- d. Loss of chirping device;
- e. Loss of personal and family visits;
5. Loss of recreation with general population;
6. Removal from special programs or scheduled activities;
7. Verbal counseling;
8. Restitution;
9. Reclassification;
10. or any combination of the above.

Rule Violation Information

Attempting to commit any offenses, ordering another person to commit any of the above offenses, and/or making plans to commit any of the above offenses shall be considered the same as a commission of the offense itself.

Repeat violations of the rules may cause an administrative review to determine if you should be placed in restrictive housing for an indefinite period.

An inmate may be administratively segregated for a reasonable period if his or her continued presence in the general population poses a serious threat to himself or herself, others, property, or the security of the jail. Jail officials shall review the status of administratively segregated inmates at least once every seven (7) days to determine if the basis for segregation still exists.

Rule Violation Investigation Process

Upon identifying a potential rule violation within the jail, a designated jail officer will be tasked with conducting a thorough investigation into the alleged offense. The officer is responsible for gathering relevant information and compiling a comprehensive report. Should the investigation find sufficient evidence to support the allegations, the formal corrective action process will be initiated.

Subsequent to the investigation's completion, and if a hearing is deemed necessary, you will be promptly informed of the charges against you. This notification, which will be provided to you within 24 hours of the conclusion of the investigation and at least 24 hours before the scheduled hearing, constitutes your official notice of the impending proceedings. The notice will explicitly outline the specific rule(s) that you are accused of violating, ensuring that you are fully aware of the nature of the charges.

During the hearing, you will be brought before the CAB officer. This hearing serves as a crucial platform where you can voice your perspective on the alleged violation. You will be given a fair chance to present your account of the events in question and to introduce any evidence or information that may support your position. This process is an integral part of ensuring that your rights are respected and that all allegations are addressed in a just and equitable manner.



Your Rights at a Disciplinary Hearing

These rights ensure an opportunity to defend oneself adequately during disciplinary proceedings. Inmates are entitled to the following rights and procedures:

1. You will receive at least 24 hours of advance written notice before the hearing, detailing the specific alleged misconduct and the rule that is alleged to have been violated.
2. A hearing will be held within 7 days after 24 hours have passed from the date and time the conduct report was filed (excluding holidays and the weekend days of the CAB officer).
3. The hearing will be conducted by an impartial decision maker, who was not involved in the original incident.
4. You have the right to appear and speak on your behalf. If you choose not to attend, the hearing will proceed in your absence. However, disruptive, or negative behavior may lead to removal from the hearing.
5. You are entitled to call witnesses and present evidence, subject to safety and security limitations. Witnesses within the control of the MCJ are allowed, except when their presence could compromise safety, security, or confidentiality. You will not be present during the interviewing of confidential witnesses or during deliberations.
6. You are entitled to a lay advocate if you request one. A staff member, who was not involved in the original incident, may be designated as lay advocate to advise you of your rights and assist with understanding the hearing process. The advocate may not be a witness or a character reference and may not be anyone in the appeal chain.
7. If there is no clear and convincing evidence of your guilt, the charge will be dismissed, and all related materials will not be used against you in future actions.
8. All time spent in corrective housing prior to the hearing shall count toward the sentence if applicable.
9. No time will be banked for future disciplinary or corrective actions.
10. You will receive a written statement within 48 hours of the hearing, excluding holidays and the weekend of the CAB officer, detailing the findings and disposition.
11. You have the right to appeal the decision to the jail commander or their designee within 10 days of the notice of findings and disposition.

Class A Major Prohibited Acts Corrective Actions

If an individual is found guilty following a hearing before the CAB (Correctional Adjustment Board), for a violation of a Class A Prohibited Act, the following penalties shall apply:

The minimum penalty for such a violation shall be not less than 10 days in corrective confinement or 15 days loss of good time.

The maximum penalty for such a violation shall not exceed 30 days in corrective confinement or 45 days deprivation of earned credit time.



The CAB may choose to impose a combination of both corrective confinement and loss of good time as part of the sentence; however, the total duration of the sentence shall not exceed 45 days with no more than 30 days in corrective confinement.

Additionally, the CAB may order restitution as part of the penalty for the violation. During any period of corrective confinement, commissary privileges will be restricted to hygiene items only.

Furthermore, programming privileges will be suspended throughout the duration of any corrective confinement.

It is important to note that the CAB does not have the authority to suspend any part of the prescribed sentence.

Class A Major Prohibited Acts

Class A	Major Offenses
A.1	Altering one's appearance in a way that poses a threat to the security of the facility.
A.2	Assault of a person.
A.3	Attempting, aiding, or conspiring to commit a class A offense is treated as committing the offense itself.
A.4	Being under the influence of any unauthorized substance.
A.5	Bribes, extortion, fraud or blackmail.
A.6	Cell inspection non-compliance or failure.
A.7	Crossing the red safety line for a non-emergency reason.
A.8	Damaging or not wearing your I.D. wristband.
A.9	Damaging or possession of damaged property of the jail or another person.
A.10	Disrespectful or harassing behavior to a staff member.
A.11	Engaging in sexual acts.
A.12	Escape, attempting or planning escape.
A.13	Failure to follow safety or sanitation regulations.
A.14	Fighting.
A.15	Flooding or tampering with a fire sprinkler head.
A.16	Gang recruiting or activity.
A.17	Indecent exposure.
A.18	Interfering with the operation of the jail or encouraging others to do so.
A.19	Misuse of authorized medication or possession of unauthorized medication.
A.20	Misuse or abuse of inmate communication forms or the grievance process.
A.21	Misuse or abuse of inmate communication, such as letters, phone calls, kiosk and tablet interactions, chirping devices, paper messages, video calls, or any electronic devices.
A.22	Non-compliance with a direct order.
A.23	Possession, manufacturing, introduction or use of any illegal or unauthorized



	drug, intoxicant or medication.
A.24	Possession, manufacturing, or introduction of contraband.
A.25	Resisting or threatening a jail staff member.
A.26	Rioting or group demonstrations.
A.27	Setting a fire or falsely pulling a fire or emergency alarm.
A.28	Sexual assault.
A.29	Sexual harassment.
A.30	Talking in the main corridors during movement, except when directed to by jail staff.
A.31	Tampering, pushing, controlling, or blocking any locking, surveillance or security device, including intercoms and doors.
A.32	Theft or possession of stolen property.
A.33	Unauthorized contact with the public or other inmates.
A.34	Class B habitual violator: Inmate who has obtained 3 Class B conduct reports within a 90-day period.

Class B Minor Prohibited Act Corrective Action

If an individual is found guilty following a hearing before the CAB (Correctional Adjustment Board), for a violation of a Class B Minor Prohibited Act, the following penalties shall apply:

The minimum penalty for such a violation shall be not less than 2 days in corrective confinement or 5 days loss of good time.

The maximum penalty for such a violation shall not exceed 15 days in corrective confinement or 20 days deprivation of earned credit time.

The CAB may choose to impose a combination of both corrective confinement and loss of good time as part of the sentence; however, the total duration of the sentence shall not exceed 35 days with no more than 15 days in corrective confinement.

Additionally, the CAB may order restitution as part of the penalty for the violation.

During any period of corrective confinement, commissary privileges will be restricted to hygiene items only.

Furthermore, programming privileges will be suspended throughout the duration of any corrective confinement.

It is important to note that the CAB does not have the authority to suspend any part of the prescribed sentence.



Class B Minor Prohibited Acts

Class B	Minor Offenses
B.1	Attempting, aiding, or conspiring to commit a class B offense is treated as committing the offense itself.
B.2	Closing someone in a cell without permission.
B.3	Communicating with another inmate when not authorized.
B.4	Covering a light.
B.5	Engaging in trafficking.
B.6	Entering an unauthorized area.
B.7	Gambling.
B.8	Giving, trading, selling, or accepting anything of value, or money to or from another inmate.
B.9	Having mattress, blankets, sheet, trash box or property box outside of assigned cell for purposes other than cleaning assigned cell.
B.10	Hoarding, storing or possessing food item(s) from an inmate tray after trays have been collected.
B.11	Horseplay.
B.12	Interfering with head count, unauthorized changing of bunk or housing location.
B.13	Keeping personal property containers anywhere other than on the floor beneath the bottom bunk in the assigned cell of the inmate.
B.14	Leaving personal items outside of personal property container when not in use.
B.15	Misuse of toilet or sink.
B.16	Placing bedding, towels, clothes, or any items over bunks, rails, or areas that obstruct staff's view of housing spaces and inmates.
B.17	Possession of excessive commissary or personal property items.
B.18	Providing false information to an officer or staff member.
B.19	Sitting or loitering on stairs or any surfaces not designed for such use.
B.20	Sitting, standing or laying on top of the tables.
B.21	Smoking or use of unauthorized tobacco product.
B.22	Tattooing or self-mutilation.
B.23	Unauthorized grooming of hair or touching another person.
B.24	Unauthorized possession of personal or jail property.
B.25	Using cleaning materials, water container, ice chest or any other item in a manner other than its intended purpose.
B.26	Violation of the dress code.
B.27	Wearing or using articles of clothing, towels, blankets or sheets in a manner that they are not intended to be worn or used.
B.28	Writing or marking on any jail property.
B.29	Habitual violator: Inmate who has obtained 2 Class B conduct reports within a 60-day period.



Jail Rules and Regulations

210 IAC 3-1-17 Discipline written rules
Authority: IC 11-8-2-5; IC 11-12-4-1
Affected: IC 35-50-6-4; IC 35-50-6-5; 210 IAC 7-2-1(e)

Restitution Cost

If the conduct adjustment board finds you guilty of destroying or damaging jail property, you will be charged monetarily for its replacement. Those items and their prices are listed below.

Item/Service	Cost
Inmate ID/Rivet	\$25.00
Rulebook	\$10.00
Mesh Bag	\$15.00
Shoes	\$10.00
Towel	\$10.00
Property box	\$100.00
Cup	\$5.00
Spork	\$5.00
Blanket	\$30.00
Sheets	\$20.00
Mattress	\$200.00
Uniform	\$30.00
Tablet	\$450.00
Chirp	\$250.00
Trash Container	\$10.00
Ice Chest	\$25.00
Hot Water Container	\$160.00
Wall Paint/Wall Cleaning/ Vent Cleaning	\$100.00
Maintenance Repair/Service (Drain, Food Pass, Ect...)	\$150.00
Kiosk	\$1,000.00
Large Window	\$1,000.00
Cell Door/Cell Window	\$300.00
Phone	\$150.00
Food Tray	\$25.00
Cleaning Cart	\$200.00
Cleaning Spray Bottle	\$5.00
Scrub Brush	\$25.00
Broom, Mop, Dustmop (These are security grade)	\$100.00
Mop Bucket	\$60.00
Cleaning Bucket	\$10.00
Cleaning Supply Caddy	\$15.00
Temp Bunk	\$200.00



