

INMATE HANDBOOK

MORGAN COUNTY JAIL AND DETENTION



**MORGAN COUNTY
JAIL AND DETENTION
INMATE HANDBOOK AND RULES**

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MCJ6.2-1	INTRODUCTION TO THE MORGAN COUNTY JAIL HANDBOOK
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During your incarceration at the Morgan County Jail, you will be expected to adhere to all rules and regulations of the Morgan County Jail and the laws of the state of Indiana. Our staff members are trained professionals in the field of corrections and will see that the jail is operated in a fashion that ensures a clean and safe environment for all residents and staff. You will be residing in an area with many other people; therefore it is necessary that certain rules be imposed to govern the operations, services and personal conduct of this institution and its residents. This booklet will explain the rules, regulations, and day to day operations that apply to you.

MCJ6.2-2	SAFETY AND SANITATION
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The Morgan County Jail shall be manifested in a safe and sanitary condition. This will be done in compliance with state and local health, sanitation, safety, and fire laws. Inmates incarcerated in the Morgan County Jail shall have the responsibility for maintaining their own cells and living areas in a safe and sanitary condition. Jail officials will make cleaning supplies and equipment available to inmates on a daily basis to assist in their cleaning responsibilities. This includes mops, brooms, soap and disinfectant. Fresh cleaning supplies will be put into the cell block on a daily basis. Before locking down at night the mop bucket in the cell block must be emptied and the mop rang out. The cleaning supply bottles, broom, and mop must be returned in the same shape and condition as they were provided. If any item has been broken or altered in any way please notify an officer as soon as possible so it can be documented and replaced.

MCJ6.2-3	INMATE ID WRISTBAND
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The Morgan County Jail issues each inmate an ID Wristband. This wristband shall be worn on the left or right wrist of the inmate at all times. The wristband shall only be removed by a jail officer or staff member. If an inmate removes this wristband without the permission of a jail officer or staff member, the inmate will receive a disciplinary write up and be charged a \$20.00 replacement fee. It is the inmate's responsibility to report to a jail officer or staff member any damage to the ID wristband. If the damage is deemed to be due to normal wear, there will be no charge to replace the wristband. The wristband must be attached to the wrist with the provided clip.

MCJ6.2-4	PERSONAL HYGIENE
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The Morgan County Jail provides clothing, bedding, towel and a hygiene kit. Laundry service will be available at least two times a week. Each inmate will be provided shaving materials twice a week. Inmates shall shower upon admission to the jail's general population and shall be given the opportunity to shower at least three times a week thereafter unless an emergency or a threat to jail security exists. Each inmate will be allowed, upon request to have his or her hair

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cut at least once every 6 weeks. Cost for a haircut is \$9.00; the money will be taken off of your inmate commissary account.

If you are housed in an intake or segregation block you will be allowed an hour out of your personal cell to shower.

Hygiene Kits

- a) A Hygiene kit is provided to you during intake.
- b) Kits normally include shampoo, soap, deodorant, toothbrush, toothpaste, 2 stamped envelopes and writing materials.
- c) Additional kits may be obtained by completing an indigent commissary order.
 - i) Additional ordered kits are issued on Commissary Day.
 - ii) They are available at a cost of \$2.00 cost to indigent inmates, this will reflect a negative balance on the inmate's books.
 - iii) Hygiene Kits only available until Indigent Commissary week.
- d) See Indigent Inmates, below for more information.
- e) Toilet paper are issued to all inmates upon request.

Indigent Inmates

- a) Criteria for an indigent inmate:
 - i) Must be housed in this facility 7 days straight, with the exception of transferred from another facility where classified indigent.
 - ii) Must have less than \$1.00 on account.
 - iii) Must not have received money in previous month.
 - iv) No commissary/phone card purchases in previous month.
- b) All four conditions must be met to be classified as Indigent.

M CJ6.2-5	LAUNDRY SCHEDULE
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Laundry will be done on each Sunday. Midnight shift will take a uniform count on Saturday to prepare for Sunday night uniform exchange. Jail issued clothes (**uniforms and towels**) will be exchanged on Sunday by midnight shift.

All personal laundry will be laundered on day shift each Sunday. No jail issued items are to be sent out in personal laundry. **The jail will not be responsible for damaged or missing laundry.**

The first Sunday of each month, midnight shift will exchange sheets and blankets.

M CJ6.2-6	RAZORS
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Razors will be passed out on midnight to eight shift. The officers will pass them three times a week. Razors will be passed on Monday, Wednesday and Friday on the first round unless an emergency or a threat to jail security exists. The next round razors will be picked up. Each inmate is only allowed one razor and will only be given an hour to shave. Razors shall be returned in the same shape they are issued. After the officer retrieves the issued razor from an

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inmate they will inspect it for any alterations. It is vital to conduct shaving in a controlled environment to ensure safety and security of the facility.

MCJ6.2-7	TOILET PAPER
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Each inmate is issued one roll of toilet paper. Toilet paper is passed upon request. To receive a new roll of toilet paper the inmate must turn in the center cardboard of the toilet paper roll.

MCJ6.2-8	INMATE UNIFORMS
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All inmates are required to wear their issued uniform at all times when outside the confines of their cell. The uniform must also be worn appropriately, meaning arms fully in sleeves and buttoned all the way up.

MCJ6.2-9	THE RED LINE
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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.

MCJ6.2-10	THE INTERCOM
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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. The intercom is not for asking questions, making requests, or making complaints.

MCJ6.2-11	GRIEVANCE PROCEDURE
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Any and all complaints or grievances concerning the jail, its condition, functions, or the staff, will be forwarded to the Jail commander. All complaints must be written within 72 hours of the alleged incident. Forms are electronic and only available on the commissary kiosk. Grievances that have vulgar language will not be responded to.

MCJ6.2-12	INMATE RELEASE
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Upon your release from the Morgan County Jail, you will have to turn in all items that are property of the jail (i.e. tub, sheet, matt, blanket, towel, etc.) If you do not return county issued property, you will be delayed release until the items are located and returned.

If you owe a negative balance on your inmate account you will receive a bill for collection of the owed money after you have left the facility.

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MCJ6.2-13	EMERGENCY EVACUATION PROCEDURES
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In the event of a facility evacuation, the following procedure will be followed by all inmates:

- 1.) Jail officers will make an announcement to the cell block.
- 2.) Jail officers will give each cell block specific instructions.
- 3.) Inmates will maintain silence at all times unless authorized by an officer.
- 4.) Inmates are to line up in accordance of staff instruction.
- 5.) Jail officers will then direct each block to the designated evacuation location.

Note: When the jail staff advises that an evacuation is needed, the officers will not explain the purpose of the evacuation. Inmates are to follow the staff instruction without question. Following these simple instructions will ensure a smooth evacuation and create a safe environment for inmates and staff.

Officers will conduct a monthly evacuation drill. Inmates may be required to participate in the drill and should follow instruction as if it was a real evacuation.

MCJ6.2-14	WEATHER ALERTS
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When the jail is notified that severe weather is in the area and could be a threat to the safety of the facility, jail officers will request inmates to lock down in their cells. The lock down is only in effect during the severe weather, once it is deemed safe and no threat is present, inmates will be released from lock down. Visits will only be terminated when severe weather is present and will not be made up. The visitor will need to reschedule for the next available visit. Phone calls will be ended and refunds will be given.

MCJ6.2-15	CELL INSPECTIONS
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Jail officers will conduct cell inspections every night on the midnight to eight shift unless an emergency or a threat to jail security exists. Inmates are expected to have the cell and block in a clean and organized manner at the time of inspection.

As an inmate at the Morgan County Jail you will be expected to maintain your cell/bunk in an orderly fashion (i.e... all personal items are to be in your box when not in use, cell swept and mopped, toilet cleaned, lights and vents cleaned and unobstructed and so on). When an inmate is not laying under the blanket on the bed, the bed shall be made at all times. Failure to do so will result in disciplinary action being taken against all inmates assigned to a cell unless it is clear that a single inmate is responsible. A cell found not in compliance will be subject to a complete cell search and the inmates assigned to that cell may be written up individually for any contraband, damaged property or other non-approved articles found on their person, or in their property and/or bunks.

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**Midnight Shift Daily Inspection Guidelines
Dayroom Cleaning**

Responsibility of the whole block

Each failure of Dayroom Cleaning will result in 1 day lockdown

1. The dayroom floor shall be clean and free of all trash/debris(Block responsibility)
2. The common shower/toilet areas shall be clean and free of all trash/debris(Block responsibility)
3. The dayroom tables shall be clean and free of all trash/debris(Block responsibility)
4. No items shall be stored on the kiosk, visitation booth or TV shelf(Block responsibility)
5. No Laundry or personal property shall be stored or left in the dayroom for any reason.
6. The library cart/tub shall only have jail owned books stored on/in it. No newspapers or other items are permitted.
7. 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.
8. Trash should be emptied each night and sent out with the cleaning supplies.

Individual Cell Cleaning

Responsibility of all the residents of each cell

Each failure of cell cleaning will result in a write up.

1. The common shower/toilet areas shall be clean and free of all trash/debris.
2. The floor shall be clean and free of all trash/debris
3. The cell trash can shall be emptied prior to lock down each night.
4. 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.
5. 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.
6. Storage tubs shall be stored under the bunk in each cell.
7. 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)
8. Wet towel are only permitted to be on the provided hooks or laid nicely over the sink to dry.
9. Vents shall remain uncovered at all times.
10. Light shall remain uncovered at all times.
11. Nothing should be attached or stuck against the wall or mirror.

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MCJ6.2-16	FOOD SERVICE
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The Morgan County Commissioners operate the jail kitchen. The jail food menu is reviewed annually and approved by a certified dietician. The kitchen is inspected by the Board of Health biannually. All concerns relating to food service should be sent to the kitchen manager via the kitchen grievance form located on the kiosk. If the concern cannot be resolved by the kitchen manager then a grievance needs to be sent to the jail commander.

MCJ6.2-17	MEDICAL AND HEALTH SERVICES
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The Morgan County Jail has available a licensed physician to provide medical services. Inmates can request to have a medical examination conducted within 14 days following arrival at the jail, the inmate will be responsible for a \$15.00 co-payment for this service. Inmate medical complaints will be collected daily and responded to by medically trained personnel. Qualified medical personnel will follow up all complaints and allocate treatment according to priority of need. A physician will be available at least once a week to evaluate and respond to inmate medical complaints.

When a problem arises that requires medical attention, the inmate can request a medical request form. Medical request forms are electronic and available on the commissary Kiosk. There is a \$15.00 co-payment for every inmate that sees the medical staff. There will also be a \$15.00 co-payment on each prescription filled. The medical co-payment will apply to all inmates including inmates housed for the Indiana Department of Correction. Pre-existing condition or injury will be reviewed by the jail doctor and could possibly be at the inmate s expense .I.E., insurance or other funding source. The Morgan County Jail provides a dentist as needed. There will be a \$15.00 co-payment for each appointment.

MCJ6.2-18	MEDICATION
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Medication will be given as prescribed by the jail doctor. It will be dispensed by a qualified professional and administered by trained jail staff. Each inmate will take their medication with water and will be supervised by jail personnel while doing so. Medication will be passed at 8:00 A.M and 8:00 P.M. It is the responsibility of the inmate to be at the door at the specified times to take their medication. If an Inmate fails to take his or her medication they will not be able to make it up. Inmates caught saving, trading, selling or misusing their or anyone else's medication; may be subject to disciplinary action. Any medication can be stopped by the jail doctor.

MCJ6.2-19	BLOOD SUGARS
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Inmate blood sugar checks will be around 5:00 A.M before breakfast tray pass and around 4:00 P.M before dinner tray pass. Blood sugar checks may only be done for inmates who are insulin dependent or on medication that may alter their blood sugar. An exception to the rule will be when an inmate shows signs of significantly high or low blood sugar.

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MCJ6.2-20	EMERGENCY ROOM
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Inmates must pay a \$15.00 co-payment for each emergency room visit. Emergency room visits will only take place when an absolute emergency occurs. If an Inmate believes they need to be seen by the emergency room, staff will go through a case by case protocol then report to the on call doctor for a decision.

MCJ6.2-21	VISITATION PROCEDURE
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Visitation at the Morgan County Jail is conducted of the video visitation system. Visitors are responsible for scheduling visits. The visitor can schedule visits only on the internet at www.morgancountysheriff.com. The jail has provided a computer in the lobby of the jail for visitors who do not have internet access at home. The jail will post a daily visitation list in each cell block. It is the inmate's responsibility to check the list on a daily basis. Officers will not remind inmates of their visitation time.

1. Visitation will be by appointment only; visits may be scheduled up to 5 days in advance.
2. Visits will be scheduled by using the website or Lobby Laptop kiosk.
3. Visits will not be scheduled by telephone.
4. Visits must be scheduled 24 hours in advance
5. Anyone 18 or older is considered an adult and will have to have their own scheduled visit.
6. Each inmate is permitted to have 3 visitor per session, this includes minors who must be accompanied by an adult.
7. A maximum of 2 children may visit with a registered adult during any one visit. Any more than 2 children per adult will not be allowed to remain in the lobby.
8. Anyone causing a disturbance during visitation will have their visit ended. This is to include unattended children.
9. Anyone misusing the video visitation equipment will have their visits canceled.
10. Morgan County reserves the right to deny any visit for inmates or visitors.
11. Children under 18 years old MUST be accompanied by a parent or guardian.
12. If an inmate fails to show for his scheduled visit, it is not the responsibility of the Jail Staff to inform inmate of such visit.
13. By using the Morgan County Jail video visitation equipment, you are subject to recording and monitoring.
14. All visitors must dress appropriately, suggested attire should be appropriate to wear around small children.
15. No recording devices, cell phones or cameras are allowed in the visitation area of the jail. Please leave these items in your vehicle.

Inmates housed in Minimum Security:

(2) 30 minute visits per week

Inmates housed in Medium Security:

30 minute visit per week

Inmates housed in Maximum Security:

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15 minute visit per week
Inmate housed in Maximum special security:
30 minute visit per week
Inmates housed in segregation:
No visitation
Inmate Workers:
(1) Hour visit on video per week
(1) 30 minute glass visit on Saturday's

MCJ6.2-22	ATTORNEY VISITS
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Space is provided for attorneys to interact with inmates privately. Attorneys will be admitted to see any inmates at any reasonable hour with the exception of meal times and head count.

MCJ6.2-23	INMATE MAIL REGULATIONS
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Jail officers will collect and distribute mail from inmates. Mail will be collected at the end of **4 to Midnight** shift every day. Mail will be distributed to inmates on 8:00 A.M to 4:00 P.M shift Monday through Saturday, mail will not be distributed on Sundays or holidays. All mail for inmates no longer incarcerated at the facility will be returned to the sender. The Morgan County Jail will not certify outgoing mail for inmates. The jail will furnish postage material for only those who are indigent; to qualify as indigent the inmate must have less than \$1.00 on their inmate account. Any threats in the mail will result in the letter being turned over to the proper authorities, all letters must be properly addressed with your name, cell location, and jails address: 160 N. Park AVE, Martinsville, IN 46151. All mail sent from the jail must be stamped to identify it as being sent from the Morgan County Jail. All mail coming into the jail must have the sender's complete name and address in the upper left hand corner of the envelope. If needed Inmates may tear the corner of the envelope off that has the return address on it. Items allowed to be mailed in include letters, non-obscene pictures, magazines from publishers and money orders, (no checks or cash shall be mailed in to inmates). Any other items will be seized and put in personal property. Any contraband sent to an inmate in the mail will be subject to prosecution. No mail order items or any type of greeting cards will be accepted for any reason.

All incoming and outgoing non privileged mail is subject to search, digital scanning, reading and/or copying. Any mail found to be in violation of any federal, state, county, city law or ordinance, will result in the mail being confiscated and turned over to the proper authorities for further investigation. Any mail found to contain any discussion or references to illegal activities, will result in the mail being confiscated and turned over to the proper authorities for further investigation. Any mail found in violation of any facility/jail rule, order, regulation, directive or standing order will be confiscated and disciplinary action may be taken against the inmate(s)

Note: to receive a newspaper your old newspaper must be turned in. You are not allowed more than one day old newspaper in your cell.

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MCJ6.2-24	IN-HOUSE MAIL
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Inmates have access to the in-house mail system. This is a system that allows the inmate to correspond with the sheriff's office, jail division, public defender, courts, clerk, and Probation office. The inmate does not have to use postage for this service. The jail delivers to the listed offices daily, Monday thru Friday. The inmate must either fold the letter and label the destination or place it in an envelope and label its destination.

MCJ6.2-25	PRIVILEGES AND PROGRAMS
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Please note that some privileges and programs are restricted depending on an inmate's classification. The following privileges are available; television, phone calls, commissary, in block library, hot water and ice, a variety of bible studies and church services, inmate worker program, jail corrections program, work release program, GED classes, AA & NA meetings, substance abuse class, and life skills class.

MCJ6.2-26	COMMISSARY
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Unless inmates are being punished for disciplinary reasons they will receive commissary once a week. All orders will be due before lockdown on Sunday night. Inmates must create a commissary account before ordering commissary. When creating an account the inmate name number is needed. When you moved to a cell block ask the officer working that area for your name number. When you receive your name number that will be your username and password for your inmate account after you sign in with your number you can then change your password to whatever you choose. The maximum order for commissary is \$150.00. A limit may be placed on certain items, eliminating the temptation of running a store out of your cell. Please note: Some items may not be available due to your classification level. If a cell block is lock down for safety and security reasons, commissary will not be delivered until the block is unlocked.

Family and friends have three options to place money on an inmate commissary account.

- Online
 - www.morgancountysheriff.com
- By Phone
 - (866)-345-1884
- Kiosk
 - in the lobby of the Morgan County Jail

MCJ6.2-27	LAW LIBRARY
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Inmates may request to visit the law library by asking an officer. Research is done by computer that is restricted to law information only. Any misuse or destruction to the computer will result in loss of privileges. No horseplay or loud noises are allowed in the library. **NO FOOD OR DRINKS WILL BE ALLOWED IN THE LIBRARY.** All furniture is to be left in good order

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and repair. Anyone not conforming to these rules will lose library privileges. Anyone who destroys or defaces any material or furniture will replace them. No one is permitted to go in the library past 9:00 P.M or during bible study times. Please note that there is no printer access in the law library.

M CJ6.2-27	CELL BLOCK LIBRARY
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Each block has a library cart located in the day room; the cart contains multiple paperback books for your enjoyment. All material will be marked by the Sheriff's Department; if the identifying mark is removed the book will be removed from the block. You may donate your own material to the library. However, once donated it will become property of the Morgan County Jail. If you choose to donate material do not place on the cart. Give it to a jail officer to forward to the library keeper. Inmates are allowed only two magazines and two paperback books. If more are found they will be removed. If they belong to the jail they will be placed back on the cart in the dayroom, if they are yours they will be placed in your property, once placed in your property they will remain there until you are released from the facility.

M CJ6.2-28	GENERAL EDUCATION DIPLOMA
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GED classes are available for male and female inmates. Anyone wishing to earn a GED while incarcerated at the Morgan County Jail must do the following: Take the TABE test (pre Test), attend and complete at least 12 hours of GED tutoring, take the pre-test and then successfully pass the GED test. Anyone interested in participating in this program may submit an application on the kiosk. The cost for the test is \$90.00. Payment is due before taking the test. If you are indigent your test will be paid for by the jail. However, a negative balance will be placed on your account and any money received thereafter will go toward reimbursement to the jail until paid in full.

M CJ6.2-29	Religious Services
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Jail officers will notify inmates each week when clergy are here. Clergy are not allowed to bring inmates anything but religious tracks or pamphlets.

M CJ6.2-30	Jail Chaplain
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The Morgan County Jail is very fortunate to have a jail chaplain program. The chaplain is on call 24 hours a day. If you have an emergency and need to speak to a chaplain you may ask a jail officer to notify him. However if you would like to contact him in a non-emergency situation an in-house mail letter can be sent.

M CJ6.2-31	Funereal attendance
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Inmates are allowed to attend funerals ONLY when staff is available to transport the inmate. Approval must be obtained from the jail commander. Arrangements for attendance will be made

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by the Jail Transportation Division. The funeral must be within 30 miles from the jail. The funeral must be for a member of the inmate's immediate family (father, mother, sister, brother, child, spouse, or grandparent). When attending funerals you will be required to wear jail clothes. Inmates will be required to wear restraints. Inmates will not be allowed physical contact with family and friends.

MCJ6.2-32	Hot water and Ice
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Hot water may be supplied once after breakfast and once after supper. The ice container may be filled one time daily. This will be after supper. Hot water and ice containers must be emptied and be sitting by the door to be refilled. Use of the hot water container as a weapon or in a threatening manner will result in a loss of hot water from the block. The containers should never be taken to an individual cell or used for weight lifting or for any type of workout. Any misuse or abuse of either container could result in the loss of hot water and ice.

MCJ6.2-33	Inmate Worker program
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To qualify as an inmate worker you cannot have any of the following: sex offense, violent criminal history or battery on law enforcement, or escape. Department of Corrections inmates can apply for this program. This program is restricted to minimum/medium security inmates. Minimum security inmates will be given priority. Applications are on the kiosk.

MCJ6.2-34	Jail corrections program
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To qualify as a Jail Corrections worker you cannot have any of the following: sex offense, violent criminal history, resisting law enforcement, or battery on law enforcement, (A) or (B) felonies, escape, or been locked down from the Jail Corrections or Inmate Worker program in the past, also you cannot be a Department of Corrections inmate. This program is restricted to minimum security inmates only. Applications are available on the kiosk.

MCJ6.2-35	Work Release program
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To qualify for the Work Release program you cannot have any of the following: sex offense, violent criminal history, resisting law enforcement, or battery on law enforcement, (A) or (B) felonies, escape, or been locked down from the Jail Corrections or Inmate Worker program in the past, also you cannot be a Department of Corrections inmate. This program is restricted to minimum security inmates only. To apply for this program you will need to fill out an application request on the kiosk.

MCJ6.2-36	Recreation
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Inmates will be given a reasonable opportunity for recreation outside of his/her immediate living quarters and outdoors when feasible, consistent with the security and resources of the jail. There is a schedule posted in each cell block of the jail. You must be up at the door when it is time to

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go to the gym. Inmates are not permitted to take anything to the gym. Once an inmate wants to go back to the block the rest of the inmates must go.

M CJ6.2-37	Phone Use
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All inmate phones are recorded and monitored. Law Enforcement agencies may obtain all jail phone records for investigative and prosecution purposes. Miss use of the phone system can result in disciplinary action and possible prosecution. Inmates choosing to use the inmate phone system are agreeing to all rules, regulation, and terms set by the Morgan County Jail and Securus Technologies when using the phone system. Each cell block has collect call phones available. The phones are provided to the inmates by Securus Technologies. The Morgan County Jail does not have anything to do with the Inmate phone call refunds or billing disputes. If the phone in the cell block is in need of repair, let a jail officer know to place a work order into Securus. Do not ask to use the jail administrative phone. The only phones available for inmate use are in the cell blocks or in receiving cells. Inmate phones are provided by Securus Technologies. If you wish to have your family or friends set up a pre-paid account, or if you are experiencing a phone issue call 1-866-558-2323.

M CJ6.2-38	Copies
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On a general rule the Morgan County Jail does not make copies for inmates. If an inmate needs a copy of legal work, they must request their attorney to make copies for them. If an inmate is approved by the Court to represent themselves, then they can make a request to the Jail Commander for copies. The Jail Commander will approve the request on a case by case basis. Jail officers are not permitted to make copies without approval from the Jail Commander.

M CJ6.2-39	Court Information
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The courts are responsible for scheduling your hearings, not the jail staff. Jail staff does not know when you are going to court until the morning of your hearing. The jail staff will contact the courts every morning for that day's schedule. If you think you have court in another county, you need to write the respected court and ask for a transport order to be issued for your appearance. The day of your court hearing you need to be awake and ready for transport. After your initial hearing you are issued paper work with the rest of your court dates, so you know when your court date and time should be.

M CJ6.2-40	Money Release
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Inmate money can only be released with the authorization of the Jail commander for emergency purposes only, the funds can only be released to immediate family.

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M CJ6.2-41	Property Release
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Inmates may release their personal property to family or friends, at a reasonable time of day. All property can be released except for one set of clothing (unless sentenced to Department of Correction). To perform a property release, notify a jail officer so you can fill out the proper paperwork.

M CJ6.2-42	Department of Correction Sentenced Inmates
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All inmates that are sentenced to the Indiana Department of Corrections must release all personal property, this includes clothing and shoes. Inmates are only permitted to take legal paperwork, medication and picture identification. This is not the Morgan County Jail's rule. IDOC will not allow anything but the listed items into IDOC. Inmates are highly encouraged to release this property as soon as they get sentenced to IDOC. Any property that is not released prior to the inmate going to IDOC will be stored for 30 days then destroyed or donated. It is the inmate's responsibility to make all arrangements for property pick up. If an inmate is unable to make these arrangements on their own they need to contact the Jail Commander for assistance as soon as they are sentenced.

M CJ6.2-43	Lock Down
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Inmates are expected to lock down any time a jail officer requests. Inmates will lock down for tray pass during all meals and head count. Minimum inmates will be released after head count and permitted to eat in the day room. Minimum inmates will lock down at 11:30 pm, medium inmates will lock down at 11:00 pm and maximum inmates will lock down at 9:00 pm each night.

If any inmate is removed from a cell block due to a safety or security issue, the block will remain on lock down for a minimum of 2 day or longer if jail staff deems there is still a threat of safety or security issues. This is not punishment; this is time to ensure that all issues surrounding the safety or security are under control. This also gives other inmates whom may feel threaten the opportunity to safely be removed from the cell block.

When a block is on lock down commissary and visitation will be canceled and not made up.

M CJ6.2-44	Inmate Classification
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The Morgan County Jail uses an objective classification system. This system is used to appropriately classify inmates. Inmates will be classified and housed according to several factors such as charges, past history, enemies, medical conditions, behavior, attitude, jail needs, etc..... Classification security levels are maximum, special maximum, medium and minimum. Privileges are given to inmates according to their security level. If your classification level changes, you may be moved to another cell block. Inmates will be reclassified periodically.

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MCJ6.2-45	Authorized Items
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Inmates can have the following in their cell.

Hygiene

- (2) Tooth brush (2) tooth paste (1) comb/pick (2) shampoo (2) bar of soap (1) roll of toilet paper
- (3) towel-1 state issued (12) sanitary pads (female inmates only)

Personal

- (2) 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 (4) pairs of socks
- (4) Pair of underwear

Bedding

- (1) Mattress (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 are 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.

The Morgan County Jail is not responsible for lost or stolen property that is in the inmate's position. We will not replace lost or stolen items. We will investigate theft reported to us with in a timely manner.

MCJ6.2-46	Rules and Conduct
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As an Inmate of the Morgan County Jail, you will be required to conduct yourself in an orderly manner. The rules listed below are divided into four categories, A, B, C and D offenses.

Class A offenses constitute up to 30 days in segregation, reduction in credit class, a loss of earned credit time up to 45 days, restriction of privileges up to 60 days, extra work up to 20 hours, reclassification and restitution.

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Class B offenses constitute up to 20 days of segregation, loss of earned credit time up to 30 days, restriction of privileges up to 45 days, extra work up to 20 hours, reclassification and restitution.

Class C offenses constitute up to 15 days of segregation, restriction of privileges up to 30 days, extra work up to 20 hours, reclassification and restitution.

Class D offenses constitute up to 10 days of segregation, restriction of privileges up to 15 days, extra work up to 20 hours, reclassification and restitution.

The jail will be operated at all times under strict conditions of proper discipline and order. Inmates will receive written notice of the charges against them within 24 hours of the date of the incident, knowledge of the incident or the conclusion of an investigation.

The Disciplinary Hearing will be held within 7 days after 24 hours has passed from the date and time the conduct report was filed (excluding holidays and the weekend days of the Disciplinary Hearing officer). The inmate does not have to attend the hearing for a decision to be made. The inmate may be present during the hearing. The inmate may call witnesses or present evidence on his or her behalf. The hearing officer will notify the inmate of the finding within 48 hours of the hearing in writing. The inmate may appeal the decision to the Disciplinary Hearing officer or the Jail commander. The Jail commander can also reverse the decision, modify it or make no change at all as well as the Disciplinary Hearing officer. All modifications and appeals must be within 10 days of the Disciplinary Hearing officer's disposition. If wish to file an appeal or modification notify the Disciplinary Hearing officer or Jail Commander via In-house mail.

MCJ6.2-47	Offenses-Class A
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MCJ-A1	Violation of any federal, state or local criminal law
MCJ-A2	Committing battery upon another person, with a weapon (including the throwing of body fluids or waste on to another person) or inflicting serious bodily injury
MCJ-A3	Rioting
MCJ-A4	Sexual assault
MCJ-A5	Possession, introduction, or use of an explosive, ammunition, or hazardous chemical
MCJ-A6	Possession, introduction, or use of a dangerous or deadly weapon
MCJ-A7	Possession or introduction of literature or plans regarding an explosive, ammunition, hazardous chemical or a dangerous or deadly weapon
MCJ-A8	Escape
MCJ-A9	Possession or introduction of any unauthorized controlled substance pursuant to the laws of the state of Indiana
MCJ-A10	Use of any unauthorized controlled substance pursuant to the laws of the state of Indiana
MCJ-A11	Making or possession of intoxicants
MCJ-A12	Being under the influence of any unauthorized drug or intoxicating substance
MCJ-A13	Engaging in Sexual acts with another
MCJ-A14	Engaging in trafficking with anyone
MCJ-A15	Physically resisting or fleeing from a staff member in the performance of his or her duty
MCJ-A16	Cell inspection failure

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- MCJ-A17 Habitual cell inspection failure
- MCJ-A18 Habitual conduct rule violator, being found guilty of 4 class A, B, or C rule violations involving 4 unrelated incidents within the last 6 months
- MCJ-A19 Committing a battery upon another person without a weapon or without inflicting serious injury
- MCJ-A20 Tampering with or altering a razor in any way
- MCJ-A21 Tattooing or self-mutilation
- MCJ-A22 Any interference with the operations of the Correctional Emergency Response Team
- MCJ-A23 Attempting to commit any class A offense: aiding, commanding, inducing, counseling, procuring or conspiring with another person to commit any class A offense shall be considered the same as commission of the offense itself

MCJ6.2-48	Offenses-Class B
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- MCJ-B1 Failure to wear inmate ID wristband
- MCJ-B2 Destruction of inmate ID wristband
- MCJ-B3 Threatening another with bodily harm or threatening to harm another's property
- MCJ-B4 Intimidation
- MCJ-B5 Obstructing the view of any video equipment in any way
- MCJ-B6 Unauthorized possession of, destroying, altering or damaging, county property, personal property or property belonging to another
- MCJ-B7 Indecent exposure, making sexual proposals, gestures or sexual threats to another
- MCJ-B8 Possession of drug paraphernalia
- MCJ-B9 Setting a fire
- MCJ-B10 Engaging in, or encouraging others to engage in a group demonstration, work stoppage, or refusal to work
- MCJ-B11 Theft
- MCJ-B12 Tampering, altering, or blocking any locking device or mechanism or possession of any device that may be used to pick locks
- MCJ-B13 Unauthorized possession or introduction of any device capable of being used as a weapon
- MCJ-B14 Possession of tattooing paraphernalia
- MCJ-B15 Unauthorized alteration of any food or drink
- MCJ-B16 Giving or offering a bribe or anything of value to a staff member, authorized visitors, authorized volunteer or outside contractors
- MCJ-B17 Disobeying a direct order from a staff member
- MCJ-B18 Disorderly conduct
- MCJ-B19 Unauthorized use or abuse of in house mail, postal mail, telephones, or visiting
- MCJ-B20 Use or possession of tobacco or unauthorized tobacco substitute products or the possession of tobacco related paraphernalia, including lighters, matches, lighter fluid, butane, flints, or other tobacco/smoking related items
- MCJ-B21 Misuse of authorized medication or possession of unauthorized medication
- MCJ-B22 Misuse of the intercom system
- MCJ-B23 Crossing the red safety line for a non-emergency reason

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- MCJ-B24 Failure to wear assigned jail clothing when outside of assigned cell or failure to wear assigned jail clothing in the proper manner when outside of assigned cell
- MCJ-B25 Inappropriate communication towards staff members, authorized visitors, authorized volunteer or outside contractors
- MCJ-B26 Insolence, vulgarity or profanity toward staff members, authorized visitors, authorized volunteer or outside contractors
- MCJ-B27 Flushing down the toilet anything other than toilet paper, bodily waste and / or bodily fluids, the intentional plugging of any toilet or drain in the cell or cell block
- MCJ-B28 Violating any facility / jail rule, order, regulation, directive or standing order if said rule, order, regulation, directive or standing order has been posted or communicated to the inmate in any way
- MCJ-B29 Attempting to commit any class B offense, aiding, commanding, inducing, counseling, procuring, or conspiring to commit with another person to commit any class B offense shall be considered the same as the commission of the offense itself

MCJ6.2-49	Offenses-Class C
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- MCJ-C1 Unauthorized possession of money or currency
- MCJ-C2 Filing a frivolous, unreasonable or groundless civil claim in a state or administrative court
- MCJ-C3 Lying or providing a false statement to any staff member or to the staff of any other governmental agency while the staff person is acting in an official capacity
- MCJ-C4 Disruptive, unruly, rowdy conduct: making unreasonable noise or disturbing other people, arguing or horseplay
- MCJ-C5 Altering ones appearance in a way that poses a threat to the security of the facility
- MCJ-C6 Interfering with a staff member in the performance of his or her duties
- MCJ-C7 Being in an unauthorized area
- MCJ-C8 Communicating with another block through fire doors or in any other way
- MCJ-C9 Gambling or possession of gambling paraphernalia, or preparing or conducting a gambling pool, lottery, drawing or other game of chance
- MCJ-C10 Failure to follow safety or sanitation regulations
- MCJ-C11 Going into a cell or block in which the inmate is not assigned
- MCJ-C12 Closing someone in a cell without their permission
- MCJ-C13 Hanging any item on or obstructing any window in any way as to obstruct the view or the proper lighting into the cell block or a cell
- MCJ-C14 Operating or assisting with the operation of a store, bank or any other form of credit/debit operation or organization
- MCJ-C15 Attaching or affixing any pictures, newspapers, articles or any other objects to any wall, door or any other area in the cell block or a cell
- MCJ-C16 Attaching or affixing anything on or over a light fixture in a cell or cell block
- MCJ-C17 Possession of contraband

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- MCJ-C18 Habitual conduct rule violator (being found guilty of 4 class D rule violations involving 4 unrelated incidents within the last 4 months)
- MCJ-C19 Placing the hot water container, ice or other jail property not issued to a specific inmate into any cell or on a second tier.
- MCJ-C20 Using cleaning materials, water container, ice chest, book cart or any other item in a manor other than its intended purpose.
- MCJ-C21 Using any item to interfere or deceive head counts.
- MCJ-C22 Counterfeiting, forging, or unauthorized possession of any document, article, identification, money, pass, security, or official paper
- MCJ-C23 Attempting to commit any class C offense, aiding, commanding, inducing, counseling, procuring, or conspiring to commit with another person to commit any class C offense shall be considered the same as the commission of the offense itself.

MCJ6.2-50	Offenses-Class D
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- MCJ-D1 Possession of an unauthorized amount of County property
- MCJ-D2 Leaving personal items outside of tub when not in use
- MCJ-D3 Yelling or talking to another Inmate when not authorized to do so
- MCJ-D4 Hoarding, storing or possessing food item(s) from an inmate tray after trays have been collected
- MCJ-D5 Possession of markers, highlighters, ink pens, etc., that cannot be purchased on commissary
- MCJ-D6 Sitting or hanging on stairs or any other item or area not made for the purpose of sitting or hanging
- MCJ-D7 Having inmate mattress, blankets, sheet, trash box or property box outside of assigned cell for purposes other than cleaning assigned cell
- MCJ-D8 Unauthorized grooming of the hair of another person or any other part of their body
- MCJ-D9 Storing inmate property container in any area other than on the floor or under the bottom bunk on the floor of the inmates assigned cell
- MCJ-D10 MCJ-D11 Wearing or using (either whole or altered) articles of clothing, towels, blankets or sheets in a manner that they are not intended to be worn or used

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MCJ6.2-51	REPLACEMENT COST OF ISSUED ITEMS
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It you tear up or in possession of destructed, written on or modified jail issued property you will receive a write up and charged as follows:

ITEM	COST
BLANKET	15.00
TOWEL	4.00
SHEET	20.00
MATTRESS	50.00
SHOWER SHOES	5.00
UNIFORM	15.00
PROPERTY BOX	5.00
TRASH CONTAINER	5.00
WRISTBAND	20.00
WRISTBAND RIVET	5.00
CUPS	2.00
TRAY	16.00
SPORK	1.00
ICE CHEST	25.00
HOT WATER JUG	110.00