

OAKLAND COUNTY SHERIFF'S OFFICE



MICHAEL J. BOUCHARD, SHERIFF

CORRECTIVE SERVICES MAIN DIVISION

INMATE GUIDE

This Inmate Guide has been prepared to inform all prisoners entering the Oakland County Jail of the Rules and Regulations of the facility, the disciplinary process and to furnish information on programs and services available to you. **PLEASE READ THIS BOOKLET COMPLETELY.** Should you have any questions concerning any of the material presented here, please ask any Deputy or caseworker for more information.

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SECTION I JAIL INFRACTIONS AND SANCTIONS

The Rules and Regulations which have been established for prisoners in the Oakland County Jail are intended to preserve the safety and welfare of all those housed in the Jail Facility. Your compliance with these rules shall be required at all times. Apart from those rules listed below, you are required to obey any and all posted or verbal orders provided to you by the Corrections Staff.

The jail is a non-smoking facility; smoking is NOT allowed in the building.

CATEGORY I JAIL INFRACTIONS

- Physical or attempted physical assault of any person
- Sexual or attempted sexual assault of any person
- Threatening another person with bodily harm or with any offense against person or property
- Engaging in any sexual activity
- Escape, attempted escape or planning escape from a facility, including failing to return from an approved community activity (such as work) in a timely manner
- Setting a fire
- Tattooing and/or self-mutilation
- Destroying, altering or damaging County property or property belonging to another
- Tampering with or blocking any locking device
- Engaging in or encouraging any disruptive group demonstration, riot, group fast or any group activity harmful/potentially harmful to the good order of the facility
- Theft
- Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security or official paper
- Refusing to work or failure to follow a staff order, thus compromising safety and/or security
- Possession or introduction in the jail of the following contraband:
 - Gun, knife, tools, sharp instruments, weapons of any kind
 - Narcotics, narcotic paraphernalia, drugs, alcohol, unauthorized medications
 - Explosive substances or devices of any kind
 - Disguises of any kind
 - Tobacco and/or any lighting devices

- Summoning Deputies under false pretenses
- Misusing, hoarding or diverting authorized medication or attempts to do so
- Practicing extortion or blackmail, or demanding/receiving anything of value in return for protection against others
- Gambling
- Refusal to submit to a physical examination
- Refusal to submit to a urine or breath sample
- Offering/giving any official or staff member a bribe or anything of value.
- Violating any Municipal, County, State or Federal law
- Making a false report
- Violating any other posted jail rules/regulations
- Smoking (prohibited in all areas)
- Failure to follow safety or sanitary regulations
- Interfering in any manner with head count procedures
- Misuse of the tablet to include, but not limited to, harassing and/or threatening communications; belligerent and/or vulgar language toward staff; conducting, participating, or in furtherance of any criminal matter (includes violating a court order); damaging the tablet; using another inmate's sign on; etc.
- Hoarding the tablet time as determined by the Housing Area Deputy
- Allowing another inmate to use your tablet sign on
- Allowing another inmate to use your telephone/visitation system sign on

CATEGORY I JAIL INFRACTION SANCTIONS

- Placement in Administrative Segregation
- Placement in Disciplinary lockdown for a period of time not to exceed 10 days; subsequent infractions may receive lockdown up to 15 days – 30 days for MX1 security level prisoners
- Placement on Food Loaf
- Loss of Good Time up to 61 days (only good time already earned can be taken)
- Loss of one or more privileges (recreation, visitation, commissary, if appropriate) for up to 30 days
- Security level upgrade (Reclassification) – Must be reviewed by Classification
- Loss of Inmate Worker status and/or Inmate Worker good time
- Loss of electronic messaging privileges
- Loss of electronic photo-messaging privileges

DISCIPLINARY LOCKDOWN

One of the sanctions imposed for a Category I Jail Infraction is a Disciplinary Lockdown. Prior to placement into lockdown, inmates are afforded a shower and ten (10) minutes to use the shower and phone. Inmates are restricted to the following items while in lockdown:

- 1 Jail Uniform
- 1 Towel
- Toothpaste/Toothbrush
- Blank paper
- Bible
- 1 Set of Linen
- Shampoo
- Deodorant
- Envelopes
- 2 Blankets
- Soap
- 2 Pencils
- Legal Material

Once in lockdown, inmates are restricted from all privileges. Inmates will be allowed to shower every other day.

CATEGORY II JAIL INFRACTIONS

- Possession and/or introduction of any of the following contraband:
 - Money or currency of any kind
 - Items belonging to another person
 - Jewelry
 - Food not sold in the Commissary or required by a physician's order
 - Unauthorized clothing or linens
 - Items not authorized by the Jail or expressly permitted by staff
- Failure to keep one's person and quarters in a neat, orderly and sanitary condition
- Obstruction of staff's view by hanging linens, clothing or any other article on the cell bars or door
- Covering of cell vents, lights, glass
- Failure to follow verbal or posted orders
- Loaning or selling property or any type of good in return for profit
- Being in an unauthorized area
- Disrespect / lying to a Deputy
- Failure to shower or maintain proper hygiene
- Accumulation of more than 3 Category II infractions MAY result in a Category I violation with Category I sanctions

CATEGORY II JAIL INFRACTION SANCTIONS

- Loss of one or more privileges (recreation, visitation) for up to seven (7) days
- Extra work duty

- Security level upgrade not to exceed ME4
- Written documentation in inmate's event screen
- Loss of one commissary order

CATEGORY III JAIL INFRACTIONS

- Crossing the line restriction at a Deputy's desk when it is unattended or without staff permission
- Being in another inmate's cell or bunk and/or on the stairs or mezzanine level unless you are assigned a cell on that level
- Failure to wear proper dayroom attire
- Failure to shower or maintain proper hygiene
- Failure to keep cell, housing area, clothes and linens neat and clean
- Possession of any unauthorized personal property or items that is not listed as a Category I or II infraction
- Failure to follow directions from staff
- Horseplay, running, loud noises
- Covering of cell vents, lights or glass with any material or substance
- Having commissary items in the dayroom, except one cup
- Dropping or lowering items from the mezzanine level
- Failure to respond to medication passing
- Residents will make beds and clean cells by 9:00 a.m. The bed will remain made until 8:00 p. m. You will make your bed by laying the sheet down over mattress covered by one blanket. You will tuck them in and use the second blanket to cover with. Fold the second blanket when not in use.
- Residents are responsible and accountable for care of jail issued clothing, bedding, towel, washcloth, etc. Destruction may result in disciplinary action.
- Personal property will be kept in a meshbox purchased from the Commissary. Only two (2) meshboxes will be allowed per resident and these will be clearly marked with resident's name and inmate number. If you do not own a meshbox, you will store your property under your bunk.
- Nude or sexually explicit pictures, drawings, etc., are prohibited.
- Abusive, vulgar, and profane language is prohibited.
- You are to respect property of others.
- No homemade decorative items allowed.
- Commissary items will be eaten in the cell only.
- Residents will limit phone time so all have a chance to make calls.
- When being transported anywhere in the jail, males will place thumbs in their waistband, and females will cross their arms. Inmates will stay on the right side of the hallway. No talking at any time during transport. When on the elevator you will face the back.

- All garbage is to be thrown out after meals.
- Nothing is to be on the walls, lights, vents, lockers, mirrors or window ledges.
- No standing on tables, chairs, benches or other articles of furniture. Chairs must be kept away from the walls and remain flat on the floor.
- Bedding, towel and washcloth must ALWAYS remain in your cell, unless you are being released, moved or exchanging laundry.
- You are expected to wear proper-sized pants and shirts and to wear them right side out.
- Commissary orders are final once you sign for your receipt.
- When your name is called, you need to respond in a timely manner.
- You are expected to behave in a rational and adult manner; disrespect toward staff will not be tolerated.
- During after-meal work details, no one is allowed on the telephone or in the shower. You must be in your cell or on your bunk, unless working.
- Inmates are not allowed in the laundry rooms unless it is their assigned work detail.
- Sanitary napkins will not be used for toilet seat covers or light covers. They will be used ONLY as intended.

CATEGORY III JAIL INFRACTION SANCTIONS

- Verbal reprimand
- Loss of one or more privileges (recreation, visitation) not to exceed 48 hours
- Loss of dayroom privileges not to exceed 48 hours
- Extra work duty
- Verbal counseling and written documentation in inmate's event screen

DISCIPLINARY APPEAL

Inmates who indicate that they request an appeal on the hearing summary sheet or on the violation citation will immediately be referred to the Lieutenant of Corrective Services. The appeal Deputy shall review and investigate the case and provide written notification, through the Sergeant, of their appeal decision.

SECTION II COMMUNICATIONS AND MAIL

Inmate correspondence is conducted through Smart Communications. Friends and family can set up an account at www.smartinmate.com, then send you a request to connect, which you must approve before communication can begin. You can also initiate a communication request, which the public user can then approve prior to communicating. Friends or family can call customer service at

888-253-5178 for assistance. You must use Smart Communications for the following correspondence:

- **Incoming** postal mail letters and photos (**outgoing** letters may be sent via U.S. mail)***
- **Incoming and outgoing** electronic messages (50 cents each, with one free incoming and one free outgoing on Saturdays)***
- Requests for health services (“sick call” slips)
- Requests for counseling services
- Requests for religious services accommodations
- General jail questions
- Educational opportunities while incarcerated
- Grievances and grievance responses
- Requests for inmate worker (Trusty) status
- Special diet requests
- Library book requests
- Disciplinary appeals
- Sexual misconduct/PREA reports
- Financial information forms
- Inmate account balance (negative balance appears in parentheses)

NOTE: Mail and electronic messages are subject to monitoring at any time. **There is no expectation of privacy.** Attorney/Client private messaging can be set up by the attorney with proper authorization and information provided to Visitation. The inmate phone system (after your attorney sends a letter explained in **Section VIII** so that the conversation is not recorded), U.S. mail, or visitation to consult with your attorney.

***If a court order of no contact exists AND you attempt to contact or establish a connection with that person(s) OR they attempt to contact or establish a connection with you; a violation of a court order shall be provided to the court and your messaging/photo privileges with the public user may be suspended or terminated for the duration of your incarceration period at the Oakland County Jail. ***

MAIL

- **YOU ARE NOT ALLOWED TO SEND ANY FORM OF INMATE-TO-INMATE MAIL** unless prior written approval is received from the facility Captain. You can request approval by sending an electronic kite to the Captain indicating the inmate’s name, facility, and reason for the request. Inmate-to-inmate mail generated from an outside facility will be returned to the original correctional institution through the U.S. Postal Service.

- An unlimited number of **outgoing** letters may be sent **from** the jail daily. All **incoming** mail, including all paper correspondence such as letters, cards, and photos, is processed through Smart Communications. Incoming mail will be inspected for contraband then converted to electronic form for delivery to inmates on jail-provided tablets and kiosks.
- Legal correspondence, court documents, bank statements, money orders, packages and publications will continue to arrive through the U.S. Postal Service and must be addressed as follows:

OAKLAND COUNTY JAIL
INMATE NAME – INMATE NUMBER
PO BOX 436017
PONTIAC, MI 48343

LEGAL MAIL WILL BE OPENED IN THE PRESENCE OF THE INMATE TO ALLOW FOR INSPECTION FOR CONTRABAND. INMATE MAY BE GIVEN COPIES OF LEGAL MAIL THAT ARE CREATED IN THEIR PRESENCE UPON ITS OPENING.

PUBLICATIONS

You may receive printed news publications and magazines during your confinement. All publications must be new, paid for in advance, and mailed DIRECTLY from the publisher or Internet company (e.g., Amazon.com), addressed as shown above. You may have no more than three soft cover books, three magazines, and one newspaper in your cell at any time. Soft cover books being delivered that weigh over two pounds will not be accepted into the facility.

MAIL RESTRICTIONS

The following are NOT permitted:

- Nude or sexually explicit photographs, drawings, etc.
- Gang symbols or illegal depictions of any kind
- No photos of or correspondence with other individuals from any correctional establishment or prison

Mail containing contraband, including but not limited to the above list, may be returned to the sender, confiscated, or will result in prosecution of the sender. If an item is returned to sender, the inmate will receive a “returned to sender” notice through the SmartInmate Communication System.

ALL MAIL MUST HAVE THE INMATE’S NAME AND INMATE NUMBER LISTED IN THE ADDRESS OR MAIL WILL BE RETURNED.

All mail must have a return address with inmate's name on the envelope.

The proper way for inmates to address **OUTGOING** mail is as follows:

Inmate's name and number Oakland County Jail Cell Location P. O. Box 436017 Pontiac, MI 48343	Name of Person Street Address City, State, Zip Code
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The proper way to address **INCOMING** mail is as follows:

Name of sender Return Address City, State, Zip Code	Oakland County Jail <u>INMATE NAME – INMATE NUMBER</u> PO Box 9103 Seminole, FL 33775-9103
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Family members and friends can go to www.smartinmate.com, or call 1-888-843-1972, to set up a free account or for more information.

SECTION III REPORTING SEXUAL MISCONDUCT

Sexual harassment and sexual activity in any form is strictly prohibited at the Oakland County Jail. This includes activity involving inmates, employees, support staff or any other person in the facility, even if parties have consented. Any type of occurrence must be reported and will result in immediate investigation, charges, and/or disciplinary action. **SEXUAL ABUSE OR SEXUAL RELATIONS OF ANY KIND IS **NOT** PERMITTED.** IMMEDIATELY REPORT ANY SUSPECTED SEXUAL RELATIONS OR INSTANCE(S) OF SEXUAL ABUSE, MISCONDUCT, OR SEXUAL HARASSMENT to jail staff. The Sheriff's Office will thoroughly investigate any reported incidents and/or complaints.

You can verbally report (or electronically report through SmartInmate Communication System) any occurrence of sexual harassment, sexual abuse, or sexual relations of any kind. A Sergeant will be notified immediately, and an

investigation will be conducted. **All information will be confidential.** You may also confidentially disclose any incidents by sending an electronic request, kite or grievance form, or by making a telephone report via the inmate phone system.

Disciplinary action will be taken in all cases of false reports.

REPORT SEXUAL MISCONDUCT IMMEDIATELY! The only way offenders can be stopped is if they are reported.

SECTION IV GRIEVANCE PROCEDURE

If any inmate wishes to make a complaint regarding the living conditions, procedures, facilities, or treatment in the Oakland County Jail, they can submit an inmate grievance through the SmartInmate Communication System (**see Section II**). Grievances must be submitted within seven (7) days of the alleged event/condition. All grievances will be reviewed and investigated. The inmate submitting the grievance will receive an electronic response through the SmartInmate Communication System after the grievance has been reviewed and investigated.

Only ONE grievance topic per grievance form will be accepted. A group of inmates are not permitted to submit a grievance on one form. Should you be unsatisfied by the response and/or remedy provided, you may electronically appeal to the Captain of Corrective Services within five (5) days for grievable issues only. All appeal decisions made by the Captain or his designee are final.

SECTION V MEDICAL SERVICES

HOW TO OBTAIN MEDICAL SERVICES

If you have a medical emergency, notify jail staff immediately. Medical services will be called to provide treatment and/or arrange for hospitalization, if necessary.

If you have any physical or dental problems, you may submit a request for health services using the SmartInmate Communication System (**see Section II**). You will be charged a co-pay when you receive non-emergency care; however, you will be seen regardless of your ability to pay.

Medical grievances may be submitted using the SmartInmate Communication System.

Medical information is disclosed in compliance with the Health Insurance Portability and Accountability Act (HIPAA).

MEDICAL DIETS

If you have a **medical condition** that requires a special diet, you can submit a request electronically through the SmartInmate Communication System. Food allergy diets must be verified by your outside medical provider.

ALCOHOL / DRUG WITHDRAWALS

If you were drinking alcohol frequently or in large amounts or using drugs with a high level of dependency before coming to jail, you may experience withdrawal. Withdrawal from drugs and alcohol can require medical supervision. If you are experiencing tremors, nausea, or any other related symptoms, submit an electronic health services request through the SmartInmate Communication System (**see Section II**).

Medication Assisted Treatment Program (MAT)

This program is designed to engage the opiate involved individual while in jail with the use of medications in combination with behavioral therapies. Participation is voluntary.

IN ALL CASES, if you are experiencing any mental discomfort or depression, REQUEST PSYCHIATRIC ATTENTION.

IN ANY EMERGENCY SITUATION YOU CAN VERBALLY REQUEST MEDICAL ATTENTION THROUGH ANY STAFF MEMBER.

INMATE MEDICAL EXPENSE REIMBURSEMENT

Under MCL 801.4- 801.5, counties may charge inmates fees for medical care and treatment received while incarcerated in jail.

MEDICAL / DENTAL SERVICES AND FEES

Medical and dental services are available. If you wish to see a doctor or dentist, submit an electronic request through the SmartInmate Communication System. If your problem is severe, verbally NOTIFY your Housing Deputy in addition to the electronic request.

Although subject to change, the following medical services and fees will be charged to all inmates:

- ▶ Medical clinic visits - \$12.00 charge
- ▶ Dental clinic visits - \$10.00 charge
- ▶ Prescription medication - \$5.00 processing charge per medication, per order

- ▶ Outside medical services/cost of transportation
- ▶ Cost of deputies required to guard an inmate during hospitalization

The medical expenses outlined above will be deducted from your inmate account. You will receive a notice indicating the reason for the deduction, beginning balance in your account, amount of deduction and the new balance after the deduction.

Inmates involved in a fight will each be charged for any medical services received. Any inmate who, after a thorough investigation is conducted, is found to be the victim of an assault will not be charged for medical services and receive a refund if any money was deducted from your account.

If an inmate does not have money in their account at the time medical services are provided, a record will be kept of the unpaid medical expenses. When and if the inmate receives future deposits into their account during the present or a future incarceration, the deduction for outstanding medical expenses will be made at that time.

The following medical services and treatment are **FREE**:

- ▶ Mandatory Health and Physical Assessment (initial jail physical)
- ▶ Follow-up treatment for a medical service required by Jail Health Clinic Staff
- ▶ Mental health services
- ▶ Any treatment required by jail policy, such as medical testing for Inmate Worker eligibility (Trusty status)
- ▶ Treatment provided for the public by the Health Department
- ▶ Injuries occurring while performing Trusty duties
- ▶ Emergency medical treatment (defined by the Jail Health Clinic)

NO INMATE WILL BE DENIED MEDICAL SERVICE OR TREATMENT BECAUSE OF THEIR INABILITY TO PAY. Medical requests from all inmates will be processed as Jail Health Clinic policy and procedures indicate, regardless of the balance in your account.

At **NO** time will marijuana be allowed in the jail facility; this includes medical supply, i.e., prescription, family medicine drop-off, etc.

SECTION VI CASEWORK SERVICES AND PROGRAMS

CASEWORK SERVICES

Caseworker services are provided on a regular basis Monday through Friday, during normal business hours. Emergency services are available 24 hours a day,

7 days a week. Request a caseworker by either notifying staff members or by sending an electronic kite through the SmartInmate Communication System. (see Section II).

A caseworker provides services to those inmates who are depressed, coping with personal stress, or having problems adjusting to being in jail. AA and NA meetings are also available. There is a Jail Diversion Program (JAWS) for inmates with a mental health disorder.

It is very common for persons in jail to feel depressed. If you have trouble sleeping, can't eat, or feel helpless or confused, request assistance from a counselor through the SmartInmate Communication System (see Section II) or request immediate assistance from a Deputy.

CASEWORKERS ARE NOT LEGAL COUNSELORS. THEY DO NOT:

- Provide information about court dates, out dates, holds or other legal matters. If you have any of these concerns contact Classification, Booking, Pre-Trial Services or your attorney.
- Contact judges or become involved in your case IN ANY WAY.
- Contact family or friends to send messages for you.
- Contact attorneys, probation officers, or parole agents.
- Assign housing locations (this is up to the Classification Unit).
- Authorize or review classification security levels.

Make copies of legal documents or any other paperwork

THE FOLLOWING PROGRAMS MUST BE ORDERED BY THE COURT

Work Release Tether Program (WRTP)

Participants need to provide the following to the Sheriff's Work Release Tether Staff before being released from jail with a tether: Letter of employment (on company letterhead) showing the company name, street address (**no** PO Boxes) and phone number; participant's full name; a brief description of job; wage amount; actual work days including start/end times; and the title and name of the person responsible for the participant's employment. WRTP Fees: \$220 collected prior to release to cover the first 10 days; \$14.50 per day thereafter. WRTP Soberlink Fees: \$280 collected prior to release to cover the first 10 days; \$20.50 per day thereafter. Transdermal Alcohol Tether Fees: \$325 collected prior to release to cover the first 10 days; \$25 per day thereafter. Fees subject to change.

Cognitive Behavior Program (CBP)

A 6-week group which teaches an inmate to use a cognitive restructuring approach to eliminate criminal thinking. Upon successful completion the inmate receives up to a 25% reduction in their sentence. Participation requires court order and male inmates need to be eligible for housing at the Main Jail Annex. Send an electronic kite (through the SmartInmate Communication System) to “CBP”.

Electronic Monitoring Program (EMP) Sheriff Tether

Misdemeanor inmates must serve 25% of their sentenced time and felony inmates must serve 50% of their sentenced time to be eligible for this program. If approved by the court, inmates complete the remaining balance of their sentence at home on GPS tether. Participants are not allowed to leave verified approved home confinement zone and alcohol monitoring is required daily. There is no cost to the participant.

Jail Alliance with Support (JAWS)

A post booking jail diversion program for offenders with mental health needs. Participants can be either custody pre-trial or custody sentenced status. Participants must have completed an initial psychiatric evaluation and remain medication compliant throughout their jail stay. Participation in all group/individual sessions, as well as completion of all assignments and presentations are required. Upon completion, a 25% reduction of sentence may be approved by the sentencing Judge.

Life and Employment Skills Program for Misdemeanors (LESP-M)

A 4-week group for inmates serving a sentence for a misdemeanor conviction. The program teaches an inmate to use a cognitive restructuring approach to eliminate criminal thinking. Upon successful completion the inmate receives up to a 25% reduction in their sentence. For male inmates to participate they need to be eligible for housing at the Main Jail Annex.

SECTION VII GENERAL INMATE INFORMATION

INSPECTIONS/SEARCHES/PAT DOWNS

Daily inspections may be conducted by a Deputy or Supervisor to keep the housing area safe, secure, and sanitary. Unannounced inspections of housing areas, cells, and bunks will be conducted. All unauthorized items will be confiscated. Residents do not have the right to be present during cell inspections. Residents are subject to pat-down searches and, under certain circumstances, strip searches upon leaving and/or entering any part of the Oakland County Jail.

COMMISSARY ORDERS

You may purchase a variety of items for your use from the Inmate Commissary. Orders can be placed once each week from designated kiosks. You may purchase up to \$150.00 each order. If you have \$2.00 or less in your account, you may request an “indigent” order. If you should receive money in the future, you will be charged for the “indigent” orders you have received.

COMMISSARY ACCOUNT

Friends and family may send MONEY ORDERS which will be credited to your account (see address on page 8). NO PERSONAL CHECKS ARE ACCEPTED. MAKE SURE YOUR FRIENDS OR FAMILY DO NOT MAIL CASH. Cash deposits in the exact amount can be deposited at the Oakland County Jail.

RAZORS/HAIR CARE

Razors in the Annex Pods and the Main Jail will be given out on Tuesday and Thursday Day shift ONLY. You will have 60 minutes to complete shaving needs. Only one razor will be issued. If you are scheduled for a circuit court trial on a non-scheduled shaving day a razor will be provided. Hair clippers will be passed out on request only. After use, the area will be cleaned, and the clippers returned to the Deputy. Main Jail inmates will use clippers on the weekends and follow the rotating cell schedule.

MEALS / FOOD

Meals will be eaten in designated areas only. When you pick up your tray and cup you will have twenty minutes to eat. Any food not eaten must be left on your tray. Absolutely nothing will be taken or kept from your tray. No food, other than that received from Commissary, will be allowed in your cell. Any Commissary food items not in their original container will be confiscated as contraband. If you are in the Annex you will return your tray and cup to the cart, and then begin your details. You will remain in your cell until all details are complete and the Deputy opens the dayroom. Only those inmates performing their work details should be out. If you need to wait for another detail to finish before you start your detail, then you will wait in your cell. If you are in the Main Jail you will stack your trays and cups at your door, when the door opens push them out.

EDUCATION

Education is available through the Adult Education System. Please send a kite through the SmartInmate Communication System (**see Section II**).

RECREATION

Exercise periods are regularly provided for inmates in housing areas. If you are

not getting exercise periods, notify the Corrective Services Lieutenant through the SmartInmate Communication System (**see Section II**).

12:01 A.M. RELEASE

The process for a “12:01 a.m.” release from custody ***begins*** at midnight, providing that you have transportation (a “ride”). The person picking you up will need to check in at the Main Jail bonding window. Please advise the person that it takes time to process all necessary paperwork. If your “ride” does not arrive to pick you up, you will be released at the normal dayshift time.

FAMILY DEATH

If a family member dies during your incarceration, you will require an ORDER FROM THE COURT for permission to attend the funeral. If the Court order requires that you be escorted by staff, you will be charged for all expenses incurred. Costs must be paid before you will be allowed to attend. Caseworkers will be available to you for assistance.

FIRE SAFETY

In the event of fire, remain calm and listen for direction from your Housing Deputy. Cover your nose and mouth with your blanket and stay close to the floor. If you are directed to leave your cell, you should crawl out of your cell as you are directed. DO NOT STAND AND TRY TO WALK OR RUN OUT OF THE HOUSING AREA.

EMERGENCY AND FIRE EVACUATION

- Smoke detector devices have been installed in each housing unit.
- Copies of the Fire Evacuation Routes are posted in each housing unit.
- Information and instructions will be announced by a Deputy.
- Residents must follow directions of the housing unit Deputy.
- Residents must remain calm and quiet. NO TALKING.
- Do NOT take anything with you.
- Questions should be directed to a Deputy.
- Fire drills are conducted periodically, and residents are required to participate in a swift and orderly manner. Failure to do so could result in disciplinary action.

KITES

A kite is an inmate request or communication not sent through the U.S. Postal Service. They are used for general questions and for requesting services from Caseworkers, Clergy or the Adult Education staff. Kites are completed electronically on the SmartInmate Communication System (**see Section II**).

INMATE WORKER REQUESTS

The position of Inmate Worker (Trusty) is granted at the sole discretion of the Sheriff's Office. You must meet all requirements to be considered. You may submit an electronic kite through the SmartInmate Communication System if you wish to be considered for an Inmate Worker position. In the event you are selected, you will be required to sign for and adhere to any and all rules regarding Inmate Workers. Failure to do so will result in your removal from Inmate Worker status.

LIBRARY SERVICES

General library services are provided to all inmates. Books carts or boxes are brought directly into your housing area and you may select books from the cart. Specific books may be requested by completing an electronic book request through the SmartInmate Communication System.

Law Library time and legal research materials can be requested directly from a Deputy or the Floor Supervisor. Should you wish access to legal materials you must complete and return an electronic Legal Resource Request Form through the SmartInmate Communication System **(see Section II)**.

The Law Library collection can be accessed through the FastCase® system on the Smart Communication kiosks. After signing on and accessing FastCase® via the provided icon link, there is a help guide available at the bottom of the home page to the left. By clicking on the help guide, it will provide you instruction on how to locate materials you are looking for within the FastCase® database.

Law Library photocopying services are provided to pro se inmates only. Please send an Inmate Legal Resource Request form for information, procedures and instructions. Inmates that are represented by an attorney, contact your attorney for this service.

RELIGIOUS PROGRAMS AND ACCOMODATIONS

The following accommodations are provided by the Chaplain's Office:

- Written materials (sacred texts devotionals, spiritual books)
- Rosaries
- One-on-one visits (currently video)
- Sacrament of confession (currently video to the extent possible)
- Contact with inmate's local place of worship
- Approval of religious diets **(NOTE: For the health and welfare of inmates, medical diets may supersede religious diets.)**
- Approval of extra towel for use as a prayer rug
- Bus passes upon release (if inmate has no money or warrants)
- Clothing for release **(per availability)**

- Worship services/sacred book studies
- Alcoholics for Christ
- If you are wearing a religious head covering upon entry into the Oakland County Jail, you will automatically be issued a facility approved religious head covering, unless you tell staff you do not want one.
- If you are not wearing a religious head covering upon entry into the Oakland County Jail, but you request one, you will be issued a facility approved religious head covering on a temporary basis. **You must submit a kite to the Chaplain's Office within 2 days to continue to wear the religious head covering.** All requests will be vetted. Your head covering will be taken away if your request is not submitted on time or it is determined your request is not a sincerely held religious belief.
- After booking, you may request a religious head covering by submitting a kite to the Chaplain's Office. All requests will be vetted. You will be issued a facility approved religious head covering on a temporary basis while the request is being reviewed.
- Your religious head covering may be taken away if it is determined that it poses a safety or security risk or you do not have a sincerely held religious belief.

The above services can be requested electronically through the SmartInmate Communication System (**see Section II**). The Chaplain's Office will direct your request to the appropriate faith group representative. **Please note that the Chaplain's Office does NOT provide reading glasses or thermal underwear.**

PROPER ATTIRE WHEN OUT OF CELL

CLINIC

- ▶ Jail Uniform
- ▶ Jail shoes- No canvas shoes or civilian shoes unless medically approved
- ▶ White T-shirts and socks are allowed
- ▶ No thermal underwear
- ▶ Approved religious headwear

VISITS

- ▶ Jail Uniform
- ▶ Jail shoes-No canvas shoes or civilian shoes unless medically approved
- ▶ White T-shirts and socks are allowed
- ▶ Approved religious headwear

COURT APPEARANCE

- ▶ Jail Uniform
- ▶ Jail shoes-No canvas shoes or street shoe unless medically approved
- ▶ White T-shirts and socks are allowed

- ▶ Appropriate civilian attire is allowed for trials
- ▶ Approved religious headwear, unless the Court orders removal

RECREATION

- ▶ Jail Uniform
- ▶ Jail shoes, canvas shoes, and street shoes are allowed
- ▶ No thermal underwear
- ▶ White T-Shirts and socks are allowed
- ▶ Nothing is to be tied around shoes
- ▶ Approved religious headwear

DAYROOM/ATTORNEY/PROFESSIONAL VISITS

- ▶ Jail Uniform
- ▶ Jail shoes, canvas shoes
- ▶ Thermal underwear, white T-shirt, socks are allowed
- ▶ No head scarfs, towels or rosaries; unless items are specifically approved religious attire
- ▶ Approved religious headwear

PERSONAL PROPERTY

You may have your personal property (which is not allowed in the cell) picked up from the Oakland County Jail. If you wish to have your property picked up, you must do the following:

- Arrange for a person to come to the jail and pick up your property.
- Request a Property Release / Clothing Exchange form. List the name of the person you are authorizing to pick up your property. Sign the form.

ATTENTION: All unclaimed inmate property will be disposed of 14 days after your release. **No exceptions!**

VOTING RIGHTS

You are not eligible to vote in a local, State or National election if you have been convicted and currently serving a sentence of confinement. If you are in pre-trial status only, it is up to you to contact the City, Village or Township Clerk's Office where you live to request an absentee ballot.

CLEANLINESS

You shall keep your cell clean. Supplies are available from the deputies. There shall be no writing or pictures on the walls, bunks, light fixtures, doors, windows or any other place in the cell. Property meshboxes are to be kept under the lower bunk. A maximum of two (2) property meshboxes per inmate is allowed.

Failure to keep your cell clean and orderly may result in disciplinary action. Daily inspections of your area will be conducted by a Deputy and/or supervisors. From

time to time, ranking deputies will inspect your area. Your cell must be ready for inspection at all times.

INTERPRETERS

Language interpreters are available upon request, if needed.

COMMUNICATION FOR THE HEARING-IMPAIRED

TTY telephones are available for hearing-impaired inmates. Notify your Housing Deputy/Area Supervisor or use the SmartInmate Communications System (**see Section II**). TTY telephones are available during normal operational hours. Qualified oral or sign language interpreters are also available upon request.

ANONYMOUS TIPLINE

If you have information about a serious crime, you can remain anonymous and report it by calling **1-888-TURN-1-IN** OR **1-800-773-2587** (TOLL FREE).

SECTION VIII VISITATION AND PHONE CALLS

VIDEO VISITATION

Video visitation with family and friends for prisoners housed in the Main Jail and Annex Facility is conducted during daytime and evening hours. THERE ARE NO VISITS ON MONDAYS AND TUESDAYS. General population inmates will receive **one (1)** free on-site video visit per week. Inmate Workers will receive **two (2)** free on-site visits per week. On-site visits last 30 minutes and are limited to **one (1)** visitor at a time. In addition, all inmates receive **one (1)** off-site visit per week. **Fees (established by the vendor) are charged for each off-site visit.** Visitors must have in their possession valid **GOVERNMENT-ISSUED** identification (with picture) when visiting on-site AND off-site.

Effective Monday, April 4, 2022, the Oakland County Jail will utilize Smart Communications for video visitation services. Family and friends wishing to participate in a video visit can go to the website (www.smartinmate.com) , or contact Customer Care at 1-888-843-1972, to create their accounts and deposit funds. Credits need to be purchased before scheduling a video visit. **This is a separate account from the one set up for phone calls.**

- All visits must be scheduled at least 48 hours, but not more than two weeks, in advance.
- If your family or friends have any issues scheduling or creating accounts, they can call Smart Communications at 1-888-843-1972.

THEY SHOULD NOT CALL THE JAIL.

- All visits are recorded and monitored. Any violation of the visitation rules may result in termination of your visit and/or suspension of your visitation privileges and those of your visitor as well.

SPECIAL VISITS

Special visits outside of normal visitation scheduling may be requested electronically on the SmartInmate Communication System tablets and **MUST** be approved **IN WRITING** by a Sergeant or above. Any visitor desiring a special visit must contact a Sergeant and state the need for the visit.

TELEPHONE CALLS

PRISONERS AT THE OAKLAND COUNTY JAIL ARE ABLE TO MAKE **PRE-PAID CALLS ONLY.**

Phone Service Carrier:	Smart Communications
Customer Care:	1-888-843-1972
Hours of Operation:	24 hours a day, 7 days a week

Effective Monday, April 4, 2022, the Oakland County Jail will utilize Smart Communications for **Inmate Telephone services** and **Video Visitation services**. Family and friends will need to go to www.smartinmate.com, or contact Customer Care at 1-888-843-1972, to create their account and deposit funds for phone calls. **This account is separate from the one used for video visitation.**

A prepaid account allows anyone to purchase prepaid phone services to receive phone calls from you. They designate one specific number to receive your calls. That number can even be a cell phone number, so you will always be able to reach them when calling. International calling is also available.

All outgoing calls made by inmates on the inmate phone system are recorded.

*Calls between an inmate and their criminal defense attorney will NOT be recorded IF the inmate's attorney provides a letter (on the attorney's letterhead) directed to the Executive Lieutenant of the Oakland County Jail at the following address: 1201 N. Telegraph Road, Pontiac, MI 48341. The letter should indicate the inmate's name, the phone number(s) the attorney will receive inmate calls on, and the attorney's bar number. If any of the attorney's phone numbers change, the obligation will be on the attorney to update the information with the Sheriff's Office.

INMATE TELEPHONE DIALING INSTRUCTIONS

(DESTRUCTION OF THIS PROPERTY WILL RESULT IN CRIMINAL PROSECUTION)

Family and friends can go to www.smartinmate.com or call 1-888-843-1972 to create an account/deposit funds for phone calls.	Los familiares y amigos pueden dirigirse a www.smartinmate.com , o llamar al 1-888-843-1972, para abrir una cuenta o depositar fondos para las llamadas telefónicas.
All calls may be monitored or recorded.	Todas las llamadas pueden ser monitoreadas o grabadas.
<p>TO CREATE A PIN:</p> <ul style="list-style-type: none"> ▪ Lift handset ▪ Select language (English or Spanish) ▪ Select your payment <ul style="list-style-type: none"> ▪ Prepaid Collect – Public to pay ▪ PIN Debit – Inmate to pay ▪ Dial phone number ▪ Enter inmate ID number ▪ Create 4-digit PIN ▪ Hang up to finalize PIN 	<p>PARA CREAR UN PIN:</p> <ul style="list-style-type: none"> ▪ Levante el telefono ▪ Seleccione el idioma (ingles o espanol) ▪ Seleccione el metodo de pago <ul style="list-style-type: none"> ▪ Prepago por cobrar – Paga el publico ▪ Debito PIN – Paga el recluso ▪ Marque el numero telefonico ▪ Ingrese el numero de ID del recluso ▪ Cree el PIN de 4 digitos ▪ Cuelgue para finalizar el PIN
<p>ONCE PIN IS CREATED:</p> <ul style="list-style-type: none"> ▪ Lift handset ▪ Select language (English or Spanish) ▪ Select your payment <ul style="list-style-type: none"> ▪ Prepaid Collect – Public to pay ▪ PIN Debit – Inmate to pay ▪ Dial phone number ▪ Enter inmate ID number ▪ Enter PIN ▪ Phone will then dial out to public number <p>If the following is attempted, your call may be DISCONNECTED:</p> <p>*THREE-WAY CALLING</p> <p>*CALL CONFERENCING</p>	<p>UNA VEZ QUE SE CREA EL PIN:</p> <ul style="list-style-type: none"> ▪ Levante el telefono ▪ Seleccione el idioma (ingles o espanol) ▪ Seleccione el metodo de pago <ul style="list-style-type: none"> ▪ Prepago por cobrar – Paga el publico ▪ Debito PIN – Paga el recluso ▪ Marque el numero telefonico ▪ Ingrese el numero de ID del recluso ▪ Ingrese el PIN ▪ El telefono marcara el numero publico <p>Si intenta lo que se indica a continuacion, su llamada puede ser DESCONECTADA:</p> <p>*LLAMADA ENTRE TRES PERSONAS</p> <p>*LLAMADAS EN CONFERENCIA</p>

MONITORING

All inmate housing areas may, at any time, be under surveillance, including but not limited to telephone and electronic messaging monitoring/taping. Attorney **visits** are NOT monitored or taped. Attorney **telephone calls** are NOT monitored or taped IF the appropriate measures are taken (*See pages 20-21).

SECTION IX FEES, REIMBURSEMENTS AND BOND

NOTICE OF \$12 JAIL BOOKING FEE

In accordance with MCL 801.4b, you are charged a \$12 jail-booking fee. It will be charged to your inmate account and deducted from any money placed into this account. Any amount in your inmate account less than \$12 will be deducted and your account will have a negative balance showing the remainder to be paid. If you have no money at the time of booking, the \$12 fee will be charged against your account. It will show up as a negative \$12 balance and will be deducted if future money is deposited in your account.

Failure to pay the \$12 booking fee before your release from jail is a state civil infraction. It may result in an appearance ticket being issued for your presence in court and a civil fine of \$100.

You are eligible for a refund of the \$12 booking fee if the case(s) against you is/are terminated for any reason or you are found not guilty of the charge(s). You must write a letter requesting a refund of the fee. Please include the reason you are requesting the refund and as much information related to the charges as possible, such as: your inmate number, date of jail booking, charge(s), court case number, court and Judge.

Address the refund request to:

Oakland County Sheriff's Office
Inmate Accounting Unit
1200 N. Telegraph Road, Bldg. 38 East
Pontiac, MI 48341-1044

CRIME VICTIM'S RIGHTS ACT AND RESTITUTION

In accordance with the Crime Victim's Rights (CVR) Act, a sentenced inmate who has been ordered to pay restitution and/or victim rights fees and receives more than \$50.00 in a month, the Sheriff's designee will deduct 50% of the amount over \$50.00. For example, if you have \$75.00 deposited in your account, \$12.50 will be deducted for payment of restitution **first** and victim's rights fees **second** when both fees are assessed. The Sheriff shall notify the defendant and the court, in writing, of all restitution and/or victim rights payments. A copy of the CVR Act can be found on the SmartInmate Communication System.

HOUSING COSTS REIMBURSEMENT

In accordance with MCL 801.81-801.93 (Prisoner Reimbursement to the County Act), you are required to reimburse the County of Oakland for a portion of the cost of your housing while in jail. Once you are sentenced, you can be charged up to \$60 per day (room and board) for each day you were housed in the jail (including pretrial detention and time spent before posting bond), in addition to any expenses you may incur while incarcerated (e.g., medical treatment or

property damage). Finally, you may be responsible for repayment of charges for time retroactive to June 1, 1987.

You will receive a bill when your sentence is complete. If you have questions or need further information about your balance, call the number on the bill (**toll-free 855-736-6371 or 616-333-0707**). If you make no effort to repay this obligation, your account may be turned over to a collection agency or pursued in court, possibly at a higher rate.

Your charges **may** be adjusted based upon your ability to pay. Complete the Financial Information Form (available at www.oaklandsheriff.com, **“Corrections/Courts;” “Inmate Information;” “Incarceration Costs”**) within seven (7) days of your release. Drop off or mail to: **OCSO Inmate Accounting, 1200 N. Telegraph, Bldg. 38E, Pontiac, MI 48341**. The form is also available electronically through the SmartInmate Communication System (**see Section II**) if you choose to complete it **before** your release. The County can work with you on an affordable repayment plan.

Failure to cooperate with this reimbursement process can result in removal of sentence reductions for subsequent incarcerations.

INMATE MEDICAL EXPENSE REIMBURSEMENT - SEE PAGE 12

POSTING BOND

Bonds and/or fines and costs **MAY** be posted at the Oakland County Jail, 24 hours a day, 7 days a week. **During court hours, payment at the court is preferred.** A list of bondsmen is posted in housing units and appropriate locations throughout the facility. A list of bondsmen compiled by the court will be furnished to an inmate upon request. Jail staff will not recommend any bondsman.

SECTION X VETERANS’ SERVICES

VETERANS COMMUNITY RESOURCE AND REFERRAL PROGRAM

313-576-1580

Homeless Hotline: 1-877-424-3838

Veterans Crisis Number: 1-800-273-8255

301 Piquette (one block east of Woodward, between W. Grand Blvd. & I-94)
Detroit, MI 48202

The Center offers:

- Case Management
- Housing—All veterans are eligible, no matter their discharge status

- Substance Abuse Treatment
- On-site showers, laundry facilities, clothing, meals, computer lab
- Community Referrals
- Triage Services
- Transportation to Appointments

BRUSHING YOUR TEETH

Your teeth are meant to last a lifetime! Tooth decay and gum disease can be avoided or reduced by daily removal of plaque, eating balanced meals and limiting foods high in sugar.

PLAQUE (PLAK) is a sticky yellow/white substance, is made up of food debris, saliva and germs that live in your mouth. This is what makes your teeth look dirty and your breath smell bad. It is important to remove this plaque daily to prevent germs from forming acids which can cause cavities or other products that can harm your teeth, gums and jaw bone. You can remove this nasty plaque by properly cleaning your teeth and gums at least twice a day.



DAILY CLEANING OF TEETH AND GUMS:

Soft toothbrush only!

- Use a soft tooth brush that can be purchased in the inmate store. If your brush becomes worn out or frayed it may mean that you are brushing too hard or it's time for a new brush.

Use toothpaste with Fluoride!

Use gentle small motions when brushing!

- Don't clean your teeth the way you scrub a bathtub. Scrubbing can hurt your teeth and gums, making them very sensitive.

Don't rush when you brush!

- Spend an ample amount of time cleaning your teeth. Just 2 minutes will probably NOT remove all the plaque.

Clean what your brush does not reach!

- At least once a day use a floss pick device (if available on your yard depending on the security level) to gently clean between your teeth and slightly under your gums.

- Hold the floss tight against the side of the tooth and scrape the floss down and up the side of the tooth.
- You need to floss both sides of every tooth. Do **NOT** forget to floss behind back teeth or where there are no adjacent teeth. **Flossing can help keep your gums healthy and prevent cavities between your teeth!**
- After flossing, gently massage your gums with your finger. Then rinse with warm salt water. This will improve red or puffy gums.

HOW TO CLEAN AWAY PLAQUE

- To brush away the plaque start by brushing the sides of your teeth that touches the cheek. Place your tooth brush at an angle so the bristles touch the teeth and the gums at the same time. Use small gentle circles to massage your teeth clean.
- After brushing the cheek side of your mouth, top and bottom teeth, brush the side that faces the tongue on the top and bottom teeth in the same way.
- To clean the inside of your front teeth, top and bottom, place the toothbrush in your mouth straight in. Using the tip of your brush use a sweeping motion in on direction to sweep out.
- Brush the flat, chewing surface of your top and bottom teeth. These surfaces have grooves and pits where food and germs hide. Brush in circular motion again a few teeth at a time.
- Last but not least! Gently brush your tongue to rid it of germs and make your mouth feel fresher.



Toothbrushes and toothpaste are available from your Unit Officer. Please contact your Health Care Professional via a Sick Call Slip if you need further information.

COUNTY OF OAKLAND

OFFICE OF THE SHERIFF

MICHAEL J. BOUCHARD



RECEIPT OF INMATE GUIDE

I have received a copy of and understand the Oakland County Sheriff's Office Inmate Guide.

I am aware of and understand the zero-tolerance standard of any type of sexual misconduct or harassment and know how to report any incidents.

Inmate's Signature

Date of Issuance

1201 N TELEGRAPH RD BLDG 10E • PONTIAC MI • 48341-1044 • (248) 858-5000

06-1372-CSM