

BERRIEN COUNTY JAIL

***INMATE RULES
AND REGULATIONS***



SHERIFF _____

CAPTAIN _____

JUDGE _____

DATE _____

BERRIEN COUNTY JAIL
INMATE RULES AND REGULATIONS

TABLE OF CONTENTS

1. INTRODUCTION.....	2
2. MANAGEMENT.....	2
3. EMERGENCY PROCEDURE.....	2
4. MAIL.....	2
5. PACKAGES.....	2
6. ESCAPE - CONTRABAND.....	2
7. SAFETY.....	2
8. SMOKING POLICY.....	2
9. CLASSIFICATION.....	2
10. JAIL POPULATION MONITOR.....	3
11. PERSONAL PROBLEMS.....	3
12. PERSONAL PROPERTY.....	3
13. INMATE GROOMING AND PERSONAL HYGIENE.....	3
14. INMATE BATHING/HYGIENE SUPPLIES.....	3
15. INMATE ATTIRE.....	3
16. SANITATION RESPONSIBILITIES OF INMATES.....	3
17. CELL INSPECTION.....	4
18. EXERCISE.....	4
19. INMATE GOOD TIME.....	4
20. COURAGE TO CHANGE.....	4
21. MEDICAL SERVICES.....	4
22. INMATE ACCOUNTS.....	4
23. TELEVISION RENTALS.....	5
24. MEALS.....	5
25. TELEPHONE CALLS.....	5
26. READING MATERIAL.....	5
27. INMATE WORKERS.....	5
28. VISITING.....	6
29. RELIGIOUS SERVICES.....	6
30. COSTS OF INCARCERATION	6
31. DISCIPLINARY ACTION	6
32. MINOR RULE INFRACTIONS.....	6
33. MAJOR RULE INFRACTIONS	7
34. CONFIDENTIALITY	7
35. SEXUAL MISCONDUCT	7

1. INTRODUCTION:

The following is a list of all rules and regulations that are to be observed by all inmates within the Berrien County Jail. These rules, which explain what is expected of you, are intended to insure safe custody, decent living conditions, and fair treatment during your incarceration.

You will notice that each **section** in this book is numbered. There are also numbers associated with each **Minor** and **Major** rule infraction. These numbers may be referred to on Disciplinary or Warnings written by staff for rule infractions. Staff may also use the section numbers to answer specific questions. This procedure is intended to simplify your understanding of the jail rules and policies.

2. MANAGEMENT:

This jail will be managed and controlled by the Sheriff and his staff. All work assignments will be given by the Sheriff or his staff, and no inmate has the right to assign work to other inmates or to have any control or supervision over them.

Kangaroo Courts, Sanitary Courts and all other inmate organizations are forbidden. There will be no loud talking, whistling or singing in the cell blocks. You may not summon correctional officers under pretext of an emergency. Respect the rights of others.

3. EMERGENCY PROCEDURE:

If there is an emergency in the Berrien County Jail, you will be informed over the speaker system as to what you are to do. You will follow the orders of the officers and keep calm at all times. In case the building has to be cleared, you will take nothing with you and follow the officers' orders.

4. MAIL:

All incoming and outgoing mail is subject to inspection and is processed on a daily basis. Mail from one inmate to another inmate (whether at this or another facility) is prohibited without prior written approval of the Sheriff or his designated administrator. Inmates found in violation of the provisions of this Section 4 will be subject to disciplinary action.

Outgoing Mail: Inmates may send outgoing mail so long as it does not contain contraband, or is in violation of any laws, policies, or postal regulations. Envelopes for all outgoing mail must have only a mailing address, return address and proper postage. Any extra graffiti, drawings or writing on an envelope is prohibited and will be returned to the inmate. Writing and mailing supplies can be purchased from the Jail. If an inmate claims to be indigent and is unable to regularly maintain an inmate fund account to cover the costs of supplies, absent a court order requiring more, the inmate will be provided writing and mailing materials for up to, but not exceeding, two (2) mailings per week. Additional supplies may be allowed for the preparation of legal mail by an indigent inmate. Properly identified outgoing mail to an attorney or a court (i.e. legal mail) shall not be opened or read by Jail staff.

Incoming Mail: Inmates may receive incoming mail from the public, provided however:

1. The incoming mail is on a standard size post-card (Max: 6" X 4 ¼"; Min 5" X 3 ½").
2. Stamps are not allowed, only metered-postage postcards will be accepted.
3. Postcards must be white in color and are available at any United States Post Office.
4. The mail is not contraband or containing prohibited or unlawful content.
5. Picture post cards are not acceptable.

Properly identified incoming mail from an attorney or a court is not subject to the postcard limitation. Legal mail received for an inmate will only be opened in the presence of the inmate, inspected for contraband items, with confidentiality of writings being maintained. If at the Sheriff's discretion, the envelopes for the incoming legal mail are to be confiscated and destroyed, the inmate will be provided a suitable replacement envelope or container in which the legal mail may be kept. Properly identified envelopes (i.e. addressed to "Inmate Accounting") containing money orders for deposit to an inmate account will also be accepted. Upon written approval of the Sheriff or his designated administrator, an inmate who has been detained for thirty (30) or more days may also receive a limited number of family photographs through the Sheriff's office. At any given time, an inmate may only receive or retain up to three (3) photographs in the inmate's cell. Except as otherwise provided in this Rule 4 (e.g. legal mail), and absent a court order to the contrary, all other incoming envelopes, packages, periodicals, or other non-postcard mailings are prohibited.

5. PACKAGES:

Except as otherwise authorized in these Rules (e.g. for legal mail, previously authorized photographs, etc.), an inmate is prohibited from personally receiving packages of any kind, including periodicals, boxes, envelopes, or any non-postcard mailings. If any prohibited mailings or packages are received addressed to an inmate, a reasonable attempt will be made to return them to the identified sender. Any prohibited mailings or packages which cannot be reasonably returned to the sender may be subject to confiscation or destruction by facility staff.

6. ESCAPE - CONTRABAND:

Any inmate who escapes or attempts to escape or assists another to escape or is responsible for bringing into the jail any weapons, tools, narcotic drugs, or other contraband may be prosecuted as provided by law and the rules and regulations herein contained. Conduct which disrupts or interferes with the security or orderly running of the institution, such as refusing to obey an order of any staff member, lying, being in an unauthorized area or interfering with inmate counts, is cause for discipline.

7. SAFETY:

There shall be no wrestling, pushing or fighting within the cell and living areas. The cement and steel construction could cause injuries. Striking another inmate with a towel could cause the loss of eyesight or other injuries and will not be tolerated. Violations of this section will result in disciplinary action.

8. SMOKING POLICY:

The Berrien County Jail is a non-smoking facility. There will be no use of any tobacco products in this facility, or on its surrounding grounds. Cigarettes and tobacco products are considered contraband and will be confiscated.

9. CLASSIFICATION:

Respective classification status will fall into security levels from 1 maximum all the way to 8 minimum. This classification is determined by: current/past convictions; current/past institutional behavior; pending charges or holds in other jurisdictions (if any); sentenced or unsentenced; and/or any

information that may be deemed appropriate with regard to your personal security or the security of the facility. These may include physical needs, mental needs, or separation from other inmates. **NOTE:** Your classification can change: when charges are altered or reduced; when you are sentenced; due to administrative hearings; due to periodic review; and/or other reasons recommended by jail staff.

During classification, the classification officer will give you a brief orientation explaining your classification, and will answer any questions concerning the inmate rules and regulations. Any questions on inmate programs (GED classes, AA meetings, NA meetings, group counseling, etc.), should be referred to the classification office.

Any questions on the Inmate Guide shall be explained to you so you will know how to conduct yourself, your rights or privileges, and of the programs and services available to you.

The classification officer will classify and assign your living unit. Also issued is a wristband identification that will be worn at all times. Violation of this section (tampering with, removing or failure to wear issued wristband identification) will cause disciplinary action to occur.

Appeal Process: Any inmate who so desires may appeal his/her classification (in writing) in any of the three basic areas (security level, housing assignment or programs), within ten days of the primary classification or reclassification by addressing the appeal to: JAIL ADMINISTRATOR - APPEAL OF CLASSIFICATION.

10. JAIL POPULATION MONITOR:

This person is the acting liaison between the sentenced inmate and the sentencing judge, concerning alternative sentencing: Electronic and React tether, and Inpatient Rehabilitation including KPEP, BPEP and other community based programs.

11. PERSONAL PROBLEMS:

You may discuss your problems with a deputy or with the jail chaplain. Any other questions or problems may be addressed by writing the shift commander, who will assign a deputy to investigate your complaint or question.

Grievances: Special complaints regarding deputies' actions or grievances regarding disciplinary actions can be addressed by writing the jail operations lieutenant, jail administrator, undersheriff or sheriff. Action will be taken depending on the situation and circumstances of the grievance.

12. PERSONAL PROPERTY:

Upon your admittance into the Jail, an inmate is not permitted to keep personal property in the inmate's cell (except for eye glasses, underwear, socks, necessary legal documents from an attorney or court, or previously authorized family photographs). An inmate's clothing (except underwear and socks) and other lawful personal property retained by facility staff at the time of the inmate's detention will be left at the receiving desk, assigned to an inmate property locker, and returned to the inmate on the date of the inmate's release. An inmate is prohibited from transferring any personal property, including clothing, to another inmate.

13. INMATE GROOMING AND PERSONAL HYGIENE:

Each inmate is responsible for maintaining sanitary conditions, including personal hygiene and cleanliness of living and work areas. Inmates shall be permitted freedom in personal grooming as long as their appearance does not conflict with the department's requirements for safety, security, identification and hygiene.

The designated hair cutting area shall permit close observation by the staff. It is the policy of the Berrien County Sheriff's Department to establish standards and proper procedures regarding inmate grooming and personal hygiene. Inmates requesting haircuts shall submit a written request to the midnight shift supervisor. Inmate haircuts will be completed at the direction of the midnight shift supervisor, as often as permitted by the volume of requests received. Inmates will only be allowed 1 hair cut every 6 weeks. Head or facial hair is subject to the following prohibitions and limitations:

1. Inmates will not possess or wear artificial hairpieces.
2. Where health standards indicate, inmates working in food preparation or food serving areas will wear hairnets or other appropriate head coverings.
3. Inmates will not be granted inmate worker status unless they meet the grooming standards for their assignment.

14. INMATE BATHING/HYGIENE SUPPLIES:

Inmates are required to keep themselves clean. Department issued soap and toilet paper will be provided on a bi-weekly basis. The frequency of such issuances may be limited in the event an inmate's use of such items is unnecessarily wasteful.

Inmates will be provided with adequate time and facilities to shower. Inmates assigned to food services are required to shower daily.

Personal hygiene needs will not be denied for disciplinary reasons, however, they may be denied temporarily for safety or security reasons.

15. INMATE ATTIRE:

Jail uniforms are provided by the county. Inmates are required to purchase their own underclothing through the jail commissary. Inmates are to be properly dressed at all times and prepared for movement within the jail or for court appearances. Jail uniforms shall be worn properly (no baggy pants; pants must be pulled up properly on the waist; pant legs shall not be rolled up above the ankles; shirts must be fastened).

16. SANITATION RESPONSIBILITIES OF INMATES:

ALL inmates will:

1. Be responsible for the cleanliness of their working and living areas. This will include walls, floors, sink, toilet, windows and other property within their room, cell or living area unless a specific assignment covering any portion or item therein has been given, by proper authority, to another inmate or person.
2. Be responsible for proper use and care of any cleaning equipment or materials issued to them by the person in charge of their area.
3. Exchange soiled linen, bedding and clothing as provided for in the rules of this facility in order to keep their person in sanitary condition.

4. Avail themselves to all shaving, bathing, hand washing and haircutting facilities as provided.
5. Report to the medical staff of the Department any illness or disease contracted, or if there is any reason to believe an illness or disease has been contracted, and any injury requiring treatment.
6. Obey all direct orders of any staff members pertaining to conducting and maintaining themselves and their assigned living or work areas (or any area in which the inmate may be present) in a sanitary manner.
7. Store ALL personal items (mail, pictures, commissary items, books, papers and hygiene items) in the property box provided. Items found outside of the property box can and will be confiscated. Property boxes are to be stored neatly on the floor underneath the bunks. Property boxes shall not be used as seats and/or tables.
8. Return bedding, towels, clothing and other items or equipment issued to you in good condition when you leave the facility. These items belong to the County of Berrien and you can be prosecuted for the destruction of any issued equipment or clothing. This carries a maximum penalty of (4) years or \$2,000.00 fine (Sec. 750.377b, CL 1970; MSA28.609(2).)

You will not be permitted to store any non-commissary food items in your cell area. Your bed will be made and personal belongings neatly stored. Mattress covers will remain on the mattress at all times. No articles such as books, papers, socks, etc., are allowed between or hanging from the bars at any time. You will be awakened at 0600 hours (6:00 am) each day to clean your living quarters and prepare for breakfast. All trash is to be placed in the waste receptacle provided.

17. CELL INSPECTION:

Cell blocks will be kept clean by everyone. Cells must be cleaned and in neat order by 8:30 a.m. each day. Officers will specifically check for the following:

1. Trash in catwalks and cell areas
2. Towels or items of any kind hanging on the cell bars or room dividers/partitions
3. Writing or drawing on the walls
4. Damaged or defaced cells or equipment
5. Items taped, pasted or attached to the cell walls
6. Blankets or bedding of any kind hanging from bunks
7. Blankets on the table or floor
8. Floors unswept or unmopped
9. Dirty showers
10. Dirty toilets
11. Contraband
12. Window ledges clear of items of any kind, hanging or covering windows

18. EXERCISE:

General Population inmates, barring disciplinary, security lockdown, or excused by medical staff, will be allowed out of their cells each day to the day rooms for large muscle exercise and to associate with other inmates.

19. INMATE GOOD TIME:

Every prisoner whose record indicates that there are no violations of the rules and regulations of this jail may be granted up to a one (1) day reduction for each six (6) days of sentence. This is commonly referred to as State Good Time. It is automatically computed into the out date the jail figures.

20. COURAGE TO CHANGE:

The Courage to Change curriculum was developed with the goal of enhancing offender behavior change using interactive journaling combined with specific group facilitation strategies specific to the criminal justice population. Such evidence based strategies, including motivational interviewing and stages of change assist the participants in understanding that change is possible and they are responsible for making it happen. The goal of this course is to better ones self, therefore special good time will not be given for attending.

21. MEDICAL SERVICES:

A medical staff, including a doctor, is employed to administer treatment if it is needed. Sick call is held five (5) days per week. You must request a medical slip from an officer or a nurse. You must return the medical slip to an officer or nurse, do not send through interoffice mail.

The medical staff will act upon sick call slips that require professional attention. If your condition is an emergency, tell an officer and a medical staff personnel will be notified immediately.

Over the counter medications such as aspirin, antacids, Tylenol, cold tablets (Loratadine), laxatives, etc., are available on commissary and can be ordered weekly. If you are indigent these items will be supplied to you through the commissary. More frequent requests may require a nurse and/or doctor visit. All medication must be reviewed and ordered by the jail physician; this includes medication brought to the jail.

ALL inmates have the right to medical treatment. Signs are posted in the booking area advising the inmate how to obtain medical treatment. If a person is booked in with an existing medical problem and is referred to see a nurse practitioner or a doctor based on the nurses initial assessment, the visit is free. If they opt not to see a nurse, a nurse practitioner or a doctor at that time, but do so at a later date, they will be charged for the visit.

MEDICAL FEE SCHEDULE:

Pursuant to Berrien County Board of Commissioners Resolution dated January 18, 1990 the following fees will be charged for medical care. Nurse Visit: \$5.00; Nurse Practitioner/ Physician Visit: \$25.00; Dentist Visit: ranges from \$5 to \$45 depending on services rendered; Outside Care such as x-ray, physician visit, hospital care, emergency room care: \$50.00. The medical care fees will automatically be deducted from your inmate trust account. Medical bills are the responsibility of the inmate and will continue to be deducted from any monies brought to the jail on subsequent incarcerations. If you still owe fees for medical care after you are released from the facility, you will be billed for those costs. All inmates will receive necessary medical care regardless of ability to pay. Unpaid medical bills may be turned over to a collection agency.

22. INMATE ACCOUNTS:

Any money that you have with you at the time of booking, **less the booking fee of \$12.00**, will be credited to your account and a receipt issued. You may purchase articles from the commissary through this account only once a week, not exceeding \$60.00 per week. If your family or friends wish to provide money for you while in jail, they must deposit it in the Kiosk in the jail lobby, Niles Courthouse or on-line so it can be credited to your account. The Post Office requests that no cash be sent in the mail to inmates. Money orders will only be accepted for deposit to inmate accounts. If an inmate will not sign and deposit a money order, it will be placed in his/ her property and the bookkeeper shall be advised. Government and cashier checks will also be allowed to be deposited in full to inmate accounts.

Personal checks or third party checks will not be accepted. No withdrawals will be allowed from inmate accounts. All remaining funds will only be returned to the inmate upon his release, after it is determined that there are no outstanding charges owed. If you are sent to prison, your remaining funds will be put on a debit card and placed in your property to be picked-up by the person that you designate.

- After the money has been recorded in your account, you will receive a copy of your receipt.
- Money deposited into an inmate's account belongs to that inmate. It cannot be transferred or assigned to any other inmate, either as property (commissary) or funds.
- No commissary products will be passed between inmates or dorms. Inmates found in violation of this rule will be subject to disciplinary action.
- All commissary account money must be deposited by 11:00 a.m. Tuesday in order to receive commissary. **NO EXCEPTIONS.**
- Commissary phone orders must be completed by 11:00 a.m. Tuesdays. Any order, totalling more than the balance available in your account, will be reduced to funds available.
- If you are released after 11:00 a.m. Tuesdays, the order is yours and will be held here after Thursday delivery. It is your responsibility to claim your property within 7 days during normal business hours Monday through Friday - 8:00 a.m. to 4:00 p.m. No credits will be given. If you are sent to prison, your order will be included in your belongings to be picked up by family or friends.
- Any outstanding charges for medical visits as well as House Arrest, Tether, Fines & Costs and other court obligations will be deducted from your account. If you have a question about these bills, write to Medical, House Arrest and Tether here at the jail or to the Berrien County Trial Court, Enforcement Officer, Family Division, 3rd Floor, Courthouse for court obligations. These can be sent interoffice and will not require postage.

23. TELEVISION RENTALS:

- A television set and remote may be rented at \$10 per week, payable in advance from your inmate money account. Rental money must be in your account by 8:00 a.m. Wednesday for the rental period the next Friday through Thursday.
- Only one TV and remote may be rented in each dorm. TV rental request forms must be filled out weekly.
- The cost of any repairs to the TV set or remote control, not covered by warranty, will be deducted from your inmate account.
- The TV set and remote control may be removed from the dorm for disciplinary reasons. Rent will not be adjusted.
- If you are relocated during the rental period, your account will be credited for the unused time. You must notify Book Keeping to initiate the credit. There will be no refunds for inmates being released prior to completion of TV rental period.
- Do not submit a completed TV slip if you do not have sufficient funds in your account to cover the \$10.00 weekly TV rental fee.

24. MEALS:

Meals are planned to fulfill your nutritional needs and are served three (3) times daily. When meals are served, all inmates shall line up single file at the feeding slots. Each inmate shall take only his/her OWN tray from the serving slot, or as may be

directed by the deputy. Failure to follow this procedure may result in disciplinary action.

Special Diets: Authorization for vegetarian meals or pork-free meals, based on religious beliefs, must be obtained by contacting the chaplain.

All other dietary restrictions must be authorized by Medical Services. Special diets will only be given to inmates with confirmed allergies or diets prescribed by a physician. Medical Services will contact your doctor to confirm any type of dietary restrictions. Please give your doctor's name and location when requesting a special diet. A doctor's visit may be required, which you will be charged for.

No fish, no chicken, no pork meals:

1. Inmates are allowed extra servings of non-meat, menu items except meatless entrees, beverages and desserts, if meat is not taken.
2. A non-meat protein source will be offered at lunch and dinner meals.
 - a. Lunch: One peanut butter sandwich.
 - b. Dinner: One cheese sandwich w/mustard or mayo
OR: One meatless entree.

This is in compliance with the Michigan Department of Corrections.

25. TELEPHONE CALLS:

If you are committed to the jail and assigned to a cell, there is a permanent telephone installation in each day room. This is a pre-paid call only phone and is available for your use from 7:00 a.m. until 9:00 p.m. daily. The party that you wish to call need to set up an account by calling 1-800-483-8314.

Inmates are not to use the phone for extended periods of time as other inmates need telephone usage. Phones utilized by inmates are recorded. This includes, but is not limited to, the phones in all inmate dorms, booking areas, medical holding cells and inmate visitation. You can lose your phone privileges for illegal activities on the phone, harassing people, for monopolizing the phone, or at the request of persons being called repeatedly.

When you attempt to reach a phone number but cannot, it is possible the phone company may have it blocked for financial reasons. Your party will have to call 1-866-230-7761 to make arrangements to have the block removed.

26. READING MATERIAL:

Reading material is available from the library cart that is brought once a week by the chaplain. Books must be returned to the library cart in good condition. All reading material will be stored in your property box when not in use. Inmates will be limited to three (3) books in their possession at a time.

27. INMATE WORKERS:

The position of inmate worker is a privilege, not a right. The Sheriff or his designee has the final say regarding who will be selected for inmate worker status. Not every inmate is eligible or qualified to be an inmate worker. Inmates are not to send letters to the staff requesting to be made an inmate worker. The Sheriff's designee shall determine which inmates are eligible to be assigned as an inmate worker, based upon their risk to facility security, ability to perform the task, ability to conform to the rules or be able to get along with the Jail staff or other inmates. Inmate workers shall not leave the building unless authorized by a deputy.

Those selected to the position of inmate worker will be expected to be clean shaven at all times and maintain proper grooming standards. Failure to follow this requirement may result in the loss of inmate worker status and return to general population.

28. VISITING:

- Visiting is held Saturday and Sundays from 12:00 p.m. to 2:00 p.m. and Tuesday through Friday from 6:00 p.m. to 8:00 p.m. Visitors must be signed in one half hour before the close of visitation. No individual between the ages of 13 through 17 will be allowed to visit, unless accompanied by an adult. No one under the age of 13 will be allowed to visit. Inmates will be afforded one no contact visit per week for 20 minutes. Two people are permitted to visit at one time. Every visitor must have a valid driver's license, state I.D. or military I.D. The visitation week begins on Sunday.
- The management of visits is your responsibility. You may refuse a visit by advising the visitation deputy. Conduct that is disruptive or disrespectful in any manner will not be tolerated. Your visit may be canceled at any time deemed necessary if your conduct warrants this action. You may lose your visitation privileges by disobeying the rules..
- You may have as many visits with your attorney as are required to prepare your case.
- Inmates will remain in their cell area until called for their visit.
- You may lose your visitation privileges by disobeying rules.

29. RELIGIOUS SERVICES:

Our chaplain is on duty Monday through Friday for your spiritual needs. Religious counseling is available through the chaplain. Bibles and Bible lessons are provided through the religious services in the jail. The chaplain coordinates regular services held in the all-purpose room throughout the week. Religious services are also held weekly in each cell block by volunteers. If you wish to see a minister or priest personally, your request will be forwarded to the chaplain to make the arrangements.

30. COSTS OF INCARCERATION:

In accordance with PA 118 and 119 of 1984, you will be billed for the cost of your incarceration. You may be asked questions about your finances upon booking or release. Failure to cooperate during this process may result in the loss of good time and/or you may be held accountable in a court of law.

Room and board fees are currently \$43.00 per day. This charge is separate from court costs. Unpaid room and board charges may be turned over to a collection agency.

We accept cash, personal checks or money orders made payable to the Berrien County Sheriff's Department.

31. DISCIPLINARY ACTION:

Violation of jail rules are classified as either minor infractions or major infractions.

Minor infractions may be handled informally by counseling or by advising you of expected conduct or loss of privileges, i.e., visitation, commissary, telephone, or other privileges. Communications with your attorney will not be restricted.

For an alleged minor rule violation, the shift commander/OIC will review the report. The shift commander/OIC becomes the hearing officer and will investigate the incident, if he/she deems it necessary, by talking with the complaining party, the defendant, and the witnesses. The shift commander/OIC must sign the disciplinary once he/she determines the offense was committed and authorizes disciplinary action.

An inmate may appeal minor rule infractions by writing the jail administrator or his designee within 24 hours. The jail administrator or his designee will investigate the incident.

A **major rule infraction** could result in the loss of good time, solitary confinement, or loss of privileges for any period of time. If you are charged with a major rule infraction, you will be advised in writing of the specific charge as soon as practical after the incident. You may request a disciplinary hearing within 24 hours of receiving the charges.

A disciplinary board, consisting of not less than three impartial members appointed by the jail administrator, will conduct the hearing normally within 72 hours (excluding holidays and weekends) of your request to determine the validity of the charge and the type of discipline.

You may be allowed to call witnesses and present documentary evidence in your defense if doing so will not jeopardize institutional safety or correctional goals. You do not have the right to confrontation or cross examination.

The disciplinary board will provide you with a written finding of facts as soon as practical upon conclusion of the hearing, but in any case within 72 hours (excluding holidays and weekends).

The finding of the disciplinary board, or any disciplinary action, may be appealed to the jail administrator. The appeal must be made within 24 hours after you have received the board's findings, or the disciplinary report in minor disciplines.

The decision on the appeal will be made by the jail administrator within 72 hours of the appeal date (excluding holidays and weekends) and you will be informed of the appeal decision in writing.

As an inmate of this institution you may be charged both administratively and criminally on the same charge.

A written report of all disciplinary action against you will be filed in your criminal history folder.

32. MINOR RULE INFRACTIONS:

1. Throwing or wasting food.
2. Indecent exposure.
3. Rattling cell bars or otherwise summoning guard under pretext of an emergency.
4. Adulteration of any food or drink.
5. Possession of money or currency, unless specifically authorized.
6. Unauthorized possession of property belonging to another person.
7. Loaning of property or anything of value for profit or increased return.
8. Possession of anything not authorized for retention or receipt by the inmate and not issued to him through regular institutional channels.
9. Abuse of TV, telephone or other people's property.
10. Possession of food not sold in commissary or provided by the jail kitchen.
11. Possessing unauthorized clothing or any jewelry.
12. Mutilating or altering clothing or bedding issued by the jail.
13. Not keeping the living quarters, work area, or jail clean and neat.
14. Refusing to work or encouraging others to refuse to work or participating in work stoppage.
15. Refusing to obey an order of any staff member, insubordination.
16. Unexcused absence from work or any assignment.
17. Malingering, feigning an illness.
18. Failing to perform work as instructed by a supervisor.
19. Insolence towards a staff member.
20. Lying or providing a false statement to a staff member.
21. Conduct which disrupts or interferes with the security or orderly running of the institution, including loud talking, whistling, singing, and disruptive behavior.

22. Being in an unauthorized area.
23. Failure to follow safety or sanitation regulations
24. Using any equipment or machinery which is not specifically authorized.
25. Using any equipment or machinery contrary to instructions or posted safety standards.
26. Having pictures or other such materials on cell walls, or any items in or hanging from the bars at any time, or otherwise obstructing the view of officers looking into the cell.
27. Failing to stand for roll call and general inspection at specified times daily.
28. Interfering with the taking of count on each shift.
29. Gambling.
30. Using abusive language.
31. Being unsanitary or untidy - failing to keep one's person and one's quarters in accordance with posted standards
32. Tattooing or self-mutilation.
33. Unauthorized use of mail or telephones as specified in Inmate Rules.
34. Failure to proceed from one cell block to another area of the jail as directed.
35. Burning any material in cell or dayroom.
36. Possession or use of any tobacco products or matches.
37. Threatening another with bodily harm, or harm against his person or property.
38. Inappropriate conduct or disruptive behavior during medical sick call.
39. Unauthorized communication with other inmates.
40. Tampering with or blocking any locking device.
41. Tampering with or attempting to obstruct any ventilation, plumbing, electrical, lighting or communication system.
42. Possession of excess linen: blankets, clothing, mattresses, towels or sheets.
43. Stockpiling or storing any food or drink not purchased through commissary.
44. Use of any item as a light shield or deflector.
45. Tampering with, removing or failure to wear issued wristband identification.
46. Items worn on the head (other than shower caps during a shower).
47. Failure to maintain an orderly bunk bed (sheets and blankets folded on bunks at all times).
48. Attempting to commit any of the above offenses, aiding another person to commit any of the above offenses, and making plans to commit any of the above offenses shall be considered the same as a commission of the offense itself.

33. MAJOR RULE INFRACTIONS:

1. The possession or receipt of any contraband including any attempt to receive or aiding and abetting another to receive any contraband by having such brought in or any attempt to have it brought into the jail.
2. Violation of the Criminal Code.
3. Assaulting any person.
4. Fighting with another person.
5. Extortion, blackmail, protection: demanding or receiving money or anything of value in return for protection against others to avoid bodily harm, or under threat of informing.
6. Engaging in sexual acts with others.
7. Making sexual proposals or threats to others.
8. Infliction of punishment or threat of same under pretense of law on any inmate.
9. Escape.
10. Attempting or planning escape.
11. Wearing a disguise or mask.

12. Setting a fire.
13. Destroying, altering or damaging jail property or the property of another person.
14. Stealing (theft).
15. Possession or introduction of an explosive or any ammunition.
16. Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife or unauthorized tool.
17. Possession, introduction or use of any narcotics, narcotic paraphernalia, drugs or intoxicants not prescribed or authorized for the individual by the medical staff.
18. Misuse of authorized medication.
19. Rioting.
20. Encouraging others to riot.
21. Engaging in, or encouraging a disruptive group demonstration.
22. Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security or official paper.
23. Making intoxicants.
24. Being intoxicated.
25. Possessing any officer's clothing, staff clothing, or clothing appearing to be officer's clothing.
26. Attempting to commit, aiding another to commit, or making plans to commit any of the above offenses, shall be considered the same as a commission of the offense.

34. CONFIDENTIALITY:

The jail staff will treat any information or statements you give about incidents and/or activities within the jail as official police reports. It is our hope that you participate with the jail staff to make this a safe and orderly environment to live in.

35. SEXUAL MISCONDUCT:

The goal of the Berrien County Jail Facility Staff is to provide a safe and secure environment for staff and inmates. The Berrien County Jail has a zero tolerance standard for the incidence of inmate rape and sexual related offenses and attempts thereof. We will make the prevention of rape a top priority. We will strictly enforce all federal, state and local laws regarding inmate and/or staff sexual misconduct, threats of sexual assault or intimidation. You can help by reporting to any staff members comments or actions that you hear or see that suggest a person has or will be subjected to sexual violations, or presenting a threat to harm themselves or others.

- - - - -

Below are some offices that may be of value to you during your incarceration. Mail sent to these offices may be sent interoffice to the Berrien County Courthouse, 811 Port Street, St. Joseph, MI 49085:

Misdemeanor Probation	Friend of the Court
Berrien County Prosecutor	Felony Probation
Berrien County Trial Court	Felony Defense c/o Trial Court
Drug Court Defense c/o Drug Court	