

ALLEGAN COUNTY CORRECTIONS CENTER

INMATE RESIDENT GUIDE

The information contained in this guide will serve as rules and regulations for your conduct during your stay in the Allegan County Corrections Center. You will be expected to comply with these rules, as they are designed to ensure safe custody, adequate living conditions, and fair treatment for all inmates.

All schedules and services applicable to correctional life are included in this guide. These are subject to change by the Administration as the need arises. You will be notified of any permanent changes in rules and regulations pertaining to you.

If you do not understand the rules and regulations as outlined herein, ask correctional staff to explain them to you. The chain of command you will follow for any questions or problems you are facing is to begin by discussing the question or problem with a corrections officer. If you feel the explanation or results are unsatisfactory, you may then communicate with the corrections Sergeants, and lastly to the Jail Administration.

Hopefully your stay here will be a learning experience for you, which will adequately prepare you for life on the outside.

ANYONE ENTERING INTO THIS FACILITY IS SUBJECT TO AUDIO & VIDEO RECORDING

**ALL SECTIONS OF THIS GUIDE ARE SUBJECT TO CHANGE BY THE
ADMINISTRATION AT ANY TIME**

**THE ALLEGAN COUNTY SHERIFF'S OFFICE & CORRECTIONS CENTER
IS A NON-SMOKING, TOBACCO FREE FACILITY**

ALLEGAN COUNTY CORRECTIONS CENTER
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ALLEGAN, MI 49010
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CELL/POD & DORM MANAGEMENT

All inmates are required to wear their issued uniform when out of their cells/sleeping area. Inmates will be required to wear their issued uniform while in the day room and during meal times and medication pass. The issued shirt is to be worn right side out, with the V facing the front. The issued pants are to be worn at the waistline, not hanging off the hips or buttocks, and the pant legs are to be worn straight, not tucked into socks or shoes or rolled up and bloused. Inmates that have been issued jump-suits instead of uniforms must wear them buttoned up at all times and female inmates must wear a t-shirt underneath. Inmates must wear the county issued flip flops on their feet when out of their housing units with the ID card in the pocket of the chest area of their uniform shirt. Inmates may not wear any type of headgear, or other unauthorized clothing, in the day room of any pod or dorm.

There is to be no property hung from the living area's walls, ceiling, or bunks. This includes pictures on walls, clotheslines, etc. There is to be nothing hanging from the bunks or anything placed under the mattresses. Towels may be hung from towel hooks to dry. Personal clothing items may not be hung from the bunks or towel hooks for washing and drying purposes, as laundry is offered twice a week.

All inmate personal and issued property is to be kept inside the issued tote. Anything not stored in the tote will be considered contraband and will be removed from the cell and disposed of. This includes any hygiene items, books (1 book allowed per inmate) and issued meals. Meals are to be eaten at the time they are distributed and are not to be kept past meal time, any food not consumed at meal time must be disposed of.

All newspapers in an inmate's possession are to be the most current issue. Newspapers are to be exchanged, a new newspaper will not be delivered unless the inmate has the entire previous issue to exchange. Newspapers are considered personal property and are to be kept in a tote.

All vents, cameras and light fixtures are to be kept free of any obstructions at all times.

Only one mattresses is allowed per bed in any housing unit. Empty bunks shall have a mattress on them at all times. Any inmate found to have double mattress on their bunk will subject the offender to a rule violation. Any destruction to the mattress will subject the inmate to being charged with the cost of replacing the mattress in addition to any administrative discipline or criminal charges.

All units' walls, ceilings and floor are to be kept clean of all markings, signs and/or writing. If any are found, a shakedown will be completed and all pencils and colored pencils will be confiscated until the housing unit is cleaned.

Televisions, phones, visitation, recreation, school, commissary, programs, and power privileges are to be removed if any or all of the above criteria are not met, at the Sergeant's discretion. Incident reports may be written on rule violations and subject specific inmates to Cell Restriction or Administrative Unit for further disciplinary action.

CATEGORY I RULE INFRACTIONS – 5 Days Cell Restriction or Administrative Unit

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 brought in to the Corrections Center. Contraband is anything not authorized by the Corrections Center.
2. Conduct which disrupts or interferes with the security or orderly running of the institution.
3. Being in an unauthorized area.

4. Insolence and/or disrespect towards a staff member, either written, verbal or gestured.
5. Failing to comply with the Cell/Pod/Dorm Management Policy.
6. Using abusive language.
7. Improper use of the intercom system, rattling cell/pod/dorm doors, or otherwise summoning officers under the pretext of an emergency.
8. Lying or providing a false statement.
9. Malingering, feigning an illness (pretending to be ill).
10. Passing or attempting to pass property to another inmate.
11. Misuse of authorized medication.
12. Violation of visitation policy (misuse of Kiosk).
13. Gambling
14. Unauthorized use of mail, telephones, and kiosks as specified in this guide.
15. Throwing or wasting food or adulteration/contamination of any food or drink.
16. Giving/loaning money or anything of value for profit or increased return, or accepting money or anything of value from another inmates and/or a member of another inmate's family or friends.
17. Using any equipment or machinery which is not specifically authorized or contrary to instructions of posted safety equipment.
18. Interfering with an investigation.
19. Violation of any Inmate Program rule or aiding another person to violate a Category I Violation.
20. Maintain a foreign object in a piercing site(s).
21. Engaging in horseplay.
22. Loss or destruction of Inmate ID card.

DISCIPLINARY PROCEDURE FOR CATEGORY I RULE VIOLATION

If the infraction is of a criminal nature, the incident will be turned over to the criminal division of the Sheriff's office, which in turn may be turned over to the prosecutor's office for criminal charges to be pursued.

Any Category I Rule Violation will result in a Deputy speaking to you about your actions to see if there is a resolution to the issue. The Deputy may deliver a verbal warning or place you in the Administrative Unit or on Cell Restriction with loss of privileges for 5 days.

You will be offered a statement form to fill out in regards to that specific incident. The Deputy will complete an incident report. Your statement and the incident report will be reviewed by a Sergeant.

CELL RESTRICTION

You will be allowed out of your cell into the dayroom for scheduled meals, totaling one (1) hour out of your cell per day. You will be allowed to make a phone call during this time out of your cell.

You will retain your personal and jail issued items in your cell, however, items may be removed for additional safety/security reasons.

CATEGORY II RULE VIOLATIONS

23. Making intoxicants or being intoxicated (i.e. hooch)
24. Tampering/blocking or attempting to tamper/blocking any locking device.
25. Participating or provoking another person to attempt suicide or any other destructive act including Tyson Squats, excessive exercising or physically destructive act.
26. Threatening another person with bodily harm or with any offense against their person or property.
27. 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 (i.e. snitching).
28. Making threats or comments to another person, verbal, written or gesture, regarding race, color, creed, or sexual preference.
29. Destroying, altering or damaging jail property, the property of another, or possession of said property.
30. Stealing, attempt to steal, or possess the property of another person's property. Removing or attempting to remove any county property from this facility.
31. Interfering with the taking of count on each shift or at any time a count is called for.
32. Tattooing or self-mutilation; possession of jail tattooing tools.
33. Graffiti (defacing/carving any county property)
34. Possession of any weapon (firearm, knife, sharpened instrument, handmade weapon of any type (shank, shive, razor), an unauthorized tool, an explosive or explosive component or ammunition.
35. Assaulting any person (including spitting, throwing urine, etc), attempting to assault any person, fighting with another person(s) or verbal/gesture/physically provoking a fight.
36. Escape, planning an escape, or walking away from a work detail and not returning to the jail at the required time, or aiding/abetting another to escape or attempt to escape.
37. Setting a fire, or attempting to set a fire (possessing fire making tools, lighter, matches, stingers, the lead of tampered with pencil, etc.).

38. Rioting, engaging in a disruptive group demonstration, or encouraging other to do the same.
39. Refusing to obey an order of any staff member or failing to comply with a hearing board disposition.
40. Engage in sexual acts with another person, including but not limited to; indecent exposure, making sexual proposals, threats (verbal, written or gestured) to another person.
41. Possession or use of any narcotic, paraphernalia, drugs, tobacco or any intoxicants not prescribed for the individual by the medical staff (i.e. ingesting/having in your possession, another inmate's issued medication, etc.).
42. Refusal to submit to a urine analysis or PBT (Preliminary Breath Test).
43. Counterfeiting, forged or unauthorized reproduction of any document, article or identification, money, security badge or official paper.
44. Giving or offering any officer, staff member, contracted service provider a bribe or anything of value.
45. Deliberately flooding a housing unit, hallway, or any area of the jail.
46. Failure to lock down when requested.
47. Interfering with any camera or electronic devices.
48. Infliction of punishment, under pretense of law, on any inmate by initiation of/or participation in a "kangaroo court".
49. Striking/pounding on any door, wall, window, ceiling, floor etc. using your person or object.
50. Aiding another person to violate a Category II Violation.
51. Three or more concurrent Category I violations equal a Category II violation.

DISCIPLINARY PROCEDURE FOR CATEGORY II RULE VIOLATION

If the infraction is of a criminal nature, the incident will be turned over to the criminal division of the Sheriff's office, which in turn may be turned over to the prosecutor's office for criminal charges to be pursued.

A Category II Rule Violation will result in a Deputy moving you to AU (Administrative Unit) to await a Disciplinary Hearing. While waiting for a hearing board you will be placed on Cell Restriction.

A Deputy will provide you with a Statement form to fill out and a Violation Agreement form which informs you of your right to a Disciplinary Hearing. The Deputy will complete an incident report and a Sergeant will review the report and statement form.

VIOLATION AGREEMENT - Signed

You may sign the Violation Agreement form which waives your right to a Disciplinary Hearing and you will be placed in AU (Administrative Unit) for 15 days with loss of all privileges. You will be allowed out of your cell into the dayroom for 1 hour per day and during that hour you will be allowed to make phone calls.

At the end of 15 days, your incident will be re-evaluated and, based on your behavior and severity of your violation, you may be returned to general housing or remain in AU (Administrative Unit) until deemed appropriate for general housing.

If you sign the Violation Agreement, you waive your right to a Disciplinary Hearing and your right to file an appeal on your cell restriction/loss of privileges.

A supervisor may request that the violation go in front of a hearing board instead of offering a violation agreement. You will be placed in AU until your hearing is scheduled, and may be subject to the disciplinary sanctions listed below.

VIOLATION AGREEMENT - Not Signed

If you request a Disciplinary Hearing, one will be set up and you will be notified of the date and time in writing at least 24 hours in advance. You will be placed in AU (Administrative Unit) on cell restriction with your personal and jail issued property (items may be removed for additional safety/security reasons or by disposition of the Hearing Board) and 1 hour out of your cell into the dayroom per day. During that 1 hour you may have phone privileges and visiting privileges. Your visit will be considered part of your 1 hour out of the cell on the day of your visit. You will be allowed to order and receive commissary until the disposition from the Hearing Board. You will not be allowed to attend any programming.

DISCIPLINARY HEARING BOARD PROCEDURE

NOTICE: The inmate will receive a notice of the hearing board date and time in writing at least 24 hours in advance, indicating the alleged infractions, a brief synopsis of the incident and the date the hearing will be held. This notice will be served after a thorough investigation of the incident has been completed. The inmate will be entitled to a hearing no later than 10 days after receipt of the notice.

If found guilty of the violation(s), discipline may include any/all of the following:

- a. Cell restriction in AU (any time ordered to be served in AU awaiting a hearing board is in addition to any time spent in AU awaiting your Disciplinary Hearing)
- b. Loss of Good Time
- c. Loss of Earned Time
- d. Pay restitution
- e. Criminal Charges
- f. Removal of all personal property from cell for duration of disciplinary time.
- g. Loss of use of kiosk and/or telephone.

COMPOSITION OF THE DISCIPLINARY HEARING BOARD PANEL: The hearing board panel will be composed of at least one non-involved Sergeant. Some panels may consist of more than one non-involved employee (one being a Sergeant), depending on the incident.

Composition of the Disciplinary Hearing Board will be the decision of the Jail Administration. A recording secretary will also be present.

THE DISCIPLINARY HEARING BOARD: Providing the inmate does not wish to sign the Violation Agreement to the commission of the rule infraction, he/she shall have the opportunity to have a hearing within the following guidelines:

1. AID IN PRESENTATION OF INMATE'S CASE: Whenever the board determines that an inmate is illiterate or cannot adequately collect and present evidence on their own behalf, the board may choose a sufficiently competent staff member, or inmate, to provide assistance.
2. CONTROL OF THE DISCIPLINARY HEARING: The board has the discretion to keep the hearing within reasonable limits, and to refuse to permit the collection and presentation of evidence which is not necessary for an adequate understanding of the case.
3. OPPORTUNITY TO CALL WITNESSES AND PRESENT EVIDENCE: The inmate is allowed to call witnesses and present documentary evidence in their defense when it will not be hazardous to jail security. The board has the discretion to keep the hearing within reasonable limits and to refuse to call witnesses who may create a risk, or reprisal, or undermine authority.
 - a. The board calls those witnesses deemed to be reasonably available and necessary for proper understanding of the circumstances surrounding the infraction. Repetitive witnesses need not be called. Unavailable witnesses may be asked to submit written statements. Only the members of the board will question witnesses who are called.
4. CONFRONTATION AND CROSS-EXAMINATION: The opportunity for confrontation and cross-examination shall be provided to the inmate, in such instance where the board deems it necessary for an adequate presentation of the evidence, particularly when serious issues or credibility are involved.
5. LEVEL OF EVIDENCE REQUIRED: Disciplinary hearing boards will use the Preponderance of the Evidence standard in determining if an inmate is guilty of committing the rule violation. This means that the board simply needs to determine if there's more evidence to suggest the inmate committed the violation than there is that the inmate wasn't involved.
6. EXCLUDING THE INMATE FROM THE DISCIPLINARY HEARING: An inmate is permitted to be present throughout the hearing, except where institutional security would be jeopardized. The reasons for excluding an inmate from the hearing must be well documented in the record.
7. THE RECORD: The recording secretary shall keep informal notes of all proceedings, consisting of the general nature of each witness's testimony, offers of proof, etc.
8. DISCIPLINARY DECISION: Within 24 hours of the completion of the hearing (excluding weekends, holidays, & extenuating circumstances), the inmate will be provided with a written report of the hearing board disposition.
 - a. This will include a summary of the evidence relied upon to reach disposition, and an explanation of the discipline that will be administered as a result of the disposition.

- b. The reasoning for any changes in the hearing board procedure will be documented in the report of disposition to the inmate.
9. **APPEAL**: The inmate may appeal the hearing board disposition within 24 hours of receipt of the hearing board disposition. This appeal must be in writing to the Jail Administration and must be for one of the following reasons that is fully explained in writing:
- a. Procedural error.
 - b. Submission of new evidence.
 - c. Prejudice (e.g. an officer on the board had involvement in the incident).
 - d. Insufficiency of evidence for a finding that it was more probable than not the inmate committed the prohibited act.
 - e. Other appropriate acts.
10. **REVIEW OF APPEAL**: After review of the appeal, the Jail Administration may amend, suspend, or approve the discipline.

INMATE GRIEVANCE PROCEDURE

The Inmate Grievance Process is to be used when the inmate has a complaint regarding conditions of confinement such as housing, medical care, food service, hygiene, sanitation needs, applications of rules and regulations. Inmate Grievances may be filed in all matters except for: legal decisions as directed by the courts and inmate disciplinary procedures. Specific appeal procedures are provided for disciplinary actions. Inmates must follow each step in order or the grievance will be dismissed.

An inmate with a complaint regarding conditions of confinement or concerning the application or interpretation of the Corrections Center rules and regulations shall verbally present the matter to a corrections officer within 24 hours after the occurrence of the events upon which the complaint is based, or the inmate's knowledge of the event.

The corrections officer will listen to the inmate's complaint and attempt to resolve the problem, if the officer is unable to resolve the issue, the inmate may proceed to Step 1 of the grievance process.

STEP ONE

1. If the complaint is not satisfactorily settled an inmate may fill out a Grievance Step 1 form and complete the Statement of Complaint/Grievance. The Complaint/Grievance form can be found in kiosk.
 - a. The Complaint/Grievance shall state the facts, including dates upon which the complaint is based, and any staff members that you have already attempted to address this issue with.
2. A corrections officer shall respond to the inmate within 48 hours after receipt of the grievance.
 - a. A representative of the medical department will respond to Step 1 grievances if the issue is regarding medical care.

STEP TWO

1. If the complaint is not satisfactorily settled an inmate may advance the complaint further by completing a Grievance Step 2 on the Kiosk within 3 days of receiving the corrections officer's response.

2. A Corrections Sergeant will attempt resolution of the complaint and respond to a Step 2 Complaint/Grievance within 3 days of receipt from the inmate.

STEP THREE

1. If the complaint is not satisfactorily settled, an inmate may advance the complaint/grievance by completing Grievance Step 3 on the Kiosk within 3 days of receiving the response from the corrections Sergeant and will be turned over to the Jail Administration (or designee).
2. The Jail Administration (or designee) will attempt resolution of the complaint/grievance and respond to the inmate within 5 business days of receipt from the inmate.

STEP FOUR

1. If the complaint/grievance is not satisfactorily settled, an inmate may request a Grievance Hearing by filling out the Grievance Step 4 on the Kiosk within 3 days of receiving the response from the Jail Administration.
 - a. The Jail Administration (or designee) will determine if the complaint requires a grievance hearing. Frivolous grievances will not be granted a hearing.
 - b. If a hearing is approved, the inmate will be notified of the hearing date within 5 business days of receipt of the request from the inmate.

PROCEDURE OF THE INMATE GRIEVANCE HEARING

1. The grievance hearing board will normally consist of three non-involved jail staff members. A recording secretary will also be present.
2. The inmate will present their complaint to the grievance board.
3. The grievance board will listen to all testimony and make a decision based on testimony presented at the board.
4. Results of the grievance hearing will be made available to the jail administration and the inmate within 48 hours of the grievance hearing (excluding weekends, observed holidays and extenuating circumstances).
5. Results of the grievance hearing will be binding on the jail administration and the filing inmate.

INMATE REQUESTS (Kites)

Inmates will be allowed to make electronic requests (Kites) with all facility personnel through kiosks in the dayrooms of every housing unit.

After signing on to the kiosk in your assigned dayroom, select the "INMATE REQUEST" icon and select the type of request that you would like to send. Completely fill out the "Request" and select the "Submit" button. Once you submit the request, it will automatically be emailed to the person(s) assigned to address that type of request.

You will be notified that your request has been answered when you log in to the Kiosk. You may not receive a response on all requests. Anyone sending a repeated or frivolous request will be charged with a rule violation.

There is no charge to the inmate to send/receive Inmate Requests to correctional facility personnel. The U.S. Mail is to be used for all correspondence outside of the correctional facility.

GOOD TIME

Inmates housed in the Allegan County Corrections Center will receive one day of good time for every six days of sentence served, as authorized by State Statute. Inmates who have violated a rule for which removal of good time is part of the penalty will have only the good time that they have already accumulated removed. If they earn any good time during the remaining part of their sentence, it shall not be removed except by violation of another jail rule.

INMATE'S LEGAL PRIVILEGES

1. Visitation.
2. Access to the courts
3. Papers, writing instrument, envelopes and stamps for various correspondences (if indigent).
4. Religious services
5. Telephone usage
6. Commissary
7. Non-legal mail

These privileges can be suspended, or denied indefinitely as disciplinary measures or if abuse of that privilege results in violation of any recognized rule infraction.

INMATE'S LEGAL RIGHTS

1. Visits with attorney. Phone calls to attorneys with provided phones in housing unit.
2. Phone calls to persons to make arrangements for bonding out with provided phones in housing unit (providing charges are bondable).
3. Receiving and sending legal mail.

These rights can be suspended if your behavior causes undue risk to the safety, security, and orderly running of the facility.

POSTED NOTICES

Periodically, notices may be posted in your dayroom, by video, or through voicemail. These notices may contain new rules, changes in schedules, etc. It will be the responsibility of the inmate to check for these notices. These notices are to be adhered to by all inmates, the same as the rules contained in this guide.

POWER ON / POWER OFF

Monday through Sunday (every day of the week) lights and power will be turned on to all housing units by 5:00 a.m.

Monday through Sunday (every day of the week) lights and power will be turned off to all housing units by 11:00 p.m. or upon completion of razor recovery on nights that razors are passed.

After lights/power off, all inmates are expected to be in their beds and quiet enough to allow others to sleep.

HYGIENE - ADMISSION/INDIGENT PACKAGES

All inmates are expected to maintain good hygiene of their persons, personal property, clothing, and housing units. A hygiene kit will be given to every inmate at the time of being processed from booking into Pre-Class or general housing. There will be a fee charged to the inmate's account whether the inmate is indigent or not.

Indigent inmates may request a Hygiene Pack if they have no money in their account. There will be a fee charged to the inmate's account that will be reimbursed to the county should the inmate receive monies into their inmate commissary account. If an inmate remains indigent, they may request an indigent pack every 14 days.

HAIR CUTS

Hair clippers will be offered to each housing unit on Saturdays and Sundays between 7:30 am and 2:30 pm.

NAIL CLIPPERS

Nail Clippers will be handed out with the hair clippers.

RAZORS

Disposable, single blade razors will be available for inmate use. Razors will be distributed to and picked up from each housing unit by a corrections officer after lockdown. Razors will be passed out on Sunday, Tuesday and Thursday nights.

When razors are picked up and a blade is missing, the housing unit will be searched until the blade is found. If the blade is not found, the inmates will be charged with a Category II violation, and the housing unit will be placed on lock down, with a loss of privileges, until the blade is found.

Suicidal inmates will have use of a battery-powered razor.

Once razors have been collected by staff they are disposed of, the razors are never reused or reissued.

CLOTHING

All inmates will be required to wear their issued uniform. All inmates will be required to wear the issued shirt, right side out, with the V facing the front. All inmates will be required to wear the issued pants with the legs straight, not tucked into socks, shoes, or rolled up and bloused. The clothing items you receive when processed into general housing from booking are your responsibility. Inmates will be charged for replacement of any issued clothing that is found to be damaged, altered or destroyed. The inmate will also be subject to disciplinary action. Each inmate will turn in all issued clothing at the time of their release.

Inmates will not be allowed to wear only socks out of their housing units. If an inmate wishes to wear socks, he/she must wear the issued flip-flops over them.

Civilian clothing will only be accepted from outside sources for an inmate's jury trial.

IDENTIFICATION CARDS

All inmates will be issued an identification card (ID card). At all times all inmates will be required to carry the issued ID card in the pocket on the chest area of the issued uniform shirt. Each inmate will turn in their ID card at the time of their release from jail.

This ID card is county property and the inmate will be subject to disciplinary action and/or loss of good time if this ID card is altered, lost, or sent out in the mail.

Inmates will not be allowed to attend recreation, visiting, school, church, or any programs, order or receive commissary and/or receive medications if they do not have an ID card. If an ID card is extremely worn due to normal wear, the inmate must notify a Deputy and a replacement will be issued at no charge.

PERSONAL PROPERTY

PERSONAL PROPERTY - ALLOWED IN GENERAL HOUSING

The only personal property inmates are allowed to have in their housing unit are mail, newspapers, and legal material. Only the current newspaper can be kept, and must be turned in to obtain a new one. Inmates will be allowed to have one book in their possession at a time. Medical, counseling, educational and religious materials are allowed only with prior approval of the medical department, counselor, teacher or chaplain. No other personal property is allowed in this facility. All other items may be purchased through the commissary. Any items not allowed which are brought in or sent in for the inmate from an outside source will be refused and returned.

Inmates will be issued a tote which will be used to store all inmate property including commissary. Totes are to be stored under the inmate's bunk at all times. Inmate property not stored in the tote will be considered contraband and be disposed of. Inmates will return the tote at the time of their release from this facility.

Weekend inmates will not be issued totes.

PERSONAL PROPERTY ALLOWED IN ADMINISTRATIVE UNIT

Inmates who have been placed in the Administrative Unit as a result of a Category II Rule Violation and have requested a Disciplinary Hearing, will be allowed all of their personal and jail issued property until disposition from the Disciplinary Hearing Board.

Inmates who are found guilty of a Category I or II violation will only be allowed the following items:

1. County issued uniform and sandals.
2. County issued bedding and towel/washcloth/laundry bag
3. Hygiene items.
4. Legal papers.
5. Writing materials (pad of paper, stamps, writing instrument, and envelopes).
6. Religious items.

All other items are properly marked and placed in a designated area until the inmate receives privileges again. If commissary had been ordered prior to being placed in AU (Administrative Unit) the inmate will not receive their commissary until he/she is out of AU unless the order is for a Hygiene Kit.

Inmates in AU for protective custody will be allowed to retain all of their personal property. If they are caught sharing their personal items and/or commissary with inmates who are in AU for disciplinary reasons they will be subject to a rule infraction.

PERSONAL PROPERTY - INMATES ON WORK RELEASE

All work release inmates will be provided a locker and pad lock. Inmates are allowed to store up to three (3) sets of personal clothing in their assigned work release locker in addition to any necessary personal items that they need to take back and forth between the Corrections Center and their work place.

Upon entering or exiting the jail, the work release inmate will change into (or out of) their clothing in the designated area. Once the inmate's clothes are changed, the work release inmate will put all other clothes and any other related items in the provided locker and lock it.

Any tobacco products, lighters, knives, weapons, drugs or alcohol are not allowed for retention by inmates in this facility. These items are considered contraband and work release inmates are not allowed to keep contraband in their lockers. Disciplinary action will be taken against work release inmates who are found to have items of contraband in their lockers.

Personal clothing for work release inmates will not be laundered by the Corrections Center. Work release inmates are responsible for the laundering of their personal clothing.

PERSONAL PROPERTY - INMATES SENTENCED TO PRISON OR RELEASED FROM THE CORRECTIONS CENTER

The Department of Corrections only allows incoming inmates to bring a check, addresses written on a piece of paper, gold or white gold wedding ring band (no stones), legal papers, and a State issued ID or Social Security Card. No other property is allowed. At the time of release from this facility an inmate sentenced to prison will fill out a property release form indicating who they are allowing to come and pick up their personal property (family or friends). Any personal property belonging to an inmate sentenced to prison or released from the Allegan County Corrections Center will be held for 30 days to be turned over to that inmate's family or friends as listed on the property release form. If after 30 days the property has not been picked up, the property will be destroyed. Inmates cannot leave property for another inmate.

RELEASING PERSONAL PROPERTY OF CURRENTLY HOUSED INMATE

An inmate who is currently housed in the Allegan County Corrections Center may not release their personal possessions. All property will remain secured in the property room until the inmate is released.

NOTARY AND COPIES

Inmates who need papers notarized should send an "INMATE REQUEST" to "NOTARY" through the kiosk in your assigned housing unit requesting such. Have your papers filled out but DO NOT SIGN THE PAPERS

UNTIL YOU ARE IN FRONT OF THE NOTARY (a Notary is a witness to your signature). The cost for the notary is \$2.50 per signature. The money must be in the inmate's account before the notarization.

No copies will be made for inmates.

CHARGING FOR ROOM AND BOARD

In accordance with Public Acts 118 and 119 of 1984, counties are allowed to obtain reimbursement of up to \$60.00 per day from the prisoner, for costs incurred by the county for their incarceration.

It is required that you be provided with a Financial History Form which you will receive once you are invoiced for your housing costs. You will be charged for every day that you are housed in the Allegan County Corrections Center, including pre-trial detention days spent in jail. The rate per day may be based on your ability to pay and cannot exceed \$60.00 per day.

Once you are sentenced and released, your Reimbursement Agreement will be completed and mailed to you. Rates per day are:

- a. \$10 per day if you make consistent monthly payments or pay the balance in full by the due date.
- b. \$20 per day if payments are not made within 12 months of being billed.

If you are an MDOC inmate, or only here on a Parole Detainer, you will be charged for in-house medical care and stock medications. If you have any local charges, your account will be treated like any other inmate.

Room and Board costs can be paid by any of the following methods:

- a. Credit card through eXpress Account on-online deposit at www.expressaccount.com
- b. Credit card through eXpress Account by calling 866-422-6833.
- c. Cash or credit card through Canteen Kiosk at the Sheriff's Office in the Video Visitation Waiting Room.
- d. Certified check or money order mailed to:
Inmate Billing
C/O Allegan County Sheriff's Office
640 River Street
Allegan, MI 49010

Unpaid balances may be sent to collections and/or civil action through the courts unless a prior payment plan or waiver due to financial hardship is approved. If claiming financial hardship, it is your responsibility to provide proof of financial obligations and your prior year federal tax return to the Sheriff's Office.

If you are incarcerated in the Allegan County Corrections Center at any time and you have an outstanding balance, Inmate Billing will deduct money from your Inmate Trust Account upon initial return into the facility at 100%, then for any additional deposits into your account a 50% deduction will be made on your account until your debt is paid in full. Any debt remaining at the time of release will be collected from your trust account prior to closing your account. These payments are automatic.

INMATE WORKER PROGRAM

The Inmate Programming/Classifications department will make all appointments of inmate workers. Inmates must also be cleared by the Corrections Center's medical department.

Although inmates assigned to the inmate worker program have no extra privileges above other inmates, the placement of an inmate into the program is a privilege that can be removed at any time without notice or cause. Not only do inmate workers have to comply with all Corrections Center rules, verbal and written orders from the corrections staff, but also with the inmate worker program rules.

If you meet these requirements, would like to earn time off of your sentence, and are able to work as required by these rules and regulations, submit an Inmate Worker Application through the kiosk under INMATE REQUESTS tab, INMATE WORKER APPLIC.

Once you have submitted an Inmate Worker application, do not send any follow up requests. You will be notified if you have been assigned to an inmate worker position. NOT ALL REQUESTS WILL BE HONORED, NOR WILL REQUESTS BE IMMEDIATELY ATTENDED TO. The number of inmate worker positions available is dependent on the number of vacancies, and the need for specific job classifications. If all positions are currently filled your application will be kept on file until there is a vacancy in a position that you qualify for.

Inmates who refuse a job assignment will not be considered for any other positions for a minimum of 30 days.

If you are removed from the inmate worker program you will not be eligible for another inmate worker position for a minimum of 30 days.

INMATE WORKER - ROOM & BOARD PAYMENTS

Inmate workers that successfully complete 51% or more of their sentence in the Inmate Worker Program may have their housing costs waived for their current stay.

Inmate Workers who unsuccessfully participate in the Inmate Worker Program will be charged for all days spent in the correction center while not in the program.

WEEKENDER PROGRAM – Persons sentenced to Weekends

Inmates that have been sentenced in the 57th District or 48th Circuit court and are allowed to serve their sentence on the Weekender program must fill out a Weekender packet which will be given by the courts immediately after sentencing. Inmates who are sentenced to weekends will be provided the rules, as well as the cost associated with participating the Weekender Program.

Inmates who are approved to participate in the Weekender program are required to pay for room and board at a flat rate of \$15.00 per day, plus a one-time administrative cost of \$25.00 which is to be paid at the start of the first weekend.

Inmates sentenced to serve weekends are required to make payments as they serve their weekends. Failure to make payments may result in your removal from the weekend program and you may be required to serve the remainder of your sentence as straight time.

Any person committed to the Corrections Center for weekends may be requested to take a PBT (preliminary breath test). Inmates who fail the PBT may be terminated from the weekend program and will serve their

sentence as straight time. Any person who refuses the PBT will automatically be terminated from the weekend program and serve their sentence as straight time.

Any person suspected of being under the influence of a controlled substance will be removed from the weekender program and a report will be filed with the sentencing court.

If any person fails to report to the Corrections Center for a scheduled weekend, a report will be sent to the sentencing court advising of the missed weekend. At the discretion of the court, a warrant may be issued for Failure to Execute Sentence, your sentence may be converted to straight time, and you may be terminated from the weekend program.

Inmates who are committed to serving time on weekends will be subject to the same rules, verbal and written orders, as all other inmates.

Inmates who are serving time on weekends will not be allowed to order/receive commissary.

WORK RELEASE PROGRAM

Any inmate that is granted work release by their sentencing judge and has legitimate and verifiable employment will be considered for the work release program, whether full or part-time, provided the employer fills out the proper documents to enroll and program fees can be maintained.

Prior to approval for work release, each inmate is interviewed and provided with the work release program rules, which they must sign acknowledgement of. Inmates approved to participate in the work release program must be screened by the Corrections Center's medical and counseling departments before being released for work. Work release inmates are subject to all Corrections Center rules, and written and verbal orders from correctional staff, which apply to all inmates. All work release inmates will enter and exit through the designated area and submit to a search upon entry.

Work release inmates can be removed from the program at any time that a violation of the program rules and/or Corrections Center rules occurs.

WORK RELEASE INMATES – ROOM AND BOARD PAYMENTS

Inmates who are approved to participate in the work release program are required to pay for room and board at a flat rate of \$15.00 per day, plus a one-time administrative cost of \$25.00 which is to be paid one (1) week in advance. Each inmate will be provided with the work release program rules prior to being approved for the work release program

Weekly Room and Board payments will be deducted every Monday. Failure to have monies available may result in removal from the Work Release program.

SEARCHES

All inmates will submit to a search of their persons, clothing, work and housing areas, when requested.

All visitors to the Corrections Center may be searched prior to being granted entry into the facility.

TELEPHONE CALLS

INCOMING CALLS: Inmates are not allowed to receive incoming telephone calls. Corrections staff will not take messages from incoming callers, but will advise the callers they can contact the inmate by postal mail, e-mail or visitation. If the call is of an emergency nature, it will be turned over to the Jail Chaplain or counselor. If they are not available, the call will be turned over to the On-Duty Sergeant.

OUTGOING CALLS: Newly received inmates will be given access to a telephone upon completion of the booking process 24 hours a day. All other inmates assigned to housing units will have access to the use of phones each day in their assigned housing unit between 6:00 a.m. and 10:00 p.m. depending on their housing unit and disciplinary status.

AUTHORIZED TELEPHONE USAGE: The only telephones inmates, including inmate workers, are allowed to use are the telephones in their assigned housing units. Authorized phones are designed for pre-paid or collect calling only.

All inmate phone calls are subject to recording. An inmate's use of the phone is considered that inmate's consent to the recording of the conversation.

NOTE: All inmate phone calls are recorded. An attorney may request that their number be exempt from recording by contacting the Jail Administration in writing.

If an outside source lodges a complaint of being harassed or threatened by an inmate, that inmate's telephone privileges can be suspended or denied. If an inmate maliciously damages a telephone, telephone privileges can be denied. In both instances, possible prosecution may follow, and the inmate may be charged the cost to repair or replace the phone.

HOW TO USE THE INMATE TELEPHONES

PLACING CALLS: Lift handset off hook and follow automated operator prompts.

CALL DURATION: Calls are limited to 15 minutes per call.

There are three ways to make phone calls from this Corrections Center:

COLLECT CALLS:

Collect calls can be placed to land line phone numbers where collect calling is not restricted. There are additional fees, costs, and restrictions that may apply based on the phone carrier being called.

PRE PAID ACCOUNTS:

Inmate Pre-Paid Account: Friends and family of inmates can deposit money into an inmate's Telmate account and the money can be used by the inmate to call anyone they wish to call. This money can only be used for prepaid calling and cannot be transferred to be used for commissary. When you are released you must contact Telmate for reimbursement of these funds; Allegan County does not have access to these funds at the time of your release.

Inmates may also transfer money from their Commissary account into their Telmate account through the Kiosk or by using the telephone in their housing unit.

Friends & Family Pre-Paid Account: Allows friends and family to put money in your account that can only be used to call specific telephone numbers.

Have your Friends and Family go to www.gettingout.com or call 1-866-516-0115 to receive more information on how to set up an account, deposit money, and send voicemails.

KIOSKS

There are kiosks in your dayroom. You must use your assigned pin to log on and you will only be able to log on to the kiosk in the Pod or Dorm that you are assigned to. You will be able to use the kiosks for: Visitation, Inmate Requests (Kites), Commissary ordering, messaging, photo sharing, wall posts and games. All usages of the kiosks are recorded and monitored and there are fees associated with some features offered. Misuse of the kiosks, or the use of another inmate's account, will result in disciplinary action.

LAUNDRY SCHEDULE

All sheets, and personal white clothing (T-shirt, underwear, socks) will be washed together. Blankets will be exchanged monthly. No individual's clothing will be washed separately from the rest of the laundry from a particular pod or dorm. All items will be laundered or exchanged according to the following schedule:

Each inmate will get one set of County issued clothing once placed into a housing unit. The issued clothing will be exchanged according to the following schedule.

MONDAY

Pods G & H

TUESDAY

Pods E & F, & Dorm 2

WEDNESDAY

Pods A, B, C, D & Dorm 3

THURSDAY

Pods G & H

FRIDAY

Pods E & F, & Dorm 2

SATURDAY

Pods A, B, C, D & Dorm 3

Inmate workers will have their clothing exchanged each day.

NO INMATE WILL BE ALLOWED TO REFUSE TO HAVE THEIR BEDDING AND TOWEL LAUNDERED. Appropriate action will be taken for any items damaged or lost.

All personal white clothing must be put in the inmate's laundry bag. All personal white clothing must be set out by 6:30 a.m. so that it can be washed, dried & returned the same day.

The laundry personnel and the Jail Administration will not be responsible for any clothing lost, stolen or damaged. However, all precautions will be taken to return the clothing in good condition.

Personal clothing of inmates, except for the whites, will not be laundered through the jail laundry.

VISITATION

This jail allows non-contact video visitation. Visiting is conducted through the video visitation kiosks in your housing unit. Visitors can schedule a visit and come into the Sheriff Office Video Visitation Room and have a free visit once a week or they can schedule a remote visit from home using a computer with a camera for a fee.

There will be no special visits allowed. All inmates will visit according to the visitation schedule.

Inmates are not allowed to visit with other inmates.

Inmates are allowed one (1) free 30 minute visit each week in accordance with their housing schedule. If there are additional time slots available, the inmate or friends and family can pay to schedule an additional visit.

VISITATION – VISITORS

1. Each visitor 18 years old or older must create an account at <http://gettingout.com> or at the kiosk in the Video Visitation Waiting Room at the Sheriff's Office and Corrections Center. Once an account is created, the visitor or inmate can schedule a visit.
 - a. If a visitor provides false information on any part of the visitation record the visitor will be restricted from visiting.
2. Only 2 visitors will be allowed to visit an inmate per visit at the video visitation kiosks at the Sheriff's Office and Corrections Center.
3. Visitors must be dressed in a socially accepted manner. Clothing must not be sexually suggestive or revealing in any way. Those dressed in a non-socially accepted manner will be denied to visit.
4. Intoxicated or obnoxious visitors will be asked to leave. No obscene language or gestures will be tolerated in the visitation room.
5. No personal items are allowed to be brought into this facility for inmates at any time. This facility has a complete commissary, everything needed for personal hygiene, and other allowed items are sold there. Clothing and bedding are provided.
6. Money may be deposited into the inmates Telmate Phone account or Commissary account at the time of visitation at the appropriate Kiosk in the Video Visitation Waiting Room. Instructions are on the kiosks and a phone is available directly to Telmate if there are any issues.
 - a. Money left for inmates at the kiosk will be properly receipted and deposited into the inmate's account. **THE KIOSK ONLY ACCEPTS CASH OR CREDIT/DEBIT CARDS.**
 - b. Cash, money orders and checks **MAY NOT** be mailed to the Allegan County Correction Center for depositing into an inmates account. Money can be deposited remotely for an inmate by visiting www.expressaccount.com or by calling 866-422-6833

- c. Sheriff's Office staff are not able to accept funds directly, the money must be deposited using one of the two methods described above.
7. Any smuggling of, or attempt to smuggle, contraband (anything not authorized by the Corrections Center) or weapons into this facility will be cause for denial of the visit, termination of the visit, permanent restriction of future visiting privileges, and/or filing of criminal charges against the offender(s). The inmate(s) involved will receive disciplinary action.

VISITATION - INMATES

1. All inmates will wear county issued clothing for all visits.
2. Only the inmate that the visit is scheduled for may visit.
3. Inmates found in violation of the visitation policy, or in violation of a major or minor rule infraction while visiting, will be subject to disciplinary action up to and including loss of visitation privileges.

VISITATION POLICY – PROFESSIONALS

1. Attorneys will be allowed to visit at reasonable times outside of established lockdown and meal service times.
2. Attorneys will not be allowed to enter the facility to attempt to solicit business from an inmate. However, an attorney may be allowed to visit an inmate to interview them to determine if they will represent them.
3. Conversations between inmates and their attorney will not be audibly monitored in any way but may be visually monitored by Corrections staff.
4. Parole, Probation, and other criminal justice related visitors will be allowed to visit at reasonable times outside of established lockdown and meal service times.
5. Other professional visitors may be allowed at the discretion of the Shift Supervisor or Jail Administration.

MAIL

INCOMING NON-LEGAL:

Inmates in the Allegan County Corrections center will only be allowed to receive postcards from friends and family, etc. The postcards are to be plain white, no bigger than 5" x 7" and have metered postage. Postcards must be typed or written in ink only. (No pencil, crayon or colored pencil). No drawing of any kind on the postcard, front or back. Inmates may receive newspaper subscriptions directly from publishers. All incoming mail will be inspected for contraband by deputies. Any mail or packages that are not approved will be stamped "Return to Sender" and sent back to the Post Office. A Notification of Denied Mail will be given to the inmate and a copy sent with the returned item. The inmate mail will be distributed on the day shift.

Unacceptable postcards will be returned to sender; types of unacceptable postcards include but are not limited to:

- Defaced or altered postcards, including photos and drawings.
- Postcards marked with paint, markers and/or crayons.

- Postcards with stickers or labels (including address labels and postage stamps).
- Postcards with watermarks or stained in any manner, including glitter.
- Postcards with any biohazards or other substances including lipstick and perfumes.
- Postcards depicting nudity, obscene materials, weapons or gang references.
- Oversized post cards.

This facility does not accept money through the mail in any form to be deposited into an inmates account. Money can be deposited into inmate accounts by depositing it in one of the publicly accessible kiosks at the Sheriff's Office, by visiting www.expressaccount.com or by calling 866-422-6833.

This facility does not allow inmate to inmate correspondence of any form. An **exception** can be made if a legally married husband and wife are lodged in the jail at the same time, they may, upon receiving written permission from the Jail Administration, write to and receive postcards from one another as long as they are not co-defendants in a current legal case, have any history of domestic violence, there is a court order prohibiting contact, or any other reason the jail administration feels it would be inappropriate. Postcards are available through the inmate commissary.

INCOMING LEGAL MAIL:

Properly identified incoming legal for an inmate will be opened only in the presence of the inmate, and its confidentiality shall be maintained. If non-legal mail is found in the envelope identified as "legal" mail, the non-legal mail will be confiscated, the sender will be notified that increased monitoring of the inmate's legal mail will take place and a report will be turned over to the detective/prosecutor's office.

OUTGOING MAIL (Legal and Non-legal):

All outgoing mail may be opened and inspected for violations of the Law, postal regulations, jail rules, or if the inmate is suspected of being suicidal, plotting against facility security, or planning criminal activity. Properly identified legal or confidential mail may only be opened in the presence of the inmate and its confidentiality maintained. All outgoing inmate mail will be self-stamped by the sending inmate. **PLACING DRAWINGS, SYMBOLS AND NOTES ON THE OUTSIDE OF OUTGOING MAIL ENVELOPES IS NOT ALLOWED.** No inmate will send for, nor receive, lewd or lascivious materials that would constitute pornography.

All outgoing mail will be stamped, advising the receiver that the correspondence originates from the Allegan County Corrections Center. Stamps, envelopes, pencils and paper are available for purchase from the commissary. For correspondence to corrections personnel, the inmate can use "Inmate Request" system through the kiosk in their assigned housing unit. Correspondence to Judges, courts, probation/parole officers, attorneys, and other law enforcement jurisdictions or any others is to be sent through the U.S. Mail.

All outgoing mail must have the inmate's name and the Corrections Center's address as the return address. Any mail that is not properly addressed will be returned to the inmate.

Proper return address:

Inmate John Doe
 C/O Allegan County Jail
 640 River Street
 Allegan, MI 49010

INMATE MONEY

No inmate will be allowed to retain money or negotiable currency while incarcerated in this jail. All money will be turned over to the receiving officer upon entry into jail and an inmate commissary account will be established for that inmate. The money will then be deposited into the inmate's commissary account. Money for inmates can be deposited either through the kiosk in the lobby of the Corrections Center or on-line by visiting www.expressaccount.com or by calling 866-422-6833. Money may be deposited into the inmate's commissary account or phone account.

When withdrawals are made from an inmate's commissary account, the accounting software will document the withdrawal to show the transactions made on the account. When an inmate leaves this facility, their remaining funds in the inmate commissary account will be returned in the form of a debit card, if your account has been paid in full. If any you have a remaining debt balance at time of release, your remaining funds will be applied to that debt. Any monies remaining on the phone account must be requested through Telmate at <http://gettingout.com> or calling (866)516-0115.

Inmates released to another law enforcement agency will have their money released in the form of a check and placed in their property.

Inmate money accounts are not personal checking accounts, therefore, checks will not be written out of inmate's accounts.

MEALS

Meals will be served in accordance with the following schedule, which may vary occasionally:

1. Breakfast starting at 6:00 a.m. to 6:30 a.m. in Dorms, 7:30 a.m. to 8:00 a.m. in Pods
2. Lunch starting at 11:30 a.m. to 12:00 p.m.
3. Dinner starting at 6:00 p.m. to 6:30 p.m.

Inmates will be fed in their housing unit. Inmates are required to be up, dressed in their county issued jail uniform (shirt and pants), with their ID's, and be lined up at the door ready for meal delivery. Meals will be delivered and picked up by inmate workers with deputies present to supervise. Inmates are not allowed to converse with or pass items to the inmate workers delivering the meals.

Meal trays and cups are to be stacked neatly beside the doorway, and the sporks will be placed in a receptacle provided for that purpose when meals have been finished to be ready for pickup by inmate workers and deputies.

No food served in meals may be retained past meal time, it is to either be eaten or disposed of.

Any violation of this dining policy will subject the inmate and/or housing unit to disciplinary action(s).

COMMISSARY

Commissary items are ordered through the kiosk. All basic living needs are available for purchase.

Orders are to be completed no later than Sunday night at 10:00 p.m. If an inmate starts their jail term after the orders have been submitted, that inmate will have to wait until the following week to order commissary items.

Commissary orders are submitted on Monday mornings, unless a Holiday falls sometime within the week. When a Holiday falls in the week, the order delivery day may be adjusted to accommodate for the holiday.

***** THE COMMISSARY DOES NOT EXTEND CREDIT*****

The total amount of the inmate's commissary purchase is deducted from the inmate's account at the time the items are submitted, if an inmate does not have sufficient funds in their account to cover items ordered, that inmate will only receive items up to the amount in that inmate's account. If an inmate has no funds in their account, that inmate will receive no items.

A Deputy will hand out commissary orders in the evening, as time allows. Inmates are to check their orders for accuracy prior to opening the commissary bag. Once the commissary bag has been opened, the order is considered correct. Complaints concerning incorrect orders will not be addressed if the commissary bag has been opened. Questions concerning problems with commissary orders will only be handled through an INMATE REQUEST to "Commissary".

Items which are purchased from the jail commissary are the inmate's responsibility. Inmates who have committed a violation of jail rules may be denied commissary as a disciplinary measure.

I-CARE COMMISSARY

I-CARE is a service available to the friends and families of inmates in the Allegan County Jail to order commissary items using a credit card, VISA or Master Card. Friends and family may call Canteen Services at 1-888-634-0034 Monday thru Thursday 8:00 a.m. to 4:00 p.m., or Friday 8:00 a.m. to Noon, or go to www.expressaccount.com to place an order for delivery with the next scheduled commissary delivery to the jail.

If the inmate has any outstanding debt owed to the jail the I-CARE order will not be processed by the commissary.

COMMISSARY LEFT AT THIS FACILITY AFTER INMATE IS RELEASED

If an inmate is released after the commissary order has been placed, the monies deducted can not be returned to that inmate's account. Inmates who are released prior to receiving the ordered commissary have thirty (30) days after their release to return to this facility and pick up their order. If the ordered items are not picked up within thirty (30) days, the items will be donated to local charity or destroyed.

EXERCISE/RECREATION

All inmates will be afforded freedom of movement within their assigned dayroom or dorm area to exercise daily. An inmate in a Maximum Security Unit, in the Administrative Unit, or on cell restriction will be unlocked from their cell to exercise in the dayroom for a total of one hour daily which includes meal times, provided the inmate is not a threat to others.

Every inmate not on lockdown will be given the opportunity to attend recreation outside of their Pod Monday through Friday (excluding holidays), with exceptions due to maintenance work or facility lock-downs. Inmates will be escorted to the recreation area by Deputy(s) and will be subject to searches at any time.

No inmate will be escorted back alone, but will wait until the entire pod or dorm residents are taken back. ID cards will be carried at all times or recreation time will be denied. Any violation during recreation will subject the entire group to be returned to their housing units immediately and be subject to disciplinary actions.

ACCESS TO THE COURTS

Inmates have the right to have access to the courts and for the Jail Administration to assist inmates in the preparation and filing of meaningful legal papers for direct or collateral attacks on their convictions or challenges of “conditions of confinement” i.e. appeals, habeas corpus challenges and “inmate rights” issues. Notary services will be provided to inmates that have legal paperwork that requires a notary. Indigent inmates may receive an Indigent Kit every 14 days that includes writing paper, pencil and stamped envelopes that may be used for personal or legal correspondence.

The “right of access to the courts” does not apply to pre-trial criminal defendants. Pre-trial defendants are afforded “access to the courts” through an assigned court appointed attorney if the inmate cannot afford to retain an attorney of their choice. When a pre-trial defendant is offered appointed counsel but chooses instead to represent themselves, the trial judge may appoint standby legal counsel to supervise the case.

Inmates who are represented by an attorney may request legal materials through their attorney. Those who are not represented by an attorney may make reasonable requests for legal materials, or law library access, through the Jail Administration by submitting a kite on the kiosk. The Jail Administration will respond in a reasonable amount of time with the materials requested. At no time will Jail staff assist the inmate in drafting any legal filings, preparing arguments, or provide any legal advice to the inmate.

LIBRARY/BOOK TOTES

The Chaplain and staff will be responsible for the library needs. They will provide a book tote for each Dorm and Pod, with the exception of the Administrative Unit. The totes will be switched out by a Deputy twice per month. No magazines or books will be allowed from the outside, this includes subscriptions or book purchases.

MEDICAL SERVICES

Medical services are available for all inmates, as the need arises. The medical department will hold routine examination hours and will be available for on-call emergencies.

Newly received inmates will be required to sign an Authorization for Medical Treatment form as part of the receiving process. Without the inmate’s signature, the medical department will not be able to treat the inmate in the event of sickness or medical emergency.

If an inmate feels they have an emergency medical condition, they are to make contact with a Deputy who will make necessary arrangements to have the inmate receive medical attention.

REQUESTS FOR MEDICAL OR DENTAL TREATMENT

Sick call is held a minimum of four (4) mornings a week. Inmates desiring medical or dental treatment should fill out an **INMATE REQUEST** for “**Medical Services**” with a brief explanation of their medical or dental request (visits to the dentist require prior evaluation and approval by the medical personnel).

Medical personnel will check the Medical Requests every day in the morning. Inmates will be called to sick call on a future date and time that the medical department has available. At the time an inmate is called for sick call, the inmate may be required to fill out and sign proper paperwork.

The medical department will decide when, and whether, to examine those requesting treatment. Inmates may be weighed at the time of their physical examination. The medical department will determine any other weight monitoring.

DISPENSING OF MEDICATIONS

The medical department will evaluate all medications. **ONLY MEDICATIONS APPROVED BY THE ALLEGAN COUNTY CORRECTIONS CENTER MEDICAL DEPARTMENT WILL BE DISPENSED.** Properly labeled medications on an inmate's person at the time of incarceration will be evaluated by the medical department and dispensed at the medical department's discretion.

Medications can be brought in for an inmate under the following guidelines:

1. Medication must be filled by a pharmacist and in its original container.
2. Prescription must be current and filled within the last 30 days.
3. Medication must be taken on a regular basis, not "as needed".
4. Medication must not be a narcotic. Any narcotic prescription will be evaluated by the Medical Doctor. Narcotics will not be given unless there are extenuating circumstances.

Medications can be brought in at any time but will not be dispensed until they have been reviewed and approved by the medical department.

Medications brought in for an inmate must be brought in before the current prescription runs out, or the medical department will order the medication for the inmate and the inmate will be responsible for payment of the medication.

Inmates can purchase Tylenol, Aspirin and Ibuprofen through commissary. They will not be routinely dispensed from the medical department or correctional staff.

Any medications dispensed will be deducted from the inmate's money account. The costs of services rendered outside this facility are the inmate's own responsibility (i.e.; x-rays, lab work, etc.).

Medications will be dispensed two to four times a day. Inmates receiving medications must be up, dressed in county issued jail uniform, have their Jail ID and have a cup of water. Inmates will be required to take their medication at the door, drink the cup of water and open their mouths for inspection to make sure the medication has been swallowed.

Inmates who are found "cheeking" or otherwise concealing their medications will have their medications crushed. Their file will be reviewed by the doctor to possibly discontinue the medication.

MEDICATIONS LEFT AFTER INMATE'S RELEASE

Upon request from the inmate, medications will be returned to an inmate within 48 hours after release from this facility, if the inmate meets the following requirements:

1. Properly labeled medications were in inmate's possession at the time of incarceration.

2. Medications were ordered for inmate during incarceration and inmate paid for these medications. Medications that were ordered for an inmate but not used from the blister pack will be returned to the pharmacy for a refund if applicable.

After an inmates release, any medications remaining in the medical department will be held for 30 days to be picked up. If the medications are not picked up, they will be disposed of.

VEGETARIAN/MEDICAL CONDITION APPROVED DIETS

The Allegan County Corrections Facility meal menu is reviewed and approved by a licensed registered dietician annually. There exists no medical reason for most vegetarian diets. Vegetarian, or any other diets that aren't medically necessary will not be the concern or responsibility of the medical department.

MEDICAL BILLING

With the passage of our legislation (House Bills 4589 and 4590), inmates are charged for all medical treatment received while incarcerated in this facility, based upon the inmate's ability to pay.

Inmates who receive medical treatment will be billed \$15.00 for a visit to the Doctor (or certified mid-level provider), \$7 for a chart review by the Doctor, and \$5.00 for a Nurse visit. Inmates will be charged \$5.00 for stock medications (non-prescription). Inmates will be charged \$7.00 for a medication review by the medical staff. This applies to the review of one or more prescriptions done by the nurse/doctor to renew and/or start new prescriptions. Inmates are also responsible for the cost of prescription medications, any medical treatment received in or outside of this facility, and transportation to the treatment location. Physicals that are done at the request of the medical department are free.

Non-diabetic inmates will be charged \$2.00 per glucose strips.

If an inmate is indigent, that inmate will not be required to pay for services at that time, but their account will show a debt for the services rendered. However, if the inmate comes off indigent status, he/she will be responsible for any medical services and/or prescriptions received. When money is received into an inmate's account, monies owed will be deducted from the inmate's account before commissary items are allowed to be purchased. No inmate will be refused medical treatment due to their inability to pay.

MEDICAL BILLING – DEDUCTIONS FROM INMATE ACCOUNT

All monies in an inmate's account can be deducted at any one time for medical expenses. An itemized statement, of what and how much each deduction is for will be provided to each inmate who received services or medications.

If an inmate has medical insurance coverage, it is the inmate's responsibility to inform the medical department at the time services are rendered. However, inmates will still be billed for medical services. It is the inmate's responsibility to recover any monies from their insurance company. Medical clinic visits at the Corrections Center are not covered by insurance.

Inmates with questions reference any medical bills should send an INMATE REQUEST to Inmate Billing.

Medical treatment will not be withheld due to an inmate's inability to pay.

FREE MEDICAL SERVICES

- Physicals requested by the medical department.
- Follow-up treatments at the medical department's request.
- TB test.
- Initial testing required by the jail to be eligible for inmate worker status.
- Any treatment required by the jail.
- Injuries occurring during the course of inmate worker duty.
- HIV testing. Talk to medical staff about HIV testing during your medical screening, or by sending a kite to medical.

MEDICAL SERVICES CHARGED FOR

- Prescribed medications.
- Visits to the doctor, physician's assistant, or nurse.
- Dental visits.
- Any request for medical or dental services not normally provided at this facility.
- All other related costs, such as transportation or staff needed to maintain security.
- Any requests for medical clearance to be placed on a work crew if you were previously medically denied.

INMATES WHO OWE FOR MEDICAL SERVICES AT TIME OF RELEASE

If an inmate owes monies for medical services at the time of their release, that inmate will be billed. If no payments are made, or your bill is returned to the jail billing clerk, either of the following could occur:

Your account will be turned over to a collection agency. They will take whatever course of action they deem necessary to collect.

An attorney for the county may file a civil action against you, seeking reimbursement.

It is the inmate's responsibility to ensure the jail has their correct, current address when they are released from this facility. Any changes of address after release should be reported to the billing department so they can make sure your bills are mailed to the correct address.

COUNSELING

This facility employs a full time counselor. Inmates who wish to make an appointment with the counselor should submit an INMATE REQUEST for "Counseling Services". Appointments will be prioritized daily based on emergent need and inmates who are under court mandated counseling.

DRUG AND ALCOHOL CLASSES – AA/NA

Drug and alcohol classes are available for those inmates who need rehabilitative counseling in these areas. Interested inmates should submit an INMATE REQUEST for AA/NA. Inmates who are court ordered to attend AA/NA will be put on the list first, all others will be added as requests are received.

RELIGIOUS SERVICES

Religious counseling and activities will be available for each inmate who is not on program restrictions to participate in voluntarily. Sunday services will be held weekly. Any inmate who desires a Bible or other religious material should submit an INMATE REQUEST for Chaplain Services.

EDUCATIONAL SERVICES

Educational services will be provided to inmates who do not have a high school diploma or GED, providing school privileges have not been removed. Inmates who have a GED or high school diploma who are in need of services such as career readiness which include career exploration, resume writing, interview skills, college and financial aid applications, and computer literacy certification may ask for services as well. Classes are held Monday through Friday. Interested inmates should submit an INMATE REQUEST for "School Request".

SUMMONING CORRECTIONAL STAFF

Cell checks/rounds and other job responsibilities will bring corrections officers into the inmate housing units frequently. Inmates may contact officers at those times for all non-emergency inquiries, or by sending a kite through the kiosk. However, when officers are not in the immediate vicinity, inmates are to use the intercom button **only if there is a true emergency**.

EMERGENCY PROCEDURES

In the event of an emergency within this facility, inmates are to remain calm and await instructions from corrections personnel. They will follow the orders of corrections personnel. If evacuation becomes necessary, inmates will file out orderly and take no personal belongings, but will immediately proceed to the location they are directed to.

BONDING COMPANIES

An updated list of Surety Companies, their authorized agents and phone numbers will be available on the Allegan County Sheriff's Office website. Only those on this list will be accepted by the Allegan County Courts. No others will be accepted. (This list is not printed in the Jail Resident Guide because of the frequent changes made to this list by the court).