

INMATE GUIDE



ISABELLA COUNTY CORRECTIONAL FACILITY

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Purpose: To provide guidelines governing the living conditions of inmates.

Introduction:

This booklet has been prepared for you as a guide while you are in jail. It is important that you read and know the contents of this handbook. It is your responsibility to seek help from corrections deputies on anything in this handbook you do not understand.

This handbook contains your rights, responsibilities, and privileges. It also describes acts prohibited in the jail and types of disciplinary action that may be taken if you commit any of the prohibited acts. If you do not follow all of the rules, administrative, disciplinary, and/ or legal action could be taken against you. This handbook also contains information you will need to make your stay here as beneficial to you as possible.

The rules and regulations presented here are for your benefit and welfare. As a community, it is necessary to respect the rights, privileges, and responsibilities of everyone. You have certain rights that are listed; at the same time, there are responsibilities that you must meet.

The **EMERGENCY PHONE:** the phone in the cell has an emergency number that will ring into master control; the number is 020#. **THIS NUMBER IS TO BE USED FOR EMERGENCIES ONLY.** Examples of an emergency are a fight, medical issues, or flooding. Abuse of the emergency number can and will result in disciplinary sanctions and/or loss of privileges.

Rights:

1. You have the right to expect that you will be treated respectfully, impartially, and fairly by all jail staff.
2. You have the right to be informed of the rules, procedures, and schedules within the facility.
3. You have the right to proper care, which includes: nutritious meals, clean jail clothing, an opportunity to shower regularly, toiletries, and medical treatment.
4. You have the right to correspond with family members and friends.
5. You have the right to unrestricted and confidential access to the court by correspondence.
6. You have the right to legal counsel.
7. You have the right to attend non-denominational religious services as provided by the volunteer clergy.

Admission Process:

All individuals received at the Isabella County Jail will go through the booking process. During this procedure, you will have your personal possessions collected, inventoried, and bagged for storage. Any and all money will be inventoried and deposited in your inmate account. If you have been lodged on current local charges or lodged because of a violation of the court, or previous charges, you will be arraigned in accordance with court procedures. You will be photographed, fingerprinted, and if applicable DNA collected. After completion of the above items, you will be classified, issued jail clothing, a wristband, strip-searched, and moved into general population. Your wristband must be worn at all times or disciplinary actions along with loss of privileges will be taken. You will be advised of the charge(s) against you and you will be provided with information relative to your bond status and commitment.

General Regulations Governing the Supervision and Conduct of Inmates:

Lights will be turned on at 6:00 am each morning. Televisions may be turned on no earlier than 6:00 am and must be turned off by midnight. Televisions will be turned off for cell cleaning time. Failing to turn off the television as directed will result in disciplinary action and/or loss of privileges.

1. INMATE PROPERTY

Money

At the Isabella County Jail, a cashless commissary system is used and inmates are not allowed to have cash in their possession. Commissary purchases are made by computer and the cost of the order is deducted from the inmate's account. Any inmate found possessing cash shall be disciplined. All cash will be deposited into the inmate's account upon entry into the facility.

Personal Property

Any unauthorized items you have in your possession will be considered contraband and will be taken from you. This may also result in legal, disciplinary action being taken against you along with loss of privileges. Upon admittance to the jail, you will have your personal property taken, inventoried, and placed in a storage locker until the time you are released or transferred. Items that you may keep in your possession include:

- a) Addresses and phone numbers
- b) Legal papers – within reason
- c) Postcards
- d) One plain white t-shirt
- e) One pair of underwear
- f) One bra (females only) – must not contain an underwire or pads
- g) One pair of socks

- h) Prescription eyeglasses with a soft case
- i) Contact lenses and case (must be approved by medical)

Authorized Items

Clothing and Bedding: Inmates housed at the Isabella County Jail will be given the opportunity to exchange their jail uniform for a clean one once a week. Bed linen for all inmates will also be exchanged once a week. Upon entry to the jail each person will be issued the following:

- a) One mattress
- b) One sheet
- c) One blanket
- d) One towel
- e) One property bin
- f) One shirt
- g) One pair pants
- h) One pair shoes
- i) One hygiene packet
- j) Bar of soap

NOTE: Destruction or altering of issued items will be cause for criminal and/or disciplinary action along with loss of privileges. Inmate accounts will be charged for damaged or altered items.

1. A list of personal property items other than clothing that inmates may possess is shown above. Pillow possession limit of two. The jail will not be responsible for any items in possession of the inmate that is damaged, lost, or stolen.
2. Personal or commissary items belonging to an inmate that is altered from the original state or used for other than their intended purpose will be confiscated (i.e., pillows torn opened, ripped or tie-died t-shirts, any item with labels removed).

- a) Inmates may receive newspapers that are directly from the publisher and postcards in the mail. The mail will be searched to make sure that it is not used to hide items that inmates may not possess.

Prohibited Items

Any personal property that inmates are not allowed to possess will be confiscated. It will be inventoried and placed in a secure locker or discarded.

2. INMATE TRUST FUND / COMMISSARY

To place an order for commissary items the money must be in your account by Monday night. You must have the proper amount of money in your account or your order will be canceled. Money orders are accepted at the jail as long as they are filled out properly and completely.

Family and friends may also deposit money in your name at any time (JAILATM.com <https://deposits.jailatm.com/webdeposits/>), and may mail money orders addressed to "Inmate Accounting." (see Sec 6)

Internet commissary orders are also accepted at the facility by using the website JAILATM.com. Orders are processed and delivered on the same day as the regular commissary. Make sure commissary orders will fit in (2) bins. If current and/or new orders will not fit in (2) bins, it will be discarded.

Phone time can be purchased anytime as long as inmates have funds in their accounts. Hygiene kits (1-pen, 1-washcloth, 1-toothbrush, 1-toothpaste, 1-spoon, 1-deodorant, 1-shampoo, 1-bar of soap, and 2-postcards) will be sold at the time of being moved to general population and every other Sunday.

Indigent kits are provided to those who have been indigent for 14 days.

Indigent Status

If someone does not have \$5.00 in their account consistently for 14 days, they are considered indigent.

Quantity Limit

All personal property and commissary must fit within two (2) provided property bins. It shall be stored only in the provided property bins. Commissary orders that will not fit within your bins are subject to disposal without reimbursement.

3. CUSTODY CLASSIFICATION

All inmates are routinely evaluated in terms of their psychological, medical, and criminal history. The classification deputy will review your current charges, prior history, and any medical/psychological needs. Facility assignments are then made according to the classification level and available space.

Minimum Security

Minimum-security inmates must display a cooperative attitude toward the staff as well as the ability to follow the rules and regulations of the facility. The inmate must not be considered an escape risk. If an inmate meets all of the criteria, they may be eligible to become a trusty or a member of a work crew. They may also be eligible for work release or school release. Minimum security levels 6, 7, and 8, may be considered to participate in all “inside” activities. You may also be considered for an outside trusty position, work release, or community service. Your security level permits you to be housed in a minimum-security unit.

Medium Security

Inmates assigned to medium-security will include those sentenced misdemeanants and felons who do not qualify for minimum security, and who do not require a higher level of security. In addition, inmates in the facility awaiting trial or sentencing and who do not require a higher level of security will be placed in medium security. These inmates will require a normal amount of staff supervision. Medium security inmates will be allowed to participate in most in-house programs. Participation will require authorization from the jail administrator for activities. They may be housed in Maximum or Medium security units. Medium classification levels are 3, 4, & 5.

Maximum Security

Inmates who are assigned to a maximum-security level will be those inmates who have been charged with extremely serious felony crimes and/or have holds or other pending court action against them. In addition, those types of inmates may have displayed a significant disciplinary problem within the facility and/or may have displayed the need for a maximum amount of supervision. Maximum-security inmates may be allowed a very limited amount of out-of-cell activity. They are not eligible to participate with in-house programs. They may participate in visitation and some out-of-cell activities such as meeting with an attorney or counselor. Maximum security inmates will not be allowed to associate with the general inmate population and they should be housed in a maximum-security cell.

4. DISCIPLINARY PROCEDURES

The following is a list of rules and regulations that are to be observed by inmates at the Isabella County Jail at all times. The rules explain what is expected of each inmate and they are intended to insure a safe and secure living environment for all inmates. Any infraction of the rules may result in loss of privileges, loss of good time, or any other type of appropriate disciplinary action. In addition, inmates are required to obey all laws and may be prosecuted for any criminal offenses they commit.

A. Minor Violations (including but not limited to):

- 1) Throwing or wasting food
- 2) Rattling cell bars or otherwise summoning corrections deputies under the pretext of an emergency
- 3) Adulteration of any food or drink
- 4) Possession of money or currency unless specifically authorized
- 5) Unauthorized possession of property belonging to another person
- 6) Loaning of property or anything of value for profit or increased return
- 7) Possession of anything not authorized for retention or receipt by the inmate and not issued to the inmate through regular institutional channels
- 8) Possession of unauthorized jewelry
- 9) Possession of food or drink not provided from the kitchen or the commissary service
- 10) Possession of unauthorized clothing
- 11) Mutilating, altering, or an excess of clothing issued by the jail
- 12) Refusing to assist with routine cell cleaning and work duties
- 13) Encouraging others to refuse to work
- 14) Participation in a work stoppage

- 15) Refusing to obey an order of any staff member
- 16) An inexcusable absence from any work assignment
- 17) Malingering and/or falsifying an illness
- 18) Failing to perform work as instructed by a corrections deputy
- 19) Insolence toward a staff member
- 20) Lying or providing a false statement to staff
- 21) Conduct that disrupts or interferes with the security or orderly function of the facility
- 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) Having pictures or other such material on cell walls
- 26) Hanging any item(s) that obstructs the view of corrections deputies when looking into the cell
- 27) Interfering with the taking of inmate count and attendance
- 28) Using abusive language
- 29) Being unsanitary or untidy: failing to keep oneself and one's quarters in accordance with posted standards
- 30) Tattooing or self-mutilation
- 31) Unauthorized use of mail or telephone as specified under rules of the inmate guide
- 32) Yelling or screaming through the facility's duct work
- 33) Attempting to commit any of the above-mentioned offenses and/or aiding another inmate to commit any of the above-mentioned offenses and/or making plans (aiding or abetting) to commit any of the above-mentioned offenses shall be considered the same as a commission of the offense itself
- 34) Acting in a disruptive manner
- 35) Misuse or unauthorized use of telephone and/or mail
- 36) If you are called to the master control area from your cell for any reason, you are to walk directly there and directly back to your cell when finished without

- making any stops or without talking to inmates from other cells
- 37) Unauthorized communication between male and female inmates.
 - 38) Not wearing an ID wristband.
 - 39) Tampering/Repurposing tablet earbuds.

B. Major Violations (including but not limited to):

- 1) The possession or receipt of any contraband including any attempt to receive or aid and abet another inmate to receive contraband. Including but not limited to having or attempting to have the contraband brought into the facility.
- 2) Violation of the criminal code
- 3) Assaulting any person
- 4) Fighting with another person
- 5) Threatening another with bodily harm, or with any offense against his/her person or property
- 6) Extortion, blackmail, protection
- 7) Using racial or ethnic slurs.
- 8) Demanding or receiving money or anything of value in return for protection against others to avoid bodily harm
- 9) Engaging in sexual acts with others
- 10) Indecent exposure
- 11) Making sexual proposals or threats to another
- 12) Infliction of punishment under the pretense of law on any inmate
- 13) Holding” kangaroo court” or initiating or participating in inflicting punishment as a result of this “court”
- 14) Escape
- 15) Attempting or planning an escape
- 16) Wearing a disguise or mask
- 17) Setting a fire or attempting to set fire
- 18) Destroying, altering, or damaging jail property

- 19) Destroying, altering, or damaging property belonging to another person
- 20) Stealing or theft
- 21) Tampering with, or blocking any locking device
- 22) Possession or introduction of an explosive
- 23) Possession or introduction of ammunition
- 24) Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife, or unauthorized tool
- 25) Possession or introduction or use of any narcotic, narcotic paraphernalia, intoxicants, or any medications not prescribed for the individual inmate by the medical staff
- 26) Sell, accumulate, give, misuse, or hide medication
- 27) Exchanging, defacing, or mutilation of any issued identification tags and markers
- 28) Rioting or encouraging others to riot
- 29) Engaging in, or encouraging a disruptive group demonstration
- 30) Making intoxicants
- 31) Being intoxicated
- 32) Gambling
- 33) Counterfeiting, forging, or unauthorized reproduction of any document, article or identification, money, security, or official paper
- 34) Possession of any staff member's clothing
- 35) Giving or offering any staff member or official a bribe or anything of value
- 36) Giving money or anything of value to another inmate, accepting money or anything of value from another inmate or a member of his/her family, or his/her friends unless through official channels
- 37) Failure to arrive at an assigned inmate work or treatment program
- 38) Failure to return from an assigned inmate work or treatment program

- 39) Creating a disturbance at an assigned inmate treatment program
- 40) Failure to comply with conditions of work, trusty, or treatment program contract
- 41) Being involved in an unlawful act while at an assigned inmate treatment program
- 42) Tampering/Damaging video conferencing equipment.
- 43) Any 3 minor violations accrued during incarceration

**Minor Violation - Disciplinary Punishments –
Administrative Segregation Placement**

1st Violation: Loss of privileges for 24 hours.

2nd Violation: Loss of privileges for 48 hours.

3rd Violation: Loss of privileges for 72 hours and/or the loss of good time.

Minor infraction violations may result in:

- a) Loss of commissary
- b) Loss of phone calls, T.V., visitation
- c) Loss of recreation
- d) Removal from trusty or inmate worker status
- e) Administrative segregation (24-72 hours). Blanket and mat will be provided at or around 10 pm and shall be collected at or around 6 am. Refusing to turn over bedding will result in added segregation time.

**Major Violation - Disciplinary Punishments –
Administrative Segregation Placement**

1st Violation: Loss of privileges for 72 hours and/or the loss of good time.

2nd Violation: Loss of privileges for five days and/or the loss of good time.

3rd Violation: Loss of privileges for one week and/or the loss of good time.

Major infraction violations may result in:

- a) Any of the above listed minor consequences
- b) Loss of good time.
- c) Administrative segregation (24-72 hours). Blanket and mat will be provided at or around 10 pm and shall be collected at or around 6 am. Refusing to turn over bedding will result in added segregation time.

5. DISCIPLINARY RIGHTS

The inmate has the right to:

- a) Make a verbal and/or written statement as a witness, or in his/her own defense.
- b) Appeal to the Jail Administrator.

6. INMATE MAIL

There is no limitation on the volume of mail that an inmate may send or receive as long as received mail is kept within the 2 bins provided. All incoming and outgoing mail is subject to inspection and is processed daily. Mail will be picked up by corrections staff once per day (between 9:00 pm and 10:00 pm whenever possible). Mail from one inmate to another inmate (whether at this or another facility) is prohibited. Inmates found in violation of the provisions of this section will be subject to disciplinary action and/or loss of privileges.

Incoming Mail: Inmates may receive incoming mail via the US Postal Service provided it meets the following requirements:

1. It is on a standard size postcard that shall contain only the to and from name/address on the stamped side.
(Max: 6" x 4¹/₄"; Min 5" x 3¹/₂").
2. **Only postcards will be accepted.**

3. The mail is not contraband and does not contain prohibited or unlawful content.
4. Items not allowed: Stickers, glitter, perfume or scent, make-up, glue, tape, or pictures of a sexual nature (exposing the buttocks, pubic area or genitalia, the female breast below the top of the areola, including exposure through “see through” materials, or actual or simulated sexual acts).
5. Metered postcards are preferred – postcards with stamps will have the corner containing the stamp cut out and disposed of.

Properly identified envelopes (addressed to “Inmate Accounting”) containing money orders for deposit to an inmate account will also be accepted. **No personal checks for inmate account deposits.**

Photocopies of incoming postcards may be given instead of the actual postcard if there are any contraband concerns. Those postcards will be placed in the storage locker of the receiving inmate. Suspicious mail may be investigated and tested.

Legal Mail: 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, and inspected for contraband items, with confidentiality of writings being maintained. The envelope will be disposed of. If the return address is needed the inmate should request the return address be written down or photocopied.

Outgoing Mail: Inmates may send outgoing mail so long as it does not contain contraband, or does not violate any laws, policies, or postal regulations. Properly identified outgoing mail to an attorney or a court (i.e. legal mail) shall not be opened or read by corrections staff. Envelopes for outgoing mail shall be properly addressed, and have only the inmate’s

full first and last name with return address, mailing address, and postage. **Any extra graffiti, drawings, or writing on an envelope is prohibited and will be returned to the inmate.**

The return address on outgoing mail shall be as follows:

Isabella County Correctional Facility
Suite A – *write the inmate's name here*
207 Court Street
Mount Pleasant, MI 48858

Rejected Mail: Except as otherwise provided in this section (e.g., legal mail), and absent a court order to the contrary, all other incoming envelopes, packages, or **mail in violation of the aforementioned rules is prohibited and will be returned to the sender.** A “Notification of Denied Mail” form will be completed by corrections staff and delivered to the inmate.

Appeal Process: If mail is returned to sender, the inmate addressee will be notified via the “Notification of Denied Mail” form that will be completed by corrections staff and delivered to the inmate. Inmate addressees who wish to file an appeal may do so via an inmate request form (kite) to the Jail Administrator. All appeals must state “Mail Appeal” and include the reason(s) the person filing the appeal feels the decision was incorrect. The filer of the appeal will be notified of the decision.

The sender of rejected mail may appeal the decision to return it to the sender. The sender must include their contact information, the inmate’s name, and why they feel the decision was incorrect. This must be done in writing via letter to the following address:

Isabella County Correctional Facility
Jail Administrator - Mail Appeal
207 Court Street
Mount Pleasant, MI 48858

Appeals will be reviewed by the Jail Administrator who will consider the appeal and render a decision. The decision of the Jail Administrator is final and cannot be appealed.

7. INMATE PHONES

The inmate phone system is available for inmate use 24 hours per day. All inmates booked into the facility will receive a PIN to access the phone system. **Do not share your PIN with another inmate for any reason.** Sharing your PIN may result in disciplinary actions, loss of privileges, and criminal charges. Inmates moving to general population will be set up on a voice recognition system before being moved. No 3-way calls or calls to other inmates are permitted and any attempt to do so will result in possible loss of phone privileges and disciplinary actions.

Emergency Line: 020# - abuse of the emergency line can and will result in disciplinary actions.

Dial-111 Collect call then enter pin #

Dial-112 Debit (from \$ on your account you can buy phone time and at night when phone card/weekender pack sheet is passed around). Or have someone log on to your Securus account and add money to your debit account.

Dial-114 Securus Prepaid Card (Cards not available at this facility)

To access **YOUR** info:

Dial-111 and enter your 5-digit pin followed by #. Dial 111 again followed by # (111#).

Enter inmate ID (jacket number)

Enter birth date (month/day/year 8 digits)

Select prompt: 1-VOICEMAIL

2-COMMISSARY \$

3-CHARGES

4-BOND INFO

5-RELEASE DATE

6-DATE/TIME NEXT COURT DATE

7-VISITATION

8. INMATE KITE SYSTEM

The Isabella County Correctional Facility utilizes an electronic kite system for intra-facility commutation. This system can be accessed through the use of a Securus tablet (both community and subscriber) or the Securus video visitation kiosks. Kites are limited to two (2) kites a day and should be directed to the proper category with which an inmate is attempting to commute.

- **GENERAL**
- **SCHOOL**
- **DIETARY**
- **MEDICAL** – not limited. Mental health concerns should be directed to this category.

9. HEALTH, HYGIENE, AND SANITATION

Each inmate is expected to maintain personal cleanliness. Showers and toiletries are available for this purpose.

- a) Inmates shall keep living areas clean and orderly.
 - I. Each inmate shall be responsible for the cleanliness and order of their immediate area.
 - II. Floors shall be swept and mopped daily.
 - III. Toilets, sinks, and showers will be cleaned daily.
 - IV. Windows and sills shall be kept clean and free of clutter.
 - V. Trash receptacles will be emptied and cleaned daily.
 - Trash receptacles are not to be used for anything other than their intended purpose. Inmates using trash receptacles inappropriately are subject to disciplinary actions and or loss of privileges.
 - VI. Litter will not be permitted to accumulate on the floors or in an inmate's cell.
 - VII. The placing of pictures or other items on the walls is strictly prohibited. If pictures or other items are found on the walls or bottom of bunks those things will be disposed of.
 - VIII. The placing of items in windows, on sills, on cell bars, or hung from lighting or ventilation fixtures is strictly prohibited. All inmates in the cell could face disciplinary actions and or loss of privileges if this is found.
- b) Inmates shall be clothed at all times except when showering.
 - I. Expectations:
 - During any staff contact i.e., deputies, nurses, and teachers, inmates shall be fully dressed in their issued jail uniform (shirt, pants, crocs). This also includes meal pass and med pass and while using the video visitation terminals. **Must be fully dressed during video visits.**

- Inmate may be dressed in t-shirts and thermal pants at any other time.
 - Undergarments (boxers, briefs, bras) shall not be seen while out of bed.
 - Any violations can lead to disciplinary actions and or loss of privileges.
- c) Inmates shall not engage in tattooing or body piercing.
- d) Inmates shall not possess excess commissary items. Inmates are allowed a reasonable number of items from the commissary store, but no facility food items are allowed in cells or housing units without the permission of corrections deputies.
- e) Inmates shall return all kitchen utensils, containers, and eating instruments upon completion of meals.
- I. All meal trays must be cleaned off prior to tray pickup.
 - Any violations or refusals can lead to disciplinary actions and/or loss of privileges.
- f) All inmate workers assigned to assist with food preparation and serving shall wear plastic gloves and hair nets (as provided by the kitchen staff). They must also wear their issued clothing.
- g) Inmates are to eat facility food only in designated areas within the housing units or cellblock.
- h) Inmates shall not save food from the daily meals for future consumption. Any food not consumed shall be removed with the meal carts or disposed of properly. **This includes any fresh fruit that was a part of the meal.**
- Any violations or refusals can lead to disciplinary actions and or loss of privileges.

Razors

Razors will be passed out to inmates who have ordered them each Sunday and Wednesday night. Correction Deputies will pick up razors 2 hours after being passed out and inspect them for damage or tampering. Inmates who damage or tamper with razors will be disciplined and have razor privileges removed.

1st Razor Violation – Loss of razor privilege for 14 days.

2nd Razor Violation – Loss of razor privilege for 30 days.

3rd Razor Violation – Loss of razor privilege indefinitely.

Issued Clothing

You are required to dress in jail-issued clothing. Alteration to county-issued clothing is not allowed and may be punishable as an infraction. All clothing must be worn properly (pants will be worn up around the waist and pant legs will not be rolled up or tucked in). Isabella County Jail lettering will be worn on the outside and on the back of the uniform, and the clothing will be sized to properly fit, so as to not hang off the body or be worn in a loose and baggy manner.

Inmates who have no money will be given hygiene items needed for bodily cleanliness. The corrections deputy-in-charge or their designee will inform the inmate of the facility procedure for requesting these items.

10. RECREATION

Recreation is offered Monday through Friday on a rotating and variable schedule for (one) 1 hour. Recreation is held inside the recreation room. During times of jail maintenance, jail lockdowns, classes or services, or if the recreation room is being used for other purposes, recreation may not be offered. Rule violations may result in loss of recreation.

11. VISITATION

Required

Appearance for visits: Fully dressed in jail-issued uniform (shirts, pants, crocs, and ID wristband) will be required for visitation, religious services, medical services, social services, educational classes, and attorneys visits. Utilizing the inmate kite system, Inmates shall provide the names of people who they would like to have approved as visitors. They may include the address; the age and the relationship of each visitor are required. The Jail Administrator or designee must approve all visitors. Visitors may be denied for any of the following reasons:

1. The visitor has caused problems during previous visits.
 2. The visitor is under the influence of alcohol or drugs.
 3. The visitor does not have proper identification.
 4. The visitor took part in the crime for which the inmate is in for.
 5. The corrections deputy-in-charge feels the visitor is a security risk or the visitor might create problems.
 6. The visitor is a minor.
 7. The visitor has a warrant from another department.
 8. The visitor is currently on probation or parole.
- Visitors accepted via appointment basis (self serve kiosk).
 - Inmates are allowed ONE jail lobby video visit per week for 20 minutes in duration, with **no more** than two (2) visitors allowed when visiting at the facility.
 - All visitors must be 17 years or older when visiting at the facility.
 - No children under 17 are allowed in the visitation or waiting areas.
 - Visitors must present a **valid** driver's license, state ID card, or Tribal ID card to visit. We will not accept expired IDs.
 - All visitors must be authorized and cleared by corrections staff before visiting.

- The inmate and visitor must remain properly dressed. No underclothing shall be exposed. No nudity.

Visitation Schedule:

- **Home Video Visitation: 8:00 am to 9:00 pm each day.**
- **Visiting at the facility: 5:00 pm to 9:00 pm each day.**

Maximum Security Cells: Cell #2 Monday and Tuesday
 Cell #3 Wednesday and Thursday
 Cell #4 Friday and Saturday

Schedule a Remote Visit

Direct your family and friends to www.securustech.net

The inmate and visitor shall remain properly dressed. No undergarments shall be exposed. No nudity. No acts of indecency. An inmate shall be fully dressed during the visit and shall not cover up with blankets while standing at the visitation terminal in the cell.

Violations shall result in disciplinary actions and or loss of privileges. Visitors in violation of rules will result in the following actions:

1st Video Visit Violation – visitor shall not be permitted to visit for 30 days.

2nd Video Visit Violation – visitor shall not be permitted to visit for 60 days.

3rd Video Visit Violation – visitor shall permanently lose visitation privileges.

Therapists, Clergy, and Religious Visits

Monday through Thursday, 9:00 am until 4:00 pm.

Must have have prior appointment, no visits during lockdown hours of 11:00 am – 12:00 pm and 3:00 pm – 4:00 pm.

12. RELIGION

Inmate religious practices may be regulated consistent with the needs for security and the orderly operation of the facility. Church services are held on the availability and diction of the volunteer clergy in the recreation room. Religious material will not be allowed in the facility without prior approval from corrections staff in accordance with the jail's policies and procedures. Religious visits will take place in the visitation room.

13. WORK PROGRAMS

The development of lasting work skills and work habits are fundamental to an inmate's success in jail and following release. Work assignments are based on the needs of the jail and on the skills, interests, and abilities of the inmate. It is typical for inmates to be assigned to a variety of jobs as changes are made in their security status and housing. Cooperative participation in work activities is rewarded by allowable sentence reduction credits or other incentives. Successful work performance demonstrates positive behavior and may allow an inmate to be eligible for participation in other programs and activities.

Work Release Program

Entry into the Work Release Program is by court order only, inmate cannot request work release. The inmate must have a classification level of 6, 7, or 8. Work release is only allowed within Isabella County unless approved by the Jail Administrator. Work release inmates must wear a GPS tether at all times and tampering with the device is strictly prohibited. Work release fees, GPS fees, and local inmate housing fees must be paid weekly. Inmates can be removed from work release for rule violations. Transfer to another job/employer is at the discretion of the Jail Administrator.

Trusty Program

The position of trusty (inmate worker) is a privilege, not a right. Eligibility to be assigned as a trusty will be based upon the inmate's classification and the inmate's ability to perform the required tasks. Each inmate who wishes to work as a trusty for the Isabella County Jail must meet the following criteria:

1. Inmate must be sentenced to Isabella County Jail and be classified as minimum custody.
2. Sentenced inmates must have at least thirty (30) days remaining on their sentence (less than 30-day approval is at the discretion of the inmate work supervisor).
3. Inmates can be denied trusty status based on behavioral problems, providing that the inmate's file contains reports/notes of unacceptable behavior.
4. Inmates having served time at Isabella County jail in the past or previously being a trusty does not qualify you as a trusty.
5. Do not use the inmate kite system to request a Trusty position.

14. PROGRAM ACTIVITIES

- A.A., Substance abuse
- Church
- School
- Community Mental Health

15. INMATE GRIEVANCE PROCEDURE

Inmates with unresolved complaints about conditions of confinement, such as actions, conduct, incidents, or policies may file a formal grievance after they have sought assistance by talking with corrections staff. Inmate Grievance Forms are available to inmates on the electronic kite system.

1. Inmates and corrections staff seek to resolve problems through informal communication.
 - a) Inmates should first attempt to resolve the complaint with a corrections deputy.
 - b) If the inmate does not feel the corrections deputy has resolved the complaint, they should then attempt to resolve the complaint with a sergeant or the corrections deputy in charge on shift.
 - c) If the inmate does not feel the sergeant or corrections deputy in charge has resolved the complaint, they may file an Inmate Grievance Form.

Steps in the Grievance Process

1. If an informal resolution does not work, the inmate should submit a written grievance, which is screened under the rules.
2. If accepted, the staff will seek to resolve the grievance consistent with facility policy.
3. The sergeant on duty or corrections deputy-in-charge will investigate the grievance and take appropriate action. If it is

not resolved at the sergeant level the grievance will be forwarded to the assistant jail administrator or jail administrator.

- a. The assistant jail administrator and/or the jail administrator will investigate the grievance and take appropriate action. The total grievance process should take no longer than 14 days.

Rejection of Grievance

Certain grievances will not be accepted. Grievances will be rejected whenever inmates seek to challenge:

1. State or Federal court decisions;
2. Any form of department Policy or Procedure
3. Disciplinary actions
4. Actions not yet taken

Grievances will also be rejected when they:

1. Are filed more than 7 days after the event.
2. Seek a remedy for another inmate.
3. Involve more than one incident; each incident must be filed separately.
4. Contain language that is generally considered profane, vulgar, abusive, or threatening.
5. Handwritten grievances will not be accepted.
6. One open grievance permitted at a time, additional will be given denial until the previous is complete.

16. OUTSTANDING CHARGES, DETAINEES

Inmates who have criminal charges pending against them in any court or department in the United States for which a hold or detainer has been placed on them may contact that court or department in writing.

17. TELEVISION

Inmates in general population will have community access to a television. During the hours of 6:00 am and 11:59 pm televisions may be in operation except for, but not limited to, evening cleaning activities, medication pass, and staff interactions. Each inmate will be charged a television fee of \$5.00 for one day with 6 days free of charge. **All prices are subject to change.** Corrections Deputies may remove the television privilege from the cell at any time for disciplinary reasons regardless if it's for one inmate or the entire cell.

18. SECURUS TABLET PROGRAM

Family/friends may obtain a tablet for an inmate by depositing funds into the inmate's **Securus debit account**. The tablets contain a wireless outbound phone system, job search, law library, podcasts, education assistance, religion, music, E-books, games, and access to inmate services. \$5.00 +tax for one day with 29 days given free of charge. **All prices are subject to change.**

1. Tablet users cannot trade, sell, or give their earbuds away. The earbuds must be presented at the time of release with property. If inmates are using earbuds for unintended purposes, they may lose their tablet privileges.

- \$10.00 for the first pair of earbuds
- \$15.00 for 2nd or subsequent pair of earbuds.

- Funds must be in the account prior to ordering earbuds.
- Earbuds can be purchased one time a day during the time the weekend pack list is passed out.
- In order to receive a 2nd or subsequent pair of earbuds the previous pair shall be turned over.

2. **Inmate tablets are a privilege** and will be managed as necessary by each Corrections Deputy. Applications and use of inmate tablets can be restricted as necessary to achieve an inmate's compliance with rules and regulations.

3. Inmates are responsible for the safe keeping of their earbuds.

- If earbuds are deliberately damaged or altered disciplinary actions will be given along with the removal of the earbud privilege. If pieces of or damaged earbuds are discovered on your person or in your property that will be considered contraband.
 - 1st violation – 30 day earbud privilege removal.
 - 2nd violation – 60 day earbud privilege removal.
 - 3rd violation – permanent earbud privilege removal.

4. Tablets are distributed and collected once a day. Corrections Deputies will not charge tablets at any time other than when collected at the end of the day.

5. Tablets are to be kept powered on when collected.

6. All tablets shall be turned in during the collection time. If tablets are not and it is discovered after the fact. Your tablet privilege will be removed.

7. Sharing rented tablets with other inmates is strictly prohibited. Both inmates will be subject to discipline and tablets will be confiscated.
8. Tablets shall not be altered in any way. No markings, no paper, pictures, or postcards shall be put in between the tablet and the case. The case shall be left on at all times.
9. Tablets shall not be hung from bunks or necks.
10. Community Tablets are meant to be shared.
11. Failure to be present at the cell door for collection/distribution times will result in loss of privilege for the entire cell.
12. **There is no guarantee a tablet will be fully charged.** If the tablet is returned and not fully charged, you can request to have the tablet put back on the charger. Tablet will not be returned till the next distribution time.
13. Technical difficulties, billing, and any other issues with tablet software should be submitted to Securus via the ticket system on the tablet.
14. Tablets shall remain in the cell. Tablets are not permitted to be taken to any out-of-cell programs, court hearings, or any other type of out-of-cell movement.
15. Tablet privilege removal may be used in conjunction with or in place of any disciplinary measures resulting from incidents.
16. Purposefully damaged tablets can result in criminal prosecution including restitution for damaged property along with permanent loss of tablet privilege

17. Any violation of tablet rules shall result in this privilege removal. Unless otherwise noted see the following as a guide. Removal times can be at the discretion of the reporting deputy.

- 1st violation – 3 days removal
- 2nd violation – 7 days removal
- 3rd violation – 14 days removal

19. COURT INFORMATION

The most frequently asked court addresses are listed below. If the court information you need is not listed, you may submit a kite requesting that information.

65th District Court
245 E. Newark St.
Ithaca, MI 48847

Saginaw-Chippewa Tribal
6954 E. Broadway Rd.
Mt. Pleasant, MI 48858

21st Circuit Court
300 N. Main St.
Mt. Pleasant, MI

75th District Court
301 W. Main St.
Midland, MI 48640

64-B District Court
617 N. State St.
Stanton, MI 48888

76th District Court
300 N. Main St.
Mt. Pleasant, MI 48858

61st District Court
333 Monroe NW
Grand Rapids, MI 49503

31st Circuit Court
201 McMorran Blvd.
Port Huron, MI 48060

72nd District Court
201 McMorran Blvd.
Port Huron, MI 48060

US District Court
1000 Washington Ave.
Bay City, MI 48708

US District Court
231 W Lafayette Blvd.
Detroit, MI 48226

77th District Court
400 Elm St.
Big Rapids, MI 49307

49th Circuit Court
400 Elm St.
Big Rapids, MI 49307

55th Circuit Court Clare
225 W. Main St.
Harrison, MI 48625

55th Circuit Court Gladwin
401 W. Cedar Ave.
Gladwin, MI 48624

Phone & eMessaging Services

Did you know that you can avoid coming into the jail to buy phone time for inmates? You can now fund an inmate's phone account online or by calling 800-844-6591

Video Visitation Services

Video visitation services for inmates at the Isabella County Jail.
<https://securustech.net/>

Inmate Video Visitation
www.visitfromhome.net
888-618-1038

JAILATM.com

<https://deposits.jailatm.com/webdeposits/>

Locate an inmate in Isabella Co Jail / Deposit funds for an inmate.
(Deposits are immediately available to inmate)