Seneca County Jail

Inmate/detainee Handbook

January 2024

26TH
Edition

The Seneca County Jail Mission Statement

The Seneca County Sheriff's Office and Jail is a combination of law enforcement, corrections, and civilian personnel committed to preserving the peace for all people. We provide service to the justice system by responding to emergencies, enforcing laws of the State of Ohio, and providing a safe, secure environment for all inmates/detainees.

We are also committed to the fair treatment of all people by providing well trained, well equipped, and professional personnel.

GENERAL OVERVIEW

The purpose of this handbook and the orientation video you watched are to provide you with an overview of the general rules, regulations, policies, and procedures that we require you to follow while you are in our custody. The handbook will also provide an overview of the programs and services available while you are residing in this facility. This handbook will address your day-to-day concerns.

We request that you become familiar with the contents, as you will be expected to comply with these rules while you are detained in this facility.

YOUR RIGHTS AND RESPONSIBILITIES

It is our policy to treat inmates/detainees with dignity and respect, while maintaining a safe, secure, and sanitary facility. To assist us with maintaining a safe, secure, and sanitary facility, please cooperate with our staff in the following respects:

1. Familiarize yourself with all rules, policies, and procedures of the facility.
2. Comply with directions given by any corrections officer or any other jail staff.
3. Be respectful towards staff and other inmates/detainees.
4. Be respectful of government property, facility property, and the property of other inmates/detainees.
5. Maintain yourself, your clothing, and your living area in a clean condition.
6. When addressing our staff, please refer to staff members by their title and last name.
7. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the facility where you are detained.
8. You have the right to freedom of religious affiliation, and to voluntary religious worship that does not detrimentally affect others or the good order and security of the facility.
9. You have the right to reasonable care and to be held in acceptable conditions of confinement, which includes nutritious meals, proper bedding and clothing, a laundry schedule for cleanliness, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical treatment.
10. You have the right to have family members and friends visit with you, according to the facility's rules and schedules.
11. You have the right to unrestricted and confidential access to your attorney and the courts by correspondence.

12. If you do not speak English, you have the right to utilize translation services. This may be done by asking the ICE Liaison Officer or other SCJ Staff.
13. You have the right to a wide range of reading material for educational purposes and for your own enjoyment.
14. You may have the right to participate in a voluntary work program.
15. Items you may have in your possession:
    a. One (1) uniform shirt
    b. One (1) uniform pant
    c. Four (4) pairs of underwear
    d. Four (4) pairs of socks
    e. Four (4) bras
    f. One (1) pair of sandals
    g. Two (2) blankets
    h. Two (2) sheets
    i. One (1) towel
    j. One (1) wash cloth
    k. Five (5) pieces of general correspondence
    l. Special (legal) correspondence
    m. Five (5) pictures
    n. Three (3) books
    o. Religious book
    p. Religious items
    q. Items purchased through the commissary
    r. Detainees may request and have in their possession, copies of identity documents that are in their A files or detention files.

INITIAL ADMISSION

Upon admission to the Seneca County Jail, all your property will be taken and placed into storage. Every item will be inventoried and if need be, photographed. The following items you will be permitted to retain:

a. Legal documents
b. A list of addresses and telephone numbers which must be obtained at the time of booking
c. Five (5) - 5"x 7" or smaller photographs
d. Prescription eyeglasses or contact lenses with contact case and solution
e. Dentures with case
f. Religious books
g. Copies of personal letters; limit five (5) total

Approved by_____

h. **NO** commissary items or white undergarments from another facility will be allowed. These items will be secured in the inmate/detainee's personal property.

All of your personal items that you are not permitted to retain will be logged into the jail management system. These items will then be securely stored in the jail property room until the inmate/detainee is released. Upon admission and release, the inmate/detainee will sign a property receipt, acknowledging that all property is submitted or returned. If items are missing or damaged at intake or release, the inmate/detainee my file a claim via request form. This claim will be investigated in timely manner. The items you retained now become your responsibility. No personal items can be attached to the bunk, wall, or windows, or left on windowsills. If you are in F, G or H block you will be provided with a tote to keep all of your belongings and these totes must remain under your bunks.

Upon request, Immigration detainees will be provided an INS-certified copy of any identity document (passport, birth certificate, etc.) placed in their A-File: by writing: Cleveland Field Office at 925 Keynote Circle , Brooklyn Heights, Ohio 44109.

You will be provided with a uniform, underwear, socks and footwear. You are to exchange your dirty garments for clean garments two times each week. You will be issued two sheets, two blankets, wash cloth and towel and you will be allowed to exchange linen twice weekly. Blankets exchange will occur on a rotation not to exceed thirty days.

After your arrival, you will be provided with toothbrush, toothpaste, comb, lotion and deodorant. These items have been approved by the facility. If you need to replace any of these items at a later time, you must do so on Fridays when officers offer exchanges on midnight shift.

Approved medical providers will conduct a thorough medical examination within 14 days after your arrival. Medical staff or trained officers will also conduct a pre-screening interview to assess your physical and mental health as part of the intake process. If you have any health conditions that require immediate attention by a medical provider, please inform our staff during your intake processing. Any information you provide to our medical staff cannot be shared with non-medical staff and will be treated with strict confidentiality.

If you require a special diet, whether it is medical or religious, you must let us know. It will expedite the availability of the special diet for you. The following special diets honored include, but not limited to:

1. Insulin diabetic

2. Rastafarian
3. Nut allergy

An ICE Officer will be at the SCJ on Tuesdays from 1200-1400 hours. ICE Detainees may contact the ICE/ERO Field Office at 333 Mt. Elliott St. Detroit, MI 48207 or by telephone at 313-568-6049. ICE Detainees may also contact Detention Reporting and Information Line at 1-888-351-4024.

INSPECTIONS OF PERSON AND PROPERTY

All searches are used as a means of interdicting contraband and ensuring safe and sanitary conditions in the facility. Searches are not intended to be punitive in nature. You will be subject to a search of your body and your property upon admission to the facility. You will also be scanned upon your arrival into the facility. After your arrival, you will find that searches are routine requirements when entering the housing unit, or coming back from the work program. Routine unannounced searches of the facility, inmates/detainees, and property will be conducted as deemed necessary.

All Inmate/detainee property will be stored in a secured and separate property room. If an inmate/detainee wishes to retrieve property, he/she may complete an inmate/detainee request form to be forwarded to the OIC for approval.

You may not refuse to be searched. It is your responsibility to follow the instruction given to you by the staff assigned to manage your custody. Failure to follow lawful, legal direction may result in disciplinary action being taken against you. Refusal to be searched may also result in your segregation from the general population and placement into an isolation cell to ensure your safety and the safety of others.

CONTRABAND

All contraband found during pat down search during admission will be logged and placed in property, acknowledged by your signature and the booking officers.
Items considered to be a detriment to the safe and orderly operation of the facility are prohibited and considered to be "contraband." Contraband items include, but are not limited to:

1. Any illegal drugs, alcoholic beverages, deadly weapons, dangerous instruments, and explosives.
2. Any item which could be construed as an aid to escape.

3. Any article of clothing or item for personal use or consumption which has not been cleared through the Officer in Charge (OIC), or purchased by an inmate/detainee from the commissary.
4. Modified from its intended use or condition (torn shirts, etc.)

You are responsible for ensuring that you are not in possession of any item that can be considered contraband, and for knowing the rules regarding contraband items in this facility. Possession of contraband may result in disciplinary action being taken against you. If an inmate/detainee needs to file a claim for lost or damaged property, that has occurred anytime while at Seneca County Jail, he/she must complete a grievance form listing what property is missing or damaged and forward it to the OIC. The OIC will investigate and report back to inmate/detainee with the disposition of that property.

Upon release, you are given your property back and at that time you are to inspect and sign that your property has been returned. If there is missing or damaged property you must make a report at that time to the booking officer. An I-387 form must be completed for inmate/detainees.

RESPONSE TO RESISTANCE

Officers may respond to resistance only after all reasonable efforts to resolve an inmate/detainee situation have failed. Officers shall use as little response as necessary to gain control of the inmate/detainee; to protect and ensure the safety of inmates/detainees, staff, and others; to prevent serious property damages; and to ensure the security and orderly operation of the facility.

DISCIPLINARY POLICY

The following will never be permitted:

- corporal punishment
- deviations from normal food service
- clothing deprivation
- bedding deprivation
- denial of personal hygiene items
- loss of correspondence privileges
- deprivation of physical exercise

The rule violations are attached at the end of the handbook. It is your responsibility to understand and make sure you do not violate the rules.

DISCIPLINARY PENALTIES

a. Minor violations – will be penalized by receiving reprimand in written form of suspension of entertainment, visitation and/or commissary for up to five (5) days. If an inmate/detainee receives three (3) minor violations in a consecutive thirty (30) day period, he/she may be charged with a major rule violation based on persistent minor violations.
b. Major violations – will be penalized by restriction or suspension of privileges and qualified rights for a period of up to fifteen (15) days. Such penalty may include disciplinary isolation (lockdown) for a period of up to fifteen (15) days.
c. Serious violations – will be penalized by disciplinary isolation and/or suspension of privileges and qualified rights for a period of up to thirty (30) days.
d. The maximum sanction for rule violations is thirty (30) days for any one (1) violation and no more than sixty (60) days for all violations arising out of one (1) incident. Continuous confinement for over thirty (30) days requires the review and approval of the shift supervisor or his/her designee, who will provide in writing documentation as to approval or denial of the action. The written approval or denial shall be maintained in the inmate's/inmate/detainee's file

Fundamental rights cannot be suspended except in extreme cases of emergency or other conditions beyond the control of the jail administrator or designee.

GRIEVANCE PROCEDURE

Emergency Grievance

Inmate/detainee may approach any Officer with an emergency grievance it may be verbal or written and it will be immediately forwarded to the OIC. The inmate/detainee has the right to receive an immediate response to a grievance of an emergency nature which immediately threatens health or welfare.

Informal/Oral Grievance

The facility shall make every effort to resolve the inmate/detainee's complaint or grievance at the lowest level possible, in an orderly and timely manner.

Translating assistance shall be provided upon request.

The informal grievance procedure offers the inmate/detainee the opportunity to resolve his/her cause for complaint before resorting to the

more time-consuming and formal procedure, which requires that all communication between the inmate/detainee and the facility be in written form.

The inmate/detainee is free to bypass or terminate the informal grievance process and proceed directly to the formal grievance stage. If an oral grievance is resolved to the inmate/detainee's satisfaction at any level of review, the staff member need not provide the inmate/detainee written confirmation of the outcome; however, the staff member will document the results for the record and place his/her report in the inmate/detainee file.

Formal Grievance

Inmates/Detainees are to submit facility grievances electronically through the CIDNET Kiosk system, in the housing unit. Medical grievances are to be submitted on the blue Medical Grievance forms.

A grievance should first be brought to the housing officer's attention. If the housing officer cannot correct the issue or situation, a grievance may be submitted. The grievance will be reviewed by the shift Corporal or Sergeant. If they are unable to resolve the grievance at the supervisory level, the grievance will be forwarded to facility administration. If facility administration is unable to resolve the grievance, the grievance will be sent to the Sheriff or designee for a final determination. An inmate/detainee has the right to appeal an answer to a grievance. In this case it would be forwarded to the next higher level in the chain of command and shall be responded to within 30 days.

Inmates/detainees may file a formal grievance related to sexual abuse at any time during, after, or in lieu of lodging an informal grievance or complaint. There are no time limits imposed for submitting a grievance regarding an allegation of sexual abuse. The response to grievances of this nature, submitted by detainees, will be forwarded to the ICE Field Office Director at the completion of the grievance process.

A detainee may obtain assistance from another detainee, the housing officer or other facility staff, or legal representative, to aid in filing a grievance. Staff shall take reasonable steps in expediting requests for assistance.

In the event of a medical grievance the panel will consist of the RN or designee, and the jail administrator or designee.

Barring extraordinary circumstances, grievances shall be addressed within five business days.

Medical grievances shall be promptly referred to and answered by the medical department.

A detainee can request an ICE request form or contact the Deportation Officer if he/she wants to appeal the decision of the OIC of the facility. A detainee can report misconduct by contacting the Justice Department by calling 1-800-869-4499 or by writing to: Department of Justice P.O. Box 27606Washington, DC 20038-7606.

Staff must forward all inmate/detainee grievances containing allegations of officer misconduct to a supervisor or higher-level official in the chain of command. Also copy forwarded to the Department of Homeland Security (ICE).

RETALIATION

Staff will not harass, discipline, punish, or otherwise retaliate against an inmate/detainee lodging a complaint. However, if an individual establishes a pattern of filing nuisance complaints or otherwise abusing the grievance system, staff may refuse to process subsequent complaints.

DISCIPLINARY HEARING

You may request a Disciplinary Hearing within 24 hours of the time of lockdown.
A hearing will be held within 48 hours (excluding holidays, weekends, and emergencies) of the request for a review of the information and determination whether or not a hearing is warranted on Minor and Major violations.
If you request a Disciplinary hearing on a Serious violation, the hearing will be held within 48 hours, without a determination on whether the Hearing is warranted.
If the issue is too complex, there is a language barrier, or resident is functionally illiterate, an officer will be assigned to assist you in preparing for the hearing.
You have the right to call witnesses and be assisted by an officer.

APPEAL PROCESS

The inmate/detainee may appeal any disciplinary action by completing a grievance form to be forwarded to the Sheriff or designee. The Sheriff or designee will attempt to resolve the appeal in a timely and appropriate manner.

A report shall be forwarded back to the inmate/detainee, with a copy to be placed in inmate/detainee file.

SMU

Inmate/detainees in the SMU are afforded the same rights as general population with the exception of Phone, TV and commissary food and drink items. You will be advised of allowable items.

CLASSIFICATION

You will be classified once you are admitted to the facility. Your score will be based on your past criminal history, present charge, jail violations, etc. From the score, you will be placed in the appropriate housing unit. Inmate/detainee at any time may request an appeal or reclassification by filling out an inmate/detainee request form.

Level 1= Minimum Security

- May not be housed or comingled with Level 3 (High Custody) Detainees.
- May not include any detainee with a felony conviction that included an act of physical violence.
- May not include any detainee with an aggravated felony conviction.
- May include detainees with minor criminal records and nonviolent felonies.

Level 2=Medium Security

- Medium custody detainees may not ordinarily be comingled with high or low custody detainees.
- May not include any detainee with a pattern or history of violent assaults, whether convicted or not. A pattern is considered established for purposes of this guideline when an arrest record reveals two or more arrests in a five year period for assault where force was used against another person with the intent to commit bodily injury.
- May not include any detainee convicted for assault on a correctional officer while in custody or where a previous institutional record suggests a pattern of assaults while in custody.

Level 3= High Security

- May include those detainees reclassified from level one and level two due to institutional incidents or changes in classification information.
- May be reclassified to Level two only based on institutional behavior, provided above factors from level 2 do not apply.

- Detainee must be in custody for a minimum of 60 days for reclassification.
- Level three detainees are considered a high-risk category requiring medium to maximum security housing. Level three detainees are always monitored and escorted.

The facility classification system shall assign detainees to the least restrictive housing unit consistent with facility safety and security. Grouping detainees with comparable histories together and isolating those at each classification level from all others, reduces non-criminal and nonviolent detainees' exposure to physical and psychological danger. The system identifies and isolates the detainees whose histories indicate the characteristics of the "hardened criminal" and who are most likely to intimidate, threaten or prey on the vulnerable

OFFICIAL COUNTS

In this facility there are six (6) official counts a day. Each shift counts at the beginning and end of the shift. It is your responsibility to follow the officer's instructions. If the officer wants you by your bunk, on the line, or just standing still, you must obey. The officer will try to get the count as quickly and efficiently as possible. Your cooperation is greatly appreciated.

MEDICAL CARE

It is the sole responsibility of the inmate to provide a insurance policy number, for your medical insurance to be billed. Medicaid does not cover incarcerated individuals.

You will have a health assessment within fourteen (14) days of your arrival. This is to ensure that if you have any medical needs, they can be met. If you become ill during your incarceration here, you may fill out a medical request form, also known as a "pink slip." There will be a five-dollar ($5) nurse sick call fee for any inmate who fills out a medical request to be seen by a nurse or doctor.

Medications will be administered two (2) times a day at the following approximate times:

8:00 am
8:00 pm

You are to take your medication during med pass, in front of the medical staff or officer passing meds. There is no keeping medication to take at a later time.

Failure to not follow this procedure may lead to discontinuing of meds and/or lockdown.

Outside medications may only be accepted for dispersal at the discretion of medical staff.

Detainees may request copies of their medical records. This must be done via request form through the ICE Liaison Officer.

Disability related issues may be brought to the attention of the medical staff. Accommodations may be made upon the approval of the medical staff.

At the discretion of the Medical Staff, you may receive the following over-the-counter medications, if you have filed a medical slip and it has been approved by the Medical Staff.

- Acetaminophen
- Antibiotic ointment
- Chewable antacid
- Band aids
- If you have any other needs, please ask the medical staff
- The Seneca County Jail has a 24-hour procedure for medical care.

SUICIDE PREVENTION

If you are feeling depressed, think you may harm yourself, or need someone to talk to, you should immediately advise your housing officer. You will be referred to the appropriate medical professional. All potentially suicidal or severely depressed individuals are treated with sensitivity and receive the proper referrals for assistance.

PREA and SEXUAL ASSAULT AWARENESS INFORMATION

The Seneca County Sheriff's Office is committed to a zero-tolerance policy for all forms of inmate/detainee sexual abuse and harassment as defined under PREA.

Prevention, Intervention and Self-protection strategies:

- Report concerns
- Carry yourself in a confident manner. Many abusers choose victims who look like they would not fight back or who they think are emotionally weak.

- Do not accept gifts or favors from others. Gifts and favors can come with demands or terms that the giver expects you to accept.
- Do not accept an offer from another inmate/detainee to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns.
- Do not use drugs or alcohol; they can weaken your ability to stay alert and make good judgements.
- Be clear, direct and firm. Do not be afraid to say "no" or "stop it now."
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, work opportunities or counseling groups. Get yourself involved in these activities, if they are available to you.
- If you suspect another detainee is being sexually abused or assaulted, report it using one of the methods listed below.
- Trust your instincts. Be aware of situations that make you feel uncomfortable. If it does not feel right or safe, leave the situation or seek assistance. If you fear for your safety, report your concerns to staff.

Indicators of sexual abuse and assault:

- Psychological signs include:
  - Acting out
  - Anger/anxiety/depression
  - Disbelief
  - Suicidal thoughts
  - Numbness
  - Difficulty concentrating
- Physical signs include:
  - STD's
  - Unexplained pregnancies
  - Stomach or abdominal pain
  - Difficulty walking or sitting
  - Unexplained injuries

Sexual abuse of an inmate/detainee by another inmate/detainee includes: Any of the following Acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence or is unable to consent or refuse:

- Contact between the penis and the vulva or the penis and the anus, including penetration however slight
- Contact between the mouth and the penis, vulva, or anus
- Penetration of the anal or genital opening of another person, however slight, by hand, finger, object, or other instrument

- Any other intentional touching, either directly or through the clothing, of the genitals, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation

Sexual abuse of an inmate/detainee by staff member, contractor, or volunteer, includes any of the following acts, with or without consent of the inmate/detainee

- Contact between the penis and the vulva or the penis and the anus including penetration however slight
- Contact between the mouth and penis, vulva, or anus
- Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs 1-5 of this section;
- Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate/detainee
- Voyeurism by a staff member, contractor, or volunteer. Voyeurism by a staff member, contractor, or volunteer means an invasion of privacy of an inmate/detainee or detainee by staff for reasons unrelated to official duties, such as peering at an inmate/detainee who is using a toilet in his or her cell to perform bodily functions; requiring an inmate/detainee to expose his or her buttocks ,genitals, or breasts; or taking images of all or part of an inmate/detainee's naked body or of an inmate/detainee performing bodily functions.
- Sexual Harassment includes Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate/detainee directed toward another. Repeated verbal comments or gestures of a sexual nature to an inmate/detainee by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Forms of reporting:

- Hotline: PREA Hotline (**419-443-7904**)
- Inmate/detainee grievance
- Report to staff
- Outside reporting: (**Facility Supervisor**)
- PREA Coordinator (**Sgt. Monahan**)
- Family Members
- Volunteers
- DHS Office of Inspector General: 1-800-323-8603 or 518#
- ICE's Detention Reporting and Information Line (DRIL) 1-888-351-4024 or 9116
- Rainn National Sexual Assault Hotline: 1-800-656-4673

Prohibition against retaliation:

- All inmates/detainees, employees, and any volunteer who has contact with inmates/detainees that reports an incident or suspicion of inmate/detainee sexual abuse or harassment or who cooperates with any sexual abuse or harassment investigation will be protected from retaliation by other inmates/detainees or staff.

- In any case where an inmate/detainee, employee, or a volunteer who has contact with inmate/detainees has expressed fear of retaliation or where retaliation is substantiated or suspected, the PREA Coordinator will take protective measures to protect the inmate/detainee and/or staff member against retaliation, e.g., housing or job assignment changes, removal of alleged staff or inmate/detainee abusers from contact with victims, disciplinary action.

All detainees who have been subjected to sexual abuse have the right to receive treatment and counseling.

Understanding the Investigative Process:
Understanding the Investigative Process After the assault is reported, the ICE and/or appropriate law enforcement agency will conduct an investigation to determine the nature and extent of the misconduct. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

False Allegations:
Sexual assaults are taken very seriously. If you are assaulted, all efforts will be made to help you and prosecute the assailant. However, making false allegations that you were assaulted when you were not, is a serious issue and will be dealt with through disciplinary actions.

The Emotional Consequence of Sexual Assault:
It is common for victims of sexual assault to have feelings of embarrassment, anger, guilt, panic, depression, and fear for months and even years after the attack. Other common reactions include loss of appetite, nausea or stomachaches, headaches, loss of memory or trouble concentrating, and changes in sleep patterns. Emotional support is available from the facility's mental health and medical staff, and from the chaplains. Also, many inmate/detainees who are at risk to sexually assault others have often been assaulted themselves. Mental health services are available to them also so they can control their actions and heal from their own abuse.

Sexual assaults can happen to anyone: any gender, age, race, ethnic group, socioeconomic status, sexual orientation, or disability. Sexual assault is not about sex; it is about POWER and CONTROL. All reports are taken seriously. Your safety and the safety of others is the most important concern. For everyone's safety, report any incidents, threats, or assaults to staff. Staff can't help if they don't know what is happening.
Definitions:

Inmate/detainee/inmate-on-Inmate/detainee/inmate Sexual Abuse/Assault
Inmate/detainee(s) engaging in or attempting to engage in a ***sexual act*** with another inmate/detainee or the ***use of threats, intimidation, inappropriate touching*** or other actions, and/or communication by inmate/detainee(s) aimed at ***coercing*** and/or *pressuring* another inmate/detainee to engage in a sexual act.

A staff member engaging in or attempting to engage in a sexual act with any inmate/detainee or the intentional touching of an inmate/detainee's genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desires of any person. ***Sexual abuse/assault of inmate/detainees is prohibited by ICE policy and prohibited by law.***

Staff Sexual Misconduct:
Sexual behavior between a staff member and inmate/detainee that can include but is not limited to indecent, profane or abusive language or gestures and inappropriate visual surveillance of inmate/detainees.

Detention as a Safe Environment:
While you are detained, no one has the right to pressure you to engage in sexual acts/behavior regardless of your age, size, race, ethnicity, or sexual orientation.

Confidentiality:
Information concerning the identity of inmate/detainee victim reporting an assault, or the facts of the report itself, shall be limited to those who need to know in order to make decisions concerning the inmate/detainee-victim's welfare and for law enforcement or investigative purposes.

Prohibited Acts:
Inmate/detainees engaging in inappropriate sexual behavior can be charged with the following Prohibited Acts under the Inmate/detainee Disciplinary Policy:
Sexual Assault
Engaging in a Sexual Act
Making a Sexual Proposal
Indecent Exposure
Using Abusive or Obscene language/gestures
What To Do If Assaulted:
Report it! If you are a victim of a sexual assault, report it immediately to any staff person you trust. If you are not comfortable reporting the assault to staff, you have other options:
• Write a letter to the Officer in Charge, Assistant Field Director, or Field Director. For confidentiality, use special mail procedures.
• File an inmate/detainee grievance form with the Field Director if you decide it is too sensitive to file with the Officer in Charge. Get forms from unit staff.
• Write directly to the Office of the Inspector General. The address is: Office of the Inspector General, 245 Murray Lane SW, Washington, DC 20530.

Next Steps After Reporting Assault
You will be offered immediate protection from the assailant You do not have to name the assailant to receive assistance. Do not shower, wash, drink, or use the bathroom until evidence can be collected. Bring the clothes and underwear you were wearing at the time for evidence collection.

The Medical Exam:
Medical staff will examine you for injuries, check for HIV and other sexually transmitted diseases, check for pregnancy when appropriate, and gather evidence. With your permission, a medical professional will perform a pelvic and/or rectal examination to obtain samples of or document the existence of physical evidence such as hair, body fluids, tears or abrasions, which remain after the assault. The exam will be conducted privately and professionally.

Allegations of Misconduct:
While detained by the Department of Homeland Security, Immigration and Customs Enforcement, Office of Detention and Removal, you have a right to be safe and free from sexual harassment and sexual assault.
Report all attempted assaults and assaults to your housing unit officer, a supervisor, the Officer in Charge, or directly to the Office of the Inspector General at 1-800-323-8603

EMERGENCY PROCEDURES

In the event of a fire or other emergency, your Housing Unit may possibly be evacuated. Follow the directions of your Housing Unit Deputy and move quietly. Fire drills will be conducted periodically. Fire evacuation routes will be posted near the officer's station. Some types of emergencies may only require that you move from one area of the housing unit to another area in the unit or that you take cover in your cell. The Housing Unit Deputy will determine the appropriate type of movement in a natural disaster (tornado, high winds, earthquake, etc.) or a civil defense emergency evacuation may be necessary. The staff will direct you to the safest, most secure area of your unit. Generally, you should stay away from windows and doorways. You may be directed to take your mattress and blanket with you. It is important that you follow the directions of the staff exactly.

ACCESS TO TELEPHONES

Generally, the telephones are turned on from approximately 8:00am until 10:00pm. After housing units are inspected by staff. There are phones located in each housing unit. If there is a transport, whether it is Immigration deportations or prison runs, the phones will be turned off for security precautions. The phones are collect calls only, unless you add money to your phone account from the commissary selection on the phone. The jail is not responsible for stolen pin numbers. The calls are limited to thirty (30) minutes. Please be considerate of others waiting to use the phones. There are pro bono phone numbers, for detainees, listed by each phone. This is to help you make calls to your consulates or embassies. In the event of an emergency, phone calls will be provided on an as needed basis. This facility is not experiencing any high demand times. All calls will be recorded. If your Attorney would like their phone call not recorded, have them call 419-448-5074 and speak with the Officer in Charge. Telephone calls to the ICE DRIL Line, OIG and RAINN, will not be monitored or recorded. If reports of abuse are made, those reports may be forwarded to authorities in accordance with mandatory reporting laws.

VISITATION

In person personal visitation at this facility has been suspended. You may utilize video visitation using the CIDNET video at https://customer.cidnet.net/login in your browser, or type CICNET Public into a search engine.

Video Visits are offered Tuesdays, Thursdays, and Sundays. Inmates/detainees are permitted one video visit per day.

The time frames that visits may be scheduled during are:

a. 0830-1030
b. 1230-1400
c. 1730-2130

Each inmate/detainee will be allowed to have one video visit each visitation day. Visits may be up to thirty (30) minutes in duration. If an inmate/detainee is found to have more than one visit per day, the inmate's/detainee's visitation may be suspended for a period of time, to be determined by the administration.

Video visitation for inmates/detainees who are housed in the Special Management Unit, must be scheduled during the assigned time out of their cells. Depending on the reason for SMU placement, Inmates may not be permitted to utilize video visitation.

Pets are not allowed in for visits although service animals may accompany human visitors

Request to Marry

If you want to get married at the facility you must send a request to the ICE officer assigned to your case and the Field Office Director. Also see your National Detainee Handbook.

ATTORNEY AND CLERGY VISITS

Legal representative or paralegals may visit inmates/detainees anytime, we ask that they do not come during mealtimes or count times.

In order to have a clergy visit, you must fill out an inmate/detainee request form. You must know the name of the clergy person, the time, and date of clergy visit. Please do not schedule during meals or count times.

MAIL PROCEDURE

Any inmate/detainee may correspond with anyone outside the facility, providing each letter has the proper postage. Inmates/detainees are not permitted to send letters/correspondence to other inmates/detainees who are housed in the Seneca County Jail, either directly or indirectly. There shall be no limit to the amount of incoming or outgoing first-class mail. Packages may be mailed for inmate/detainee by the Seneca County Jail to be paid by the inmate/detainee. If indigent, the Seneca County Jail may pay for shipping to be approved, by Sheriff or designee. Indigent inmate/detainees will be furnished with the necessary writing materials, envelopes, and postage for three (3) letters per week.

Incoming general correspondence shall be opened, contents removed, and inspected for contraband. Letters, cards, etc. shall be scanned but not read. Incoming general correspondence shall be opened, contents removed, and inspected for contraband by corrections staff. Letters, cards, etc. shall be scanned but not read. Incoming general correspondence will be photocopied, and the original general correspondence will be secured in the inmates/detainee's personal property. Packages from sources, such as Amazon, will not be accepted by this facility. Incoming correspondence that contains contraband or inappropriate material (nudity, drugs, gangs, violence, etc..) may be rejected. If rejected, the items will be inventoried and place in the secure property storage.

Incoming special correspondence from attorneys, courts, health departments shall be opened, contents removed, and inspected for contraband ONLY in the presence of the inmate/detainee. Incoming special correspondence must be marked with the sender's name or as legal mail.

Money can be sent to Inmate/detainee by using Jailatm.com.

Outgoing mail will be collected and forwarded without delay. Outgoing general correspondence and other mail may be inspected and/or read if there is reason to believe the item might present a threat to the facility's secure or orderly operation, endanger the recipient or the public, or might facilitate criminal activity. Outgoing special correspondence must be labeled as such or as legal mail. Inspection of special correspondence will be conducted in the presence of the inmate/detainee. The process for inmate outgoing mail is as follows:

- Inmates seal the envelope
- Ensure the envelope is clearly addressed with a zip code
- Ensure the proper return address is on the envelope

        - Inmate/detainee's name
        - 3040 S St Rte. 100
        - Tiffin, Oh 44883
    - Deliver the letter to the housing officer during their walkthroughs
    - The officer will confirm there is no unnecessary writing or drawing that would make the letter undeliverable

A detainee may receive items that are determined to be of necessity for the sole purpose of travel or release from agency custody with approval of the ICE Deportation Officer. Before sending packages to detainees, contact the Supervisory Immigration Enforcement Agent at the facility. Note that detainees being removed from the United States are allowed one small piece of luggage. If a detainee does not have such baggage, such luggage can be sent/delivered after receiving approval from Supervisory Deportation Officer. Please be advised that for security reasons, no electronic devices (cell phones, electric razors, laptop computers, radios, etc.) will be accepted.

MEALS

All meals served by our facility are nutritionally balanced, dietician-approved, and properly prepared. We only serve our meals in wholesome, clean, and safe surroundings. We do not use food as either a disciplinary measure or reward. All inmates/detainees will be provided with meals from a standard menu unless a special diet request is approved. Breakfast is generally served around 6:00 am. Lunch is at 11:00 am, while dinner is at 4:00 pm.

This facility does not serve any pork products. The facility does honor religious diets (i.e. Rastafarians). If you have a special diet need due to religious or medical reasons, it is your responsibility to request it.

Meals are served in the dayroom of each housing unit. Each inmate/detainee is allowed one meal to be consumed during mealtime, for a total of three meals a day. Inmates/detainees in the Special Housing Unit and inmates/detainees on lockdown status will be served in their individual cells.

COMMISSARY

Commissary may be ordered anytime during the inmates/detainee's free time out of there cell. Kiosks will be available between the hours of 8:00am and 10:00pm. Orders must be placed by Sunday for delivery on Wednesday. Your participation is completely voluntary, and you are not required to purchase any items. If you

order commissary items and you are subsequently transferred or removed prior to receiving your items, you are not entitled to a refund or to have your items forwarded. You may however have someone come to the facility and pick it up. You have three (3) days from delivery date to have the commissary picked up or it becomes property of the facility.

There is a forty-dollar ($40) limit per commissary order, per inmate/detainee.

QUIET TIME

Between the hours of 10:00pm and 6:00am you are to be in your bed and quiet. Televisions, Telephones and Kiosks will be turned off at 10:00pm. These items will be turned back on in the morning and upon staff inspection of the housing unit.

CLOTHING AND LINEN EXCHANGE
PERSONAL HYGIENE PRACTICES
DRESS CODES FOR DAILY LIVING AND WORK ASSIGNMENTS

Clothing exchanges, for male and female inmates/detainees, will be made on a one dirty for-one clean garment basis according to the following schedule:

1. Outer garments shall be exchanged twice a week
    a. Uniforms will be exchanged as follows
        i. Tuesday and Friday B,G
        ii. Wednesday and Saturday A,C,D,
        iii. Thursday and Monday E,F,H
        iv. Linens will be exchanged with uniforms
2. Personals (i.e. socks, underwear, and t-shirts) will be cleaned twice a week on the following schedule. Personal items must be marked with the name of the inmate/detainee to which they belong. Items containing more than one name will be considered contraband and they will not be returned.
    a. Wednesday, Saturday A,D,E,G and BOOKING
    b. Thursday, Sunday B,C,F
    c. Monday, Friday H

    Personals are turned in at inmate/detainee's risk (the jail is not responsible to replace lost items)
3. All workers are required to exchange uniforms after last shift worked each day. No work uniforms will be issued in the morning (unless a kitchen worker only works breakfast).

In order to ensure an adequate supply of clean clothing for all inmates/detainees, the hoarding of clothing is prohibited. Generally, inmates/detainees are not

permitted to wash clothing, bedding, or other items in their housing unit. Clothing is not permitted to be hanging over the handrails in the housing units.

You will be living in a dormitory or secure housing unit with other individuals, so personal hygiene is essential for promoting a healthy and harmonious living environment. You are expected to bathe regularly and to keep your hair clean. Personal hygiene items for male and female inmates/detainees, such as toothpaste, toothbrushes, and combs will be issued to you upon admission. If you run out of any issued item, officers on midnight shift will offer replacements on Fridays. Female inmates/detainees can request feminine hygiene products from the housing officer as needed.

Disposable razors are provided daily, and inmate/detainees attending court will be afforded the opportunity to shave first. The razors are not to be shared. They are to be returned approximately one hour after issue and must be in the same condition as you received it.

For lotion you must give the housing officer an empty bottle/packet in order to get a full one.

The following dress code applies:

- Misdemeanor – blue uniforms
- Felony – orange uniforms
- Detainees – blue uniforms
- Locals – red/orange/yellow wristbands
- Detainees – green/blue/purple wristbands
- Work crew dress code
    - Outside workers – tan uniforms
    - Inside workers – dark green uniforms

All issued clothing shall be worn as specified in the following instructions and in no other manner. These requirements are essential to ensure compliance with appropriate security, hygiene, and conduct. Clothing must be clean and in good repair. Torn clothing is not authorized apparel. Full inmate/detainee uniforms must be worn at all times, while outside of your assigned cell. This includes uniform shirts and uniform pants. Pants are not to be rolled into shorts and they must be worn at all times.

HAIR CUTS

You will be provided an opportunity to use hair clippers. The schedule is as follows:
First Saturday of month - A, B block

Second Saturday of month - C, D block
Third Saturday of month - E, F block
Fourth Saturday of month – G block
H-Block will have them every Saturday.

VOLUNTARY WORK PROGRAM

You are entitled to participate in the voluntary work program. You must fill out a work request and submit the request to a housing officer. If you are eligible for "good time", every effort will be made to get you a job within the facility.

If you are a local, the following jobs pertain to you: Outside work crew, Kitchen crew, laundry crew, or Night crew.

Inmates may be permitted to work under certain circumstances. Classification and housing assignments will be the determining factor. Those who classify as a level one (1) will be least restrictive and Level three (3) the most restrictive. Level 1 inmates/inmate/detainees may be permitted to work depending on past criminal history and jail incidents, if approved by a supervisor. Level 2 inmates/inmate/detainees may be permitted to work depending on past criminal history and jail incidents, if approved by the Jail Supervisor. For level 3 inmates/inmate/detainees requesting to work, only the Sheriff or his designee will have the authority to approve an inmate/detainee to work. Inmates that are not housed in H-block will not be permitted to enter the voluntary work program.

RECREATION

Outdoor supervised recreation is available on the following schedule:

	Dayshift	Afternoon
Sunday	C E	F A D
Monday	B C D E	F G
Tuesday	A F G	B D
Wednesday	A	C G
Thursday	B E	C D G
Friday	A B E	C F G
Saturday	D E F	A B

Outdoor recreation may be cancelled due to inclement weather such as rain, snow, ice, or extreme temperatures.

The direct supervision housing unit, H, may have supervised recreation every day. In D block, SMU block, each cell has a specified time for recreation. Lockdown

inmates/detainees will receive recreation in the housing unit and may be handcuffed and shackled. If Inmate/Detainee is not considered a security risk they may receive outdoor recreation.

There are cards, games in each housing unit for recreation.

LIBRARY & ICE LAW LIBRARY

The library cart goes around to each housing unit on Mondays. It is important that you take care of the books and materials that you use, and return them in a timely manner, so other inmates/detainees have the opportunity to read and enjoy them as well.

The ICE law library is available for all ICE detainees. Access hours are Monday-Friday; 8am-10:30am and 12pm-2:30pm. The facility shall provide you with access to approved legal materials, facilities, equipment, and document copying privileges. You are entitled to a minimum access of five hours each week to the law library so you can work on your legal case. To request the use of the law library, ask any housing officer that comes in your block. You may request additional time; however, you must do so using a written request form that provides a justification for your need for additional access. To request additional materials not maintained in our law library fill out a request form and forward to the ICE Officer if it is something she cannot provide she will request it from an ICE Agent. If any of the materials are noticed missing or damaged, please advise the ICE Officer in writing on a request form.

If the local inmate has an attorney, their attorney will provide them with materials they may need. If the inmate states they are representing themselves, have the court send us a journal entry stating that fact. Then once the journal entry is received, we will follow the instructions on the journal entry.

GED

GED (General Equivalency Diploma) classes are available, if room permits, on Monday from 6-8pm. You must fill out an inmate/detainee request form stating you wish to participate and be approved before you will be allowed to go.

RELIGIOUS SERVICES

This facility provides church services on Tuesday and Saturday evenings. Also, on Saturday you may have a one-on-one visit with a member from the Jail Chaplaincy.

FIRELANDS

Firelands counseling services are available to inmates/detainees upon request. You must fill out a medical request form, requesting to receive these services. If there is a crisis emergency, please notify your housing officer or central control officer for immediate assistance.

GROUP PRESENTATION OF LEGAL RIGHTS

ABLE does "Know Your Rights" for ICE Detainees once month. Dates are posted in the block, and a sign-up sheet is given a day before the presentation.

ABLE is currently not scheduling any group presentations in this facility

SMOKING POLICY

There is **ABSOLUTELY NO** smoking in this facility. If you are caught with a tobacco, papers, lighter, and/or any paraphernalia, you will be locked down and have your privileges suspended.

Minor Violations

1. Willfully failing to address an officer properly
2. Improper dress
3. Unnecessary noise, such as arguing, shouting, whistling, rattling, pounding on doors, or windows
4. Loud talking or unnecessary noise after lights out
5. Horse playing, teasing or verbally harassing another inmate/detainee
6. Failure to perform routine or assigned duties, such as cleaning housing area and making beds
7. Failure to take a shower every morning
8. Possession of property belonging to another person
9. Failure to follow safety or sanitation regulations
10. Sitting on counter tops, cabinets or tables
11. Conduct that disrupts or interferes with the security or orderly running of the facility

Major Violations

1. Persistent minor violations
2. Using profanity or obscene gestures toward staff, visitors, or other inmates/detainees, including racial, sexual, or ethnic remarks

3. Arguing with, lying to, or disobeying an order from a staff member
4. Abusing telephone, recreation, commissary, or visitation privileges
5. Disrupting any programs or services
6. Making unfounded complaints or accusations against staff member of the facility
7. Possession of contraband
8. Entering another inmates/detainee's cell or allowing another inmate/detainee to enter your cell, without the officer's permission
9. Inmates/Detainees shall not cover or attempt to reduce light emitting from their cell lights or any other lighting in the cell or block.
10. Failure to wear your identification bracelet at all times.
11. Looking through block windows
12. Failure to participate in headcount or walkthrough
13. Failure to secure doors during designated lockdown times or any time directed to by staff.
14. Indecent exposure
15. Stealing
16. Making, possessing, or using intoxicant(s)
17. Gambling
18. Destroying, altering, or damaging property belonging to another inmate/detainee.
19. Other acts prejudicial to the good order of the facility not classified as Minor or Serious.

Serious Violations

1. Assault or attempted assault on a staff member, visitor, or another inmate/detainee
2. Threatening staff members
3. Escape, attempted escape or aiding in the escape of another inmate/detainee
4. Possession of a weapon, chemical agent, or any object which has been modified or altered so that it may be used as a weapon or appear as a weapon
5. Attempting to control the behavior of other inmates/detainees, coercion, force of threat, force of physical harm or assigning of work to others
6. Inmates/Detainees shall not destroy, damage, or tamper with any County owned property. Violations of this rule could result in criminal charges.
7. Fighting
8. Arson or attempted arson
9. Tampering or jamming of locks, door mechanisms, or other security devices

Approved by_____

10. Creating, conspiring to create, inciting, or participating in a riot or disturbance
11. Participating or attempting to participate in any sex acts
12. Stoppage or placing foreign matter in toilets or sinks
13. Committing any statutory crime not previously listed
14. Repeated major violations
15. Possession, introduction, or use of narcotics, narcotic paraphernalia, or drugs not prescribed for the individual by the medical staff
16. Murder
17. Hostage-taking
18. Abusing sick call or failing to properly swallow medications by "cheeking", "palming", or in some way concealing the medication. Medications are to be properly ingested in the presence of a nurse or corrections officer.
19. Any other act prejudicial to the good order of the facility.

Re-Vision:

Ice Kites 01/2020

Ice Detainees can fill out an ICE kite with written questions and concerns to ICE staff. It can be forwarded to your Deportation Officer who is handling your case.

1. **If you require help on filling out your kite you may ask another Detainee, housing officer.**
2. **If you would like your kite to be confidential there is a lockbox in front of central that ICE retrieves all kites from.**

Medical 12/2020

1. **All detainees may request dental care as needed.**
2. **You may request gender specific medical care as needed.**
3. **When an inmate/detainee reaches a one year of incarceration, they may request a breast examination, pap smear, and for men a prostate exam. Annual physicals, dental examinations, and tuberculosis screenings may be requested as well.**

Inmate/Detainee Rule Violations 2/2021

1. **Number nine (9) under Major Violations; Inmates/Detainees shall not cover or attempt to reduce light emitting from their cell lights or any other lighting in the cell or block.**
2. **Number six (6) under Serious Violations; Inmates/Detainees shall not destroy, damage, or tamper with any County owned property. Violations of this rule could result in criminal charges.**

3. **Number eighteen (18) under Serious Violations; Abusing sick call or failing to properly swallow medications by "cheeking", "palming", or in some way concealing the medication. Medications are to be properly ingested in the presence of a nurse or corrections officer.**