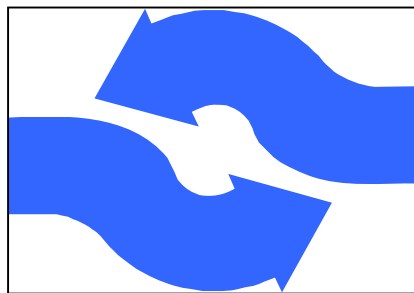


Lassen County
Adult Detention Facility
1405 Sheriff Cady Lane
Susanville, California

INMATE
ORIENTATION
MANUAL



JANUARY 2009 REVISION

Adult Detention Facility Inmate Orientation Manual

INDEX

FORWARD	3
RULES OF CONDUCT	3
COUNTS	11
CONTRABAND	11
PERSONAL PROPERTY	11
CLOTHING AND SHOWERING	12
MEALS	12
FEMALE MEDICAL SERVICES	12
MEDICAL SERVICES	15
COMMISSARY	15
URINE TESTING	15
BED ASSIGNMENTS	15
CLASSIFICATION	16
GRIEVANCE PROCEDURES	17
FIRE PROCEDURES	17
TELEPHONE USE	17
VISITING	17
MAIL	18
PROGRAMS	19
WORK TRAINING ASSIGNMENTS	20
RECREATION	20

PURPOSE:

Adult Detention Facility Inmate Orientation Manual

To provide information to ADF personnel and inmates regarding rules, regulations and expected conduct for all inmates confined in the facility.

POLICY:

It will be the Policy of the ADF to establish and maintain fair and consistent Rules of Conduct for inmates and provide disciplinary procedures for inmates found to be in violation of the Rules of Conduct of any applicable law. Violations will be divided into three (3) main categories: Criminal violations, Major violations and Minor rule violations.

RULES OF CONDUCT:

Rules of inmate conduct apply to all inmates of all classifications. In addition, special rules apply to work/school furlough programs. If you violate any of these rules, you may have committed a crime, a major rule violation or a minor rule violation. If you commit a crime, you may be prosecuted in court. In addition to prosecution, you may also be subjected to one of more of the penalties for a major rule violation.

A. CRIMES:

1. Inmates will obey all laws of the United States, State of California and the County of Lassen.
2. Inmates will not break, mark, damage or destroy county buildings or property, including law and general library books and property purchased by the Inmate Welfare Fund.
3. Inmates will NOT gamble.
4. Inmates will have NO contraband or dangerous weapons in their possession and will not possess, consume or ingest drugs (except as prescribed by physician) or alcoholic beverages.
5. Inmates will have no sharpened or pointed objects in their possession, excluding authorized writing implements, unless authorized by an officer.
6. Inmates will return at the date and time specified on their release authorization when released under 4018.6 Penal Code (temporary release).
7. Inmates will not fight or challenge other inmates to fight
8. Inmates will not make threats to any staff or other inmates
9. Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against other, to avoid bodily harm under threat of informing.
10. Escape, attempting or planning escape.

Adult Detention Facility Inmate Orientation Manual

11. Setting a fire of any type.
12. Stealing (theft).
13. Rioting or encouraging others to riot.
14. Giving or offering any official or staff member a bribe or anything of value.
15. Attempting to commit any of the above offenses, aiding another person to commit any of the above offenses and making plans to commit any of the above offenses, shall be considered the same as the commission of the offense itself.

B. MAJOR RULES:

1. Inmates will obey all rules and regulations established for the 4018.6 Penal Code (temporary release) program.
2. Inmates will obey all lawful orders from the ADF staff.
3. Inmates will have in their possession, only those items issued by the ADF, purchased at the Commissary or previously approved in writing by the ADF staff.
4. Inmates will NOT consume or be under the influence of any unauthorized drug or alcoholic beverages.
5. Inmates will IMMEDIATELY take and swallow all medications delivered by competent authority, unless otherwise instructed in writing.
6. Inmates will not remove any property from their work area without the approval in writing from a Correctional Officer, staff member or civilian in charge.
7. Inmates will NOT knowingly furnish false information to the ADF staff.
8. Inmates will NOT give or loan money to, or borrow money from other inmates.
9. Inmates will NOT smoke while incarcerated in the ADF.
10. Inmates will submit to urinalysis or intoxilyzer test when requested to do so by ADF staff.
11. Inmates will NOT engage in sexual activities with other inmates.
12. Inmates will not Make sexual proposals or threats to another.
13. Inmates will not expose to any inmate or staff any part of their body that would normally be covered with an undergarment: Indecent exposure.

Adult Detention Facility Inmate Orientation Manual

All of the following in number 14-34 are prohibited behavior each of which constitutes a major rule violation:

14. Transfers of money from one inmate to another.
15. Wearing a disguise or mask.
16. Tampering with or blocking any locking device.
17. Misuse of authorized medication.
18. Mutilating or altering clothing, blankets or bedding issued by the County.
19. Refusing to work or to accept a program assignment.
20. Encouraging others to refuse to work or participate in work stoppage.
21. Refusing to obey an order of any staff member.
22. Violation of a condition of furlough.
23. Failing to perform work as instructed.
24. Conduct which disrupts or interferes with the security or orderly running of the jail.
25. Being in an authorized area.
26. Failing to follow safety or sanitation regulations.
27. Use any equipment or machinery not specifically authorized.
28. Interfering with any inmate count.
29. Making an intoxicant or being intoxicated.
30. Tattooing or self-mutilation.
31. Unauthorized contacts with the public.
32. Giving or furnishing another inmate any item not authorized.
33. Giving money or anything of value to, or accept money or anything of value from another inmate, member of his family or friend.
34. County inmates shall not communicate in writing with ANY state inmate unless authorized by staff.

Adult Detention Facility Inmate Orientation Manual

C. MINOR RULES:

1. Inmates will meet specified dress codes when outside their housing areas. Shirt and trouser or coveralls will be worn. Coveralls will be buttoned completely.
2. When out of an assigned housing areas, inmates will NOT loiter, will not go into any area unless directed by a Correctional Officer, ADF staff or civilian in charge, and will NOT talk to other inmates when it would create a clear and present danger or disruption of ADF routine.
3. Inmates will be in phone areas or use telephone ONLY at scheduled time or when authorized by staff.
4. Inmates will NOT move or change assigned beds and/or lockers, unless authorized to do so by a Correctional Officer.
5. Inmates will NOT lie on another inmate's bed. Inmates will remain on their own beds after lights out, except for necessary bathroom trips and will make no unnecessary noise.
6. Inmates will keep their sleeping areas neat and clean at all times. Beds are to be make up according to regulations. Bedding is not to be placed on the floor.
7. Inmates will NOT cover or tamper with lights or air vents.
8. Inmates will have no more than one (1) newspaper, five (5) magazines or periodicals, two (2) dictionaries, five (5) books, and five (5) photographs in their housing areas at any time.
9. Inmates, other than those housed in special observation cells, shall make their beds and clean their individual areas around them prior to 7:00 AM each weekday, excluding court holidays. Beds will remain made until 6:00 PM. Inmates assigned to work/school programs shall accomplish these tasks prior to going to work or school. Inmates in special observation cells are exempt from making their own beds.
10. Inmates will remain seated in day rooms during meals, unless authorized to move by a Correctional Officer.
11. Inmates will be responsible for all clothing and bedding issued to them, loss of these items is an infraction, excess items are not allowed.
12. Inmates will NOT wear any jewelry, except wedding bands, or religious medallions with a value not to exceed fifty (50) dollars.
13. Inmates will treat all officers, staff, and visitors with courtesy and respect.
14. For health and sanitary purposes, all inmates shall shower at least

Adult Detention Facility Inmate Orientation Manual

every other day.

15. Inmates will report promptly to their assigned reporting points, perform the assigned tasks and follow the directions of the Correctional Officer, staff member or civilian in charge.
16. Inmates will remain in their assigned duty area unless given permission, in writing, to leave by Correctional Officer, staff member, or civilian in charge.
17. Inmates will NOT be loud, boisterous or offensive.
18. Inmates will NOT push, shove or line jump.
19. Inmates will NOT run, except in the recreation area.
20. Inmates will NOT hang photographs or other items up for display on the walls or windows of their housing area.
21. Inmates will NOT store boxes, bags, containers or personal items on the floor of any housing unit. Inmates shall use storage lockers or bins as provided.
22. Inmates will NOT pass notes. Inmates will NOT exchange property with other inmates with the approval of a Correctional Officer in writing.
23. All inmates are subject to search of their person or belongings at any time, for contraband and security purposes. "Legal Mail" or documents or mail from attorneys, courts, holders of public offices of the Board of Corrections and clearly identified as such will be search only in the inmate's presence.

Inmates may NOT:

24. Possess money or currency, unless specifically authorized.
25. Possess property belonging to another person.
26. Possess anything not authorized for retention or received by the inmate and not issued to him/her through regular ADF channels.
27. Possess authorized clothing.
28. Engage in, or encourage a group demonstration.
29. Malingering or fabricate an illness.
30. Be Insolent towards a staff member.
31. Smoke.
32. Use abusive or obscene language.

Adult Detention Facility Inmate Orientation Manual

33. Be involved in the unauthorized use of mail or telephone.
34. Possess any food items, except commissary.

SPECIAL RULES AND REGULATIONS

WORK AND SCHOOL FURLOUGH PROGRAMS.

A. CRIMES:

1. While on the program, inmates will obey all federal, state and local laws. While away from the facility, inmates will conduct themselves in a responsible manner.
2. Inmates will return from "special" release made pursuant to 1208 (d) Penal Code, at the date and time specified. If the inmate is unable to return due to unforeseen and unusual circumstances, the supervisor or person in charge will contact the facility to request the extension of the inmate's shift. The Correctional Supervisor shall make this determination.
3. Inmates will go directly to and directly from their place of training or such other place to which the inmate is authorized to go under the program. If the inmate is terminated, resigns or is temporarily laid off (including time on the record not compensated for), the inmate shall return to the facility immediately.

B. MAJOR RULES:

1. Inmates shall not change jobs or alter any term of the Work/School Furlough agreement without written approval from the Work/School Furlough Coordinator.
2. Inmates will not knowingly provide false information to the Work/School Furlough Coordinator or any employee of this facility or Sheriff's Department.
3. Inmates will not drink, consume, take, accept or possess:
 - a. Any beverage, medication or food containing alcohol.
 - b. Any drug, except where the same has been lawfully prescribed by or issued by and has the specific approval of the medical staff and the facility. Inmates accept full responsibility and will be fully accountable for any non-prescription medication they take on their own.
4. Inmates will willingly cooperate with and submit to any alcohol test, urinalysis, blood test, other examination by the medical staff, for the purpose of determining whether they have taken, consumed or are in possession of any drugs or alcohol.

Adult Detention Facility Inmate Orientation Manual

5. Inmates will not arrange for nor visit with the friends, family or relatives, except at the regular time for visiting at the facility unless the visit relates directly to the program activity and/or has been approved, in writing, by the Jail Commander or Program Administrator.
6. Inmates shall not change their approved means of transportation with the prior written approval of the Work/School Furlough Coordinator.
7. Inmates will not bring any items for themselves or any other inmate to the facility without prior written approval of the Work/School Furlough Coordinator and the Jail Commander or Program Administrator.
8. Inmate Identification cards will be given to the Correctional Officer prior to leaving the facility and retrieved from a Correctional Officer upon return to the facility.
9. If an inmate cannot return to the facility for any reason at the required time, the inmate will notify the Work/School Furlough Coordinator or Shift Supervisor on duty AT ONCE and follow the instructions given.
10. Inmates who have a problem that causes them to violate these rules or any other term of the Work/School Furlough agreement will notify the Work/School Furlough Coordinator or an officer at the jail immediately.

PENALTIES FOR VIOLATION

A. CRIMINAL:

Inmates violating this type of rule may have criminal charges filed against them and be subject to prosecution in the courts. In addition, such inmates

may also be removed from the Work/School Furlough program(s) and/or re-housing. If there is no prosecution, the violation may also be charged as a Major or Minor Rule violation.

B. MAJOR RULE VIOLATION:

Inmates violating this type of rule may be charged with a Major Rule Violation and face a hearing to determine their responsibility for the violation. If you commit a Major Rule violation, the penalties may be one or more of the following:

1. Disciplinary isolation
Disciplinary isolation is confinement in your cell or housing separate from the general jail population where the inmate is isolated from other inmates.
2. Loss of time credit for good behavior.
3. Loss of time credit for work.

Adult Detention Facility Inmate Orientation Manual

4. Removal from the Work/School Furlough program.
5. Loss of visiting with relatives and friends.
6. Loss of commissary, except as necessary for:
 - a. Personal hygiene items.
 - b. Stamps, envelopes and paper for "legal mail".
7. Loss of telephone use, up to two (2) weeks, except to call attorneys, bail bondsmen and the courts.
8. Re-housing.
9. Interruption of mail except for "legal mail", the offense is a violation of correspondence regulations.
10. Loss of bedding or clothing, if you destroy or attempt to destroy either.
11. One of more of the penalties for Minor Rule Violations.

C. MINOR RULE VIOLATION:

1. Loss of telephone use, not more than one (1) week except to calls to attorneys, bail bondsmen, or to the courts.
2. Loss of commissary use, not more than one (1) week, except for:
 - a. Personal hygiene items.
 - b. Stamps, envelopes, and paper for "legal mail".
3. Loss of visiting with relatives and friends.
4. Re-classification for not more than 24 hours.
5. Re-housing for not more than 24 hours.

D. REPEAT OFFENSES:

Inmates who have been disciplined for one Minor Rule Violation later violate the same rule, may receive one or more of the penalties for a Major Rule violation. If you have been disciplined for two (2) Minor Rule violations, whether or not they are the same violation, and commit a third violation, you may receive one or more of the penalties for a Major Rule violation.

Adult Detention Facility Inmate Orientation Manual

COUNTS:

Exact (formal) inmate population counts will be held at least four (4) times a day. Additional counts will be done for any need for facility security. Inmates will be required to report to their beds for count. Delaying or interfering with a count is a serious offense.

CONTRABAND:

Contraband is defined as any item or article which is not issued by the institution, purchased in commissary, received in the mail, medically prescribed, or issued by an appropriate staff member. Issued items will be considered contraband when found altered or in excessive quantities. Each inmate and their possessions are subject to search at all times. Unauthorized items and contraband will be confiscated and the inmate will be subject to disciplinary action or prosecution.

PERSONAL PROPERTY:

The following rules relate to personal property:

1. Inmates shall not possess extra clothing. Inmates will not be permitted to possess or wear headbands or unauthorized gloves.
2. Inmates shall not tailor or alter facility clothing nor have such clothing in their possession.
3. Inmates are not to launder any personal clothing via facility laundry unless specifically authorized.
4. Inmates are only authorized to store that amount of property that will fit within their assigned storage bin. Inmates assigned to a bunk with fixed storage attached will have to keep all property contained within the fixed storage. Inmates assigned to a bunk with no fixed storage, will be issued a clear box storage bag to hold all of their property. The only exception will be for inmates certified by the court as "pro per" who may need additional space for their legal materials.

MEALS:

Meals will follow as close as possible with the following schedule. Exceptions may be made for special events.

Morning Meal	7:00 AM
Noon Meal	Will typically be delivered with the morning meal
Evening Meal	5:00 PM

Meals are planned for balanced nutrition, variety, and are prepared in the facility kitchen. Special diet meals may be available as determined by medical staff. Menus will be posted in the dormitories.

Adult Detention Facility Inmate Orientation Manual

The following rules will relate to meals:

1. No inmate shall remove food items from the day room or be found in possession of such, unless purchased through commissary.
2. Inmates shall not talk loudly in the day room, during the meal time.
3. Inmates will line up for meals in a single file line. No backing in line.
4. Inmates will be fully dressed for meal time.
5. Inmates will stack their food tray and utensils on the food cart provided, when they are finished eating, as instructed.
6. Inmates will discard all meal related trash into provided trash can(s) when finished.
7. At least one-half (1/2) hour will be provided for meals.

FEMALE MEDICAL SERVICES:

It will be the policy of ADF to provide female inmates with medical services to meet their personal hygiene and birth control needs as prescribed by a physician, or allow them to continue existing medical services to meet those needs.

BIRTH CONTROL AND HYGIENE:

- A. Female inmates participating in prescribed birth control plans will be allowed to continue with the plan at their request. New birth control measures will not be initiated unless directed by medical staff.
- B. Female inmates, upon their request, will be allowed to continue to use materials necessary for personal hygiene with regards to her menstrual cycle and reproductive system.

PREGNANCY AND LACTATION:

- A. Pursuant to Penal Code, Section 4023.6, any female inmate confined within the facility will have the right to summon and receive the services of any physician and surgeon of her choice to determine if she is pregnant.
 1. The Division Commander may establish rules and regulations with regards to conducting the examination to determine pregnancy. Examinations involving more than routine evaluations will be conducted outside the facility. Any elective services must be reviewed with the medical director, whom will confer with the physician or surgeon of choice.
 2. Any expenses incurred by the receipt of such services that are not provided by the facility will be the responsibility of the inmate.

Adult Detention Facility Inmate Orientation Manual

3. The provisions of this section will be posted in the female housing unit.

B. FACILITY SERVICES:

Inmates determined to be pregnant that do not choose elective services will be treated and cared for by facility medical staff.

1. Inmates will receive the standard medical treatment for pregnancy, with appropriate tests, and appointments as arranged by facility medical staff.

2. When an inmate has started labor as determined by the medical staff, she will be transferred to the appropriate medical facility for delivery purposes.

a. Transfers or releases will be accomplished according to ADF policy 3-11.

3. After delivery has occurred, the medical director will determine when the inmate can return to the Adult Detention Facility. The child will be referred to child protective services to make a determination for placement while the mother is in custody.

C. LACTATING:

Any inmate who wishes to breast feed their child will be allowed to do so in the manner approved by the medical director.

FAMILY PLANNING SERVICES:

A. Elective Abortions:

Abortions may be obtained and provided by the facility medical staff pursuant

to Penal Code 4028 as follows:

1. No conditions or restrictions upon obtaining an abortion by prisoners pursuant to the Therapeutic Abortion Act other than those contained in that act, shall be imposed. Prisoners found to be pregnant and desiring an abortion, shall be permitted to determine their eligibility for an abortion pursuant to law, and if determined to be eligible, shall be permitted to obtain an abortion.

2. Inmates will be reviewed for release eligibility to obtain the elective abortion. If release is not an option, security arrangements will be made by the Facility Commander.

3. Inmates will not be restricted from obtaining elective abortions unless the health of the mother will be gravely endangered by the procedure as determined by the medical director.

4. In no event shall the abortion be approved after the twentieth (20th) week of pregnancy.

Adult Detention Facility Inmate Orientation Manual

5. Elective abortions will not be provided by the facility, the County of Lassen, nor the contract providers of medical care while acting as an agent of the county.

- a. Inmates will be financially responsible for

Adult Detention Facility Inmate Orientation Manual

all expenses incurred in obtaining the elective abortion; and

- b. They will be responsible for making all arrangements for the procedure, except release and security arrangements indicated above; and
- c. Abortions must take place in a hospital accredited by the Joint Commission of Accreditation of Hospitals.

6. Post-procedure care will be conducted at the appropriate medical facility as determined by the medical director.

7. The provisions of this section will be posted in the female housing units.

B. FAMILY PLANNING INFORMATION:

Every female confined in the facility will be furnished, by the county, with information and education regarding the availability of family planning services. This information may include the provisions of this policy and information obtained from the County Health Department.

1. Family planning services and information will be offered to female inmates at least sixty days prior to their release date, if applicable. Upon request, the medical staff will provide these services or information to the inmate in accordance with the provisions of ADF policy.

- a. These requirements may be met by the making of appropriate referrals by medical staff.

MEDICAL SERVICES:

Medical services will be available to all inmates. If you have any medical problem requiring immediate attention, advise the housing unit officer so you can receive proper medical attention. Routine medical needs will be evaluated at daily sick call. Mental health counseling will be available upon request. If you see anyone in need of proper medical attention, please report this to facility staff. Inmates will IMMEDIATELY take and swallow all medication at the time of delivery. Violation of this provision will result in medications being crushed and/or mixed in water. Limited dental is provided after screening from facility medical staff.

Adult Detention Facility Inmate Orientation Manual

COMMISSARY:

The commissary sales schedule and list of items will be posted in each housing unit.

URINE TESTING:

Inmates are subject to urinalysis at any time for substance abuse. This is not meant as harassment, but is a necessary measure to prevent such activity. Inmates may not possess, consume or be under the influence of alcohol, unauthorized drugs or narcotics. Possession of drug or narcotic related paraphernalia is also prohibited and prosecutable. Inmates found in violation will be prosecuted.

BED ASSIGNMENTS:

Inmates will be assigned a bed upon admission. Inmates will not change beds without permission.

Your bed will be made every day when you get up. Your personal living area will be kept clean at all times. All personal items and items furnished by this facility will be stored in areas provided.

The following rules relate to housing unit/bed assignments:

1. Makeshift tables, shelves are prohibited.
2. Bedding items are to remain on the bed. They are not to be used elsewhere in the housing unit.
3. Inmates will not change bed assignments without permission. You could be subject to disciplinary action for violation of rules of conduct.
4. Doors, walls, windows, light fixtures, vents and furniture shall not be altered in any way, shape, or form.
5. All property in bed area will be stored in the provided storage area.
6. Inmates will remain on their beds after light out, except to go to the restroom or in the event of an emergency.
7. Inmates will not use showers between 11:00 PM and 6:00 AM unless directed to do so by staff
8. The number of inmates in the dormitory shower areas will not exceed the number of shower heads.

CLASSIFICATION:

Classification is reviewed by the on duty supervisor and the decision is then made about your housing location. The primary reason to maintain a closely monitored classification system is to ensure the safe incarceration of inmates, and safe and secure operation of this facility. Correct classification of inmates helps prevent new crimes from occurring. If you have any information beyond what is available to staff, it is in your best interest to inform staff. We also use this system

Adult Detention Facility Inmate Orientation Manual

to reinforce the administrative rules and operative needs of this facility.

CLASSIFICATION OF RULE VIOLATIONS:

1. Administrative

- a. Minor Violation
- b. Serious Violation

2. Disciplinary Methods

- a. Verbal
- b. Recorded counseling
- c. Rule violation reports
- d. Loss of good/work time credits
- e. Transfer to another institution or facility
- f. Criminal prosecution

Adult Detention Facility Inmate Orientation Manual

GRIEVANCE PROCEDURE:

Inmates may use the grievance procedure to ask, request, or to voice a complaint about conditions of confinement including: Medical care, food, clothing, bedding, classification, disciplinary actions, inmate rights, and inmate privileges. Inmates may not file a grievance regarding court decisions or legal actions outside the administrative jurisdiction of this facility. Inmates will be provided grievance forms upon request and will be required to return the form to the housing unit officer within two (2) days.

FIRE PROCEDURES:

Evacuation plans will be posted on the housing unit bulletin boards. Each inmate will read and familiarize themselves with this plan. Inmates will be involved in evacuation fire drill at any time as directed by staff.

TELEPHONE USE:

Each housing unit has telephones to be shared equally by all for the use of non-confidential calls. All calls will be made collect. Inmates experiencing difficulty in placing calls on the automated phones may have their families contact the service center at 1-800-844-6591. Inmates will not receive incoming calls. Telephones may not be used between the hours of 11:00 PM and 6:00 AM. Abuse or illegal use of the telephones may result in the loss of telephone privileges, and/or civil and/or criminal actions.

The following rules relate to telephone usage:

1. If persons are waiting to use the telephone, then calls will be limited to fifteen (15) minutes.
2. Inmates shall not abuse or use a telephone for illegal purposes.
3. All calls placed from housing unit telephones are subject to being monitored and/or recorded without prior notice to the caller or person being called.
4. Arrangements will be made to make confidential calls from non-monitored telephones upon request.

VISITING:

The following rules relate to visiting:

1. Visiting is permitted with family and friends in the family visiting room.
2. No more than four (4) visitors at one time will be permitted except under special circumstances. Infants will not count as visitors.
3. Only ADF approved visitors will be allowed to enter the facility.
4. Visitors will be required to show proper photo identification.

Adult Detention Facility Inmate Orientation Manual

5. Visitors may leave money for inmates during scheduled visiting hours. No other items will be accepted unless approved by the shift supervisor.
6. No visitor will be allowed to visit wearing clothes that resemble inmate clothing.
7. No visitor will be allowed to visit wearing clothes that are revealing. (Low cut blouses, very short or above the knee skirts, etc.). No suggestive comments or pictures will be allowed on clothing.
8. Only visitors will be allowed to use the lobby toilets. Inmates will be escorted to the housing unit for toilet use and then escorted back to the visiting room.
9. Inmates may refuse to see a visitor, however, the refusal must be in writing signed by the inmate.
10. Any violation of visiting regulations can result in the termination of the visit and the loss of the inmates and/or the visitor visiting privilege.
11. Visiting hours and rules will be posted in each housing unit. Inmates must schedule and request visits at least twenty-four (24) hours in advance.
12. No cellular phones, purses, backpacks, or bags are permitted in the visiting area
13. Inmates are permitted Two (2) Thrity (30) minute visits per week
14. Inmate to inmates visits are allowed upon approval. These visits are only permitted between inmates that are married or direct relations. (parent, sibling, etc)

MAIL:

The following rules relate to mail:

1. There are no restrictions concerning the number of letters inmates may send receive.
2. All postal items are subject to inspection and must be sent through the U.S. Postal Service.
3. Inmates will not seal outgoing mail.
4. Letters sent from this facility must have the senders name and address on the outside of the envelope.
5. Inmates wishing to correspond with another inmate, must receive prior approval from the ADF staff. After receiving approval, inmate must use the postal system. Inmate letters will not be delivered within the facility or from facility to facility.
6. Mail to and from holders of public office, Jail Commander or the CCF Program Administrator will not normally be opened or inspected. The facility retains the right to inspect such correspondence for contraband in your presence.

Adult Detention Facility Inmate Orientation Manual

7. All legal mail must be inspected for contraband, by facility staff, in the presence of the inmate, then signed and sealed by facility staff. This mail will then be placed in U.S. mail service box provided by this facility.
8. Mail that comes in that is found to have contraband included will be confiscated. The inmate will receive a notice that the mail was seized and why.
9. Paperback books and magazines are available through library services. Items of this type may be allowed into this facility through the mail, if purchased directly from the publisher.
10. All postal items are subject to U.S. Postal Service rules.
11. Inmates may not receive more than 5 photos per envelope
12. Inmates may not receive writing paper, stamps, or envelopes as they are available through commissary.

PROGRAMS:

All inmates will have the following programs available to them through this facility.

1. ACADEMIC:

- a. School Furlough
- b. Limited vocational and academic classes provided by Lassen Community College.
- c. Individualized programs.

2. VOCATIONAL:

- a. Work Furlough

3. SUPPORT SERVICES:

- a. Trustee assignments (inside and outside the facility)

4. SELF-HELP:

- a. Substance abuse counseling
 1. Alcoholic Anonymous
 2. Narcotics Anonymous
- b. Mental Health counseling

Adult Detention Facility Inmate Orientation Manual

5. RELIGIOUS:

- a. Religious services will be provided to meet the spiritual needs of inmates. The freedom of religion of inmates to participate or to abstain will be protected.
- b. Religious services and counseling will be allowed with a pastor or clergy of your choice. They will be allowed in the facility after approval of the Jail Commander.

6. LIBRARY ACCESS:

- a. Facility library is provided.
- b. Law library upon approval.

WORK TRAINING ASSIGNMENT:

The policy of the Lassen ADF is that every able-bodied inmate in the facility may be assigned and participate in work programs.

RECREATION:

Inmates will be permitted outside recreation according to the facility schedule, for at least one (1) hour per day. Inmates will wear their pants and shoes while on the exercise yard. Shirts are optional for men, but must be in the inmate's possession. Participation in outdoor recreation by inmates is voluntary. Those inmates not wishing to participate in outside recreation will remain in the housing unit during the recreation period. Inmates who engage in any recreation or activity do so at their own risk.

The following rules relate to recreation:

1. No outside recreation equipment will be permitted inside the dormitory.
2. Misuse of any recreation equipment will result in the loss of said equipment and/or disciplinary action.
3. Recreation equipment will be shared equally by all.
4. Inmates are prohibited from having or using any instrument which could be construed as a gambling device. All items are subject to confiscation.
5. Gambling is prohibited.
6. Recreation equipment will not be used during meal time.

CRIMINAL ACTIVITY:

All federal, state, and local laws relative to criminal behavior will be maintained at, in, or around this facility. Violation of the rules of the facility may subject the inmate to disciplinary actions.