

BANNOCK COUNTY DETENTION CENTER ORIENTATION HANDBOOK

A HANDBOOK FOR FAMILIES AND FRIENDS OF INCARCERATED INMATES

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INTRODUCTION

Having a friend or family member booked into a detention center can create confusion and uncertainty both for the inmate and the loved ones involved. Although you have seen movies about detention centers, very few of those movies paint an accurate picture of detention center life. It is important that you become familiar with and learn what to expect from detention centers in Idaho. You also need to know what to expect when dealing with the staff and administration.

You may have questions about mail, phone calls, visiting, health care, and more. You may find it difficult to contact the person who was arrested for some time after booking, and the nature of the detention center system may make it difficult for you to acquire the information you need concerning the arrest.

This document was created to help you understand the Idaho Detention Center System and give you an understanding of how and why things are done the way they are. By addressing the issues mentioned above, we hope to provide you with information you need to interact effectively with detention center staff while supporting your friend or family member in custody.

In the following pages, we will discuss some of the components of the Idaho Detention Center System. We hope you will find this resource useful. Should you have additional questions or need more information please contact the detention staff for answers to your questions.

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OVERVIEW OF THE IDAHO DETENTION CENTER SYSTEM

The State of Idaho has forty four (44) counties and the majority of those counties either have a full size detention facility or a short term holding facility to house people who are arrested in the county. The counties that do not have a detention facility contract for a fee with other counties to house people who are arrested in their county. Bannock County Detention is considered a full size facility.

Short-term holding facilities are detention centers that do not have full services and can hold inmates up to 72 hours before being required to house them in full service detention facilities. Generally these detention centers hold a new arrest in their detention center until after the first court appearance and then transport him/her to a county from which they contract full service detention center beds. You should also understand that a U.S. Marshal hold is a Federal Hold and

is different than an arrest by City, County, or State authorities. A U.S. Marshal hold means that they are being housed in the county jail for federal authorities. This can be for a variety of reasons that the Detention Center will not know the specifics of.

Full size detention facilities are detention centers that can hold people accused or convicted of crimes for up to one year per charge. These full service detention centers provide visiting, recreation, programs, medical services, etc. to inmates during incarceration. Occasionally, full service detention facilities become overcrowded and are forced to contract beds from detention facilities in other counties.

It is very feasible that your friend or loved one could be arrested in one county but housed in a county several miles from the county of arrest.

Virtually every aspect of detention center operations is subject to careful oversight. The Idaho Sheriff's Association sets the standards for the operation of local detention facilities. These standards are voluntary but every detention center in Idaho is inspected once a year by the Idaho Detention Centers Standards Coordinator to evaluate the detention center's compliance with the standards.

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TERMS YOU SHOULD KNOW

Administrative Segregation - This is a status of confinement for non-disciplinary reasons that provides closer supervision, control, and protection than is provided in general population.

Bond – a monetary obligation set by the courts stipulating the amount of money guarantee to release an individual from confinement and assure the individual's presence in future court proceedings.

Bail – A written promise signed by a defendant or a surety (one who promises to act in place of another, typically a Bondsman) to pay an amount fixed by a court should the defendant named in the document fail to appear in court for the designated criminal proceeding at the date and time specified.

Classification Level - An assigned category achieved by objective data that identifies an inmate's required housing and supervision needs, and which determines to a large extent where and how the inmate is housed.

Classification Level Override - A classification action that requests a custody designation and a housing unit assignment more or less restrictive than the inmates scored classification level.

Close Custody - This custody is for those who must be closely watched because they are an escape risk, have been convicted of very serious crime, have serious medical or mental health issues, or their behavior suggest they are a danger to themselves or others.

Commissary Items - Items that are offered for sale by the facility through the Commissary Program and are intended for personal use or consumption by the inmate.

Detainer - Refers to a request filed by a criminal justice agency with the detention center in which an inmate is incarcerated, asking the detention center either to hold the inmate for the agency or to notify the agency when the release is imminent.

Disciplinary Hearing - A hearing held in the detention center to determine if a rule violation report is substantiated and, if so, what discipline the inmate will receive.

Disciplinary Hearing Officer - The person(s) responsible for conducting misconduct hearings and decisions of whether discipline is warranted.

Disciplinary Segregation - A restrictive status of confinement to which an inmate receiving discipline can be committed. Inmates in this status are restricted to their living area and generally lose all revocable privileges, retaining rights to professional visits, showers, outdoor recreation and legal phone calls.

Good Time - Time earned off an inmate's sentence in the county detention center. Idaho statute allows the Sheriff of the county to recommend to the sentencing Judge up to five(5) days of good time each month for an inmate who exhibits good work habits and behavior. Good time that is granted by the Judge may be revoked through a disciplinary hearing for rule violations or criminal activity while incarcerated.

Grievance - This is a formal complaint that is submitted by the inmates to address a perceived problem in their housing, care, or treatment by staff.

Indigent Inmate - Inmates are deemed indigent when they have no money on their cash accounts.

Request Form (Kite) - This is a form the inmate completes to make a request for something from the staff.

Lockdown - Securing a detention facility or unit by restricting prisoner movement to their housing area or cell.

Non-Contact Visit - visits in which the inmate and the visitor are not permitted to be in physical contact.

Professional Visit - A visit by a Court Official or representative, Law Enforcement, the inmate's religious advisor, or the inmate's attorney. Identification and proof of profession is required. These visits are in addition to the regular weekly personal visits.

Reclassification - The reassessment of an inmate's custody level following the addition or removal of charges, sentencing, or detention center incidents.

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ROLE OF THE DETENTION CENTER IN YOUR COMMUNITY

The primary role of the detention center is SAFETY. The community's safety and your safety are driving forces behind the existence of detention centers and their operations. The safety of the men and women who work in the detention center and who are housed in the detention center are just as important. Many rules and regulations have evolved over time in an effort to make detention centers safer.

Not all people put in detention center are dangerous; many are not, especially when they are not under the influence of substances. Many people that are not normally dangerous can become unpredictable in their behavior when under the influence. They can be a danger to themselves or others. Detention centers hold people who suffer other afflictions that when not properly treated can result in unpredictable behavior and danger to themselves or others.

Detention centers do hold dangerous people, those accused of or found guilty of violent crimes like murder, child molesting, rape, etc. The Bannock County Detention Center does not have the resources to keep the very dangerous people in separate buildings from the less dangerous people. The Bannock County Detention Staff works very hard to overcome this difficult situation by implementing procedures to keep the more dangerous individuals away from others so that all are safe.

The Prison Rape Elimination Act promotes zero tolerance for prisoner rape. Idaho detention centers have been pro-active in creating policies and procedures to protect inmates from sexual assault including several ways to report any instances of sexual misconduct. Inmates and family are asked to report immediately any threat or instance of sexual assault so that the staff can respond without delay to the incident.

If your incarcerated friend or family member indicates to you that they do not feel safe, please call the detention staff immediately.

The detention staff and the detention administrator do not get to choose who is brought to the detention center, who stays in the detention center, or who is released from the detention center. Idaho law requires that detention staff accepts all persons committed to the detention center on lawful authority. Once a person is incarcerated in a detention center, only bond (if it applies) or a Judge can release a person from a detention center. Sheriff's, detention administrators, and detention staff cannot authorize the release of a person.

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WHAT HAPPENS WHEN A PERSON IS BOOKED INTO A COUNTY DETENTION CENTER

When a person is arrested, he/she may be taken to a local police station where they will be interviewed, and where necessary reports and forms are prepared. If the individual is arrested for driving under the influence, a breath, urine, or chemical blood test will usually be conducted.

This process can take a few hours before the person is brought to a county detention center to be booked. Since a good deal of time may pass before the detention center has any notification of a person's arrest, you may call the detention center shortly after the arrest and find that your friend or loved one has not yet been entered into the system. The detention staff is usually not aware of the arrest or details until the person has actually been brought to the detention facility so patience on your part is greatly appreciated.

When arrested individuals arrive at the detention facility, they go through the intake process before being housed in general population. During intake they will be searched to verify that no contraband is being brought into the facility. This is for the protection of both staff and other inmates. If the person is intoxicated, combative, threatening suicide, exhibiting signs of mental or physical illness, or is a danger to himself/herself or others he/she may be placed in a secure holding cell until the booking paperwork can be completed.

Once the person is cooperative, he/she will be asked to complete the booking process. The booking process is comprised of medical screening, booking paperwork, and the classification. Their personal information and charges are entered into the computer system, their bail calculated, and a court date is set, when possible. They are then photographed and fingerprinted.

Because the detention center has an automated phone system, the booking process must be completed before an inmate can make a phone call.

Intoxicated inmates brought in to the facility for alcohol protective custody may be held for up to 24 hours to ensure they are sober enough to be safely released. Most inmates are eligible for bail, and they have access to telephones to arrange bail through friends, family, or bail bondsmen. A list of bail bondsmen can be found in the yellow pages under "bail". The detention staff is not allowed to recommend a bail bondsman to you.

You can follow the link below to find out more about your friend or family member's arrest. This link is updated approximately every four hours.

<http://www.bannockcounty.us/jailreport/jailroster.xml>

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BOND

Once the bond is set, there are several ways the bond may be posted. The friends and family of the inmate may pay the entire bond with cash. The courts will hold this cash until the inmate has appeared at all of his/her court hearings and a disposition has been reached. Normally, any fines will be deducted from the bond money and the remainder, if any, will be returned to the person who posted the bond. If the person you post bond for fails to appear to his/her court hearings, the bond will be forfeited and a warrant will be issued for his/her arrest.

Another way the bond may be posted for an inmate is through a bondsman. Before contacting a bondsman you should verify with the detention staff that a bond is not a "Cash Only" bond. The bondsman will charge you a fee for posting the entire bond amount and will generally require some kind of collateral. The money you pay the bondsman is his/hers to keep and you will not receive a refund. If the person you post bond for fails to appear to the scheduled court hearings, the bondsman may require that you reimburse him/her for the entire bond amount that was posted.

As a third option, you can post bond at the internet-bonding website:

<https://www.citepayusa.com/payments/welcome.do?state=ID>

You will need a credit/debit card at this site. Similar to a cash bond, the courts will hold this amount posted until the inmate has appeared at all of his/her court hearings and a disposition has been reached. Normally, any fines will be deducted from the bond posted and the remainder will be returned to the account of the person who posted the bond.

Bannock County Detention does require that you pay a bonding fee for each charge when a person is bonded out of Detention Center either on a cash bond, internet bond or through a bondsman. This is an administrative fee paid directly to the Sheriff's Office and is separate from the bond payment.

A fourth way to post bond is through the courts is to post a property bond. You will be required to promise property that you own as collateral for the property bond. If the person you post bond for fails to appear to his/her court hearings, the bond may be forfeited and your property would be required to be turned over to the courts.

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INMATE CLASSIFICATION

Inmates are classified to place them in the proper housing unit and security level in an attempt to provide safety for the community, staff and other inmates. A number of objective risk factors are considered in determining the custody level of an inmate. These factors such as violence, criminal history, previous escapes, and institutional behavior problems, establish the relative degree of risk posed by the inmate. Housing inmates of similar classification together minimizes the risk of conflict between inmates.

Although the objective classification system is regarded as very reliable, situations may arise justifying an override of the inmate's custody level.

After the initial classification process, there are several events that may result in the reclassification of an inmate. The addition of new charges, reduction of charges, sentencing, and serious disciplinary actions are all events that might trigger reclassification.

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INMATES WITH DISABILITIES

The Bannock County Detention Center strives to accommodate individuals with disabilities who are booked into our facility. Inmates are generally allowed to retain glasses, dentures, and other prosthetic devices while in custody. After screening by the Detention Center medical provider, approval may be granted for mobility aids such as canes, crutches and wheelchairs.

After consultation with the inmate, the detention medical provider may also recommend specialized housing, bunk assignments and medical care in order to meet the inmate's specific needs.

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ACCESS TO COURTS AND COUNSEL

When a person is incarcerated on a new charge, he/she will be scheduled to appear for an arraignment within 24 hours of the arrest, excluding weekends and holidays. At that arraignment the judge will ensure that the inmate is advised of his/her rights, in most cases will set bond, and will have an application prepared for appointed counsel when necessary. Bannock County Detention conducts most of their arraignments through a system called video arraignment where the person talks to the judge via a video system at the Detention Center. You may attend arraignments, even video arraignments, at the courthouse. Encourage your friend or family member who is incarcerated to keep track of his or her own legal court date as they are normally given this information in their court hearing or receive this information in their legal paperwork.

Beyond arraignment, the Courts set the date and time of special court hearings, trials, sentencing, etc. The detention center does not know in advance of Court proceedings.

Inmates are entitled to confidential correspondence and consultation with the courts and legal counsel. Attorneys and other professionals of record can visit an inmate by presenting legal photo identification and a professional Bar Card. The professional visit may be limited to a reasonable length of time because of facility operations or needs. If allowed into the detention facility, all briefcases and parcels are subject to search by detention staff.

Foreign citizens who have been incarcerated can have professional visits with consular staff from their country.

Inmates are allowed to send sealed letters to attorneys, courts, government officials, officials of the confining authority, and administrators of grievance systems. Legal mail is considered confidential and may be searched only in the presence of the inmate.

Inmates who wish to speak to their attorney in person can submit the request on an Inmate Request Slip (Kite) and the attorney will be notified. If the inmate has a court appointed attorney he/she will be provided a Public Defender envelope so the inmate can write their Public Defender a letter. It is solely up to the inmate's attorney if he/she wishes to respond to the inmates' request or letter.

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INMATE PROPERTY

Personal property is taken from the inmate during the intake process and is placed in the property room of the facility for safekeeping. Any money that is on the inmate's person at the time of intake is counted by the pat down officer and the inmate verifies the amount. It is then placed on the inmates account and he/she may use the money from this account to purchase commissary items and other things. Please be advised that the money brought in **IS NOT** placed on the telephone account, but rather their commissary account.

When the inmate is released, the property and any unused funds will be returned to him/her.

Prior to being assigned to a housing unit, inmates are required to exchange all their clothing for Detention Center clothing. Their personal clothing will be stored with their personal property in the Property Room until their release.

If the inmate wants to have a friend or family member pick up any of his/her personal property, he/she must designate the person that can pick it up. Property must be picked up within 72 hours of the inmates' incarceration and everything except for the inmates' clothes can be released.

Designated pick up days and times within the 72 hours that property may be picked up:

Monday 0800 – 1000
Tuesday 1800 – 2030
Friday 0800 – 1000
Saturday 1800 – 2030

Money may be released at any time with a completed Property Release Form filled out by an inmate.

If you are the person designated to pick up the property, you must check to see that all of the property that is listed as being released is accounted for. Once you leave the building, the detention center is no longer responsible for any property listed on the property release to you. After you have confirmed that all the property is accounted for, you will be required to sign for acceptance of the property.

Inmates may only possess items that have been issued by detention center staff, purchased through commissary, permitted at the time of booking, or through authorized mail or person. All other items are considered contraband and will result in the item being confiscated and disciplinary action may be taken against the inmate.

Except for Polaroid photos, photographs are generally allowed by mail only. They cannot contain pictures of nudity, be sexually suggestive, or promote gang activity. Inmates are allowed Five (5) photographs no larger than 3" x 5" or 4" x 6".

Multiple photographs copied onto a single sheet of paper are not allowed unless the number of photographs on the paper is five or less; each photograph on the sheet counts as one photograph.

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INMATE MONEY ACCOUNTS

The Bannock County Detention Center deposits the inmate's money into an account to safeguard it as long as the inmate remains in custody. While in custody, inmates can use the money "on their books" to make purchases from the commissary or other authorized purchases. The law authorizes detention centers to use this fund to collect medical fees when medical services are accessed, see **MEDICAL SERVICES**.

There are three methods to deposit money into an inmate's commissary account:

1. You may go to <http://www.gettingout.com/>
2. Call Center: - Call toll free number at 1-866-516-0115 and use any credit/debit card that has the Master Card or Visa Logo.
3. Automatic Payment Processing Machine: - - A Kiosk (ATM type machine) is located at the detention center that can accept payments using Master Card, Visa or cash.

Please do not put money on another inmate's account at the request of your friend or family member who is incarcerated. Inmates are not allowed to give money to other inmates. By placing money on another inmate's account, you could be playing into a potential illegal activity perpetrated by the other inmates.

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COMMISSARY

Inmates may purchase a variety of commissary items to be delivered to them in their housing units. Normally items such as snacks, hygiene products, writing materials, postage, and various other selections are available. The inmate must have money on the account at the time he/she orders commissary or the order will not be filled.

Inmates may purchase telephone time with their commissary, but this does not take effect until the commissary order is filled.

Inmates are not allowed to purchase commissary for other inmates.

A limited number of hygiene items and writing items are available to be ordered by indigent inmates (inmates that have no money on their cash account).

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TELEPHONES

Once an inmate is assigned to a housing unit, he/she will have liberal access to a telephone in the dayroom of the housing unit during specified hours. Telephone access may be restricted throughout the day for emergencies, transports, headcounts, etc. Telephone access may also be restricted for disciplinary reasons.

Money can be added to an inmate's phone account using the Telmate kiosk located in the lobby of the Detention Center during business hours, or 24 hours a day using the web site:

<http://www.gettingout.com/>

Every Inmate has a voicemail box and will receive a voicemail notification when deposit is completed.

The current local calling rate is one dollar and fifty cents (\$1.50) to connect and ten cents (.10) per minute thereafter. This rate is subject to change by the telephone service provider.

Collect calls are available if the party called has a landline.

If you have any further phone questions regarding phone service, you can call 1-800-516-0115.

Situations sometimes arise in which an inmate will use the telephone to threaten or harass victims, witnesses and other individuals. If you become the victim of this behavior, please contact the detention center supervisor to have your phone number blocked from receiving detention center-originated calls.

Detention Staff will not take incoming messages for Inmates, whether by telephone or through the information window.

In the event of an emergency, please contact the Detention Center Supervisor. He or she will not only need to verify the information but will also determine if notification to the inmate is appropriate.

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MAIL PRIVILEGES

Writing letters can be an important and inexpensive way to maintain a close relationship with someone who is incarcerated. Inmates may purchase envelopes and postage and may send and receive as many letters as they desire. Those without sufficient funds are provided a limited supply of envelopes and postage each week. All mail entering and leaving the facility are subject to search for contraband and the writing can be perused for security issues.

Letters and correspondence are not allowed to contain stamps, envelopes, Polaroid photographs, crayon, marker, glitter, etc. Letters or envelopes having suspicious spots or stains on them are also not permitted. The Detention Center will return to sender or take as evidence any mail that is unacceptable or illegal.

In the case of "legal mail" between an inmate and the inmate's attorney, courts or other public officials, the correspondence is checked for contraband in the presence of the inmate but not read or perused.

When addressing correspondence to a person in the detention center, be certain to write legibly and put the full name of the inmate, correct address of the institution, and your return name and

address on the envelope. Envelopes that do not have a full name or return address on them will not be given to the inmate and will be placed in his/her property if eligible.

Letters can be sent to inmates at the address listed below:

Inmate's full name
C/O Bannock County Detention Center
P.O. Box 4666
Pocatello, ID 83205

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VIDEO VISITATION

Bannock County Detention Center has two types of visits:

Local - The visitor comes into the Detention Center and uses one of the visitor stations in the lobby/visitation area. All Detention Center inmates are allowed two (2) free 30 minute visits that are local, (the visitor comes to the visiting Kiosks at the jail) per week (Sunday through Saturday) unless they are on visiting restrictions. Local visits can be scheduled no more than twenty-four hours in advance. Additional 30 minute visits extensions are available for a fee.

Remote - The visitor uses their home computer to visit. These visits are set up on a prepaid basis, paid either by the visitor in advance or with prepaid phone time or by the inmate also using prepaid time. Recommended computer requirements for your visitor are in the frequently asked questions section on Telmate's website. <http://www.gettingout.com/> Remote visits will be able to be scheduled approximately a week in advance.

Visits are allowed on the scheduled days and times posted below. You are responsible to schedule the visits during the available hours according to the posted schedule.

If you experience any technical difficulties during your visit or if you would like to request a refund, or your problems could not be corrected during your visit, contact Telmate phones and dial 1-866-516-0115 giving a detailed description of the activities along with the date and time.

Visitors must create a login account on the Telmate Kiosk (in the lobby or on Telmate's website) using legal identification such as a driver's license or state issued identification before scheduling a visit. Once you have established a Telmate account, you must verify that account before your first visit. The first scheduled visit must be accepted by the inmate before it is confirmed and scheduled, all subsequent visits will be confirmed at the time scheduled. Visits may be scheduled by the visitor or the Inmate. Visits are electronically monitored and/or recorded.

When scheduling a visit it is highly recommended that you schedule at least 24 hours in advance. This allows the person you are requesting a visit with the ample time to acknowledge the visit so that they may be at the kiosk at the scheduled time. Detention Staff does not always have the ability to step into the lobby to assist you; you may call Telmate 24 hours a day at 1-866-516-0115 giving a detailed description of your situation along with the date and time. Many of your questions can be answered at <http://www.gettingout.com/>

You may cancel a visit but, if you cancel **twenty-four** hours or less prior to the visit, you will still be charged or deducted one free visit as appropriate.

There will be no smoking, drinking, or eating allowed during local visitation by visitors, and appropriate behavior will prevail during visitation by both Inmates and visitors. Violations may constitute disciplinary action, criminal charges, and/or termination of the visit(s).

It is unlawful under Idaho Code 20-627 for any person to bring guns, knives, other weapons, tobacco products or drugs into the Detention Center. Violators are subject to arrest.

It is not the Detention Centers responsibility to verify if an Inmate has accepted a visit, nor is it the Detention Centers responsibility to ascertain why a visit was canceled.

Please note: Visiting may be cancelled at any time due to unexpected situations within the facility.

C-POD

The Following are hours available to schedule visits.

Monday-Tuesday

0630-0800

0800-1000 - Restricted

1330-1430 - Restricted for Inmates on Disciplinary Sanctions

1930-2130

Wednesday

0630-0800

0800-1000 - Restricted

1330-1430 - Restricted for Inmates on Disciplinary Sanctions

1500-1630

1930-2130

Thursday-Friday

1500-1630

1900-1930 - Restricted for Inmates on Disciplinary Sanctions

1930-2130

Saturday- Sunday

0630-0800

0800-1000 - Restricted

1200-1230 - Restricted for Inmates on Disciplinary Sanctions

1330-1630

1900-1930 - Restricted for Inmates on Disciplinary Sanctions

1930-2130

D-pod, E-pod and Booking

The Following are hours available to schedule visits.

Mon-Tues-Wed

0630-0800

0900-1100

1230-1630

1930-2130

Thurs-Fri

1500-1630

1930-2130

Saturday - Sunday

0630-0800

0900-1100

1230-1630
1930-2130

DO NOT SCHEDULE A VISIT FOR A TIME OUTSIDE THE LISTED HOURS EVEN IF THE SCHEDULE SHOWS AVAILABLE BECAUSE YOU WILL NOT GET YOUR VISIT AND/OR HAVE IT REFUNDED.

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INMATE MARRIAGES

Inmate marriages are not allowed inside the facility. They must be done during normal visiting hour's adhering to all visiting rules, or the inmate must be taken over to the courthouse and the marriage can be preformed there. A Judges Order must be obtained to have the inmate transported over to the courthouse. The Bannock County Detention Center will not get involved in arranging or giving special privilege for an inmate that wishes to get married.

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HOSPITAL/MEDICAL FACILITY VISITS

Occasionally, inmates may be admitted to hospitals for medical treatment or taken to special medical facilities. Do not go to the hospital or medical facility to visit the inmate. You will not be allowed to see or speak to the inmate.

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REQUESTS FOR TEMPORARY RELEASE

Occasionally, a family tragedy occurs such as a critically ill relative or a death in the family while a loved one is incarcerated. If this happens, it will be up to the inmate and/or his friends or family to make arrangements with the court to obtain a temporary release from custody.

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WORK ASSIGNMENTS

Bannock County Detention Center has work programs. We have inmate workers, labor detail (SCILD), or work release.

All inmates are responsible for maintaining clean living quarters and a clean housing unit through daily cleaning assignments. Inmates who do not clean can face disciplinary action.

Inmate workers are low risk inmates who are used throughout the facility to perform duties such as cooking, cleaning, laundry, maintenance, etc. The detention staff chooses applicable inmate workers.

The S.C.I.L.D program is comprised of groups of low risk inmates who are taken outside the facility to perform work in the community. They are supervised by a deputy and have strict rules they must adhere to. A \$3.00 a day fee is charged to the inmate to participate in this program. If they are serving their time from another county, the fee is \$10.00 a day.

Inmates who participate in the Work Release Program are allowed to work at their place of employment in the community and spend their off duty hours in the Detention Center. There is a \$10.00 a day fee to participate in this program. The fee only applies to days they actually go out to work. Sheriff's Office personnel will make regular checks on work release inmates to verify that they are at their place of employment. They are required to sign a work release contract. Failure to obey the rules and regulations of the Work Release Program can result in the work release being revoked and disciplinary action to be filed against the inmate.

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GOOD TIME CREDITS

Idaho law allows the Sheriff of the Detention Facility to recommend up to five days a month off an inmate's sentence for good behavior and completing daily tasks in an orderly and peaceable manner. It will be the inmates' responsibility to place in a request for good time and good time will NOT be granted for any type of Probation Violation sentences.

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INMATE RULES AND MISCONDUCT

The Bannock County Detention Center has established rules and regulations that inmates must follow while in custody. If an inmate is suspected of violating a rule, a report is written to document the suspected violation and to identify witnesses to the incident.

Violations range from very serious major infractions such as assault, to less serious minor infractions such as not following directions. An inmate may be charged with multiple violations arising from a single incident. For example, an inmate involved in a fight may receive a rule violation for participating in a fight, refusal to obey an order to break up the fight, and using abusive language.

When an inmate is believed to have violated a rule, the following things happen:

1. The violation is documented
2. An investigation is conducted
3. A supervisor or designated employee will review minor infractions
4. The inmate is allowed a hearing for major infractions
5. If determined guilty of committing the violation, appropriate discipline within established policy and standards will be imposed
6. The inmate may appeal the findings or the level of punishment

Discipline may include loss of certain privileges such as telephone, personal visits, commissary, etc. Major violations may also result in periods of disciplinary lockdown, loss of "good time" credits, or other sanctions.

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INMATE GRIEVANCES

All inmates have the right to submit a grievance in regard to almost any aspect of their confinement in the detention center system. This means that if inmates feel they are not being treated properly, or if they feel a condition exists that presents a health or safety hazard, they can voice their complaint and receive a response from the appropriate authority. The Sheriff's grievance process ensures that detention center staff will address problems or concerns

confronting inmates in an appropriate manner. It can also provide inmates with an explanation on those occasions when living conditions are affected necessarily by security requirements.

To file a grievance, inmates are provided with Inmate Grievance Forms when requested. Inmates are expected to explain their complaint in language that is not abusive or offensive.

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BOOKS AND PERIODICALS

Bannock County Detention Center maintains a supply of books, which are available to inmates. In most cases, books must have a soft cover.

Books and Magazines being purchased for the inmates from a family member or friend must be purchased and mailed directly from the publisher or bookstore. Books that contain obscene or sexually explicit material will not be allowed. Any type of materials that are considered to be a risk to security will also not be accepted. If you have any questions please contact a supervisor with the Bannock County Detention Center.

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EXERCISE AND RECREATION

Inmates have the opportunity to visit exercise area throughout the week. These areas provide space for exercise not available in their regular housing units.

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FOOD SERVICES

Inmates are provided three nutritious meals per day, two of which are hot. Idaho Jail Standards require a minimum of 2500 calories daily be served to the inmates.

Incarcerated people with special medical diet needs can also be accommodated. These special diets are generally approved or ordered only by the Detention Center Medical Staff, after a medical visit.

Requests for medical or religious diets will be investigated and provided, if verified.

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MEDICAL SERVICES

The Bannock County Detention Center provides inmates with medical services. Inmates put in medical requests to see medical staff when necessary and the requests are forwarded to medical personnel for an appointment. The Medical Provider will often be the one who refers inmates to mental health and dentists.

The Medical Provider must validate and approve all prescriptions brought in from outside the facility, prior to being dispensed. When deemed necessary, the Medical Provider may refuse to

allow prescription medication brought in from the outside or may prescribe an alternate medication for the medical condition.

Each inmate's medical information is protected by confidentiality. The Detention Center Staff cannot give out a lot of medical information on inmates. If you are concerned about an inmate's medical condition or treatment please notify the medical staff.

Medical fees may be charged to the inmate for each medical visit and he/she may be required to pay for any medication that is prescribed. No inmate will be refused medical treatment or prescription medication because of an inability to pay. However, his/her money account may go into a negative balance and any money brought in to the inmate will first be used to satisfy the minus balance before allowing the purchase of commissary.

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PROGRAM SERVICES

The Bannock County Detention Center offers a variety of programs to the inmate population to provide constructive activity. The programs include educational programs, religious services, substance abuse programs, life skills, etc. Except when specifically ordered by a Judge, participation in programs is voluntary and inmates' sign up on a first come first serve basis.

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VOTING

Inmates who are registered voters may vote in elections using absentee ballots. Requests should be directed to the Detention Administration up to 60 days before an election.

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RELEASE FROM CUSTODY

Inmates held at the Bannock County Detention Center may be released for a number of reasons. The circumstances of an inmate's arrest, the type of release involved, and the release schedule of the facility all determine the time of day at which the release from custody will occur.

Individuals who have been arrested under the Alcohol and Intoxication Treatment Act and have no criminal charges, will be released within 24 hours of arrest when it is determined that they will be able to care for their own safety or when a responsible party agrees to take care of them.

The court may order an inmate to be released from custody at any time if the judge deems this to be the appropriate course of action. The court may also reduce an inmate's bond so that he/she may be released on bond. Please be patient when the court issues orders for release. It can take a while for the paperwork to be forwarded to the detention center and the release to be processed.

Inmates will be released from custody when they have completed their sentence. The actual release date may be different than the original outdate if the inmate has earned good time credits off of the sentence.

Inmates will occasionally have holds on them from other agencies. When the inmate has completed his sentence at the original agency, he/she will be transported to the hold agency to

face charges there or begin serving a sentence. For security purposes, inmates and their family or friends will not be advised of the date or time of the transport.

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HOUSING FEES

Idaho law allows the Bannock County Detention Center to collect a \$25.00 a day fee up to a total of \$500.00 per incarceration from the inmate. For any questions regarding payment of housing fees, contact 236-7123 during normal business hours.

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CONCLUSION

We hope you have found this orientation handbook helpful and that it has answered some of your questions. It is the goal of Bannock County Detention Center to help you work through the confusion and stress of having a family member or friend incarcerated by providing this information to you. Should you have any questions, whatsoever, about detention center operations, we encourage you to contact the detention staff or detention administration for answers. Although every attempt is made to keep this handbook up to date there may be times when information contained has been changed.

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