



**PLATTE COUNTY DETENTION
CENTER**

WHEATLAND, WY

INMATE RULES HANDBOOK



THE READING AND UNDERSTANDING OF THE INMATE HANDBOOK IS THE INMATE'S RESPONSIBILITY. IF YOU DO NOT UNDERSTAND A RULE IN THE HANDBOOK, ASK A DEPUTY TO EXPLAIN IT TO YOU.

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Section 1:

INTRODUCTION

This book aims to inform you of the general conduct, rules, regulations, and hygiene requirements enforced here at the Platte County Detention Center. All inmates must read and familiarize themselves with the contents of this guidebook.

By law, the Sheriff is responsible for safely keeping of all persons in his or her custody. Certain rules and regulations are necessary to protect the guaranteed constitutional rights of an inmate. All inmates, regardless of commitment circumstances, are subject to the laws of the State of Wyoming and the rules and regulations of the Platte County Detention Center. The rules and regulations are designed to ensure your safety and the safety of others. Staff is available to answer additional questions.

This inmate handbook is the property of the Platte County Detention Center. The Detention Center Administration has developed the rules and regulations, which are subject to revision and update without notice. Failure to enforce any rules or regulations does not waive the right to do so in the future.

Inmates of this facility will not be discriminated against, nor will any privileges be granted or denied on the basis of sex, race, religion, color, or creed.

Section 2:

PERSONAL SAFETY

You should not discuss your charges with another inmate (s) for your safety. If you feel you are/have been threatened, it is up to you to contact an on-duty Deputy immediately. Your situation will be reviewed, and action will be taken if necessary.

Section 3:

EMERGENCY SITUATIONS

In the case of an emergency, you will be moved to a safe area if needed. You are to remain calm and follow the direction of the Deputies. **INTERCOMS ARE TO BE USED FOR LIFE-THREATENING EMERGENCIES ONLY.** The television may be turned off when an intercom is activated to enable clear communication. Using the intercom for any purpose other than an emergency may result in disciplinary action (exceptions; when given explicit instructions from staff and/or medical for its use, i.e., extreme diabetics, emergencies).

Section 4:

SMOKING

The Platte County Commissioners prohibits smoking in all county buildings.

Section 5:

GENERAL CONDUCT

Inmates are expected to conduct themselves in a polite, courteous, and orderly manner. Inmates must respect the staff and always follow orders. Failure to obey lawful orders given by any Detention Officer may result in disciplinary action against you.

Inmates will not be allowed to address Detention Officers by their first name. You must address all Detention Officers using their Detention Center title or title along with their last name. - Example (Deputy Smith).

All inmates will keep themselves, and their cells, and their dayroom areas clean and orderly. Trash will not be permitted to accumulate in these areas. To maintain sanitary conditions, excess papers, food, books, or trash will be disposed of.

Section 6:

INMATES' RIGHTS AND PRIVILEGES

- All inmates and Detention Staff have a right to be free of sexual harassment. No inmate or staff member will be subjected to unsolicited or unwelcome sexual overtures, verbal, visual, or physical. **All sexual harassment must be reported to the Detention Center Administration immediately.**
- All inmates have the right to be free of sexual abuse. **All sexual conduct between inmates or inmates and staff shall be reported to the Detention Center Administration immediately.**
- You have the right to be treated humanely, impartially, and fairly by all personnel.
- You are responsible for treating others (officers, employees, and inmates) similarly.
- You have the right to be informed of the Detention Center's rules and procedures. You have the responsibility to know and abide by them.
- You have the right to freedom of religious affiliation, voluntary religious worship, and access to nondenominational volunteers on scheduled days.
 - You also have the responsibility to recognize and respect the rights of others in this regard.
- You have the right to reasonable health care (medical, mental and dental), which includes a balanced and nutritious diet, a clothing and laundry schedule, an opportunity to shower regularly, regular exercise, toilet articles, proper ventilation and warmth. You are responsible for medical expenses but will not be denied basic medical care due to a lack of funds.
- You are responsible for not wasting food, following the laundry and shower schedule, maintaining neat and clean-living quarters, and seeking medical and dental care according to the procedures in this inmate handbook.
- You have the right to correspond with your family, friends, and others subject to Detention Center rules and regulations. Inmate-to-inmate mail is prohibited, with any exception being at the sole discretion of the facility administration.

- You have the right to unrestricted and confidential access to the courts by correspondence on matters pertaining to your case and conditions to present your petitions, questions and problems to the court.
- You have the right to receive and send uncensored legal mail. You are responsible for using an attorney's service honestly and fairly.
- You have a right to access legal research materials (law library). You have the responsibility to use this resource within the rules and regulations of the Detention Center.

Section 7:

HOUSING

The Platte County Detention Center houses inmates based on the following classification criteria: current criminal charges, inmate's criminal history, a review of behavior during any prior periods of incarceration, and known behavior/management issues. The Platte County Detention Center adjusts the housing placement of inmates based on the inmate's proven ability to be compliant with staff and facility rules and regulations. Inmates may not request a different housing assignment. Staff will make housing changes if a valid need housing change. We will not consider requests to be housed with friends, family, etc. Staff will also do their best to fill all bottom tiers first, and inmates will be double-bunked.

The following is a summary of the different types of inmate housing utilized by the Platte County Detention Center for the behavior management of inmates:

1. LEVEL 1 - Dormitory style pods for inmates that require very little management. There is zero tolerance for any behavior that disrupts the facility, its staff, or other inmates in this level.
2. LEVEL 2 - Dormitory style pods for inmates that demonstrate compliance but are unable to do so without close management.
3. LEVEL 3 - Cell style pods with full-day room access. This level can be utilized for the enhanced management of inmates as well as protective custody.
4. LEVEL 4 - Cell style pod for inmates that require special management. This pod has restricted day room access of three hours in and three hours out on a rotating schedule Monday through Sunday.
5. LEVEL 5 - Cell style pod for inmates that require enhanced restrictive management. This pod has restricted day room access of one hour out alone as assigned by their cell number, one hour out as a group for each meal pass, and one hour out for access to the exercise yard on specified recreation yard days.
6. LEVEL 6 - Cell style pod for inmates who are unable to function in any other housing areas in the facility without causing disruption. This pod has restricted day room access of one hour out alone per day and the remaining 23 hours are locked down. Level 6 inmates are not allowed access to group activities.

** Level 1-5 inmates are allowed access to group activities such as AA and Bible Study.

Section 8:

BOOKING PROCESS

Your personal property and money will be inventoried as part of the booking procedure. Your property will be stored in the Detention Center property room, and your money will be deposited into your jail account. If you come from another facility, the only property you can keep is legal documents. All other materials will be placed in your property bag and stored in the property room. Any open food items brought in during booking will be disposed of.

Section 9:

CLEAN LIVING SPACES and PERSONAL HYGIENE

All persons being detained at the Platte County Detention Center will be required to maintain good sanitary conditions in their assigned living spaces as well as maintain good personal hygiene; this includes daily showers, brushing of teeth, the use of body deodorant, and the requirement that all toilets be flushed once used. Inmates needing to be reminded about personal hygiene may face disciplinary action. The Platte County Detention Center will assist in maintaining of proper cleanliness and hygiene by providing the following items:

Hygiene kits - All inmates placed in Housing/Unit receive a toothbrush, toothpaste, comb, bar soap, all-in-one shampoo, and deodorant. When an item expires, you will provide the empty container to a deputy for an exchange for a new item. You may not receive an exchange if you dispose of the empty container. The exchange will take place during the night shift.

Cleaning Gear - Inmates will receive cleaning gear at 6:00 AM on a scheduled basis. You are responsible for keeping your assigned sleeping area and all common areas clean. ALL inmates will clean. Any inmate who does not participate in the scheduled cleanup will face disciplinary action. Once you are finished with the mop water, you will place the mop bucket by the pod door to be replaced by staff later in the day. All paper and other debris will be placed in trash receptacles provided in the dayroom.

Section 10:

Razors - You may receive a razor during scheduled razor passes (Monday & Friday). You are responsible for the razor once provided, do not bend, break, or alter the razor. You will be required to return the razor, in the same condition it was issued to you when provided. You will have one hour to use the razor. Inmates in LEVEL 6 will not be allowed a razor, but may be allowed an electric razor under direct supervision as time and staffing allows.

The only exception to the set provision schedule is when an inmate is due to appear at their Jury Trial.

Section 11:

Hair clippers will be provided only on every first and third Sunday of each month. The clippers will not be passed back out once they have been removed from the pod. Hair-cutting supplies will be placed in each pod for two hours. This is the only time this will be permitted.

Section 12:

Laundering of Clothing - One (1) issued shirt, one (1) issued pair of pants, socks, underwear, towel, or washcloth, needing laundering must be in your laundry bag and turned in the night before your scheduled laundry day prior to the lights out. If you do not tie your laundry bag shut, you may not receive all of your laundry back, as it can fall out of the bag and be lost. Inmates are responsible for ensuring that all the items are unfolded when their personal clothing is placed in the net bag. Socks must be turned out to full length in order for them to be properly washed and dried. The Detention Center is not responsible for lost laundry items. Items in your laundry bag will be washed according to a schedule.

Do not provide both of your issued shirts and pants to be laundered at the same time, as a complete uniform is necessary to attend church services, go to the recreation yard, etc.

Adding soap or shampoo to your laundry in your bag will result in your laundry being returned to you unwashed, as this causes our clothes washers to over suds and shut down. You will be required to rinse your soaped clothes in your sink.

Section 13:

Linen exchange - Your sheet, and blankets, will be laundered according to a schedule.

You will line up at the pod door with your dirty sheet and blankets when the linen exchange is announced. You will provide your dirty linen to a Deputy in exchange for clean linen. All inmates will participate in the linen exchange.

When you receive your clean laundry items, you must inspect them before removing them from the deputy's view. If the item is damaged, you must immediately bring this to the deputy's attention. If you do not notify the deputy of damage to the item(s), you could be held responsible for the damage.

Remember, you are responsible for the items issued to you. If the item is damaged while it is issued to you, you will be held accountable for the replacement cost of that item and may face criminal prosecution.

Section 14:

INSPECTIONS / HEAD COUNTS / LIGHTS OUT

Morning inspection will be every day at approximately 8:00 AM, excluding County recognized holidays and Sundays. A courtesy announcement will be made prior to the deputy's arrival; however, it is the inmate's responsibility to be up and ready for inspection, regardless of whether the announcement was heard.

Night cell inspections will occur at random.

When the deputy enters your pod, you are to be standing at the end of your bunk for inspection. You are to have your jail uniform on correctly. Your cell and dayroom are to be clean and presentable. If there is a maintenance problem in the pod, you need to report it at this time.

You are to remain standing until the deputy leaves your area. When the inspection is complete, you may move to the day room.

Bunks - mattresses are to remain on your bunk. Your bed will be neatly made whenever you are not on your bunk. The blankets will be tucked in under the mattress so as not to obstruct viewing the lower bunk.

Your floor must be kept clean and free of all materials. All clothing will be hung up on the wall hooks. Hygiene items will be stored in an orderly manner.

Headcount- A head count will be completed at each meal pass. All inmates must be secured in their respective housing assignments to be counted. Upon the completion of the count, a meal will be provided.

If you are in another part of the facility during an emergency head count (in a visit, GED class, inmate worker, etc.), you are to remain in the area you are in and stop all activity until that area has been counted and you have been told to return to your activity.

You will face disciplinary action if you intentionally disrupt the inspection/headcount.

You will be given a half-hour notice before the lights are turned off for the night. After that half hour, you will be in your bunk until the lights come on. You may only be out of your bunk during lights out in the case of an emergency or to use the toilet. You must remain quiet during lights out. Lights out are at midnight; the administration will make any exception to this based on facility needs.

When sleeping in your bunk, you are not to cover your head with any item. No covering of light fixtures. No sleeping in the nude.

Section 15:

DAY ROOM AND SLEEPING AREA USE

Inmates housed in dormitory-style pods are allowed access to the day rooms between the hours of 7:00 AM and midnight. Inmates housed in Pods containing cells may have a more restrictive dayroom schedule. Between midnight and 7:00 AM, all inmates are to be in their bunks and will remain quiet.

No activity will be conducted in the day room or sleeping area that may result in injury to an inmate. Determination of unapproved activity will be left up to the discretion of deputies.

No sitting on dayroom tables or writing tables.

Mattresses are for sleeping on and will remain on your assigned bed.

If you are assigned a sleeping area on a lower level, you are not allowed in the upper level unless instructed by a deputy. This rule is for the safety and security of all inmates. The downstairs contains the common areas of the dayroom, toilets, sinks, and showers; therefore, inmates must

have freedom of movement in the downstairs area. The bunk areas are personal areas, not places to loiter. The dayroom is for inmates to visit or conduct activities like game playing, TV, and conversation. **If you are assigned to a pod containing cells, are personal areas, you are not allowed in another inmate's cell.**

While in the common spaces, inmates are to be fully dressed and wearing their issued footwear, no socks or bare feet. All facility-approved personal tee shirts or thermal wear must not be altered from its original state. Any torn, in disrepair, or altered item will be placed in the inmate's property.

The primary purpose of the stairways and balcony is for inmate movement. Do not loiter on the stairway or balcony due to safety concerns. Do not use the stairway or balcony for exercise. Do not slide down the railings or engage in activities on the stairs.

AT NO TIME ARE YOU TO HANG ANYTHING FROM A BUNK, i.e. BLANKETS, TOWELS, SHEETS, CLOTHING, ETC.

You are not allowed to attach to or hang anything on the walls, ceiling, floor, bunk, table, chairs, railings, etc., by any means. Any attempts to cover any air circulation vent will cause a disruption in the efficient operation of the air handling systems' ability to maintain the heating and cooling of your assigned areas. For this reason, you are not to cover or block any vents.

1. Do not obstruct the vision into your cell.
2. Do not cover your lights, windows, vents, intercom/speakers or security equipment in any way.
3. Do not prop your cell door open in any manner.
4. Do not stand on any bunk.
5. Do not hang blankets or towels over the sides of the bunks to block out light.
6. With the exception of Detention Center staff, you are the only person allowed in your cell except for your roommate. Likewise, you are not allowed in the cell of another inmate. Entry is defined as penetrating the outermost threshold of the door frame. Disciplinary action will be taken when:
 - a. You open another inmate's cell door. Any part of your body enters the cell of another inmate. Any object in your possession is tossed, passed, slid, pulled, or entered another inmate's cell.
7. All personal property, including commissary items, must be kept in your cell.
8. When leaving your Bunk, you will:
 - a. Make sure your bed is made.
 - b. Make sure the cell is clean.
 - c. Be dressed and wear your issued uniform properly, and report any item that is broken or not working in your cell to a Deputy.
 - d. Ensure your cell door is properly secured.

Section 16:

Moving Restriction

- Anytime the pod door opens, you will stand behind the yellow-colored line. Inmates (s) preparing to exit will also stand behind the yellow-colored line until the deputy asks them to come out.
- When moving through the hall, inmates will move in a SINGLE file line on the right side of the hall.
- Inmates are required to wear a complete uniform while moving anywhere in the facility.
- Inmates will be moved to all out-of-facility functions, hearings, and appointments in a jail uniform and restraints. Inmates will be subjected to random searches and any resistance to these procedures constitutes grounds for discipline.
- Unnecessary conversation during transports or movements within the facility will not be allowed.

Section 17:

INMATE PROPERTY (allowed in housing areas)

Authorized toilet articles are those items purchased on commissary or issued in accordance with facility procedures. Maximum quantities are indicated next to each item, unless additional quantities are authorized by detention staff:

Hygiene

- 1 - Hand lotion
- 1 - Toothbrush/ Toothpaste
- 1 - Comb
- 1- Bar of soap
- 2- Washcloths
- 2 - Toilet paper rolls per person
- 2 - Towels
- 1 - Plastic drink cup
- 1 - Plastic Spork
- 1 - Deodorant

Bedding

- 1 - Mattress
- 1- Mattress cover
- 2- Blankets

Personal Clothing (maximum)

- 2- T-shirts
- 1-Thermal set (this means 1-top 1-bottom)
- 5 - Panties (Females)
- 2- Bras (Females)
- 3- Boxers (Males)
- 3 – Pairs of socks

Other Property

- 10 - Envelopes, unused
- 1- Tablet of paper (5 sheets provided by the facility for indigent only weekly)
- 2 - Laundry bags
- 1- Green Commissary bag
- 2 - Decks of playing cards.
- 1- Religious medallion, non-metallic (subject to approval)

Authorized commissary items. (**wrapper/containers for commissary items must be thrown out when empty-you may not use them for any other purpose. Failure to dispose of empty containers may result in loss of commissary privilege.**)

Inmates must send out or dispose of excess amounts of property if it does not fit in the large property bag. For fire safety reasons, personal property stored in your cell may not exceed the storage capacity of your issued property bag.

The Detention Center property must be kept in good condition and returned in the same condition it was issued when you are released. Allowances are made for normal wear and tear. Still, misuse or intentional destruction, or defacing of Detention Center property will result in you paying for the replacement of the damaged/destroyed property and result in disciplinary action and/or criminal charges.

Inmates will be provided with two laundry bags and one green commissary bag. These bags will be yours until you are released from the facility. Inmates are not to destroy, alter or write on the bags. All property must be capable of being stored in one of these bags. Items that will not fit in the bags will be removed from your cell and stored with your personal property. Property will be always stored in one of these bags.

Section 18:

MEALS

You will be provided three meals during a 24-hour day.

You must be up and ready to receive your meal. Breakfast is served at approximately 7:30 a.m., lunch at approximately 12:00 p.m., and dinner at approximately 5:00 p.m.

When you are finished with your meal, you will clean off your tray and spoon by scraping the refuse into the garbage bag. The trays are to be stacked together for pickup at the pod door. Once all trays are stacked, you may be required to place the trays outside your pod door.

If you have a food allergy, you must provide written documentation from your doctor confirming this or complete a medical information release so that the Detention Medical Authority can confirm the allergy.

If you are out of the facility at mealtime due to court or an appointment, you will be provided a meal when you return. Meals for work release inmates will be provided ONLY while they are in the facility.

All food items provided at mealtime are to be either consumed or disposed of at that mealtime.

Section 19:

TELEPHONE

Inmate telephones are available in your pod's dayroom. The use of the phone is for outbound calls only. Family and Friends that wish to receive calls from you may contact the Service Provider at 800-943-2189 or www.ncic.com to establish an account if their phone does not normally receive collect calls. Calls are billed at a per minute with no connection fees or surcharges.

Phone Time is available for purchase, and you will be able to order phone time using the NCIC Tablets and Kiosk system by following the instructions provided.

Incoming personal messages from friends and family members will not be delivered except in a verifiable emergency.

You may be subject to disciplinary action if you try to keep another inmate from using the phone.

If you call someone that you are not to have contact with it will be reported to the prosecuting attorney.

Abuse of the telephone system will be dealt with according to Wyoming State Statute.

You will also be subject to disciplinary action if you abuse the phone system and may permanently lose the privilege to use the system.

The telephone system will be turned on upon completion of morning inspections and turned off at 11:00 PM.

Do not share your telephone PIN number with another inmate. This may implicate your participation if the person you loaned it to uses it inappropriately or uses your PIN to commit and/or conceal a crime.

If you use another person's pin number, you could be subject to disciplinary action and additional criminal charges.

ICE Holds: There is a packet in each pod next to the phone system with information on how to contact The Department of Homeland Security.

NOTE: Access to staff phones will not be permitted.

Section 20:

TELEVISIONS

Dependent on your housing assignment, a television may be available in your pod's dayroom. The televisions are provided to assist you in occupying your time while incarcerated in the Platte

County Detention Center. Television is a privilege and not a right; therefore, it can be restricted for any reason without notice. The staff has control over the televisions.

Do not tamper with or move the television due to possible injury or destruction of the television.

If an remote control is provided to your housing area, the remote will stay on a table in the day room. The remote is not to be located in a cell or on your person.

Some reasons that the television may be restricted would be a failure of a pod to pass inspection, misuse of the intercom system by any inmate in the pod, rules violations, etc.

The televisions will be turned on upon completion of morning inspections and turned off at 11:45 PM.

Section 21:

LIBRARY

- Each inmate, except for inmates in lockdown, have access to books on the NCIC tablets and the Kiosk system. Religious books and others may still be found in the classroom if needed. The inmate would need to put in a ticket to get a religious book

Section 22

LAW LIBRARY

- Inmates are allowed access to the law library 5 hours per week on the tablets and kiosk system. Dependent on previously scheduled classroom events.
- The law library hours are Monday – Friday, 8:00 AM – 10:00 AM, and all day on Saturday. Previously scheduled attorney appointments may preempt these times.
- Do not damage any books; any damages will result in disciplinary action, and you will be charged whatever it costs to replace the damaged book.
- You cannot remove any books from the law library.
- Only documents printed by deputies may be taken back to your cell.
- The Platte County Detention Center will not give inmates legal advice with respect to the use of the law library or books.

Section 23:

INMATE ACCOUNT

You may have money deposited to your inmate account. Paychecks and government checks are accepted. Nothing else will be expected

If you have a negative account balance, as funds become available in your account, a portion of the funds will be used to satisfy your debt.

If you have a debt balance at the time of your release, you will be required to sign an acknowledgment that money is owed before being released. You may have to set up a payment plan at that time. The negative balance will be maintained until satisfied. If you are again booked into the Platte County Detention Center, and you have a negative balance from a previous stay, any funds you have on your person at that booking or receive during that or

subsequent incarcerations will be applied to the negative balance until paid in full as authorized by Wyoming State Statute.

A negative balance may be forwarded to the Platte County Attorney for Small Claims Action or court-ordered restitution.

Money can be placed on an inmate's account by persons on the outside, electronically utilizing a debit or credit card by the use of different service providers. There is a fee for this service charged by the service provider.

Inmates can find their current account balance by logging on to the Commissary app on the tablets and kiosks in the pods.

Section 24:

Bond Posting- During normal business hours, bonds will need to be posted at the appropriate court where the bond was issued. During non-court business hours, bonds may be posted at the detention center, utilizing one of the above features.

Section 25:

INDIGENT STATUS

You may be considered indigent if you have less than \$1.00 on your account. The Detention Center will provide at cost 5 pre-stamped envelopes and 5 pieces of lined paper. An indigent inmate with items in excess of the above limits will have the excess removed from their possession. Any items purchased while indigent will be charged to your inmate account, creating a negative balance. If funds should become available to you, these funds will be utilized to pay off your negative balance. Inmates who qualify may order the above indigent supplies on each commissary day, with the proper order form completed and turned in before lights out. Forms put in late will not be acknowledged.

Indigent inmates may order hygiene items from the in-house Commissary and charge them to their inmate account. Requests for such items will be turned in and completed by the night shift.

Section 26:

COMMISSARY

Commissary is an inmate privilege, not an inmate right.

When money is deposited in an inmate's account that has a debt, twenty-five percent of the deposit is applied to the debt, and seventy-five percent is available for the inmate to allow the purchase of a commissary unless the debt was charged out at 100% then 100% will be collected.

Depending on your classification and account status, commissary may be available to you. You must be in a pod to receive commissary. No one in booking, (the exception is someone in Isolation), or anyone serving weekends will receive commissary.

If you are indigent, less than \$1.00 in your account, you may order from the indigent list. You must order from the full list if you have more than \$1.00 in your account. The cost of all items ordered will be deducted from your account; those items ordered from the indigent list will be deducted from your inmate account, causing it to go into the negative.

Your written indigent commissary request must be completed and turned in each Thursday evening before lights out, and placed in the pod mailbox. **INDIGENT COMMISSARY REQUESTS SUBMITTED AFTER LIGHTS OUT WILL NOT BE ACKNOWLEDGED.**

You must figure out the items and prices correctly and not spend, or request any items in excess of the set limits. If you have requested more than the allowed amount, a deputy may modify your request to comply with the set limits.

You may be limited to stationery and hygiene items if placed in disciplinary detention.

You are not allowed to spend more than the preset limit posted on the commissary list. You are not allowed to have in your possession any item in excess of the maximum limit set forth on the Commissary order form.

IN-HOUSE CANDY COMMISSARY and **OUT-HOUSE COMMISSARY** have a variety of items for purchase. The order forms in-house are passed out on Sunday nights and picked up on Monday nights. You will receive your commissary orders on Thursday nights.

- **If you turn your order form in late, you will not receive your order.**

IN-HOUSE COMMISSARY sheets (hygiene products, coffee, and miscellaneous items) are passed out on Wednesday nights and picked up on Thursday nights. You will receive your order on Friday nights.

- **If you turn your order form in late, you will not receive your order.**

You will be required to sign a receipt for the delivery of your commissary. Once you have signed the receipt, the delivery is final.

If you are going to have an expense deducted from your account on your commissary day (medical, etc.), you may not be eligible for commissary unless your account balance exceeds that expense.

****ITEMS DELIVERED ARE AS IS, WITH NO REPLACEMENTS, RETURNS, OR REFUNDS Period.**

****All commissary items need to be placed in the green commissary bag unless the item is open and being used. Failure to do so may result in a loss of commissary for two weeks.**

Section 27:

GRIEVANCE PROCEDURE

The grievance procedure may be utilized to protest a broad range of matters so long as the issue affects the complainant personally. "Group" grievances or "class action" grievances will be returned without response. Givable issues may include but are not limited by:

- Policies, practices, and conditions within the Detention Center's control,
- Actions by deputies and inmates, and
- Health care concerns.

The grievance procedure may not be utilized to complain about decisions and procedures of the Courts or other non-PCDC agencies.

Informal resolution: Every attempt should be made to resolve the issue informally (verbally) by both parties before utilizing the formal procedure as outlined below. Informal resolution is not a prerequisite to the pursuit of the formal grievance process.

Formal Process-Following the alleged incident/action, the affected inmate must Submit a grievance ticket on the NCIC tablets or kiosk. The inmate must submit the grievance ticket within 72 hours of the incident. It will be rejected if the grievance is not turned in within 72 hours of the incident.

A grievance shall pertain to one issue. Separate grievances shall be filed for separate issues and unrelated incidents.

The grievance needs to contain the time, date, pertinent details, and names of witnesses and deputy(s) involved. The grievant shall not use vulgar or abusive language that is unnecessary to explain the grievance. The grievance will be rejected if the grievant uses this type of language.

The grievance must be addressed through the chain of command (e.g., deputy, sergeant, Detention Center Administrator, etc.). If the grievance is regarding the action or non-action of a specific employee, the grievance must be addressed to that employee's supervisor first and then proceed through the normal chain of command if appealed. A grievance that does not follow the chain of command as outlined above will be returned to the inmate without response.

Submitting a grievance will not put a stay on any current disciplinary action. If your disciplinary action is overturned or decreased, you are not entitled to any compensation for the initial disciplinary action. Any grievance related to a disciplinary action must be filed during the disciplinary action time. If you continue to file a grievance, and your disciplinary action time period runs out, you have no further recourse within this agency.

The Deputies will review your grievance. You will receive a response within 5 working days that will include if any, findings and actions taken. If you aren't satisfied with the response you receive, you may appeal to the next person in the chain of command. The above process will again be followed, and you will receive a response within 5 working days.

If it is determined that an inmate or group of inmates has abused the grievance procedure by filing numerous frivolous or harassing grievances, the Detention Center Administrator may limit the number of grievances that inmate may file. An inmate or group of inmates whose grievances have been limited shall only be allowed to file no more than 1 grievance in 10 business days.

This limitation shall be placed into effect for no more than 3 months, at which time the inmate is responsible for requesting removal from a restricted status.

The grievance process for the Platte County Detention Center requires to go through the chain of command with valid submissions and responses before the process is considered exhausted. See the example below. An inmate shall not re-grieve an issue that has been personally grieved in the last 6 months.

Example

1. Informal resolution has failed, a grievance ticket is submitted, completed, and turned into the ticket system within 72 hours of the incident.
2. Deputies investigate the issue and clarify any questions or issues. The Deputy responds to the grievance and provides it back to the inmate within 5 working days.
3. The explanation is either accepted or appealed to the next person in the chain of command. The grievance and appeal will again be investigated, responded to, and handed back to the inmate within 5 working days.
4. It will go to the next level in the Chain of Command
5. The grievance is closed, and no further appeals will be responded to.

****Reprisals for the use of the grievance process are prohibited****

Section 28:

MAIL

You may receive legal and personal mail. To receive mail, please inform anyone sending mail to address it as follows:

"Inmate Name"
c/o Platte County Detention Center
850 Maple St. Wheatland, WY 82201

Inform anyone sending mail to you while incarcerated to refrain from placing stickers, lipstick, or other transferable materials, such as perfume, in or on the mail.

Incoming personal mail will be opened, inspected, and scanned into the electronic mail system. While incarcerated, you will be permitted to have legal mail in your possession. All other items will be placed with your belongings in the property room and provided to you at release. **You will not be allowed access to these items stored in the property room.**

If an item received is illegal per Wyoming State Statute or federal regulation, it will be seized, and an investigation will be conducted.

Letters received with lipstick or other transferable materials will be returned to the sender. Letters received or sent written in any code will be placed in the inmate's property and will not be provided, and the matter is subject to investigation.

Oversized cards or cards with electronic devices will be returned to sender or placed in your property.

Personal checks are not accepted and will be returned to the sender.

Examples of some items that are not accepted into the facility are as follows:

- -Sexually explicit personal photographs or magazine pictures.
- -Materials that would encourage deviant sexual behavior.
- -Materials promoting violence, racial discord, or a lifestyle of crime.
- -Polaroid photos/newspapers or newspaper clippings
- -Laminated pictures or cards.
- -Stationary items.
- -Lottery tickets and gambling-related items.
- -Materials possessing detailed construction of weapons or explosives.
- -Stickers on envelopes or letters will be removed and disposed of.
- -Materials that would disrupt the facility's operation, security, or safety.
- -Food, candy or other perishable items will be disposed of.
- -Materials displaying full or partial nudity.
- -Inmate to inmate mail

Outgoing personal mail must remain unsealed when you hand it in for delivery. Mail will be picked up Sunday through Friday for outgoing delivery the next day to USPS, except for holidays. Mail must have the proper address on it to be delivered.

Incoming legal mail will only be opened in your presence. No deputy will read your legal mail; however, a deputy will check the legal mail in your presence for possible contraband (staples and paperclips are considered contraband). The Contraband will be removed from your legal mail.

Outgoing legal mail is to be sealed by the inmate in the presence of a deputy. Legal mail will be picked up at the same time as personal mail and must have the proper address.

Personal mail between inmates within this facility is not allowed.

Section 29:

PHOTOCOPIES/FAX

Photocopies of legal documents may be done for an inmate at a cost of \$.25 cents per copy if time allows. The price is subject to change without notice. All other requests for copies will be denied. Photocopies can be made by putting in a ticket. Photocopies will be charged to your account. Indigents can only request copies of legal documents relating to their current case. Indigent inmates will also be charged for making copies. Faxes will only be done if the item being faxed was sent to the jail by an attorney and will only be returned to the same attorney. No other faxes will be sent.

Section 30:

NOTARY PUBLIC

A Notary Public will be available to notarize those papers that pertain to cases you are in custody on or matters concerning your incarceration. To request a Notary, you must submit an Inmate ticket. Notary requests not pertaining to your current court case will have a fee associated with them.

Section 31:

HEALTH CARE SERVICES

MEDICAL

No inmate will be denied reasonably necessary medical care based on financial status. The cost related to any facility-provided medical care would be deducted from the inmate's account. Medical deductions resulting in a negative balance may be added as restitution to the inmate's final offense disposition, or the County, in Civil Court, may seek restitution.

Any medical services provided to inmates will incur a \$10.00 co-pay (service charge) for each service provided, including but not limited to: prescriptions, the doctor calls, dentists, physicians, and eye doctors.

HOWEVER, NO INMATE WILL BE DENIED REQUIRED MEDICAL CARE BASED UPON THEIR ABILITY TO PROVIDE A CO-PAYMENT OR PAYMENT FOR THOSE SERVICES.

Services provided at our request will not result in an inmate having to pay for them. A number of routine health care services are provided to inmates at no charge, i.e., medical assessment. Under Wyoming State law, inmates are required to pay the cost of medical treatment for:

Injuries incurred:

- While in custody, during the commission of a crime.
- While resisting or attempting to resist physical control measures by staff.
- Self-inflicted injuries.
- Pre-custodial injuries or illnesses.
- Pre-custodial dental conditions.
- Pre-custodial mental conditions (unless court ordered).

All medications (prescribed and over the counter) will be administered four (4) times daily at approximately: 8:00 a.m. / 12:00 p.m. / 5:00 p.m. / 10:00 p.m. During these times, medication(s) will be passed out as prescribed by the nurse/doctor. As required, there will be special distribution times for special needs inmates. Inmates are required to ask the nurse for any medications they do not receive regularly, such as over-the-counter medication.

Inmates are required to treat the medical staff with respect. **Medical staff members are professionals, not personal servants providing medical care. Arguing with medical staff over treatment is prohibited.** Address complaints or concerns on the inmate ticket system.

Inmates being incarcerated that require continued medical care or prescription medications will be required to complete a release of medical information at the time of their booking. This enables the Detention Center Medical Authority to contact your Primary Health Care Provider. This will allow your physician(s) and the Detention Center Medical Authority to establish a medical care plan during incarceration. Failure by the inmate to complete the needed medical release form may cause a disruption in the provision of needed medications and medical care.

If you have a life-threatening emergency medical need, you will be transported to the emergency room. You may be fully shackled and be required to remain in the shackles throughout the visit. **You are NOT allowed visitors while hospitalized.**

If you attend any out-of-facility medical appointments, have a hospital stay, require transport by ambulance, or an emergency room visit, etc., you will be responsible for all payments related to these services. The providing agencies will bill you for these services and a \$10.00 copay to the detention facility.

Indigent inmates can still visit the doctor without cost; however, that inmate's fund account will be charged.

Non-emergency medical needs will be addressed through the Detention Center Medical Authority. If you have a non-emergency medical need, you will complete a Non-Emergency Medical Request (NEMR) form and turn it in. A signature is required on this form to allow the medical staff to treat you. The request will be forwarded to the Detention Center Medical Authority. If you need to be seen by he/she, this will be done in the facility **when he/she is available**. All Non-Emergency Medical Requests will be evaluated by the Detention Center Medical Authority to determine if the condition reported is truly a medical need or is merely a medical want, i.e., treatment for acne, dry skin, food dislikes, etc.

If you had a Health Care Provider appointment scheduled prior to your incarceration, you would need to notify the Detention Center Medical Authority in writing on an Inmate ticket system. The Detention Center Medical Authority will confirm the appointment and its necessity before you are transported to an appointment. Once confirmed, the Detention Center Medical Authority will make necessary arrangements. You will be transported in your Detention Center uniform and remain fully shackled throughout the appointment. You will not be allowed to have anyone present at the appointment without prior written approval from the Detention Center Command staff.

DENTAL and VISION

When an inmate submits a non-emergency medical request form to the Detention Center Medical Authority related to a dental or vision issue, the inmate will be evaluated by the Detention Center Medical Authority to determine if the need is an emergency, an urgent need, or routine care. The need will be addressed if deemed an emergency, and corrective action will be taken. If deemed an urgent need, the inmate will need to arrange for payment for services in advance before an appointment can be made. The service providers used by the Detention Center Medical Authority require that payment be received prior to services being provided. The Detention Center Medical Authority will not address routine needs but will advise the inmate to address these upon their release.

PRESCRIPTION MEDICATION

All prescription medications **MUST BE** in their original container, with a valid and legible prescription label attached. The contents in the container will be identified and counted to confirm that you have been compliant with the listed prescription instructions. Inmates out of compliance with their own physician's instructions will not receive the medication until a new appointment can provide the necessary direction to medical staff and ensure their well-being.

All prescription medications will be validated through your pharmacy. Family/ friends are prohibited from dropping off prescription medication unless an appointment is made with the facility nurse. The nurse is the final arbiter in these cases.

Scheduled and As Needed Prescription medications are provided at the following times: 8:00 AM, 12:30 PM, 5:00 PM, and 10:00 PM. (Times are approximate due to the Deputies' workload).

Emergency prescriptions, such as nitro and inhalers, are provided immediately on an as-needed basis when requested by the prescribed inmate.

If your prescription medication is marked "as needed", you will not receive that medication unless you request it. You will have to sign a "PRESCRIBED AS NEEDED or PRN" medication form each time you need the prescribed medication. The "as needed" medication will be provided at the scheduled times as set by the Facilities' Medical Authority. The Detention Center Medical Authority has a preferred medication list. When you run out of your own medications, they may be changed to a generic or similar medication.

\$10.00 co-pay (service charge) will be assessed for each pharmacy-filled prescription.

NOTE: Indigent inmates will not be refused any prescription. The cost of the medication/service charge will be annotated on your inmate fund account, so if you receive money at a later date, you will be required to make a payment.

All inmates wishing to take over-the-counter medications **MUST PAY FOR THEM!!!**

OVER-THE-COUNTER MEDICATIONS

The Detention Center does have some available over-the-counter non-prescription medications at a cost of \$1.00 per provision to the inmate. Prices are subject to change without notice. Facility-provided, over-the-counter medications, are:

- Vaseline (small cup)
- Bacitracin (a packet)
- Ibuprofen (IBU 200 mg each) (2 tablets)
- Acetaminophen (Tylenol 500 mg each) (2 tablets)
- Milk of Magnesia (2 tablespoons)
- Band-Aids (2)

You will only receive a non-prescription medication for a limited period, depending on review by the Detention Center Medical Authority. If you continue to need the medication after the provision has been stopped, you will need to complete a non-emergency medical request and see the Detention Center Medical Authority for the provision to continue.

Requests for any facility provides over the counter medications must sign the "OVER THE COUNTER" form. Detention staff can provide a requested over-the-counter medication earlier than the scheduled med pass time.

Medical staff will decide whether an inmate will be able to participate in recreational or social programs if an inmate complains of being ill or injured.

The nurse will usually assess inmates within 14 days. During this assessment, inmates will be examined for any health problems. This assessment will be at no cost to the inmate. TB tests will be given to all inmates that have not received one within the past year.

All ICE inmates' will be checked and given a TB test when they come in.

If an inmate has any medical/surgical/dental health plan(s), they will be required to pay for their own medical treatment. Company name and policy number will also be required.

If an inmate wants to receive an over-the-counter medication that is not listed above, the inmate will have to complete a non-emergency medical request to see the Detention Facilities' Medical Authority for permission to have the requested medication brought in (i.e. vitamins).

MISCELLANEOUS MEDICAL

To eliminate the need to have the following items brought in, the Detention Center has available for purchase, 4 oz. contact solution @ \$4.00, contact lens case @ \$2.00, reading glasses (1.50 power) @ \$8.00, and denture adhesive @\$4.00. The cost of the item requested will be deducted from your financial account. **These prices are subject to change without notice.** If indigent, you will be allowed to purchase the above items, placing your account in the negative. In the case of reading glasses, if at your release, they are returned in good condition we will take them back and credit your account.

Ice Packs - Before a deputy can provide an ice pack to a requesting inmate, the inmate must first complete a Non-Emergency Medical Request form. This is needed so that records can be kept as to the cause and type of injury/sprain necessitating the request. The Non-Emergency Request will be provided to the Detention Centers Medical Authority. If you feel that you do not need to be seen by the Detention Centers Medical Authority, then indicate this on the Non-Emergency Medical Request form. Deputies will be allowed to provide an ice pack two times daily (once per shift) for a period of three days maximum. If you need an ice pack provided beyond these limits, then the Detention Centers Medical Authority must evaluate your injury. While inmates receive ice they will not be allowed to utilize the exercise yard.

Procedures for Medication Rounds

THESE WILL BE STRICTLY ENFORCED AT ALL TIMES:

1. Inmates are not allowed to have any medications in their cell unless the nurse approves them.
2. Inmates will receive medications in this manner:
 - a. Come to the deputy or nurse with a full cup of water.
 - b. Line up in a single file line and wait behind the yellow line (HIPPA privacy).
 - c. Give the deputy or nurse your name.
 - d. Swallow it and then drink the water.
 - e. Open their mouth and hands and show the bottom of their cup to the deputy or nurse, showing that they have taken the medication.

- f. Once an inmate has gone through the line, they may not come through again.
- g. Inmates failing to report to med call will be recorded as a refusal of medications.
- h. **If an inmate wants meds, they must report during normal med rounds.**

Section 32:

MOVING THROUGH THE FACILITY

When you are moving from one part of the facility to another, you must abide by the following:

- Inmates must be fully dressed in facility-provided uniforms.
- No communication with other pods or inmates. No stalling or loitering in the halls to speak with other inmates.
- No speaking unless there is an emergency or a deputy is addressing you.
- Stay to the right side of the hall and in a single file.
- Pants must be at the waist with no underwear showing and cannot be rolled up.
- You must be wearing shoes.
- Anytime the pod door opens, you will stand back behind the yellow-colored line.
 - Inmate(s) preparing to exit will also stand behind the yellow-colored line until the Deputy asks you to come out.

Section 33:

STAFF - INMATE COMMUNICATIONS

You will address a deputy as "Deputy" or as "Deputy Smith".

You will be addressed by your last, Deputies will not address you by a "nickname".

Section 34:

INMATE COMMUNICATION TICKETS

Inmate Communication will be done on the inmate ticket system on the tablets and the kiosk provided by NCIC. Deputies are required to determine the nature of the request and to handle the request, if possible, after the submission of the Inmate Ticket.

Requests must be done on the inmate ticket system. **Profanity and collective requests will not be acknowledged. Excessive use of the ticket or repeated requests for a denied request will not be acknowledged.**

Communication from an inmate must follow the chain of command established by the Platte County Detention Center.

All Inmate Communication tickets will be answered as soon as possible after their submission. You will be able to see the return on the ticket system.

Please do not make a second request until the first request is answered.

Misuse of an Inmate Communication ticket system, using abusive or obscene language, or threatening staff members may result in disciplinary action. The excessive and frivolous use of the Inmate Communication ticket system may result in restricted use of the Inmate Communication ticket system.

Do not slide forms through the door.

Section 35:

BIBLE STUDY, AA, AND OTHER PROVIDED PROGRAMS

Group programs are provided for your well-being. You may not be able to attend certain programs if there are no-contact orders between you and another inmate (s) in the facility that may also want to attend the same program. Attempts may be made to accommodate these situations. Anybody engaging in an activity that distracts from the purpose of the meeting may be removed and not allowed to attend further meetings.

There will be a call over the intercom in your pod to secure all cell doors and get ready for the group program that is going on. If all doors are not secured or no one calls into control, this will be taken as a refusal.

The privilege of attending a group meeting may be restricted based on your classification level.

Do not take any food or drink items into the classroom. Doing so may result in a violation.

Inmates with a large number of no contacts may be prohibited from participating in group activities due to an exhibited inability to get along with others, as displayed by the no contact list.

If AA/Bible study is at the same time as your rec yard time, you must pick which program you will attend.

Inmates on level 6 will not be eligible for group activities due to a pattern of disruptive behavior.

The Platte County Detention Center Chaplin and volunteers provide religious ministry at the Detention Center. Non-denomination Group Religious services only will be provided every Sunday. Male services will be separate from female services. Times will vary depending on the volunteer's schedules for that day.

You may contact the Detention Center Chaplin by filling out the Inmate Communication ticket, stating you would like to speak to him/her.

A bible common only to your specific religion may be found in the classroom if it is available.

The GED program is available for inmates interested in obtaining a general education degree. Inmates interested may submit an Inmate Communication ticket.

Section 36:

VISITATION

While you are incarcerated, you may receive visits from your family and friends. Visitation is a privilege provided to the inmate, not the visitor.

The Detention Facility allows and provides for three types of inmate visitations: regular/general, special, and professional. **Regular inmate visitation will be non-contact, visit only,** and professional visitation can be either contact or non-contact. All non-contact visits are conducted in the visitation booths. All inmates may have non-contact visits unless they or their visitors

violate facility rules or threaten facility security. Special visits are **prearranged** and only for visitors traveling more than 150 miles from home.

NOTE: COURT-ORDERED NO-CONTACT ORDERS WILL BE ENFORCED.

Visitation times will be posted in your pods.

Regular/ General Inmate Visits: This is normally the regularly scheduled visitation for all inmates not on disciplinary lockdown. The following guidelines will be enforced:

- Visitors must be at least 18 years of age. Juveniles must be accompanied by their parent(s) or legal guardian(s) with paperwork showing custody, and parents/guardian **WILL** visit with the juvenile.
- Each inmate is allowed to have one thirty (30) minute visit during either the A.M. or P.M. session with no more than 2 adult visitors at a time, excluding children.
- No one under the influence of alcohol/drugs will be granted a visit.
- All visitors must have a valid, government-issued picture ID.
- Children must have a birth certificate, SSN card, or photo ID to visit.
- Visitors are taken on a "first-come, first-serve" basis.
- **All visits are non-contact. No exceptions are granted.**

NOTE: CHILDREN ARE ONLY ALLOWED TO VISIT ON WEEKEND DAYS

Any violation of the rules by you or your visitor will result in the termination of that visit and possibly future visits.

Your attorney or his representative may come in to see you. These visits do not count against your personal visits.

You may have a clergy member visit you. These visits will be permitted on Thursdays and will not count against your personal visits. These visits require 24-hour advance notice.

Engaging in activity that disrupts the process of moving inmates to and from visitation may result in the loss of visitation privileges.

Any violation of a no contact provision will be reported to the prosecuting attorney.

All visitors must comply with the visitation rules posted in the lobby area of the Detention Center. Any violation of these rules may result in temporary or permanent loss of visitation privileges.

Juvenile Special Visits

This pertains to juveniles temporarily being held pending transport. Only parents, siblings, legal guardians, spouses, or privileged visitors may visit juveniles. Exceptions may be granted by the Administrator.

Section 37:

EXERCISE YARD

You may access the exercise yard for up to one hour on scheduled days, as scheduling allows. Inmates within the pod will be responsible to notify control of their desire to go to the yard in the following manner:

- Inmates will line up at their pod door with their cell doors secured.
- All inmates desiring to use this recreation time yard will do so as a group.
- All inmates in the yard will return as a group to their pod upon completing their yard time.

All inmate rules and regulations must be followed while in the yard. There are also specific rules that will be followed while in the rec yard:

- The basketball and basketball hoop will be used only for basketball-related games.
- Do not take any food item or cup containing liquids into the yard.
- Throwing an item at any fixture, window, camera, fire alarm, or door in the exercise yard is forbidden.
- Horseplay that may cause injury or attempt to harm someone with any equipment is forbidden.
- You are not to deface the facility in any way.
- Shoes must be worn at all times while in the yard. Your feet are not to leave the ground unless the regular playing of the game necessitates this.
- You are not to look through any windows.
- Depositing of notes intended for other inmates is not allowed.
- Due to damaging the basketball, attempting to bounce the basketball off any surface other than the backboard while attempting to make a basket is prohibited.
- When you leave the yard, the basketball or any other balls are to be on the floor and not wedged into any area or stuck up on the backboard.
- Any person receiving ice for an injury will not be allowed in the yard.
- No items, except required clothing, are allowed in the yard.
- Do not remove the handball or basketball.
- Report all damaged equipment immediately.

Detention staff may cancel any remaining exercise time if any behavior in the yard is deemed unacceptable by the Detention staff.

If your scheduled yard time is during Bible study or AA, you must choose which you will attend.

Section 38:

WORK RELEASE

You must be fully sentenced on all charges to be granted work release. The sentencing Judge must first grant your work release request, and the facility must receive the sentencing paperwork. Once the sentencing paperwork has been received, you must complete a work release ticket and turn it in to the Sheriff for approval.

Times allowed for work release are Monday through Friday from the hours of 7:00 AM through 5:00 PM only.

The Sheriff has final approval of work release requests regardless of a Judge's authorization.

Work release will only be considered for inmates that are requesting to maintain current employment so that they may maintain a household or have other verifiable financial needs that require income. Inmates that are seeking work release with no verifiable financial need may be denied. The Sheriff may only grant exemptions to having current employment.

You will have to pass a drug urine analysis to be considered for work release.

There are specific rules and fees associated with work release. These will be provided to you if you are eligible for this program.

Any Inmate serving a Split Sentence (sentenced to the Department of Corrections for a period of less than twelve (12) months being served in the County Detention Center), will not receive a work release.

Section 39:

INMATE WORKER

You must be classified as Level 2 or lower to qualify as an inmate worker. Deputies and medical staff will have input on whether an inmate is qualified. You must complete an Inmate Worker Application to be considered for employment.

Section 40:

OFFENSES AND DISCIPLINARY PROCESS

When there are violations of facility rules and regulations, staff responses to the individual inmate may range from verbal warnings to being locked down. Staff responses to group violations or disturbances may range from verbal warnings to the entire pod being locked down. Specific group violations, such as failing to pass morning inspections, misbehavior in the exercise yard, etc., may result in a loss of privilege(s) for an entire pod.

There are three categories (classes) of rule violations for inmates are Class I, II, and III. The Deputy Administrator or Detention Administrator will classify any violation not covered in these categories.

Classes I and II are major-level violations, which can result in lockdown periods in excess of 10 days following the disciplinary hearing.

Classes III are minor level violations, resulting in lockdown periods of less than 7 days and no more than 14 days.

One major violation will result in immediate disciplinary lockdown, whereas one or more minor level violations in one incident will result in disciplinary action. Additionally, any 3 or more any violations in an inmate's current stay will earn them a 7-day lockdown as a habitual offender.

Violations may result in one or more of the following sanctions:

- Loss of Commissary
- Lockdown
- Placement in Disciplinary Lockdown
- Loss of Visitation
- Placement in administrative segregation

The Platte County Detention Center has a zero-tolerance policy for fighting.

Class I Offenses

Definition of a Class I Offense: Includes acts that constitute violations of State Statute, interfere with the orderly operation of the facility, and presents a threat to the safety and security of deputies, the facility, the public, other inmates, and/or to themselves. Examples of such acts may include, but are not limited to:

- a) Any violation of a Wyoming State Statute, i.e., murder, possession of a controlled substance, assaulting a deputy or other inmate.
- b) The destruction or defacing of county property resulting in the county incurring an expense to repair and or replace the property.
- c) Threatening a deputy.
- d) Threatening or instigating a fight with another inmate.
- e) Jamming of water controls in sinks, showers, or toilets.
- f) False reporting of an emergency.
- g) Fighting (verbally or physically) with another person.
- h) Threatening another with violence against his person or property.
- i) Attempting to, or making contact with, an individual you are court-ordered against from contacting.
- j) Extortion, blackmail, demanding or receiving money or anything of value in return for: protection or for other reasons.
- k) Engaging in sexual acts with others or making sexual propositions or threats to another.
- l) Escape or attempting or planning escape.
- m) Setting a fire, arcing, or attempting to arc.
- n) Tampering, touching, or moving any camera, locking device, or security device.
- o) Possession or introduction of an explosive or ammunition.
- p) Possession of contraband that would result in a state statute violation if not incarcerated.
- q) Provoking, instigating, or participating in a riot.
- r) Encouraging others to riot.
- s) Engaging in or encouraging a group demonstration.
- t) Giving or offering any official or staff member a bribe or anything of value.
- u) Giving money or anything of value to or accepting money or anything of value from an inmate, a member of his family, or his friends.
- v) Possession of any matches, lighter, or lighting agent.
- w) Possession, introduction, use, or creation of a weapon or unauthorized tool.
- x) Possession, introduction, use, or manufacturing of any controlled substance or controlled substance paraphernalia, or intoxicants, not prescribed for the individual by a medical professional and per Detention Center policy.
- y) Stealing, that will result in criminal prosecution.
- z) A violation of the inmate rules and regulations that would be considered a Class I Offense.
- aa) Gambling, conducting a gambling pool.
- bb) Second or subsequent violation of a Class II offense within a thirty (30) day period
- cc) Misuse or hoarding of authorized medications, either prescriptions or non-prescription.

- dd) Counterfeiting, forging or unauthorized reproduction of any document, article, identification, money, security or official paper.
- ee) Correspondence between inmates by the use of notes, telephone or other inmates as messengers of other housing units. Socializing or any contact, physical or otherwise or any attempts to fraternize or make contact with an inmate of another cell block.
- ff) Interfering with security operations or mechanical devices of the facility. { This includes tampering with, false activation, or intentional damage to fire sprinkler heads
- gg) Tattooing or self-mutilation
- hh) Any inmate caught checking meds (whether prescriptions or over the counter).
- ii) Urinating or defecating in or around the shower area.

A violation(s) of a Class I Offense will result in disciplinary detention and/or loss of privileges. The time frame of the length of the disciplinary action will be decided per the situation but will be no less than 10 days no more than 90 days per offense. A Class I Offense may also result in criminal charges.

Class II Offenses

Definition of a Class II Offense: Includes persistent Class III rule infractions, cases where a determination is made that the remedy for a Class III violation serves no deterrent effect, and rule violations that are not considered Class III or do not constitute a present and immediate threat to the security of the deputies, the facility, the public, the inmates, or the inmate who committed or is committing the act. Examples of such acts may include, but are not limited to:

- a) Stealing that would not result in criminal prosecution.
- b) The destruction or defacing of county property requiring repair by Detention Center staff but not resulting in the county incurring any further expense to repair and or replace the property.
- c) Providing property or anything of value for profit or increased return.
- d) Possession of anything not authorized for retention or receipt.
- e) Possession of another's property.
- f) Encouraging others to refuse to work or to participate in a work stoppage.
- g) Conduct that disrupts or interferes with the security or orderly operation of the institution.
- h) Participating in unauthorized meetings or gatherings.
- i) Being in an unauthorized area.
- j) Repeated insolence toward a deputy or staff member.
- k) A violation of a rule in the inmate rules and regulations book that would be considered a Class II Offense.
- l) Second or subsequent offense of a Class III offense within a thirty (30) day period.
- m) Indecent exposure (intentionally exposing a part of the body that undergarments would normally cover).
- n) Hoarding non-prescription medications.
- o) Jumping or hanging from railings, stairways, fixtures or sliding down stair railings, or running in the facility other than in authorized activities.
- p) Hanging any clothes or blankets on rails/bunks.
- q) Intentionally touching a staff member.
- r) Flooding your cell or any area under the control of the facility, including plugging toilets.
- s) Hanging items from walls, ceilings, windows, or any fixtures.

- t) Placing items on or interfering with the function of air vents, window, door, walls, or light fixtures, and hanging materials to cover or shade the lower bunk.
- u) Refusing to submit to a urinalysis, breath or blood test as requested by the nurse or a deputy.
- v) Refusing to submit to searches of your person or cell.
- w) Making unnecessary noise, (such as shouting, whistling, or pounding on doors or windows) unless for an emergency.
- x) Hoarding of food (not commissary items).
- y) Refusing to lockdown.
- z) Filing a false grievance.
- aa) Sleeping in the nude.
- bb) Making a false report to a deputy.

A violation(s) of a Class II Offense will result in disciplinary detention and / or loss of privileges. The disciplinary action taken will be no less than 10 days no more than 30 days for each offense. You may also be subject to criminal prosecution.

Class III Offenses

Definition of a Class III Offense: Includes acts that do not constitute a present and immediate threat to the security of the deputies, the facility, the public, the inmates, or the inmate who committed or is committing the act. Examples of such acts may include, but are not limited to:

- a) Insolence toward a deputy or staff member.
- b) Failure to obey an order as instructed by the deputy.
- c) Refusing to obey an order of any staff member (including medical and clerical staff).
- d) Lying or providing a false statement to a deputy.
- e) Failure to stand for inmate headcount and/ or inspections.
- f) Interfering with the taking of the inmate head count.
- g) Attempting to verbally or communicating with inmate(s) in a pod where you are not housed.
- h) Failing to wear provided clothing as directed.
- i) The destruction or defacing of county property that the inmate can correct without incurring any expense for repair and/or replacement of the property.
- j) Refusing to work.
- k) Unexcused absence from work or any assignment.
- l) Malingering or feigning illness.
- m) Using abusive or obscene language.
- n) Unauthorized use of mail or telephone.
- o) Unauthorized, attempted, or actual contact with the public.
- p) Unauthorized correspondence or any misconduct during visits.
- q) Possession of minor contraband that would not be a state statute violation if not incarcerated (condiments, pictures, excess indigent hygiene items, pictures and/or articles torn from publications, pornography, etc.)
- r) Possession of commissary items in excess of the allowed limits.
- s) Failing inspection (individual or block) two or more times in one week, or habitually violating inspections.
- t) Habitually violating the lights-out rule.

- u) Running an inmate store.
- v) Possession of money or monetary instruments.
- w) Smoking/tobacco usage and/or possession.
- x) Wearing a disguise or mask or intending to be presumed as someone else.
- y) Failure to follow safety or sanitation guidelines.
- z) Using any equipment, chemicals, or machinery contrary to instructions of posted safety standards.
- aa) Inmates crossing the yellow-colored line in their pod without permission.
- bb) Harassing or interfering with the work of facility staff or inmate workers.
- cc) Being in an unauthorized area, including another inmate's cell.
- dd) Horse playing or teasing another inmate or staff.
- ee) Unauthorized telephone use, including 3-way calls, call forwarding, conference calling, or using another inmate's pin number. Making contact with someone with a restraining order against you and deceiving the public into accepting your collect phone call.
- ff) Failure to address a staff member properly. Staff will be addressed by title or title and last name.
- gg) Cell doorstops. Any item that stops or blocks a cell door's closing includes paper, towels, toothbrushes, empty paste containers, soap, etc.
- hh) Preparing a gambling pool and possession of gambling paraphernalia.
- ii) Being unsanitary or untidy, failure to keep one's person and quarters in accordance with rules.
- jj) Horseplay or roughhousing.
- kk) Hoarding detention property / indigent hygiene items.
- ll) Possession of unauthorized food or drink outside of the cell area.
- mm) TV or radio volume continually disruptive/excessive noise
- nn) Continually ordering items from the commissary in excess of the set limit or over the allowed expenditure and/or available funds.
- oo) Any violation of a rule in the inmate rules and regulations that would be considered a Class III Offense.
- pp) Any gang-related drawings, symbols, signs, graffiti or activity

A violation(s) of a Class III Offense will result in disciplinary detention and / or loss of privileges. The disciplinary action taken will be no less 7 days no more than 14 days per offense per inmate or group of inmates.

Section 41:

ADMINISTRATIVE SEGREGATION

Administrative Segregation- is the non-punitive isolation or housing of an inmate. A protective measure is employed to ensure the safety of the inmates involved. Administrative segregation is **NOT punitive/disciplinary isolation or punishment.**

The following categories of inmates shall be isolated from the general inmate population:

- Inmates who are a danger to themselves.
- Inmates who are a danger to others.
- Inmates who are in danger from others and thus require extra protective custodial measures.

- Inmates who cannot adjust to the general inmate population.
- Inmates who may present other special management problems, such as age, illness, injury, Suicidal tendencies, mental deficiency, etc.

Section 42:

DISCIPLINARY PROCEDURES

Resolution of Class III offenses will be handled by the on-scene deputy or shift sergeant. The inmate will be notified verbally of the violation(s) against them, and a report will be written. A record of three or more of any rule violations (habitual offender status) will result in an automatic lockdown starting at 7 days.

Resolution of Class I and II offenses will be handled by the Disciplinary Hearing Officer. The inmate will be informed Verbally within 24 hours of any rule(s) you violated. Inmates will be notified in writing of what rule violation they have committed once the investigation is complete. The inmate has the right to submit a written statement to the Hearing Officer. If they meet with the Hearing Officer they may be placed in restraints.

Regardless of the violation class, the inmate will be locked down prior to a disciplinary hearing even if their behavior is not disruptive or poses a risk to themselves, others, or facility operations.

Detention staff may send copies of inmate disciplinary reports to the County Attorney, Probation and Parole, and/or their holding agency.

If an inmate is an inmate worker or is on work release, there is a possibility they could lose their work privileges. Rule violations will be recorded in the inmates' file and may be considered for application to special programs and during Pre-Sentence Investigations (PSI).

For all inmate offenses, the following general procedures will be utilized:

- Initial action by the investigating deputy.
- Officers will verbally inform inmates of the violation and write a report once done with the investigation.
- The Hearing Officer will review the reports and any video of the event before the hearing.
- The inmate has a right to give the Hearing Officer his/her version of the incident.
- Statements from witnesses may be considered by the officer.
- Inmates may not call witnesses.
- The Hearing Officer will consider the facts and make a decision.
- Inmates can appeal the Hearing Officer's decision through the Chain of Command.
- The Administrator/Deputy Administrator has the authority to support disciplinary actions, amend actions, or even overturn actions.
- The Sheriff's decision is final.

For both minor and major violations, attempting to commit or aiding another in committing any criminal offense or rule violation is considered the same as if the inmate committed the violation/offense themselves. (Class I, II, III or Habitual offenders - reports may be forwarded to your holding agency)

Section 43:

DISCIPLINARY RESTRICTIONS

If an inmate is placed on disciplinary lockdown status, they will be given in the following:

2 - Detention uniform and underclothing (unless restricted for safety or security)

1 - Mattress
1 - Bible (if requested)

1- Mattress cover
2 - reading books.

2- Blankets
1 - cup/spork

1 - Each comb/shampoo/deodorant
1 - Roll of toilet tissue

Inmates will be let out of their cell one hour each day for personal hygiene (shower and shave) and recreation. Hygiene items will be issued on an as needed basis during the inmates' lockdown time. The remainder of the inmates' time will be spent in their cell. **Inmates will be allowed only privileged visits. No personal visits will be permitted. No phone calls are allowed with the exception of verified legal calls or emergencies.**

Inmates will be allowed to conduct legal work in their cell. However, inmates will have segregated law library time. (It must be requested and approved.)

Inmates will not be allowed to purchase or consume non-hygienic commissary items while in disciplinary lockdown and/or during the designated timeframe.

Section 44:

RELEASE

Any person committed to the detention center will remain in the facility until appropriate release is arranged through a court order, posting of a bond, or other authorized and documented release procedure(s).

Before release, any jail-issued item found to have been abused or destroyed shall be charged to the inmate. This will be deducted from the inmate's fund account.

Personal property will be returned at this time. Any funds in your account will be returned to the inmate in the form of a check. The inmate must sign the Property Sheet and the Account Receipt if money is received.

No personal property will be stored at the Detention Center for more than ten, (30) days from the date of an inmate is released or transferred. The inmate is responsible for making arrangements to release their property prior to release or transfer. Property remaining after 30 days will be disposed of accordingly.

Upon an inmate's release, they are not to loiter around outside of the Detention Center property. The only exception is that the inmate may wait in the lobby for a ride.

THE RULES AND REGULATIONS OF THE PLATTE COUNTY DETENTION CENTER MAY BE UPDATED OR REVISED AT THE DISCRETION OF THE DETENTION ADMINISTRATOR WITHOUT PRIOR NOTICE OR PUBLICATION.

Section 45:

OFFICIAL ADDRESSES

American Civil Liberties Union (ACLU)
125 Broad Street, 18th Floor
New York, NY 10004

U.S. Marshal Service
Joseph C. O'Mahoney Federal Center
2120 Capitol Avenue, Room #1100
Cheyenne, WY 82001

Public Defender Office's
313 Center Street
Douglas, WY 82633

State Public Defender
Rogers Bldg., 316 W. 22nd Street
Cheyenne, WY 82002

Federal Public Defender
214 W. Lincolnway, Ste. #31A
Cheyenne, WY 82001

Platte County Attorney
708 9th St.
Wheatland, WY 82201

U.S. Attorney
Joseph C. O'Mahoney Federal Center
2120 Capitol Avenue, Room #4000
Cheyenne, WY 82001

U.S. District Court (Federal Court)
P.O. Box 727
Cheyenne, WY 82003

Federal Probation & Parole
2120 Capital Ave., Room #2131
Cheyenne, WY 82001

Guernsey Police
81 West Whalen
Guernsey, WY 82214

Wheatland Police Department
951 Water St.
Wheatland, WY 82201

Municipal Court (City Hall)
600 9th St.
Wheatland, WY 82201

Platte County Circuit Court
800 9th St.
Wheatland, WY 82201

Platte County District Court
800 9th St.
Wheatland, WY 82201

WY Probation & Parole
1560 Johnston St.
Wheatland, WY 82201

Wyoming Dept. Of Transportation
Driver's License Services
5300 Bishop Blvd.
Cheyenne, WY 82209

Peak Wellness Mental Health
1954 W. Mariposa Parkway
Wheatland, WY 82201