



Orleans Parish Sheriff's Office

Inmate Handbook

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INTRODUCTION

The goal of the Orleans Parish Sheriff's Office is to provide a safe and secure environment that promotes positive inmate behavior through fair, impartial and humane treatment of all individuals incarcerated in our facilities. Through these concepts, the Orleans Parish Sheriff's Office will structure your environment to provide a positive behavior management system to meet your critical needs.

The Orleans Parish Sheriff's Office expects you to behave in a positive manner and to follow the rules of the facility during your stay. Some regulations may seem restrictive to you; however, they are necessary to maintain a safe, secure and humane environment. Negative and irrational behavior will result in disciplinary sanctions and/or criminal charges.

This handbook provides general information on facility procedures and rules that you will need to know and will be held responsible for learning. Handbooks are made available prior to your arrival at your initial housing assignment. If you have any questions, please address them to the Deputy assigned to your pod. You are responsible for reading and complying with all rules. Rules will be read to those inmates who are illiterate. Translation of the rules will be provided in a comprehensible language when necessary. Each building/pod has additional rules and procedures posted and/or issued to each inmate. Each inmate is responsible for reviewing these building/pod rules.

YOU ARE REQUIRED TO REVIEW THE INMATE DISCIPLINARY PROCEDURES IN THIS HANDBOOK.

INDIVIDUAL INMATE HOUSING RULES ARE POSTED IN EACH POD AND ARE AVAILABLE FROM THE POD DEPUTY.

INMATE RIGHTS

Your rights are protected by law and cannot be arbitrarily taken away. It will, however, become necessary to modify your rights to ensure the rights of all inmates, and provide for the safety and security of the Orleans Parish Facilities.

The following are inmate rights:

Right to treatment for serious medical, dental and mental health needs.

Right to adequate nutrition in accordance with established nutritional standards.

Right to reasonable access to the courts.

Right to postal correspondence (mail) with persons not currently incarcerated in Orleans Parish or any other correctional facility.

Right to freedom of recognized religious affiliation and voluntary worship (as long as it is not in violation of facility safety and security).

Services and functions that are not listed as Inmate Rights are considered privileges.

Your privileges are directly related to your positive and rational behavior, and are extended to you as a courtesy of the Orleans Parish Sheriff's Office. Negative or irrational behavior will result in the loss of your privileges.

PRISON RAPE ELIMINATION ACT (P.R.E.A.)

The Orleans Parish Sheriff's Office enforces a zero tolerance policy onto both staff and the inmates for sexual harassment, voyeurism, and sexual assault in full support of the Prison Rape Elimination Act of 2003 (P.R.E.A.)

All reports of these types of violations will be investigated. Staff members are trained to respond professionally and quickly to all reports made verbally or written, as discreetly as possible, for the safety of all involved. Medical and mental health support will be made available accordingly.

Notify any staff member, verbally or in writing, if you feel you have information that will help protect you or others. If the abuse /danger is imminent, immediately report it to the first available staff member.

Alternative non-emergency information may also be reported via the telephone by dialing 844-201-4312 or 504-717-2279. These lines are available for inmates to report criminal information regarding events that happen inside or outside the Orleans Parish jails.

ADMISSIONS

All persons arrested and brought to Orleans Parish are processed through Intake. This procedure includes being searched, fingerprinted, photographed, medically screened, booked

and personal property inventoried and stored. All inmates will be issued clothing, linens, hygiene items and an inmate handbook.

During the admissions process you will be advised of the charge(s) against you, receive bond information and given the opportunity to call lawyers, family/friends and/or bondsmen.

Personal Property and Valuables

Any money you have in your possession when booked will be counted in your presence. Regardless of the monetary amount, a commissary account will be opened for you. If you are booked without any money, an account will be opened with a zero balance.

A receipt will be given to you for the amount in the newly opened account. Your valuables and other items such as, credit cards, identification cards, jewelry, cell phones, etc. are inventoried and secured in the Property Room. Your personal clothing will be inventoried, bagged and stored in the Property Room. You will be required to sign the Inmate Inventory form acknowledging items have been inventoried and placed in the Property Room. Afterwards, a copy of the Inventory Form will be issued to you.

NOTE: The Orleans Parish Sheriff's Office liability for any lost Inmate property will be limited to replacement with clothes on hand, if it is available. In all other categories, liability will be subject to a maximum amount of \$25.00; regardless of the actual value.

Releasing Items from Property

Property may be released to a member of the public who has a valid state photograph identification. The person receiving the property must initiate the process. A Property Release form will be completed and presented to you to sign authorizing the property release. If you make any changes to the form or refuse to sign it, the request will be voided. Only items in the valuable pouch may be released and all contents of the pouch must be released together. No partial release of property will be approved.

Issued Items

Each Inmate in Orleans Parish will be issued the following items:

Males:

Inmate Jumpsuit

T-Shirt

Towel

Mattress Cover

Orleans Parish Sheriff's Office

Inmate Handbook

Gym Shorts	Washcloth	Blanket
Mattress	Inmate Handbook	Property Bag

Females:

2-piece Inmate Uniform	T-Shirt	Towel
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Mattress covers	Gym Shorts	Washcloth
Blanket	Mattress	Inmate Handbook

Property Bag

Indigent inmates will be provided with undergarments after verified by inmate accounts. Request should be made through the grievance system.

Additional items will be issued when it is determined an inmate will remain in custody of the Orleans Parish Sheriff's Office for an extended period of time.

Inmates will sign a receipt stating they have received the above items and will be responsible for returning the items. Inmates will be responsible for the cost of these items if they are destroyed or lost. Inmates will not be charged for items that are damaged through normal wear and tear.

Inmates are not allowed to alter or mark any items issued by the Orleans Parish Sheriff's Office.

DIPLOMATIC ACCESS AND CONSULAR NOTIFICATION

During the booking process if staff becomes aware an inmate is a foreign national and the inmate is from a mandatory notification country, staff will contact the inmate's country consular representative here in the United States. Tell a staff member if you want to have your consular notified.

INMATE RELEASE

Upon being released from the custody of the Orleans Parish Sheriff's Office, you will be required to turn in all items that were issued to you. You will be charged for any items that have been lost or damaged during your incarceration. The cost of each item is listed on the Property Inventory form. Any personal property inventoried during intake will be returned at the time of release. You will be required to sign a receipt stating you have received all personal property.

Any remaining funds in your account will be given to you in the form of a debit card.

INMATE RULES AND DISCIPLINE

It is the policy of the Orleans Parish Sheriff's Office to maintain a fair and impartial inmate disciplinary system, which ensures administrative due process and guidelines for disposition of alleged inmate misconduct.

It also ensures that sanctions are proportionate to the severity of the misconduct and are based on documented physical and testimonial evidence.

Prohibited Acts For Which Sanction May Be Assessed

Major Rule Violations are defined as violations of rules which constitute serious offenses against persons and property and pose a serious threat to institutional order and safety. Attempting, planning or conspiring to, or ordering another to commit a major rule violation constitutes the same degree of seriousness as actually committing the violation. See the rule list attached to this handbook for a complete list of all rules and regulations.

If you commit a major rule violation, the deputy will inform you of the violation. At which point, you will be issued a disciplinary ticket. Disciplinary hearings will be held 72 to 80 hours after the incident. You will have the option to either plead guilty to the violation or accept the sanctions or proceed with the hearing process. The Disciplinary Hearing Officer will conduct the disciplinary hearing. If you plead guilty, the Disciplinary Hearing Officer will determine the appropriate sanctions. If a disciplinary hearing is required, the Disciplinary Hearing Officer will listen to your statement, and allow you to call witnesses on your behalf. At the conclusion of the hearing, the Disciplinary Hearing Officer will evaluate the evidence and make a decision. You will be advised of any sanctions implemented; and your right to appeal verdict or sanction. If you wish to appeal the verdict, the Disciplinary Officer will provide you with the disciplinary appeal form. Appeal forms must be filed within 48 hours of the disciplinary hearing. All appeals will be held by the Warden.

Minor Rule Violations are defined as violations of rules and regulations which do not represent serious offenses against persons and do not pose a serious threat to institutional order and safety. Planning, attempting, or conspiring to, or ordering another to engage in, any disruptive act constitutes the same degree of seriousness as actually committing the infraction. See the rule list attached to this handbook for a complete list of all rules and regulations.

RULES AND REGULATIONS

Criminal and Major Rule Violations:

- 100 Inmates shall not commit homicide.
- 101 Inmates shall not commit battery against another person.
- 102 Inmates shall not assault another person.
- 103 Inmates shall not fight with another person.
- 104 Inmates shall not threaten another person with bodily harm.
- 105 Inmates shall not extort blackmail, offer protection, receive or demand money from another inmate or staff.
- 106 Inmates shall not engage in sexual acts with others.
- 107 Inmates shall not make sexual proposals or threats to another.
- 108 Inmates shall not expose oneself (indecent exposure).
- 109 Inmates shall not escape.
- 110 Inmates shall not attempt or plan an escape.
- 111 Inmates shall not set or start a fire.
- 112 Inmates shall not remove, take, alter, tamper with, damage, or destroy any facility or parish property (cost to repair or replace is \$500 or more).
- 113 Inmates shall not remove, take, alter, tamper with, damage, or destroy any facility or parish property (cost to repair or replace is \$500 or less).
- 114 Inmates shall not steal (theft) property, food, bedding, etc. from another person.
- 115 Inmates shall not possess or introduce explosives or ammunition into an OPSO facility, grounds, or vehicle, or at any time while in custody.
- 116 Inmates shall not possess or introduce a gun, firearm, weapon, knife or unauthorized tool into an OPSO facility, grounds, or vehicle, or at any time while in custody.
- 117 Inmates shall not possess or introduce narcotics or paraphernalia, or use drugs/medication not issued by medical staff in an OPSO facility, grounds, or vehicle, or at any time while in custody.
- 118 Inmates shall not riot.
- 119 Inmates shall not give/offer anything of value to an official or staff member in return for favors or preferential treatment.

- 120 Inmates shall not commit any violent criminal act not specifically listed above.
- 121 Inmates shall not commit any property crime not specifically listed above.
- 122 Inmates shall not commit any drug or alcohol crime not specifically listed above.
- 123 Inmates shall not commit any felony criminal act that does not involve violence or property and is not specifically listed above.
- 124 Inmates shall not commit any misdemeanor criminal act that does not involve violence or property and is not specifically listed above.
- 125 Inmates shall not counterfeit, forge, or create unauthorized reproductions of any documents, articles of identification, money, security or official papers.
- 126 Inmates shall not give or accept money from any person for purposes of introducing contraband into any Orleans Parish Sheriff's Office facility, grounds, or vehicles, or at any time while in custody.

Major Rule Violations

- 200 Inmates shall not disguise or attempt to disguise their appearance.
- 201 Inmate shall not possess or tamper with any security device.
- 202 Inmates shall be responsible for all items issued to them. (Lost item replacement cost is \$500 or more.)
- 203 Inmates shall be responsible for all items issued to them. (Lost item replacement cost is \$500 or less.)
- 204 Inmates shall keep only their own personal and issued property and shall not have another person's property in their possession.
- 205 Inmates shall not loan any property or items of value to another person for profit or increased return.
- 206 Inmates shall not possess deputy or staff clothing, identification or equipment.
- 207 Inmates shall not encourage others to riot.
- 208 Inmates shall not engage in or encouraging a group demonstration.
- 209 Inmates shall work as instructed.
- 210 Inmates shall obey any lawful order from any staff member.
- 211 Inmates shall submit to drug or alcohol tests upon staff request.
- 212 Inmates shall not fake or pretend to be ill.
- 213 Inmates shall not participate in a work stoppage.
- 214 Inmates shall treat staff with courtesy and respect.
- 215 Inmates shall not provide false information to any staff member.
- 216 Inmates shall not participate in unauthorized meetings or gatherings that pose a threat to the security of the institution.

- 217 Inmates shall not leave any assigned area without permission or go to an unauthorized area without permission and/or direction from staff.
- 218 Inmates shall follow and comply with all safety and sanitation regulations.
- 219 Inmates shall only use authorized equipment and machinery.
- 220 Inmates shall follow instructions and posted safety standards when using authorized equipment and machinery.
- 221 Inmates shall not interfere with any staff member in the performance of their duties.
- 222 Inmates shall not consume or use any intoxicants, including drugs, any form of alcohol, and any other chemicals that have an intoxicating effect unless prescribed and issued by medical staff.
- 223 Inmates shall not use and/or possess any tobacco or tobacco simulation products.
- 224 Inmates shall not organize or participate in any form of gambling, including preparing or conducting a gambling pool.
- 225 Inmates shall not give or accept money or anything of value from another inmate.
- 226 Inmates shall not be in an out of bounds area and/or leave an assigned area without permission and/or direction from staff.
- 227 Inmates shall not violate a work furlough condition or a condition of work or study release.
- 228 Inmates shall not fail to report to work or any assignment without an excused absence.
- 229 Inmates shall always have their own identification in their possession. Altering and/or switching identification with another person is prohibited.
- 230 Inmates shall not write, possess, or display, through hand signals, writing materials, or haircuts, any gang symbols, slogans, numbers, signs or figures.
- 231 Inmates shall not refuse to be searched at the direction of Orleans Parish Sheriff's Office deputies.
- 232 Inmates shall not tattoo themselves or others, perform any type of self-mutilation, and/or use any implement intended for these purposes.
- 233 Inmates shall not commit three (3) different minor rule violations within a four (4) week period, or three (3) violations of the same minor rule during one period of incarceration.

Minor Rule Violations

- 300 Inmates shall not use abusive or obscene language.
- 301 Inmates shall keep their cells/sleeping areas clean and free of debris.
- 303 Inmates shall only use the mail and telephone systems as authorized and/or appropriate. (For example: Soliciting contraband through the mail is unauthorized and inappropriate. Yelling during a phone call or slamming the receiver is inappropriate.)
- 304 Inmates shall not have or initiate contact with members of the public in or near the facility that has not been authorized by the Orleans Parish Sheriff's Office.
- 305 Inmates shall comply with all visiting rules.

- 306 Inmate shall not conduct business in Orleans Parish Sheriff's Office facilities, grounds or vehicles, or while in custody.
- 307 Inmates shall not hang pictures, photographs, posters, media clippings, or any other items in their cell or sleeping area, or any other part of the housing area.
- 308 Inmates shall address staff by their title and last name. (For example: Capt. Garcia, Sgt. Jones, Deputy Johnson, Mr. Brown, Ms. Ellers)
- 309 Inmate shall not cover any lights, vents, windows, or drains.
- 310 Inmates shall not act in ways that are loud, boisterous, or disruptive.
- 311 Inmates shall be fully and appropriately clothed when outside of cells and sleeping areas.
- 312 Inmates shall maintain their personal hygiene.
- 313 Inmates shall use cell intercoms only for emergency purposes and when authorized by a staff member. (For example: a medical emergency or the deputy tells the inmate to use the intercom to let him/her know when the inmate is ready to leave the cell.)
- 314 Inmates shall not change an assigned cell/bed location unless directed or permitted to move by the pod deputy.
- 315 Inmates shall not use, sit-on, or store issued and personal items in cells and/or on beds that are unassigned or assigned to other inmates.
- 316 Inmates shall store all cell/bunk property in the place/container provided for storage.
- 317 Inmates shall not remove the mattress from their bunk or any other bunk unless directed to do so by the pod deputy or other staff member.
- 318 Inmates shall wear hair nets, or approved hat and gloves when working in the kitchen areas. All inmates who handle food, including pod workers, shall scrub their hands before preparing or serving meals.
- 319 Inmates shall keep dayrooms, recreation areas, cells and sleeping areas neat and clean at all times.
- 320 Inmates shall not touch property belonging to another inmate without permission.
- 321 Inmates shall not cover or obstruct the view into any cell or sleeping area.
- 322 Inmates shall stack food trays, cups and utensils as directed by the pod deputy or other staff member.
- 323 Inmates shall not sleep on the cell floor or in dayroom areas unless assigned to either by classification staff.
- 324 Inmates shall treat visitors and other inmates with courtesy and respect.
- 325 Inmates shall not wear or possess any type of jewelry.
- 326 Inmates shall never touch property belonging to a staff member.
- 327 Inmates shall have only the following items in inmate cells/sleeping areas:
1. One roll of toilet paper (cells only).
 2. Commissary items purchased by the inmate.

3. One facility-issued library book.
 4. Facility-issued clothing, towel, and bedding.
 5. As many cards, letters, magazines, photos, personal books, personal newspapers, and legal papers that shall, when combined, fit in the property bag.
- 328 Inmates shall not possess or introduce contraband into an OPSO facility, grounds, or vehicle, or at any time while in custody: Modifying an issued item or using it for an unintended purpose.
- 329 Inmates shall not possess or introduce contraband into an OPSO facility, grounds, or vehicle, or at any time while in custody: Possession of an unauthorized item not specified in another rule.

INMATE GRIEVANCE SYSTEM

The Inmate Grievance System is an administrative means for the resolution of grievances.

If you have a life threatening situation, emergency, or urgent request; tell the Pod Deputy immediately.

A grievance is defined as;

A wrong or hardship suffered which is grounds for a complaint. A serious problem or a violation experienced by an inmate. A violation not addressed or handled properly within our facility. Normal complaints, if not addressed or resolved satisfactorily, may turn into grievances. Examples of some types of grievance issues are shown below;

Unjust denial or restrictions of inmate privileges.

Prohibited act(s) by facility staff.

A criminal act.

A violation of civil rights.

Not all complaints or incidents qualify as a grievance.

Your grievance must include the following information;

Your full name and folder number.

The privilege or right violated.

All of the persons involved.

All witnesses involved.

The times and dates when all events occurred.

All pertinent details concerning the incident.

You will be provided with a written response within seven days of receipt.

GRIEVANCE APPEAL PROCESS

You may appeal the decision to the Administrative Warden/ Facility Warden within five days if you are dissatisfied with the answer(s) provided by the step one respondent via the electronic grievance system.

The Administrative Warden/ Facility Warden will make the final decision and notify you via the electronic grievance system within 5 days of receiving the appeal.

If your grievance has been closed by the step one respondent you can still appeal your grievance by clicking on the appeal icon which is located on your grievance page.. This will reopen your grievance and automatically forward your grievance to the Administrative Warden/ Facility Warden .

Please refrain from submitting frivolous/excessive grievances. Frivolous/excessive grievances backlog the system and delay responses to other inmate

Grievances. Frivolous grievances include:

1. Multiple grievances filed by an inmate for an issue previously grieved by that inmate and resolved, or grievances the inmate has clearly been told are not befitting issues.
2. Excessive grievances are 3 or more grievances filed by an inmate in one day.

Facility Administration reserves the right to control excessive and/or frivolous grievances submitted by any one inmate. All grievances falling within this category will be reviewed by the Grievance Coordinator for potential valid complaints. If the Grievance Coordinator determines the grievance issue has already been addressed with the inmate, or does not merit further action, they will notify the inmate accordingly. If the inmate continues submitting frivolous or excessive grievances, the Grievance Coordinator will revoke the inmate's access to the electronic grievance system; however, the inmate will still be allowed to submit ARP-1 forms.

Inmates who submit frivolous or excessive grievances may be subject to disciplinary action.

INMATE REQUESTS AND COMPLAINTS

Your point of contact always begins with your Pod Deputy. They can answer the majority of your questions.

If the Pod Deputy cannot help you, you can file an Inmate Request for information using the kiosk machine. You must be as specific as possible in explaining your request/complaint. If the contents of your request are unclear, it may be sent back to you. If you require assistance with your request, ask your Pod Deputy or another inmate for help. If you ask another inmate, inform your pod deputy prior to him/her helping you submit the request/complaint on the kiosk.

A complaint is defined as: An expression of low quality of service or treatment in an Orleans Parish facility. Complaints should address minor concerns, problems, or situations in the facility or with staff. A complaint, if not addressed satisfactorily may turn into a grievance.

Requests/Complaints will be dealt with at the earliest opportunity but no later than seven days from the date of receipt (not including weekends and holidays). Therefore, follow the chain-of-command for the quickest results. Pod Deputy, Floor Supervisor, and then the Shift Commander. You must wait the seven day period before addressing the next level. Failure to use the chain of command will result in the delay of a response.

The Request for Information forms can be used to contact the persons or departments listed below.

POD DEPUTY - Detention center and pod rules, procedures, laundry and general information such as court dates, account balances, etc.

FLOOR SUPERVISOR- Questions and complaints not resolved by the pod deputy or complaints against the pod deputy.

SHIFT COMMANDER- Questions and complaints not resolved by the Watch Commander.

DISCIPLINARY OFFICER- Disciplinary Hearing Appeals.

GRIEVANCE COORDINATOR- Questions about grievances.

LIASON STAFF- Questions about commissary services.

CLASSIFICATION- Questions/complaints regarding housing assignments, custody classification (low, medium, high, etc), and administrative segregation.

INMATE ACCOUNTS-Personal money account discrepancies. **NOT ACCOUNT BALANCES.**

KITCHEN- Questions/complaints about meals.

MEDICAL-Medical billing questions and complaints regarding medical services.

Instructions on how to enter a grievance or request for service into the kiosk machine are located on each housing unit. If you have any questions on how to use the kiosk, ask the pod deputy for assistance.

CLASSIFICATION

The Classification Section reviews inmate classifications at regularly scheduled intervals and as needed. Your custody classification is based on present charges, criminal history, escape history, institutional disciplinary history and prior felony convictions. If you wish to appeal your classification status, you may do so by submitting an inmate request. The appeal should state the specific reason(s) for the appeal and/or a request for reclassification. The Classification Supervisor has the final say in determining your classification status.

Inmate Worker Status: Inmate worker status is available to those inmates who meet established criteria (no aggravated charges, no escape charges, no history of escape attempts, no out of state holds, appropriate past jail behavior, no disciplinary actions, medically and psychologically clear). Those individuals charged with misdemeanors or parish sentences will be given priority for inmate worker placement.

Inmates are automatically reviewed by Classification for inmate worker status. There is no need for written requests for inmate worker status or specific work details.

If you are found guilty of a disciplinary violation, you may be ineligible for inmate worker status.

COMMISSARY

Items such as toiletries, snack foods, writing materials and stamped envelopes, t-shirts, shoes, socks and undergarments are available for purchase from the commissary.

Commissary spending limits, schedules and commissary order forms are available on the commissary kiosk machines. Funds must be deposited to your account 24 hours prior to placing your commissary order for you to be able to make your purchase.

If you are indigent (have no funds), hygiene and writing materials are available to you through the Liaison Deputy.

If you are restricted from commissary items as a result of a disciplinary hearing, you may only receive hygiene products and writing materials.

Upon receiving your purchase, you must verify the contents and immediately report any errors. If the contents are not verified with the Liaison Deputy and discrepancies come up later, no exchanges and/or refunds will be made. Should there be an error in the adding or subtracting of your money, write an inmate request to the Liaison Deputy.

Commissary items will not be given, traded, or sold to another inmate. Inmates found in violation of commissary procedures (i.e. running a store, having another inmate buying your commissary to avoid paying medical charges, extortion, gambling, etc.) may face disciplinary action and/or confiscation of commissary items.

Instructions on how to enter a commissary order into the kiosk machine are located on each housing unit. If you have any questions on how to use the kiosk, ask the Pod Deputy and/or Liaison Deputy for assistance.

CORRESPONDENCE

. Usually there is no limit placed on the amount of mail received, provided it fits within your storage bag.

Incoming Mail is delivered only after it has been opened and inspected. All incoming mail must have the complete facility address with your first and last name, date of birth, folder number and complete return address.

Inflammatory writings and pornography will be rejected as unacceptable. Correspondence containing contraband will be returned to sender or seized as evidence.

All incoming mail must have a legible return address for acceptance or will be rejected and forwarded to the United States Postal Service. A notice of this action will be sent to the inmate.

Privileged correspondence (legal mail) will be opened in your presence and inspected (not read) for possible contraband.

Correspondence of a legal nature sent in handwritten envelopes will be treated as non-legal and may be opened for inspection due to a lack of a descriptive pre-printed return address indicating the material to be of a legal nature.

Paperback books, magazines, , etc. may be received if mailed directly from the publisher, book stores and/or distributing warehouse provided the items fit in your property bag.

You may receive and have in your possession, up to twenty photographs. Photographs larger than 5x9 are not permitted. Polaroid pictures are not accepted.

Excessive materials, not including commissary items, should be mailed out at your expense, to assist with safety and sanitation. You also have the option of discarding or donating to the Jail Library.

Outgoing Mail: All outgoing mail must have your complete return address. Indigent inmates will be furnished writing materials and stamped envelopes for one personal letter per week. Upon your release from jail, your mail will be returned to the sender.

Return Address:

Last name, First name, date of birth, folder number

C/O Orleans Parish Detention Center

Location (example: pod 1-A)

3000 Perdido Street

New Orleans, LA 70119

Outgoing mail will be collected once per day, Monday through Friday (excluding holidays). The United States Postal Service may reject any envelopes with extra writing/drawings or bulky items placed in outgoing mail. Address and postage must appear on the same side of the envelope. Items other than traditional correspondence materials shall not be mailed out of the facility. **No homemade envelopes will be allowed.**

FOOD SERVICES

Food is not to be given, traded or sold to another inmate. The medical staff will determine special diets for health reasons. The Program Coordinator will determine special diets for religious reasons. Meals will be served three times a day.

You are required to take the first available tray and acknowledge any discrepancies with your tray at that time. Be seated immediately at the direction of the Pod Deputy. You have a limited

amount of time (approximately 15 minutes) to eat, so talking will be held to a minimum. Food from the trays may not be saved or stored for later consumption unless it is provided as a snack as part of a special diet.

Any complaints you have about the food should be immediately addressed with the pod deputy. If the pod deputy cannot resolve your complaint, you may be referred to the Food Services Supervisor.

INDIGENT INMATES

Indigent inmates will be provided with hygiene items and undergarments (as needed), writing materials and one stamped envelope per week. If you are indigent, send an inmate request to the Liaison Deputy to request indigent items. Indigent is defined as having no less than \$6.00 for a period of 30 days. If you receive money before 30 days is over, you will be removed from indigent status.

INMATE COUNTS AND LOCK DOWNS

Formal counts are conducted several times daily. You will be required to return to your assigned cell or bunk area for formal counts **and any time directed by staff.** Each night you will be required to lock down at 10:30 p.m. and remain there until the following morning when the Pod Deputy announces lockdown is over. Televisions and telephones will be turned off and/or not available during these times. There will be absolutely no movement of inmates while count is in progress. There are no excuses for failure to return to your cell when directed by staff. **Failure to do so may result in pod sanctions and/or disciplinary action.**

INTERCOMS

Unnecessary use of intercoms is prohibited and if abused, disciplinary action may be taken. Intercoms will only be used in cases of an emergency.

LAUNDRY SERVICES

To ensure all inmates have clean laundry, all inmate uniforms, mattress covers, and blankets will be exchanged regularly. Laundry exchange will be conducted according to the schedule posted in each housing Pod. All inmates must participate in laundry exchange.

On the designated laundry exchange day, the pod deputy will inform the inmates which items are scheduled to be exchanged. All inmates will bring the designated items and will exchange them for clean items. The inmate should inspect the items to ensure they are not damaged or altered. If they are, they should be returned to the deputy and another item issued. The pod deputy will inspect the items being turned in for damage/alteration. Any inmate that has altered or damaged items not caused by normal wear will be held responsible for the replacement of those items and their account will be debited for the cost. If the inmate has no funds in their account, the debit will be settled when funds are acquired. You may also face disciplinary actions for the damage.

All personal items (underwear, socks, t-shirts, gym shorts and washcloths) will not be included in the laundry exchange. These items will be washed on the Pod according to the rules and schedules.

LEGAL RESEARCH

Legal materials may be obtained by submitting a request for information. This may be done on the kiosk. Only one request for legal service will be accepted per day, per inmate. You may list several items on one request; however, your request should be as specific as possible.

The legal department staff will assist you in obtaining necessary information, forms and other legal material appropriate for access to the courts. Special mailing of legal materials will be charged to your account unless you are indigent. The legal department staff members are not permitted to practice law and any request for legal advice will not be accommodated.

MEDICAL AND HEALTHCARE SERVICES

You will have access to medical, dental and mental health care services during your stay. Medical personnel are on duty 24-hours, seven days a week, under the supervision of a physician. If you have a medical or dental problem needing attention, complete the necessary sick call form (available from the Pod Deputy). If an emergency occurs, notify the Pod Deputy. With the exception of emergencies medical staff will only see inmates who have a medical sick call form.

Your initial medical assessment will be provided at no charge. Any medical visits initiated by you from that point, will be charged a minimum fee. IT IS IMPORTANT THAT YOU UNDERSTAND YOU WILL RECEIVE MEDICAL CARE REGARDLESS OF YOUR FINANCIAL STATUS. However, if you

have money on the books, the following medical charges will be deducted from your account: Doctor Visit \$3.00, Nurse Visit \$2.00, Dental Visit \$3.00 and Prescriptions \$2.00. If you receive money at a later date, your medical fee will be deducted from your account.

All medications are to be taken in the presence of the medical staff. A mouth check will be conducted after taking your medication. Your failure to comply may result in disciplinary actions being taken. You are prohibited from giving your medication to anyone else. Anyone found hoarding medication may be subject to disciplinary actions.

Special diets for medical reasons are only authorized by the doctor and are based on medical necessity.

OPEN TIME

Open time is a privilege

All inmates will be fully dressed in the appropriate OPSO inmate uniform when in the dayroom or outdoor recreation yard.

Playing cards, dominoes and some board games are allowed in the dayroom area during open time. Excessive noise and horseplay will not be tolerated and may lead to disciplinary action. You are only authorized to be in a cell to which you are assigned. Only inmates assigned to the mezzanine level are allowed in that area and loitering in and around the mezzanine doorways, walkways and stairways is not permitted.

Television viewing is a privilege. Television volume will be determined by the Floor Supervisor and is to be kept sufficiently low so it will not disturb others. Programs are generally the choice of the majority of those watching, but ultimately may be overridden by the Floor Supervisor if deemed necessary for unit order (this includes turning the television off). Televisions will be turned off at all lock down times and as deemed necessary by the staff.

Mattresses will not be removed from the individual cells into the dayroom.

It is not permissible to cross boundary markers (such as red lines), without permission from a staff member.

You will be provided the opportunity for outdoor exercise; if the weather permits. Some outdoor recreation activities may be restricted due to low or high temperatures and health safety concerns. You are not authorized to take any property with you to the recreation yard.

Outdoor recreation will be allowed during the scheduled times. See the recreation schedule posted in your housing unit. Noise will be kept to a reasonable level and no horse playing will be allowed on the recreation yard. Access to the recreation yard may be restricted by the pod deputy.

PERSONAL HYGIENE

You are required to keep yourself clean and presentable at all times. Compelled showers will occur to meet acceptable standards. Hair and nails must be clean and of a length not to create a health and/or safety hazard. The best method for preventing certain diseases is to frequently and properly wash your hands.

The Orleans Parish Sheriff's Office issued clothing and bedding will be laundered according to established schedules.

PROHIBITED ITEMS

You are prohibited from having certain items in your possession and/or living area. If contraband is found in your living area or possession, you could be subject to disciplinary action. Criminal charges may also be filed against you. All contraband discovered is subject to disposal.

Items considered contraband include but are not limited to; altered items, alcoholic beverages, tobacco products, medications and controlled substances which have not been issued by the jail staff or purchased through the commissary, expired prescriptions, money, any weapons or items which could be used to inflict injury, extra bedding or clothing, personal grooming items not purchased from the commissary and/or certain items from other jail/penal institutions, and any other items not specifically authorized by the jail supervisors.

Pat down searches and cell searches will be conducted randomly to retrieve items of contraband to ensure the safety and security of both inmates and staff. Also, you may be subject to unclothed searches. You are not required to be present during cell searches.

PROPERTY

You will be issued jail clothing. Your personal clothing and property will be placed in storage until your release or transfer. You may be allowed to keep some belongings with you, but the Sheriff's Office does not assume responsibility for any personal property kept in your possession.

All property in your possession must be stored in your property bag. You are not authorized to hang clothing or linen items in the housing dayroom or cell using a homemade line. Items found hanging in the pod may be confiscated and discarded.

You are responsible for all issued items and will be required to return all property upon transfer or release. Disciplinary action may be taken and/or criminal charges filed for altered, damaged or destroyed items.

When you are released or transferred to another agency, your property, if left in storage, must be picked up within thirty days or it will be discarded. You must specifically designate who will pick up the property.

The items listed below are authorized to be in your personal possession:

Up to twenty (20) photographs, no larger than 5"x9". Nude, vulgar or sexually suggestive photographs and pornographic materials are not permitted and will be confiscated. Also any photographs that illustrate a gang theme will not be allowed.

Items for special physical impairments (prescription eyewear, hearing aids, etc.).

Religious items must be approved or issued by the Chaplain's Office and may not be worn as jewelry.

No personal jewelry, including wedding bands, will be allowed. Items that cannot be removed will be cut off if they pose a security risk or potential for injury.

Items purchased from the commissary are not allowed to be altered from the original state with the exception of required labeling.

Property will not be transferred or traded between inmates.

Property Releases: Property may be released to a member of the public who has a valid state photograph identification. A property release form will be completed and presented to you to sign authorizing the property release. If you make any changes to the form or refuse to sign it,

the request will be voided. Only items in the valuable pouch may be released and all contents of the pouch must be released together. No partial release of property will be approved. You are not allowed to release money to a member of the public.

RELIGIOUS ACTIVITIES

Multi-denominational religious service and studies are provided on a weekly basis when possible. Participation is voluntary. If you wish to attend these activities, ask your pod deputy. If you are of another religious persuasion and wish to be involved in religious activities, submit an inmate request for information.

Religious literature and bibles are also available. Submit an inmate request for information.

SANITATION INSPECTIONS

Housing unit sanitation inspections are conducted at least once each shift by the pod deputy, for cleanliness, sanitation, and security deficiencies. Additional inspections may occur at any time throughout the day. If you are found to be non-compliant with safety and sanitation rules, then you will be subject to disciplinary actions.

In the dayroom the floors, windows, walls, stairways, tables and other furnishings must be clean and dust free.

In the bathroom areas, the floors and walls of the showers are to be clean and free of soap scum and the drains must be clear. The toilets, sinks and mirrors must be clean.

Stainless steel fixtures will be clean and nothing will be placed over the lights or vents.

All inmates must clean up their assigned areas daily. The assigned inmate workers will clean the common areas. You could face possible disciplinary actions if you refuse to assist in unit clean up. Cleaning supplies are available according to the posted schedule. Beds are to be made in a conventional fashion using all linens issued. Beds are to be made by the time posted.

Lying down on furniture or placing your feet on furniture in the common areas is not permitted. All individual areas and common areas will be swept and mopped daily after each meal and throughout the day as needed, or when determined necessary by the pod deputy to meet sanitation standards.

Pod deputies will continuously monitor and enforce this requirement. In the event that you refuse to participate in the pod cleanup, disciplinary actions may be taken.

SEARCHES

You will be subject to searches when leaving and returning to a housing pod, before and after a contact visit, before and after being escorted and any other time deemed necessary by staff.

You will be required to submit to personal searches of yourself, your cell and your property. Inmates do not have the right to be present during cell or property searches.

TELEPHONE USAGE

Telephones are available in each pod and you can generally use them anytime you are in the dayroom, unless phones are restricted due to transports from the facility or your telephone privileges have been suspended. All calls are limited to fifteen minutes per call. Three-way calls are not allowed. TTD phones (for the hearing impaired) are available for special needs. Should you need to use these phones, speak to the pod deputy.

Our telephone system utilizes a voice recognition system. The system requires all inmates to complete an initial enrollment into the system. Speak clearly during the enrollment process. This process will be recorded by the system to match future calls.

For further instruction on how to place phone calls, ask the pod deputy for assistance.

VISITATION INFORMATION

Visitation is a privilege

All Inmates will be fully dressed in the appropriate Orleans Parish Sheriff's Office inmate uniform during visitation.

The visitation schedule listing the specific days and times for your housing location is posted in each housing pod.

All visits occurring in OJC are conducted by video.

You will have the right to refuse any visitor.

You are permitted three visitors per week. The week is considered Tuesday through Saturday. Visitation hours are 8am – 5 pm, then 8pm -10pm.

Each visit is limited to 15 minutes in duration.

Special Visits:

In certain circumstances, special visitation arrangements may be approved. Requests for special visits are considered on a case by case basis. Requests for special visits must be initiated by the visitor. Special visits can be requested by telephone and should be directed to the Facility Warden.

Attorneys and other Official Visitors may visit any day of the week between the hours of 8am – 9pm.