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**PARK COUNTY DETENTION CENTER  
INMATE RULES AND REGULATIONS**

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The Park County Detention Center has set forth this set of rules and regulations for all inmates incarcerated in this facility. These rules and regulations are made available to each pod. Each inmate is responsible for knowing and following

these rules and regulations. Interpretation of any rule or regulation is the responsibility of the Detention Staff, not the inmate.

### **PERSONAL SAFETY**

For your safety, you should not discuss your charges with another inmate(s). 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 if necessary, action will be taken.

### **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. To enable clear communication, the television may be turned off when an intercom is activated. 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, exercise yard).

## HOUSING

The Park County Detention Center utilizes a Classification Report for housing inmates based on the following criteria: current criminal charges, a review of the inmate's criminal history, a review of behavior during any prior periods of incarceration, known behavior/management issues and known keep a ways. The Park 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 requesting a different housing assignment must submit a written request to a Sergeant, and the request must include a valid need for the move. We will not consider requests to be housed with friends, family, etc.

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

1. LEVEL 1 - Dormitory style pods for inmate's 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 inmate's 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 inmate's 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.
6. LEVEL 6 - Cell style pod for inmate's which are unable to function in any other housing areas in the facility without causing disruption. This pod has restricted day room access of only one hour out alone, per the cell number; the remaining 23 hours of the day will be spent in the assigned cell. Inmates on Level 6 for a period of time at or over 30-days, will have a review completed within 7-days by a Sergeant or above. If this review reveals that the Inmate has been in good standing with the rules and regulations, their time may be modified to 21 hours in lock-down with 3-hours out of their assigned cell. 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.

## **CLEAN LIVING SPACES and PERSONAL HYGIENE**

All persons detained at the Park County Detention Center are required to maintain good sanitary conditions in their assigned living spaces as well as maintaining 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. The Park County Detention Center will assist in the maintaining of proper cleanliness and hygiene by providing the following items:

**Hygiene kits** – All inmates being placed in Housing/Unit receive a toothbrush, toothpaste, comb, body soap, deodorant, and seven (7) packets of shampoo. When an item expires, you will provide the empty container to a Deputy for an exchange for a new item. If you dispose of the empty container you may not receive an exchange. The exchange will take place during morning inspections; any request for an exchange made at any time other than during morning inspections will be denied. In the case of the seven (7) shampoo packets, they will be issued each Sunday morning at the time of weigh-ins. If an Inmate is found to have an excess of seven (7) shampoo packets, the additional packets will be removed and a violation may be imposed. All empty shampoo packets will be disposed of immediately to prevent unnecessary clutter.

**Razors** - You may receive a razor during scheduled razor passes. You are responsible for the razor once provided, do not bend, break, or alter the razor. You will be required to personally return the razor, in the same condition it was issued to you when provided. All razors will be picked up and inspected one (1) hour after they are issued. Inmates in LEVEL 6 will not be allowed a razor but may be allowed an electric razor as time and staffing allow.

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

A male inmate will utilize the provided razor for the purpose of shaving the face or head only; a female inmate is issued the razor for the purpose of shaving the face, legs, and underarms only, the shaving of any other body surface will be considered misuse. If the inmate as a standard practice prior to being incarcerated shaved a body surface that is not allowed above, the inmate must bring it to the detention staff's attention within the first 24 hours of being placed in population in order to be allowed to continue the practice.

**Hair clippers** will be provided only on the second Tuesday of each month. The clippers will not be returned once they have been removed from the pod. An inmate scheduled for a Jury Trial may request the clippers prior to the Jury Trial.

Detention staff reserves the right to require an inmate to re-cut their hair if it is determined that the hairstyle is not acceptable and/or disruptive in any way.

If you desire to have your hair cut professionally, you may submit a written request for barber services. You must have funds available in your account prior to the appointment being made. The request will be approved or denied on a situational basis.

**Laundering of Clothing** - One (1) issued shirt, one (1) issued pair of pants, socks, underwear, towel, hand towel or washcloth, needing laundering must be in your laundry bag and turned in the night before your scheduled laundry day prior to 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. The Detention Center is not responsible for lost laundry items. Items in your laundry bag will be washed twice a week according to schedule.

Do not provide both of your issued shirts and pants to be laundered at the same time, or you may find yourself being escorted out of the facility in the case of an emergency without proper clothing.

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

**Linen exchange** - Your sheet and blankets will be laundered once a week according to schedule.

When linen exchange is announced, you are to line up at the pod door with your dirty sheet and blankets. 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 need to inspect them before removing them from the Deputy's view. If the item is damaged, you need to immediately bring this to the Deputy's attention. If you do not notify the Deputy of damage to the item(s), you may be held responsible for the damage.

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 you may face criminal charges.

**Cleaning Gear** - Inmates will receive cleaning gear in the evenings on a scheduled basis. You are responsible for keeping your assigned sleeping area, as well as 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 pour it down the drain of your pod.

The pod's trash will be removed each morning at the completion of your morning meal. Inmates of the pod are required to switch out the used trash bag with a new one and place their garbage bag next to the empty breakfast meal trays next to the pod door.

## **INSPECTIONS / HEAD COUNTS / LIGHTS OUT**

Morning inspection will be every day at approximately 0800, excluding County recognized holidays and Sundays. A courtesy announcement may 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 or not the announcement was heard.

When the Deputy enters your pod, you are to be standing at the end of your bunk for inspection. You are to have your Detention Center 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.

If you have any facility provided items that need replaced, present the empty/used container/item to the inspecting Deputy for replacement upon the completion of inspections.

You are to remain standing until the Deputy(ies) leave your area.

When the inspection is complete, you may move to the day room.

A head count will be completed at each meal pass. All inmates are to be lined up at their respective pod doors to be counted and then receive their meal.

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 that area and stop all activity until you have been counted and told to return to your activity.

If you intentionally disrupt the inspection / head count you will face disciplinary action.

Once lights are out, you will be in your bunk until lights are turned on in the morning. 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.

When sleeping in your bunk, you are not to cover your head with any item.

## **DAY ROOM AND SLEEPING AREA USE**



Inmates housed in dormitory style pods are allowed access to the day rooms between the hours of 0600 and 2300. Inmate's housed in pods containing cells may have a more restrictive dayroom schedule. Between 2300 and 0600 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 Detention Deputies

No sitting on dayroom tables or writing tables.

Mattresses are for sleeping on and they will remain on your assigned bed, not on the floor.

If you are assigned a sleeping area in 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, you are not allowed in another inmate's cell.

When cell doors are unlocked, they must remain in a fully open position (against the rubber stop) during scheduled day room hours.

All Inmates are required to be fully dressed in their orange uniforms from 0600 hours (lights on) until 2300 hours (lights out) unless they are utilizing the shower. All Inmates are required to wear socks and issued footwear when they are in any area outside of their assigned bunk area (to include the exercise yard) unless they are utilizing the shower.

The primary purpose of the stairways and balcony is for inmate movement. Do not hang out on the stairway or the balcony because of safety concerns. Do not use the stairway or balcony for exercise.

Nothing is to be attached to the walls in the day rooms, cells, or dorm sleeping areas.

Do not store any items on the half walls.

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

At no time are you allowed to attach to or hang anything on the walls, ceiling, floor, bunk, table, chairs, 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 heating and cooling of your assigned areas. For this reason you are not to cover or block any vents.

## **MEALS**

You will be provided three meals during a 24-hour day. All meals are to be eaten in the day room with the exception of someone in level 6.

You must be up and ready to receive your meal. Breakfast is served at approximately 6:30 a.m., lunch at approximately 11:30 a.m., and dinner at approximately 5:30 p.m.

Coffee is provided with the morning meal. To receive coffee you are required to have your detention supplied cups on the day room table closest to the entrance door of your assigned pod, in a group.

In order to receive your meal, you must be at your pod door fully dressed. (see head count).

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

At the completion of your morning meal, the pod will be required to switch out the used trash bag with a new one and place their garbage bag next to the empty meal trays by the 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 appointment you will be provided your 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 prior to lights out on the day they were provided. Deputies may dispose of food items found in your possession from the day before.

## **TELEPHONE**

Inmate telephones are available in your pod's dayroom. Use of the phone is for outbound collect calls only. Family and Friends that wish to receive calls from you may contact the Service Provider at 800-844-6591 to establish an account so that they can receive calls if their phone does not normally receive collect calls.

Phone time is available for purchase and is ordered the same way you order commissary. Phone time can be ordered any day of the week and is available at the time of the purchase.

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

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

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 be subject to disciplinary action if you abuse the phone system.

The telephone system will be turned on upon completion of morning inspections and turned off at 10:30 p.m. to ensure that last minute hygiene needs etc. are taken care of prior to lights out at 11:00 p.m.

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 in an attempt to commit and/or conceal a crime.

If you use another person's pin # without authorization it could subject you to disciplinary action and additional charges.

## **TELEVISION**

Depending 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 Park County Detention Center.

The television is a privilege and not a right; therefore it can be restricted for any reason without notice.

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

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

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

If you are assigned to a pod with restricted day room privileges, it will be up to the tower Deputy to decide if the television stays on when no one is in the dayroom.

The televisions will be turned on upon completion of morning inspections and turned off at 10:30 p.m. to ensure that last minute hygiene needs etc. are taken care of prior to lights out at 11:00 p.m.

## **PROPERTY**

Depending on your classification, you may have in your possession the following items:

1 mattress; 1 sheet; 2 blankets; 1 towel; 1 hand towel; 1 washcloth; 2 Detention Center uniforms (2 shirts, 2 pair pants, 1 pair of velcro closure or slip on tennis shoes, and 1 pair of orange crocs), personal clothing consisting of no more than 3 pair socks, no more than 3 pair underwear, and (females) no more than 3 sports bras; 2 white thermal tops and 2 white thermal bottoms; active legal documents; personal mail in a moderate amount; approved educational materials; approved religious materials; Bible; 3 personal reading books undamaged; commissary items in an amount that does not exceed the weekly commissary limit; hygiene items (Indigent Inmates: seven (7) shampoo packets), (1 shampoo / 1 conditioner, 1 soap, 1 comb, 1 toothbrush, 1 toothpaste, 1 deodorant), writing materials in moderate amounts; 1 Detention Center issued cup, 2 facility provided pencils, 1 facility provided eraser, and medically necessary items that have been approved by the medical authority in writing.

The Park County Detention Center allows family or friends to bring in three (3) pairs of underwear, three (3) pairs of socks, three (3) sports bras for female inmates (no metal), 2 white thermal tops and 2 white thermal bottoms; and one (1) pair of Velcro closure or slip on tennis shoes. The tennis shoes must be either: white, gray or black, cannot have any metal, excessive threadwork, or shoestrings and must have a white non-marking sole.

### **At no time are you to have another inmate's property in your possession.**

This includes commissary items that you have not purchased. If you do, the property will be confiscated and you could face disciplinary action. It is against the inmate rules and regulations to give anything to or take anything from another inmate.

If you are classified in levels 5 or 6, you may have a more restricted list of allowed items.

You are responsible for all items that are issued to you. If it is found that you have damaged or destroyed an item, you may be held accountable for the item's replacement cost. You may also face disciplinary action and criminal prosecution.

Contraband is defined as: any item that has been altered from its original state, has not been authorized to be in your possession, an item that is illegal per Wyoming Statute, in excess of the quantity allowed, or being used for a purpose it was not intended for.

Contraband will be confiscated and not returned to you or another inmate. If you are found in possession of contraband, you may face disciplinary action and possible criminal prosecution.

Property releases will only be allowed in the event you are releasing all or most of your property. If you are being transported to another facility and are not scheduled to return to this facility, you will have to arrange for your property to be picked up. Property left for longer than 10 days will become the property of the Park County Detention Center and may be disposed of.

Property releases will not be utilized for releasing drawings, letters, or personal items that can be mailed out.

If you want to release money off of your account, you must receive the approval from the command staff. If it is anticipated that you will have expenses during your stay, the request to release money will be denied.

Provisions can be made to release keys, legal documents, or identification documents without releasing all of your property.

Socks, underwear, tennis shoes, and court clothing may be brought in one time, and only on weekends. The Detention Center will not store excess clothing. If you already have the allowed limit of property, additional items will not be accepted. The person dropping off the items is not required to have an appointment. If you believe that someone has dropped off these items for you, you must request them on the proper form on locker request night. If you have already been provided the allowed limit and you want new items, it will be a one for one exchange. If you have nothing to exchange and we show that you have been provided the limit already, we reserve the right to deny the request. If you wish to provide items to a cell mate you will need the approval of a Deputy prior to provision, (give the item to a Deputy and they may make the provision to the other inmate).

Park County Detention Center maintains a book library for inmates; therefore, we will not accept books from the public that have not been approved by the command staff. Inmates or their family, with **prior command staff written**

**approval**, may purchase books from the publisher at the inmate's expense. The request to receive books from the publisher will be made on the "Misc Request Form" and contain the name of the book with the author. Only soft cover books are allowed. If a hard cover book is sent in, it will remain in your property until you are released. Items coming into the facility without prior authorization will be disposed of regardless of cost. An approved book will be provided to the ordering inmate first, but will be considered as detention property once the inmate is finished reading it. Once approved books come into the facility they will be placed in your property and you may request them on locker request night (Tuesday).

All allowed property must be able to be contained in/on the inmate's **assigned** writing table, storage shelf, under bed cubby, or bed. Only shoes and a small garbage sack will be allowed on the floor.

## INMATE ACCOUNT

You may have money deposits made to your inmate account. Currency, cashier checks, money orders, pay checks, and government checks are accepted. Personal checks are not accepted. Cashier checks and money orders must be made out to the Park County Detention Center with your name in the memo area. If a cashier's check or money order arrives with your name on the payee line, you must endorse the check or it will be returned to the sender.

Money deposits to your account must be made on weekends or through the mail. The person leaving money for you on weekends will not require an appointment or be an approved visitor.

If you have a negative account balance, and funds become available on 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 acknowledgement 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 Park County Detention Center and you have a negative balance from a previous stay, any funds you have on your person at that booking or received 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 Park County Attorney for Small Claims Action, or court-ordered restitution.

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

1. Western Union  
1-800-634-3422 or [www.westernunion.com](http://www.westernunion.com)  
You will need: a.) Pay to: SSC  
b.) Code City and State: COBRACASH/FL  
c.) Acct. No: COD + inmate ID no. + Last name
2. Government Payment Express  
1-888-277-2535 or [www.GovPayNOW.com](http://www.GovPayNOW.com)  
You will need: a.) Inmate's name, number and location  
b.) Pay location Code 5500

To utilize either of these services you will first need to know the inmates identification number which can be provided by Detention Staff by calling



5278750 or 754-8750 and then pressing 3 for inmates status, and then 4 to speak with a Deputy.

### **INDIGENT STATUS**

If you have less than \$1.00 on your account, you may be considered indigent. The Detention Center will provide at cost 3 pre-stamped envelopes, 6 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 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 Sunday, with the proper order form completed and turned in before lights out. Forms put up late will not be acknowledged.

## COMMISSARY

Commissary is an inmate privilege, not an inmate right.

When money is deposited on an inmate's account that has a debt, fifty percent of the deposit is applied to the debt and fifty percent is available for the inmate to allow the purchase of commissary.

Depending on your classification and account status, commissary may be available to you. You must be in Unit or Housing to receive commissary. No one in booking, (exception is someone in the medical isolation cell), 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. If you have more than \$1.00 in your account you must order from the full list. 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 Sunday evening before 2300 lights out. **INDIGENT COMMISSARY REQUESTS SUBMITTED AFTER LIGHTS OUT WILL NOT BE ACKNOWLEDGED.**

You must figure 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.

If placed in disciplinary detention, you may be limited to stationery and hygiene items only.

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.

The commissary you ordered on Sunday evening will be provided to you later in the week after the supplier delivers the commissary. In most cases the delivery will take place Wednesday or Thursday between 0600 and 2300 hours.

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 would exceed that expense.

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

## **GRIEVANCE**

The grievance procedure may be utilized to protest about a broad range of matters, as long as the issue affects the complainant personally. Grievable issues may include, but are not limited to the following:

- Policies, practices and conditions within the control of the Park County Detention Center (PCDC),
- Actions by Deputies and Inmates
- Health care concern

The grievance procedure may not be utilized to complain of 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 prior to utilizing the formal procedure as outlined below. Informal resolution is not a prerequisite to pursuit of the formal grievance process. When an Inmate requests a grievance, a grievance form will be provided, in a timely manner, and the informal (verbal) process will begin. It will be the Inmates decision if he/she still wishes to proceed into the formal process when the informal (verbal) process is complete.

### **Formal Process**

Following the alleged incident / action, the affected inmate must request a grievance form and will receive the requested form in a timely manner. The inmate will return the completed grievance to detention staff within 72 hours of the incident. Should the grievance not be turned in within 72 hours of the incident it will be rejected.

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

The grievance will 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. If the grievant uses this type of language the grievance will be rejected.

The grievance must be addressed through the chain of command, (example, Deputy, Sergeant, Detention Center Administrator, and so on). If the grievance is regarding the actions of a specific Deputy, the grievance must be addressed to that Deputy'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. "Group" grievances or "class action" grievances will also be returned 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 supervisor 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 (weekends and holidays excluded).

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 which may be filed by that inmate or group of inmates. 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 2 months at which time the inmate may apply to the Detention Center Administrator for removal of the restricted status.

The grievance process for the Park County Detention Center requires two separate 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 3 months.

### **Example**

1. Informal resolution has failed, a grievance form is requested, completed, and turned in to a member of the staff with 72 hours of the incident
2. Supervisor investigates the issue, and clarifies any questions or issues. The supervisor 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. The grievance is closed, no further appeals will be responded to.

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

## **MAIL**

**Newspapers** will be distributed from Level 1 to Level 6 in that order.

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

“Inmate Name” c/o Park County  
Detention Center  
1402 River View Dr. Cody, WY 82414

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, scanned, and inspected before you receive it. All gummed portions of the envelope, postage stamp and any other stickers or adhesives will be removed. Some items sent to you by mail will not be allowed in your possession while incarcerated; these include photos, puzzles, calendars, computer generated material excluding letters and computer generated legal items (Supreme court case law, Wyoming case law, Wyoming Statutes, etc). These items, when not allowed to be in your possession while incarcerated, will be placed with your personal belonging in the locker room and provided to you at your release. At no time will you 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.

Envelopes received with lipstick, or other transferable materials, placed on them will be disposed of during inspection. A note will be attached to the letter with the name and return address of the sender. Letters received with lipstick, or other transferable materials, placed on them will be placed in the inmates' property or returned to sender. Letters received or sent that have been written in any type of code will be placed in the inmates' property and will not be sent or provided.

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

Cash or accepted negotiable instruments received in the mail will be deposited on your account per the Detention Center's policies. Personal checks are not accepted and will be returned to the sender.

**Outgoing personal mail** is to 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, with the exception of holidays. Mail must have the proper postage on it to be delivered.

Do not write on Detention Center forms and attempt to send them. Detention Center forms of any type will not be allowed as mail.

**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). Contraband will be removed from your legal mail.

**Outgoing legal mail** is to be sealed by the inmate. Legal mail will be picked up at the same time as the personal mail, and must have the proper postage.

There is no limit on the amount of legal mail an indigent inmate may send out. If indigent and you use one of your pre-stamped "indigent" envelopes for legal mail, immediately upon turning in the legal mail, request a replacement pre-stamped envelope from the Deputy picking up the mail. A delayed request will not be honored.

Photocopies of legal, or legal type documents, may be done for an inmate at a cost of \$.10 cents per copy if time allows. If it is known that you have family or friends that could do this for you, you may be instructed to mail the item(s) out and have them make the copies for you. All other requests for copies will be denied. No photocopies will be done if the material is hand written. In the case of a hand written page, the inmate can re-write a copy for themselves.

**Personal mail between inmates** within this facility will not be allowed, unless court ordered, or approved in advance by the Detention Center Administrator.

**Correspondence between confined inmates.** An inmate may be permitted to correspond with an inmate confined in any other penal or correctional institution if the other inmate is either: a member of the immediate family, or is a party or witness in a legal action in which both inmates are involved. Correspondence between confined inmates must be approved by the Detention Center Administrator.

## **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 will be deducted from the inmates account. Medical deductions resulting in a negative balance

may be added as restitution to the inmate final offense disposition. The county may seek restitution in civil court.

Inmates that require continued medical care or prescription medications will be required to complete a release of medical information at the time of their booking, to enable 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 for you during your time of incarceration. Failure to complete the necessary medical release form may cause a disruption in the provision of needed medications and medical care.

If you have an emergency medical need that is **life threatening**, you will be transported to the emergency room by ambulance. You may be fully shackled and be required to remain in the shackles throughout the visit.

If while incarcerated, 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. You will be billed by the providing agencies for these services.

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 the Detention Center Medical Authority, this will be accomplished 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. There will be a cost of ten-dollars charged against an inmate's account for a medical visit.

If you had a Health Care Provider appointment scheduled prior to your incarceration, you will need to notify the Detention Center Medical Authority in writing. The appointment and its necessity will first be confirmed by the Detention Center Medical Authority. Once confirmed, the Detention Center Medical Authority will make necessary arrangements. You will be transported in your Detention Center uniform, and you will be, and remain, fully shackled throughout the appointment. You will not be allowed to have anyone present at the appointment.

## **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. If deemed an emergency, the need will be addressed and corrective action will be taken. If deemed an urgent need, the inmate will need to arrange for payment for services before an appointment can be made, as 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 prescription container, with a valid and readable prescription label attached to the container. The contents in the container will be identified, and counted to confirm that you have been compliant with the listed prescription instructions.

All prescription medications will be validated through your Pharmacy in order to continue provision.

Scheduled and As Needed Prescription medications are provided at the following times: (Times are approximate due to the Deputies work load).

The Detention Center Medical Authority will review all instructions for the provision of prescribed medications and establish a set schedule.

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 in writing at least one hour before the med pass time, you will have to fill out a “PRESCRIBED AS NEEDED or PRN” medication request 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.

## **OVER THE COUNTER MEDICATIONS**

The Detention Center does have some available over the counter nonprescription medications at a cost to the inmate of \$0.50 cents per provision.

Facility provided, over the counter medications are:

- Ibuprofen (IBU 200 mg each) (2 tablets)
- Acetaminophen (Tylenol 500 mg each) (2 tablets)
- Tums (2 tablets)



You will only receive a non-prescription medication for a three (3) day 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 authority to continue.

Requests for any facility provided over the counter medications must have a signed "OVER THE COUNTER" request slip. The over the counter medication request must be legible and have the reason for the request clearly stated on the slip. Detention staff has the option of providing a requested over the counter medication earlier than the scheduled med pass time, if time and staffing allow.

### **MISCELLANEOUS MEDICAL**

"OVER THE COUNTER" medication forms are used to request PRNs or over the counter medications. If you are unsure you can request assistance from a Detention Deputy.

To eliminate the need of 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. 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, so 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 three times daily (once per shift) for a period of three day maximum. If you need an ice pack provided beyond these limits, then you will have to be seen by the Detention Center Medical Authority. While an inmate is receiving ice they will not be allowed to utilize the exercise yard.

## **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 you are being addressed by a Deputy.

Stay to the right side of the hall, in a single file.

Pants must be at the waist with no underwear showing, and cannot be rolled up.

You must be wearing shoes, (no shower shoes allowed outside of pod).

## **STAFF – INMATE COMMUNICATIONS**

You will address a Deputy as “Deputy” or as “Deputy Smith”.

You will be addressed by your first, last, or common name. Deputies will not address you by a “nickname”.

Requests must be in writing on the appropriate request form. The miscellaneous request form will be used for a non-specific request, and must contain only one request per form. The requestor must sign the form. Profanity and collective requests will not be acknowledged. Excessive use of request forms or repeated requests for a denied request will not be acknowledged.

Communication from an inmate must follow the chain of command established by the Park County Detention Center. Requests addressed to the Sergeant that have not been addressed to a Deputy first will not receive a reply. Requests addressed to the Detention Center Administrator that have not been addressed to a Sergeant first will not receive a reply.

All written requests to have your attorney contacted and informed of your desire to speak with them must be made prior to morning inspections. There will be no action taken until the following business day on any requests received after that time.

## **BIBLE STUDY, AA, AND OTHER PROVIDED PROGRAMS**

Group programs are provided for your wellbeing. If you are interested in attending one or all of these programs, notify the tower deputy via a miscellaneous request form by 4:00 p.m. the day of that program. 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.

Inmates who leave the meeting room without the permission of the Detention Staff will not be allowed to return to the meeting, and may lose the privilege of attending future meetings.

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

Do not take any food item 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 yard time, you need to pick which program you will be attending.

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

## **VISITATION**

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

To qualify for visits, you must have either had your initial appearance, or been incarcerated for at least 72 hours.

Persons requesting a visit will have to call in and set up an appointment to see you. The appointment may be made any time before 5 P.M. on the Friday prior to the weekend they want to visit. The visitor may not bring anyone with them into the visit booth that has not been scheduled. Maximum occupancy for a visit booth is two adults or one adult and two juveniles.

You may be scheduled for a maximum of three visits per weekend (Saturday/Sunday). Visits are approximately 40 minutes long.

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 three personal visits.

You may have a clergy member visit you. These visits will be permitted on Tuesdays and will not count against your three personal visits. These visits may be made any time prior to 8 P.M. the evening before the allowed day.

Juveniles will only be allowed visits from immediate family, (parents, adult family members and siblings with parent present, grandparents, or legal guardian).

Juveniles can only visit when escorted by the juvenile's parent, adult family members or legal guardian. The parent, legal guardian or adult family member

must be the one that makes the visit appointment, and must accompany the juvenile during the visit.

Engaging in activity that disrupts the process of moving an inmate to and from visitation may result in the loss of visitation privileges. These activities may include, but are not limited to, loitering in hallways, communicating with other pods, etc.

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.

## **EXERCISE YARD**

You may have access to the exercise yard for up to one hour a day, as scheduling allows. Each pod will be provided a schedule at the beginning of the week with its allowed hour in the yard. Inmates within the pod will be responsible to notify the tower of their desire to go to the yard in the following manner: Inmates will line up at their pod door, and when all that wish to go to the yard are present, the intercom will be activated to notify the tower deputy that yard time is requested and that all who wish to attend are present. (This notification of the tower by the activation of the intercom button is the only allowed exception to the emergency only rule.) The inmates will then be allowed to self-escort themselves to the yard. All inmates wishing to go to the yard will do so as a group, once the initial group has left for the yard that is it for the day, there will be no second chance. All inmates in the yard will return as a group to their pod upon the completion of their yard time.

The indoor yard is supplied with non re-circulated fresh air, and has windows to allow sunlight in. The Park County Detention Center does not have an outside yard.

All inmate rules and regulations must be followed while in the yard. There are also specific rules that will be pointed out here that also must be followed.

1. The basketball and basketball hoop are to be used only for basketball related games.
2. Do not take any food item or cup containing liquids into the yard.
3. Throwing an item at **any** fixture, window, camera, fire alarm or door in the exercise yard is forbidden.
4. Horseplay that may cause injury or attempting to harm someone with any equipment is forbidden.
5. You are not to deface the facility in any way.

6. Shoes must be worn at all time while in the yard, (no shower shoes), your feet are not to leave the ground unless the regular playing of the game necessitates this.
7. You are not to look through any windows.
8. Depositing of notes intended for other inmates is not allowed.
9. Due to damaging the basketball attempting to bounce the basketball off any surface other than the back board while attempting to make a basket is prohibited.
10. When you leave the yard the basketball is to be on the floor, and not wedged into the ventilation system, the sprinkler piping, or stuck up on the backboard.
11. Any person receiving ice for an injury will not be allowed in the yard.
12. No items, except required clothing, are allowed in the yard.

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.

## **WORK RELEASE**

You must be fully sentenced on all charges, and be classified as Level 1, to be granted work release. The sentencing Judge must first grant your work release request and the sentencing paper work must be received by the facility. Once the sentencing paperwork has been received, you must fill out a work release form and turn it in to the Detention Center Administrator for approval.

Times allowed for work release are Monday through Friday from the hours of 0700 through 1700 only.

The Detention Center Administrator has final approval of work release requests regardless of a Judges authorization. (In other words, just because a judge authorizes work release, it isn't automatic that the Detention Center Administrator will approve your release request.)

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. Exemptions to having current employment may only be granted by the Detention Center Administrator.

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 work release.

## **INMATE WORKER**

You must be classified as Level 1 to qualify to be an inmate worker. There are other criteria taken into consideration. If you are interested in becoming an inmate worker, ask a Deputy for the information on this.

## **OFFENSES AND DISCIPLINARY PROCESS**

Possible disciplinary actions, that may result, when a violation of the facility rules and regulations has taken place; the offending inmate may be reprimanded, have restrictions imposed on privileges, be moved to a higher level and/or be segregated. Attempts will be made to keep each disciplinary decision individualized in keeping with such factors as the inmate's past history, motivation and attitude. However, such violations as failing to pass morning inspections, misbehavior in the exercise yard, etc. may result in a loss of privileges for an entire pod.

### **Class I Offenses**

Definition of a Class I Offense: Includes acts which constitute violations of State Statute, interferes with the orderly operation of the facility, 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. Fighting (verbally or physically) with another person
- e. Threatening another with violence against his person or property
- f. Attempting to, or making contact with, an individual you are court ordered against contacting
- g. Extortion, blackmail, demanding or receiving money or anything of value in return for protection
- h. Engaging in sexual acts with others or making sexual propositions or threats to another
- i. Escape or attempting or planning escape
- j. Setting a fire, arcing, or attempting to arc
- k. Tampering, touching, or moving any camera, locking device, or security device
- l. Possession or introduction of an explosive or ammunition
- m. Possession of contraband that would result in a state statute violation if not incarcerated
- n. Provoking, instigating, or participation in, a riot
- o. Encouraging others to riot
- p. Engaging in, or encouraging, a group demonstration
- q. Giving or offering any official or staff member a bribe or anything of value



- r. 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
- s. Possession of any matches, lighter, lighting agent
- t. Possession, introduction, use, or creation of a weapon or unauthorized tool
- u. 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
- v. Stealing, that will result in criminal prosecution
- w. A violation of the inmate rules and regulations that would be considered a Class I Offense
- x. Gambling, conducting a gambling pool.
- y. Second or subsequent violation of a Class II offense within a thirty (30) day period
- z. Misuse or hoarding of authorized medications, either prescriptions or nonprescription
- aa. Counterfeiting, forging or unauthorized reproduction of any document, article, identification, money, security or official paper
- bb. Tattooing or self-mutilation

**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.**

**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 which 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 work stoppage

- g. Conduct that disrupts or interferes with the security or orderly operation of the institution
- h. Participating in unauthorized meeting or gathering
- 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 would normally be covered by undergarments)
- n. Hoarding non-prescription medications

**A violation(s) of a Class II Offense will result in disciplinary detention and / or loss of privileges. The disciplinary action taken will not exceed fourteen (14) days for each offense.**

**You may also be subject to criminal prosecution.**

### **Class III Offenses**

Definition of a Class III Offense: Includes acts which 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 detention deputy
- c. Refusing to obey an order of any staff member (including medical and clerical staff)
- d. Lying or providing false statement to a Deputy
- e. Failure to stand for inmate head count and/ or inspections
- f. Interfering with the taking of the inmate head count
- g. Attempting to, 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 can be corrected by the inmate 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, contacts 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 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. Preparing a gambling pool, possession of gambling paraphernalia
- bb. Being unsanitary or untidy, failure to keeps one's person and quarters in accordance with rules
- cc. Horseplay or rough housing
- dd. Hoarding detention property / indigent hygiene items
- ee. Possession of unauthorized food or drink outside of the cell area ff. TV or radio volume continually disruptive / excessive noise
- ff. Continually ordering items from commissary in excess of the set limit, or over the allowed expenditure and/or available funds.
- gg. Any violation of a rule in the inmate rules and regulations that would be considered a Class III Offense
- hh. Any gang related drawings, symbols, signs, graffiti or activity
- ii. Communicating and/or passing items under the doors of an Inmate on disciplinary detention unless the communication is for emergency reasons

**A violation(s) of a Class III Offense will result in disciplinary detention and / or loss of privileges. The disciplinary action taken will not exceed seven (7) days per offense per inmate or group of inmates.**

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