

Ellis County Jail

105 West 12th Street

Hays, Kansas 67601

(785) 625-1050

Sheriff Scott Braun



Lieutenant Dustin Barnes

Sergeant Randy Newton

Sergeant Grant Holub

Sergeant Lucas Hecker

INMATE RULES AND REGULATIONS

This pamphlet outlines rules and regulations
of the Ellis County Jail and lists the privileges available
to the inmates housed at the Ellis County Jail.

SUBJECT TO CHANGE WITHOUT NOTICE

UPDATED 12/5/23

WARNING: You may be monitored or recorded while you are in the Ellis County Jail.

Inmate living areas and personal communication are **NOT** protected by constitutional privacy rights, this includes, but is not limited to:

1. Written correspondence including emails/text;
2. Telephone calls;
3. Video visits;
4. Cell searches
5. Other personal communication and writings, and property stored in cells.

INMATES DO NOT HAVE THE CONSTITUTIONAL OR STATUTORIAL RIGHT TO PICK AND CHOOSE WHO IS ASSIGNED TO THE POD, THE CELL, WHAT BUNK IS ASSIGNED, OR WHAT FACILITY AN INMATE IS HOUSED IN.

ALL INMATES ARE CONSTITUTIONALLY PRESUMED INNOCENT ON THEIR CURRENT CHARGE(S), NO MATTER WHAT THEIR CURRENT CHARGE(S) ARE.

ALL INMATES ARE EXPECTED TO BEHAVE AND BE CIVIL WHILE IN THIS FACILITY. INMATES ARE LEGALLY ADULTS AND SHALL ACT APPROPRIATELY.

AN INMATE'S CHARGES ARE NOT ANOTHER INMATES BUSINESS.

INMATES HAVE NO CONSTITUTIONAL EXPECTATION OF PRIVACY IN BOOKING, THE JAIL FLOOR POD AND/OR CELL, HALLWAYS, MEDICAL ISOLATION, PADDED ROOM, WITH MENTAL HEALTH AND/OR MEDICAL PERSONELL, WITH THE EXCEPTION OF CONVERSATIONS WITH THE INMATE'S ATTORNEY OF RECORD.

INMATES MEDICAL INFORMATION IS CONSTITUTIONALLY NOT PRIVILIGED WITHIN THIS FACILITY, AND IS OPEN TO JAIL STAFF, MEDICAL STAFF, THE UNDER-SHERIFF, AND THE SHERIFF. THIS FACILITY CAN NOT LEGALLY DISCUSS YOUR MEDICAL INFORMATION WITH YOUR ATTORNEY, YOUR FAMILY, OR YOUR FRIENDS.

Attorney Privacy Notice

IT IS YOU AND YOUR ATTORNEY'S RESPONSIBILITY to ensure your phone conversations with each other are confidential. You or your attorney are responsible for letting Jail staff know the telephone number of your attorney to ensure the number has been entered into the Jail phone system.

After the attorney office phone number has been verified, the number will be added to the phone system within 48 hours. **This covers your attorney's office number only, unless your attorney of record provides the Ellis County Jail their cell phone number.**

The Ellis County Jail defines, "The Attorney of Record" and for "Legal Mail" as the person determined by the detainee – who the detainee personally recognizes as his legal-assistance

provider in the detainees active Ellis County District Court criminal case and/or, as the attorney a detainee has hired, the detainee's family or friends have hired, or the attorney appointed by the Ellis County District Court for the inmate. Attorneys hired by or for the inmate in other court jurisdictions, or appointed by other courts, will be verified. If the attorney is verified as the attorney for the detainee, the attorney, will be added as an attorney of record for that detainee only.

Most attorney phone numbers and addresses can be found on the Kiosk in the Jail Documents Section.

Constitutionally Privileged Mail to your attorney of record is to be sealed, appropriately marked, and will not be inspected except in the inmate's presence. If the envelope is NOT sealed, the envelope and contents are subject to inspection and are not constitutionally privileged.

Mail to your attorney of record may be opened and inspected in your presence.

Constitutionally Privileged Mail from your attorney of record should be sealed, appropriately marked, and will not be inspected or opened, until you are present to see the inspection of that mail. If the envelope is NOT sealed, the envelope and contents are subject to inspection and are not constitutionally privileged.

Email/text is not constitutionally confidential/privileged between you and your attorney.

Inmate Rules and Regulations

Any violation of the Jail Regulations may result in an inmate being placed on discipline status. Discipline may consist of special housing as well as the loss of privileges such as television for the entire pod, telephone (except for privileged attorney conversations, unless there is an exception), commissary, visitation (except for attorney visitation), email/text restriction, kiosk, and tablets. **Email/text to and from your attorney is not constitutionally privileged/confidential.**

Defacing Facility Property

Inmates are not allowed to write on, paste pictures on, or deface the walls, ceilings, doors, bunks or windows inside the jail.

Nothing is to be placed over or in the vents, lights, windows, or door windows at any time within the pod or the cell for any reason.

Inmates are not allowed to write on or draw on jail issued clothing.

Contraband

You will not make or possess any weapon or narcotic. **Any item sold through this facilities' commissary, and/or any item issued by this facility, which has been altered from its original purpose is considered to be contraband.**

1. Alcohol or the products and attempted making of alcohol;
2. Chemicals, either commercial, or homemade;
3. Club;
4. Mail and/or legal papers exceeding the capacity of the tote with the cover on, more than 1 Styrofoam soup cup, or photographs stuck to the wall, possessing more than one roll toilet paper, hoarding facility issued body wash/shampoo, etc.;
5. Food or consumable items not supplied by the facility;
6. Firearm or ammunition;
7. Glass;
8. Knife, pointed, or sharp edged item;
9. Legal papers belonging to another inmate;
10. Matches, lighters, or fire making material;
11. Metal cans;
12. Hard plastic, nylon, or similar synthetic material;
13. Mind altering substances;
14. Money or financial instrument;
15. Prescription drugs, or medication issued;
16. Projectile or missile;
17. Property of another;
18. Tobacco or tobacco products, vape or vape products;
19. Accumulation of body waste;
20. Any item or device altered from the original designed use which may be used as a weapon or other form of contraband.
21. Any item used for anything other than its designed purpose.

Monitoring System

All phone calls, excluding those made to your attorney of record, are subject to monitoring and recording.

The security cameras are placed in areas of the jail complying with legal mandates and for your safety.

Tampering with security cameras in any manner **will** result in disciplinary action ranging from loss of privileges to the filing of criminal charges.

Disciplinary Procedures and Penalty Code

The disciplinary process in the Ellis County Detention Center is designed to provide a fair and documented due process to the inmate population.

Please READ the Inmate Rules and Regulations before you initiate a grievance procedure.

While in the Ellis County Jail you must always conduct yourself in a well-behaved manner.

Breaches of policy, or inmates' rules and regulations, may result in you being disciplined, being charged with criminal offenses, or both.

Any inmate on phone, email/text, visitation, commissary discipline is not to use another inmate, or another inmates PIN, to communicate directly or indirectly with another person outside of this facility.

Any inmate discovered using the phone, email/text, visitation, or ordering commissary for an inmate who has lost those privileges is also subject to discipline equal to the discipline issued to the inmate that is on active discipline.

Each inmate is responsible to maintain the security and integrity of their PIN.

The actions of one, or more, may cause the entire Pod to lose the privilege of Television.

The loss of television in a pod is **NOT CORPORAL PUNISHMENT**.

Prohibited acts include, but are not limited to the following (Every rule does NOT have to be listed or published):

Minor Infractions - Violations of rules, instructions, or regulations that do not represent serious offenses against persons and do not pose a serious threat to institution order and safety. Sanctions regarding Minor infractions are limited to:

1. Counseling;
2. Verbal or written reprimand;
3. Temporary restriction to cells for a period not to exceed twenty-four [24] hours,

4. Loss of privileges (except Legal Phone and Mail) for a period not to exceed fifteen [15] days; &
5. Disciplinary segregation for a period not to exceed fifteen [15] days.

The following types of behavior or activity will result in disciplinary action and or criminal charges.

1. Abusive / Obscene Language
2. Conduct Gaming Pool
3. Counterfeiting / Forging Document
4. Exchange of Assets
5. Failure to Follow Safety/Sanitary Regulations
6. Gambling
7. Improper Dress / Outside of Designated Area
8. Interfering with and/or Failing to Report for a Count
9. Loaning Property for Profit
10. Lying / Providing a False Statement
11. Misuse of the Intercom
12. Possession of Gambling Paraphernalia
13. Possession of Unauthorized Clothing
14. Refusing to Obey an Order
15. Refusing / Encouraging Others to Refuse to Work
16. Talking to Other Inmates Through the Food Port
17. Unauthorized Contact
18. Unauthorized Correspondence
19. Unauthorized Use of Mail / Phone
20. Being Unsanitary / Untidy
21. Tranquility Violation. Anything deemed by a jailer to be a threat to the safety, security, order, and control of the jail.

Major Infractions - Violations of rules, instructions, or regulations that constitute serious offenses against persons and property and pose a serious threat to institution order and safety. Sanctions regarding Major infractions are limited to:

1. Loss of privileges (except for Legal Phone and Mail) for a period not to exceed thirty [30] days.

2. Removal from work details or programs; and/or
3. Disciplinary segregations for a period not to exceed thirty [30] days.

The following types of behavior or activity will result in disciplinary action and or criminal charges.

1. Assaulting another Inmate
2. Assaulting Staff
3. Being in an Unauthorized Area
4. Conduct that Disrupts / Interferes with Orderly Running of Institution
5. Destroy / Alter / Damage Property
6. Engaging in Sexual Acts with Another Inmate / Making Sexual Proposals or Threats to Another Inmate
7. Attempting or Planning an Escape
8. Extortion / Blackmail
9. Fighting
10. Indecent Exposure
11. Malingering / Feigning Illness
12. Misuse of Medication / Overdose
13. Offering a Bribe
14. Participating in / Encouraging a Group Demonstration
15. Possession of Property Belonging to Another
16. Possession of any Intoxicant / Narcotic / Paraphernalia / Drug Not Prescribed
17. Possession of Money / Currency
18. Possession of Contraband
19. Possession of Tobacco
20. Possession of any Explosive, Gun, Weapon, Sharpened Instrument, Knife, or Tool. 21. Possession of Smoking Materials
22. Preventing a Door from Opening / Closing
23. Participating in / Encouraging a Riot
24. Starting / Attempting to Start a Fire
25. Stealing / Theft
26. Tampering with or Blocking Any Locking Device / Cell Door / Food Port
27. Tattooing / Self-Mutilation
28. Threatening any Person with Bodily Harm

29. Tranquility Violation. Anything deemed by a jailer to be a threat to the safety, security, order, and control of the jail.

If you want to appeal your discipline, you must file an appeal, using the kiosk or a tablet in your pod, within 24 hours of receiving this notice as stated in the Inmate Rules and Regulations. If you lost your kiosk and/or tablet privileges, you will need to use an ICF.

Appealing Disciplinary Actions:

Discipline is based on the issuing officers' discretion.

Discipline does not have to be issued in a progressive order.

Discipline may be issued concurrent to a current/active discipline or consecutive to a current/active discipline.

1 – The inmate will use the grievance form on the pod kiosk or tablet and **fully explain** his/her reasoning the disciplinary action should not be enforced. This must be assigned to the jail staff whose name is on the Disciplinary Notice, by the inmate doing the grieving. Any grievance needs to be submitted within 24 hours of the Disciplinary Notice being issued.

Any witnesses for the grieving inmate, may submit statements via kiosk or tablet using the request system and assigning that statement/request to the jail staff that issued the discipline. If the statement is not assigned to the appropriate jail staff, the statement will not be accepted. Any statements issued via the request system will be compared to statements given at the time of the incident and with any video.

2 –The jail staff who issued the discipline will review the electronic submission and may dismiss or reduce the disciplinary action. If the jail staff agrees with the grieving inmate and reduces or dismisses the disciplinary action, this action will be final and there will be no further appeal.

3 – If the jail staff, who issued the discipline, does not agree with the inmate regarding the discipline issue, the inmate may appeal that decision by using the grievance form on the pod kiosk or tablet, within 24 hours. This appeal of the grievance must be assigned to the Sergeant who covers the shift of the jail staff who issued the disciplinary action by the inmate appealing the grievance. The inmate needs to **fully explain** why they are appealing the discipline.

4 – The Sergeant will review the electronic submission and if the disciplinary action is validated by the Sergeant, the inmate may appeal that decision, using the grievance form on the pod kiosk or tablet by **fully explaining** why they are appealing the discipline, and must assign the appeal to the Lieutenant within 24 hours. The inmate appealing the

grievance must assign the grievance to the Lieutenant. If the disciplinary action is reduced or dismissed by the Sergeant, there is no further appeal, and the action is final.

5 –The Lieutenant will review the electronic submission and the decision by the Lieutenant is final in **Minor Infractions** and not subject to further appeal **unless** the Lieutenant issued the discipline. If the Lieutenant issued the discipline the inmate may appeal the Lieutenants grievance decision to the Hearing Officer for a Minor Infraction disciplinary action. This must be done by using the pod kiosk or tablet within 24 hours. To appeal to the Hearing Officer, you will have to use the pod kiosk or tablet and use the grievance form, **fully explain** why you are appealing the discipline, and you must assign the appeal to the Jail Lieutenant. The Jail Lieutenant will forward the grievance to the Hearing Officer.

6 – If the disciplinary action is for a **Major Infraction**, the inmate will follow the same grievance procedure as they would in a **Minor Infraction**.

7 – If the inmate does not agree with the Lieutenants decision, the inmate will fill out a grievance form, using the pod kiosk or tablet, **fully explain** why the inmate is appealing the discipline. This must be done within 24 hours of the Lieutenant’s decision and must be assigned to the Lieutenant. The Lieutenant will forward the grievance to the Hearing Officer. If the Lieutenant dismissed or reduced the discipline, there is no further appeal.

7 - The Hearing Officer will review the facts of the discipline and meet with the inmate. The decision of the Hearing Officer is final.

8 – IF an inmate has lost Kiosk and/or tablet access, all grievances may have to use a paper ICF and will follow the above rules of procedure. In some cases, an inmate may have to use an ICF to appeal a Major Infraction to the Hearing Officer.

9 – **If you have a medical grievance you will need to use the Kiosk/Tablet and direct the grievance to the Lieutenant.** Medical Grievances go directly to the Jail Lieutenant and are not subject to further appeal after investigation by the Jail Lieutenant.

10 – If you lose your phone privileges you may lose visitation, commissary, and email access.

11 – If you lose kiosk/tablet privileges, your grievance must be filed via an ICF, and you must follow the procedure listed above.

12 - Inmates must **strictly** complete each step of the grievance process to have properly exhausted the jail’s administrative remedies.

13 - Making complaints in “kites,” letters, conversations with staff, and other communication cannot be substituted for strictly complying with the requirements for properly filing and processing grievances.

If an inmate on active discipline is transferred to another facility due to population issues in this facility, or is transferred to a treatment facility, mental health facility, hospital, etc., the discipline will be suspended while that inmate is at the other facility. Upon return to this

facility, the discipline will be reinstated, and the appropriate number of days will be added to determine the new end date of the issued discipline.

Grievances filed for any other reason, including medical, must STRICTLY follow each step of the above listed grievance procedure.

Grievances must be filed within 24 hours of when you noticed a concern that is grievable.

Grievances are NOT a constitutional right.

Abuse of the grievance procedure may result in an inmate being denied future grievances.

Visitation

WARNING: Your video visitation, or any other visitation (excluding legal visitation), may be monitored as there is NO constitutional right of privacy. Jail staff may warn an inmate or visitor(s) of a violation of visitation conduct. Jail staff has the right to terminate the visitation without a warning.

Inmates will NOT have blankets, sheets, or any other item that can cover the face or the body during video visitation.

Facial recognition software has been enabled. Do not make excessive movements or the screen will go black or stop. The audio will continue, until the face is recognized and then the screen will reactivate.

Inmates do NOT have a constitutional right to a contact visit.

Inmate on site visitation will be Tuesday through Friday between 9 AM and 7:30 PM.

All on site visitation will be via video phone located in the lobby area between the Courthouse and the Sheriff's Department.

All video visits will be set up by visitors on CidNet.Net

Up to 3 visitors will be allowed at one time.

On site visitation is for approximately 25 minutes and may be monitored by Jail Staff.

Visitation must be scheduled at least 24 hours prior to the visit.

On site Pod visitation days will be:

Tuesday - Pods A, C, and D

Wednesday - Pod B

Thursday – Pod E and F

Friday – Pod G and H

There is one allowed onsite visitation per week, per inmate.

Out of state family may be given a weekend on site visitation exception on a case-by-case basis to be approved by any of the Jail Sergeants and/or Jail Lieutenant.

Inmates or visitors who simulate sexual activity, flash breasts or genitalia, buttocks, panties, underwear, bra, or discuss sexual activity, masturbate, or conspire to commit a criminal act will lose visitation privileges for a minimum of one month, with visitation permanently banned if the activity is repeated on any subsequent visit.

Visitors will be fully clothed and will not cover their face.

Inmates who violate jail rules and are placed in lockdown and/or lose phone, tablet, or kiosk privileges will **NOT** have visitation privileges during the disciplinary time period.

Family and friends may purchase additional off-site video visitations.

Cost of Off site visits will vary based on duration of visit and how much data is used.

Off site visits may be from the home, via a computer, laptop, I-Pad, etc.

Off site visits will follow the same rules of conduct as on-site visitation.

There will be no visitation with family or friends during court appearances, or during any meeting with your attorney of record.

The use of cell phones or other devices to record images of inmates, during video visitation, is prohibited and will result in the loss of visitation for a period of up to one year. Repeated violations will result in the permanent loss of visitation.

The use of cell phones or other devices to allow communication with another individual who is not present, to visually and or audibly converse with an inmate is prohibited.

Images of an inmate, or any inmate from another facility at any time, taken during visitation and sent to the inmate or any other inmate in the Ellis County Jail will be denied.

No Contact Orders

If a No Contact Order, or Protection from Abuse Order, is in place, as per jail policy, you are not to have any direct, or indirect contact with the Victim of the Order. **If you do have contact or attempt to have contact with the Victim, in any way, disciplinary actions & or criminal charges will be pursued.**

Mail

Except for constitutionally privileged legal mail to or from your attorney of record, all Incoming and outgoing mail will be opened,

scanned, and read, inspected for contraband, or other violations of facility rules.

The Ellis County Jail defines, “The Attorney of Record” and for “Legal Mail” as the person determined by the detainee – who the detainee personally recognizes as his legal-assistance provider in the detainees active Ellis County District Court criminal case and/or, as the attorney a detainee has hired, the detainees’ family or friends have hired, or the attorney appointed by the Ellis County District Court for the inmate. Attorneys hired by or for the inmate in other court jurisdictions, or appointed by other courts, will be verified. If the attorney is verified as the attorney for the detainee, the attorney, will be added as an attorney of record for that detainee only.

Each inmate will be given 3 envelopes and 6 pieces of paper, when placed in inmate housing. Each inmate will get the first 3 letters mailed free of charge after they are admitted even if there is money on the inmate’s account.

Indigent Envelopes are to be used for communication with your family, friends, court, or your attorney. Please decide wisely as to who you send indigent mail to.

Indigent Envelopes with a postage stamp placed on it will be denied. If you are not indigent, envelopes, stamps, and paper must be purchased from commissary if you want to use the mail system.

If an inmate is sent to another facility due to occupancy issues in the Ellis County Jail, upon your return to the Ellis County Jail, you will not be allowed to send 3 additional indigent mailings, unless you are indigent.

Mail is delivered Monday through Friday only.

There is No mail on Holidays.

There will be no direct or indirect inmate to inmate correspondence, email/text, or phone communication within this jail, to or from this jail, to or from another jail, detention center, prison, treatment center, etc.

All outgoing mail must have your full name and the return address of this facility and the full name and address of the person you are sending the mail to on the front of the envelope with no additional markings, except for the words “legal mail” to and from your attorney of record.

All incoming mail must have the full name and return address of the sender and the full name of the inmate and this facility’s address written on the front of the envelope, with no additional markings, stickers, or tape, except for the words “legal mail” to and from your attorney of record.

Incoming appropriately marked privileged Legal Mail (Must be marked **LEGAL MAIL** with the Attorney **of record** name and/or Law Firm on the return address) will be opened in your presence.

Outgoing privileged Legal Mail must be marked **LEGAL MAIL** and to your attorney **of record** address.

Mail is NOT constitutionally privileged to and from the Courts, County Attorney, Corrections, Court Services, American Bar Association, Kansas Bar Association, ACLU, etc., and will be inspected even if sealed and marked as Legal Mail.

Incoming mail, **with the exception of constitutionally privileged legal mail from your attorney of record**, will be opened, inspected, read and scanned. It will be available for your viewing on the kiosk and/or tablet in your assigned pod.

Incoming constitutionally privileged legal mail from your attorney of record will be opened and inspected in your presence.

Outgoing constitutionally privileged legal mail to your attorney of record may be opened in your presence to ensure contraband and other personal mailings are not being sent.

Incoming mail, such as newspapers, will be scanned or photographed and available for your viewing on the kiosk and/or tablet, after the item has been logged.

Newspapers must be electronic, or capable of being scanned, for viewing on the kiosk and/or tablet.

All approved photographs will be scanned and available for viewing on the kiosk and/or tablet in your assigned pod.

Incoming mail, including photographs, will be placed in your property after it has been scanned for your viewing on the kiosk and/or tablet in your assigned pod.

If mail that is placed in your property starts to exceed your tote in the property room, you will be required to fill out a property release to have someone come to the jail to take custody of the mail.

The Ellis County Jail scans all incoming and outgoing mail, **with the exception of constitutionally privileged legal mail to or from your attorney of record**. Scanned incoming mail will be available for inmate viewing on the kiosk and/or tablet in the inmates' assigned pod.

You can aid us in providing better mail service and prevent mail from being returned by telling your family and friends these few don'ts:

All incoming and out-going mail will be inspected except for constitutionally privileged Legal Mail to and from the inmate and their attorney of record.

There will be no inmate-to-inmate correspondence or phone communication within this jail, and to or from this jail, or another jail, detention center, prison, treatment center, safe house, reintegration center, etc.

Do not use an Indigent Envelope with a postage stamp placed on it.

Do not send mail to your attorney, but in care of another individual. That mail will be opened and inspected as it is not privileged.

Do not send any paper or envelope(s) (includes self-addressed), postage stamps, cash, personal checks, payroll checks, or newspaper articles.

Do not put perfume, powder, cologne on the envelopes or letters.

Envelopes and Postcards must have the full name and address of the individual sending the mail, along with the full name and address of the individual the mail is intended for on the front of the envelope, or postcard. Any additional markings on the envelope, other than "Legal Mail" will cause the envelope and contents/mail to be denied.

Do not send an envelope and/or letters that are stained or extremely dirty.

Do not send more than 5 photos.

Do not send anything gang related.

Do not send nude, topless, bottomless, or partially nude photos or drawings. Photographs, or drawings showing underwear, panties, boxers or briefs, any portion of the bra, excessive cleavage, genitalia, buttocks, gang signs, or just tattoos will be denied. Do not cover your face with a cell phone, mask, or any other item. This applies to male and females.

Do not use white out.

Do not send cards or letters with glue, tape, glitter, stickers, string, beads, or labels.

Do not use Inmate Communication Forms, Sick Call Request, Application for Attorney forms, Commissary List, Inmate Rules & Regulations, Inmate Property Form, parts of envelopes, or any other form issued by the Ellis County Jail, for writing notes or other personal mail.

Do not send letters to or from multiple inmates in the same envelope.

No sexually explicit material or writings.

Do not send mail with information about your case that can be used to threaten, intimidate or coerce the victim(s), or witness(s) by others.

All inmate mail being sent out of this facility will NOT be sealed until after it has been inspected and scanned. If it is sealed it will be opened and inspected. **This does not apply to constitutionally privileged legal mail sent to your attorney of record.**

Letters using another inmate's name will be denied.

If you are indigent, you will be provided with materials to send three indigent letters within a seven (7) calendar day period.

You are defined as indigent (in this facility) if you have never had money on your commissary jail account from the time you arrived in jail, or if after having money on your commissary account, you have not had money (99 cents or less) on your commissary account for seven (7) consecutive days.

If you are indigent, with no money on your commissary account, you may order an inmate indigent pack through the commissary.

If you have 99 cents or less on your commissary account and have had that amount for seven (7) consecutive calendar days, you may need to ask jail staff for an indigent pack if you can't order an indigent pack from commissary.

Outgoing indigent mail will not be mailed if the weight of the envelope and contents exceeds one (1) ounce.

Indigent mail turned in at the time of an inmate's release, or after an inmate has been released will not be mailed.

Inmates who are not indigent are NOT constitutionally entitled to free envelopes, paper, postage, and/or mail.

Mail will normally be picked up when the cart is brought to the pods, although it may be picked up randomly throughout the day.

All mail to and from inmates is logged at the time it is received by the designated Jail staff to log and inspect mail.

All incoming mail received after an inmate is no longer in custody of this facility will be logged and forwarded to the inmate or returned to the sender.

Released inmates will be responsible to change their address with the Post Office, friends, and family.

All email/text may be inspected and approved or denied.

Email/text is a privilege and can be denied to an inmate or inmates who do not follow the rules of this jail.

Inmates who are not indigent will be able to send email/text from the kiosk and/or tablet in the Pod.

The cost to the inmate is approximately 10 cents per email sent out.

This cost will be taken from the inmates' tech account balance. Funds can be added at CidNet.Net

Inmates may receive email/text from family or friends. This will be done through CidNet.Net

If an outgoing email/text is **denied**, the inmate will be refunded the cost of the email.

Any email/text attachments sent to an inmate will not be printed off for the inmate.

Do not send an email/text to your attorney of record, and do not request your attorney of record to email/text you. Email/text to and from your attorney of record is NOT privileged.

The applicable rules of conduct for email/text sent to an inmate are:

You can only send one photo per email/text.

Do not send anything gang related.

Do not send nude or partially nude photos or drawings. Photographs showing underwear, panties, briefs or boxers, any portion of the bra, excessive cleavage, or buttocks, gang signs, or just tattoos will be denied. This applies to males and Females.

No sexually explicit material or writings.

The sender of an email to an inmate, must use their full name and have the correct documentation or the email will be denied.

Do not allow any other inmate to send or receive email/text under your pin on the kiosk and/or tablet assigned to your pod, or any other pod, for any reason.

Do not use another inmate's pin to access the kiosk and/or tablet to send or receive email/text for any reason.

Email/text is reviewed by administration at the convenience of the administration.

Telephone / Kiosk

You have no constitutional expectation of privacy in your personal telephone calls, with the exception of calls to your attorney of record.

Inmates will NOT have blankets, sheets or any other items to cover the face or body during video visitation, phone calls, or while using the kiosk.

Speak plainly into the mouthpiece. Do not speak softly or try to whisper. Do not move around while speaking on the phone.

Telephones are located in all Pods (collect calls or pre-paid calls only).

You will need to use your issued ID number and PIN to make calls.

Pre-paid calls can be purchased through commissary.

Be sure to change your PIN after you have been placed in your Pod. The Ellis County Jail will not be responsible if another inmate uses your PIN.

Each inmate is responsible for their PIN security and integrity.

Each inmate should change their PIN somewhat frequently to preserve the PIN security and integrity.

Inmates who violate jail rules and are placed in lock down, may lose their phone privilege.

If an inmate is in lock down and his phone privilege has not been removed, the inmate may make a phone call, while out of lock down for meals.

Loss of phone privileges automatically removes kiosk and/or tablet access including scheduled visitation, commissary, and email access.

There will be no inmate-to-inmate correspondence or phone communication within this jail, and to or from this jail, or another jail, detention center, prison, treatment center, etc.

Do not allow another inmate to use your phone/kiosk/tablet pin for ANY reason. If you do, and that inmate violates a No Contact Order, or another crime, you will lose your kiosk/tablet privilege and you may be charged with a crime and/or disciplined.

Do not use or attempt to use another inmate's phone pin or kiosk/tablet pin for any reason.

Do not make phone calls, send email/text messages, for another inmate.

Do not ask another inmate to make phone calls or send email/text messages for you.

Do not use cleaning supplies on the phones, kiosks, or tablets. You may clean them with the blue rags you were issued.

The use of cell phones or other devices to allow communication with another individual who is not present, to audibly converse with an inmate or another individual is prohibited.

Tablets

Tablets are available for Inmate use for Texting/Email, Audio Calling, Books, Movies, and Radio.

Earbuds will be worn at all times when using the Tablets.

A pair of earbuds will be issued to each Inmate upon entry to the Jail. If an Inmate breaks their earbuds, loses their earbuds, or otherwise needs an additional pair of earbuds, they must be ordered off of the Commissary Menu.

Tablets will be issued to each pod after Breakfast and will be retrieved each night after lockdown for charging. Inmates will leave the Tablets on the dayroom tables for Jail Staff to come through and collect them for charging.

If the battery on a Tablet goes dead during the day, Jail Staff will exchange the dead Tablet for a charged one.

Tablets are NOT personally issued and will be shared amongst all members of the Pod. Any inmate found to be hoarding a Tablet and/or refusing to allow any other inmate to use the Tablet will lose Tablet Privileges.

Any Inmate who refuses to turn over a Tablet when requested by Jail Staff or attempts to keep a Tablet past the check-in time will lose Tablet Privileges.

Any accidental drops/damage to the Tablets must be reported to Jail Staff immediately. Unreported damage will be considered Intentional.

Intentional Damage to the Tablets will result in Criminal Charges being filed and restitution for the cost of the replacement Tablet being issued.

Use of Tablets and Tablet Features is a Privilege and not a Right.

Misuse of Tablets or any Tablet Features may result in Disciplinary Measures including Loss of Privileges and/or Criminal Charges.

Tablet misuse includes, but is not limited to, the following:

1. Not wearing earbuds while using the Tablet
2. Allowing another Inmate to use your Tablet account / Using another Inmates Tablet account
3. Inmate Hoarding a Tablet / Not allowing others to share use of Tablet
4. Harassment of any Outside Contact / Jail Staff Member through use of Tablet Communication Features
5. Failure to turn in Tablet at check-in time or when requested by Jail Staff
6. Failure to report Damage to Tablets
7. Any attempt to manipulate, damage, or sabotage Tablet hardware or software.

Reading Material

All inmates will have access to books. You are expected to treat these books with care and respect.

All books have been donated to this facility.

An inmate may not have more than 3 book cart books, 2 personal books and 1 religious book in their cell at any one time.

If another inmate in your pod has a book you want to read, that inmate must return the book, and you must request the book.

If you are moved to another facility, you must return the books checked out in your name.

If you return and the book you checked out has not been returned, you will not be allowed to check out another book.

If you are moved to another pod, you must take the books checked out in your name to the pod you are being moved to.

Books sent to an inmate from a merchant/publisher are the property of the inmate the books were sent to and only that inmate. Inmates may not trade/release personally owned books to another inmate.

Books, including religious books, used as weights, door stops, etc, will be confiscated and not be reissued for 30 days.

Graphic reading material containing violence or nudity is not allowed.

Paperback (soft cover) books can be received directly from the publisher or other outlet, and received through USPS, UPS, or FedEx only.

Visitors may not leave books for you.

Hardback or leather-bound books are not allowed.

Newspapers are not allowed unless approved by the Jail Lieutenant.

Issued Items

All items must be returned before release from the facility.

If damaged, destroyed, or lost property is turned in, the inmate may be criminally charged.

Each inmate will be issued the following items:

- 1 Mattress (Can't be placed in the dayroom at any time, **DO NOT FOLD**) \$150.00
- 1 Mattress cover \$20.00
- 1 Blanket \$10.00
- 1 Bed sheet \$5.00
- 1 Towel (**DO NOT WEAR on your head**) \$5.00
- 1 Washcloth \$5.00
- 2 Blue or Yellow Cleaning Rags (**DO NOT WEAR on your head**) \$1.00 per cleaning rag
- 1 Cup (toothbrush, toothpaste, deodorant, pencil). Cup \$3.00 \$1.00 for each item
- 1 Spork \$2.00
- 1 Set of: top/bottom jail issued "oranges" boxers, socks, and footwear. Shirt \$10.00
Pants \$10.00 Socks \$5.00 Boxers/Panties \$5.00 Bra \$5.00 Footwear \$5.00
- 3 Indigent Envelopes and 6 sheets of paper
- 1 Tote box and lid. \$25.00
- 1 Pair of Earbuds. \$1.00
- 1 Roll of toilet paper (**DO NOT REMOVE THE** cardboard roll. It must remain in the roll.)

Not Issued

Library book \$5.00

Laundry Bag \$7.00

Tablet: \$589

Inmates who are NOT indigent (indigent in this facility is defined as: When you have never had money on your commissary account or have 99 cents or less on their commissary account for 7 consecutive days) will need to order replacement hygiene items (deodorant, toothbrush, toothpaste) through commissary, as those items are not constitutionally required to be provided after an inmate has been here more than 24 hours. However, those hygiene items issued in the tote box are expected to last 7 days, except for toilet paper which is expected to last 3 days. Please plan ahead and budget appropriately when ordering commissary items.

After you have used the issued toothpaste, and/or deodorant, envelopes, paper, etc., replacement of those items must be purchased from commissary, unless you are indigent.

Notice: If you have legal mail, books, Bible, or other religious books, etc., which exceeds the tote capacity with the lid closed, all excess will be considered contraband and will be disposed of.

Before you are released any drawings and markings on the tote and cover, walls of your cell, bunk, etc. will be removed.

Most Pods are issued 2 bottles of body wash/shampoo. These are expected to last for 7 days and will usually be refilled on Friday evening.

Most Pods are issued 2 bottles of cleaning solution for everyday use. These are expected to last for 7 days. Cleaning solution is usually refilled on the weekend.

Hoarding, misuse, or wasting of the above may result in disciplinary action.

Jail issued clothing must be worn at all times

WHEN you are out of your bunk.

Housekeeping

All inmates will be required to keep the jail clean and sanitary and are responsible for keeping their cells clean.

Daily sweeping of floor;

Mopping of floor once per week;

Clean your living area and make your bed each morning.

Cleaning supplies will be provided for this purpose once per week. Additional cleaning supplies may be requested, as needed, but may not be approved depending on the actual need.

Inmates failing to do so are subject to disciplinary action and/or loss of privileges.

The toilets have a timer installed. The toilet shuts off for one hour if there are more than three flushes in 15 minutes.

Jail Staff WILL NOT reset your toilet if you run out of flushes.

Laundry

Sheets, Mattress Covers, Towels, Wash Cloths, Boxers and Socks will be changed out once per week. Oranges will be changed twice per week. Undergarments/whites will be washed on Wednesday nights.

Blankets will be changed every 60 Days.

Haircuts & Nail Clippers

An inmate may request to get a haircut by submitting a request using the pod kiosk.

The cost of haircuts is \$20.00, and funds must be in your account and remain on your account before an appointment will be made.

The trimming or shaving of a beard is \$5.00.

Razors will be available only on Monday, Wednesday, and Friday after breakfast.

Each inmate MUST request a razor before one will be issued.

All Razors will be returned to staff and razors will NOT be broken before returned to staff.

Nail clippers will be issued to the pods on the schedule below. The nail clippers will be at the pod door for your use on the assigned day. Please have the nail clippers at the pod door before lockdown.

Sunday - A Pod

Monday - B Pod

Tuesday - C&D Pod

Wednesday - E Pod

Thursday - F Pod

Friday - G Pod

Saturday - H Pod

Commissary

Commissary is ordered by you using your ID and PIN once a week. Orders must be submitted by 10:00PM on Sunday night.

You will normally receive your order by the following Thursday.

After you have used the issued toothpaste, toothbrush, deodorant, marked indigent envelopes, paper, etc., replacement of those items must be purchased from commissary, unless you are indigent.

Sufficient funds must be in your account to purchase commissary items.

All sales are final.

You shall be responsible for maintaining your commissary, phone, email/text balance.

You are responsible to maintain the security of your PIN and not allow anyone to use it.

There is a monetary limit of \$150.00 on weekly purchases of commissary items.

No money may be transferred between inmate accounts.

Money placed on an inmates account is the property of that inmate and is subject to applicable state and federal banking laws.

Inmates may not release their funds to any other individual. (This does NOT include the withdrawal of funds from an inmates account to satisfy medical expenses, or damaged property expenses, or expenses incurred while in this facility)

Visitors will be able to add funds to your account by using the kiosk in the lobby or by going to www.jailatm.com. The lobby is locked after 5:00 PM during the week, and all day on weekends and holidays.

50% of your incoming money will be applied to any outstanding medical bills.

Commissary purchased and removed from this facility and taken to another facility will not be accepted on the jail floor upon your return to this facility.

Commissary from another facility will not be accepted on the jail floor of this facility.

Inmates will not request the commissary of another inmate that has been or is going to be released.

If an inmate has family or friends put money on another inmate's account to avoid paying medical fees, or for any other reason, the money put on an inmates account is the property of that inmate and is subject to the banking laws of the United States and the State of Kansas.

If an item is available on commissary, a substitute or similar item may not be purchased by family and friends and brought/sent to the jail for the inmate (example body wash/shampoo, pinochle cards, etc.).

No payroll or personal checks will be accepted.

The only checks allowed to be applied to your account are checks issued by another facility or Law Enforcement Agency.

You are defined as indigent (in this facility) if you have never had money on your commissary jail account from the time you arrived in jail, or if after having money on your commissary account, you have not had money (99 cents or less) on your commissary account for seven (7) consecutive days.

If you are indigent, with no money on your commissary account, you may order an inmate indigent pack through the commissary.

If you have 99 cents or less on your commissary account and have had that amount for seven (7) consecutive calendar days, you will need to ask jail staff for an indigent pack.

Outgoing indigent mail will not be mailed if the weight of the envelope and contents exceeds one (1) ounce.

Your commissary balance is available by using the telephone, kiosk, or tablet.

Medical Services

Jail staff **cannot** discuss your medical condition with your family, friends, or attorney unless court ordered, or there is a signed release of information from the inmate. The release of information is only between the inmate and the person designated by the inmate and Jail staff, or approved facility to discuss your medical condition.

Inmates **DO NOT** have the constitutional right to pick who provides them medical services while they are in jail.

Inmates can constitutionally refuse the offered medical treatment. That does not allow inmates to pick and choose who provides them medical treatment.

If an inmate comes in with a prior non-emergency medical issue, the Ellis County Jail and medical services is not obligated, nor constitutionally required, to make the inmate “whole” again.

The Ellis County Jail and medical services are only constitutionally required to maintain and not “make whole” an inmate’s health at the time of acceptance.

Inmates who become ill or injured are entitled to medical care no matter what your financial status is **(this does not guarantee choice of treatment)**.

The jail nurse will be available Monday through Friday, in the mornings to see inmates who have submitted a **Sick Call Request Form**, stating a health problem. **There is a \$10.00 administrative fee** for this service.

There is a \$10.00 administrative fee for each prescription ordered by the Ellis County Jail Medical Provider and for each refill.

There is a \$25.00 administrative fee for Dental and other offsite medical services. Offsite requests must be approved by the Ellis County Jail Medical Provider unless there is an

emergency. Inmates will not be charged a \$25.00 administrative fee for a **VALID** emergency medical service.

Inmates who are financially able to pay for medical care and prescriptions will be responsible for the cost of these services.

If the inmate is indigent at the time of service and later receives funds for his account, 50% of incoming money will be used to pay for the medical service before it is used for commissary purchases.

If you have Medical Insurance, please let Jail Staff know.

Inmates on Medicaid and/or Medicare are not allowed to use those services in this facility due to state fraud regulations.

No inmate will be denied medical service because of lack of funds.

Feigning an illness or medical condition will result in disciplinary and/or legal action.

Inmates incurring medical expenses for treatment will have those expenses added as a debit to their account.

Inmates are expected and/or required to repay Ellis County for their medical expenses.

After an inmate has been released, Ellis County has the option of seeking repayment for medical expenses, via Court Order, Small Claims Court, Civil Court, or through a Collection Agency.

Medication

Prescription Medications will be administered at 8:00 AM and 8:00 PM.

All medication must be taken at the time it is dispensed with water if your medication is taken by mouth.

You will swallow the prescription medication in the presence of the jailer or nurse.

You will be asked to open your mouth so that the jailer or nurse may see that it was swallowed.

Saving medication of any kind is a serious infraction.

Creams must be used before you will be issued another.

Jail staff are not allowed to issue over the counter medication unless approved and ordered by the jail physician.

Your family may bring your prescription medication (subject to approval by the Ellis County Jail medical provider, and Medicare/Medicaid rules), eyeglasses, contacts, and/or contact lens solution, to the Sheriff's Office. Contacts and contact lens solution must be in unopened containers.

Your medications, including over the counter medications, must be approved by the doctor contracted to serve the Ellis County Jail before you will be allowed to have the medication administered to you.

Medical Grievances

Grievances concerning medical care and/or treatment will be assigned to the Lieutenant by the complaining inmate, using the grievance icon on pod kiosk and/or tablet.

The grievance must be marked, "Medical", or it will be denied.

The Lieutenant will investigate the complaint and respond back to the inmate. The Lieutenant's decision is final and is not subject to appeal.

You must fully and completely follow the grievance procedure previously detailed under Disciplinary and Penalty Code.

Mental Health

If an inmate is interested in pursuing mental health services, you will need to complete an Inmate Referral Form and the appropriate releases of information. You will need to request the Inmate Referral Form from Jail Staff. After the form is appropriately and **completely** filled out, HPMH will review your information and send additional forms (Release of Information and acceptance of treatment) to the jail. Jail staff will observe you initialing and signing the Release of Information forms.

HPMH will not provide medication services while you are being held in this facility. If you are needing medication, you will need to fill out a sick call request.

Meals

All inmates will be provided three (3) meals per day. This may not occur depending on when an inmate is booked in or released.

If you are in need of a special diet because of a medical problem or religious reason, please have your physician and/or clergy contact the jail staff.

NOTICE: This jail does NOT serve pork meat, or pork meat products.

Lockdown

Normal Lockdown is at 10:30 PM.

All TV's and phones will be turned off, and inmates will return to their respective cells.

Tablets are to be left on the dayroom tables for staff to collect and charge.

Cell lights will be turned on between 6:00 - 6:30 AM and remain on till 10:30 PM lockdown.

By request cell lights may stay on until 2:00 AM.

Cells will be unlocked between 6:00 and 6:30 AM.

Lockdown may be called at any time during the day or evening.

When any lockdown is announced, inmates will immediately go to their assigned cells and close the cell doors. Inmates in dorm settings will immediately go to their assigned bunk.

Smoking

This is a NO SMOKING facility.

Tobacco items, matches, lighters, E-cigarettes are contraband, and possession will result in discipline and/or prosecution.

Property & Property Release

Only the following property will be accepted at the front window: Prescription Eyeglasses, Contacts, Prescription Medication (Subject to approval by the Ellis County Jail Medical Provider), Driver's License, State Issued ID, Social Security Card, a valid Passport, and clothing for a jury trial the next day (NO Neck Ties).

Any property, or similar item, brought to the front window that can be purchased from commissary will be denied.

Any property left here upon your release must be picked up within 30 days.

If not picked up the property will be disposed of 30 days after your release.

Any property may be released to another individual that is not an inmate, by completing a property release form.

Property may not be released to another inmate.

If you are being released to a treatment program, **you** are responsible to have any additional property/clothing delivered to that location.

If you are being transported **to or from** a treatment program, jail staff **will not accept and will not transport more than one medium size luggage bag containing hygiene articles, detergent, and clothing only. Any additional items (Food, Snacks, Soda, Water, Tobacco Products, etc.) will be removed from the luggage bag and destroyed.** Any items you received, or someone sent to you, while you are in treatment, you and the person who sent or brought those items to the treatment facility, are responsible to have those additional items picked up before you are released from treatment.

If you are being transported to Kansas Department of Corrections, you will only be allowed to take 1 bible, and your legal paperwork. KDOC is allowing inmates to bring their Driver's License, State Issued Identification Card, Social Security Card, Birth Certificate, Passport, and/or DD-214, IF those items are available. Nothing else will be allowed.

The Ellis County Jail will NOT mail any property items to another inmate or individual.

Stationary Cart

The stationary cart will be provided one time per day for those inmates that need an Inmate Communication Form, Property Release Form, Sick Call Request, Application for Attorney, or toilet paper. You will only get 1 of each form at the time you request it.

A roll of toilet paper will last for at least three days.

The cardboard tube must remain within the roll.

Possession of more than one roll of toilet paper will be considered hoarding and the extra will be taken as contraband.

Mail, Sick Call Requests, and ICF's from inmates will be picked up at this time. Only 1 ICF, Sick Call Request, etc. will be issued per day.

*Paper and Envelopes, Deodorant, Toothpaste, Toothbrush will only be issued to inmates that are indigent. These items are received through commissary by ordering an Indigent Pack at no charge. This applies to Indigent Inmates Only. **You must turn in your old indigent items (excluding paper and envelopes) before you receive your indigent package.**

Attorney Visits

Attorney-Client visitation is conducted during any reasonable hour except breakfast (6:00 AM - 7:00 AM, lunch (11:30 AM - 12:30 PM), and dinner (4:30 PM - 5:30 PM), and generally after lockdown at 10:30 PM. If you do need to meet with your attorney during mealtimes, your meal will not be saved for you. After hours, and weekend Attorney-Client visitation is allowed with the same rules as previously stated concerning mealtimes.

No attorney (or any other visitor) is allowed to bring in or carry out any food, mail, notes, packages, money, or any other item of communication between inmates or any member of the community, or other members of the inmate population unless approved by the Lieutenant and those items are logged in the inmates' file.

If you want copies of state statutes you are more than welcome to call, write, or email/text someone and have them mail, email, or text you that information. This will prevent any discrepancy, and accusation, jail staff intentionally gave the inmate the wrong information.

Jail staff are not attorneys or para-legals and cannot give any legal advice other than what is in the Inmate Rules & Regulations.

Most appointed attorneys will not respond to an inmate until charges have been filed. Inmates may get information as to who their attorney will be, but the attorney most likely will not respond until they have received the paperwork regarding your charges.

Religion

If you need a meeting with a priest or other clergy, please use the pod kiosk and/or tablet and submit a request.

Staff will attempt to arrange the requested meeting. However, the priest or clergy available may not be of the religion of your choosing.

The Ellis County Jail IS NOT constitutionally required to purchase religious text or provide religious materials for you.

If you want a specific religious text or materials, those items may be purchased, by you, a friend, or family member and have that item(s) shipped directly from the publisher.

No hardback, leather bound, or metal covers allowed. Paperback only.

A religious organization may make religious materials available by a donation, but you are responsible to contact the religious organization.

The Ellis County Jail relies on individuals to donate bibles to be given to the inmates. If the donors do not provide the bibles, you may purchase a Christian Bible or the Quran from commissary.

A pastor generally visits this facility on Thursday or Friday afternoons.

Substance Abuse Testing

The Ellis County Jail may randomly, or with reasonable suspicion or probable cause, order an inmate to provide a breath and/or a urine sample. Refusal to provide or comply with the order within forty-five (45) minutes shall result in major disciplinary action against the inmate.

Miscellaneous

Do not request the time.

Do not request to be an inmate worker.

Do not ask if you have any "holds" from another jurisdiction.

Do not ask for a mail log.

Abuse and breaking of the TV remotes due to carelessness or intentional acts may result in no TV and no TV Remote for 45 days.

Do not jerk the phone cords or punch the keypads.

Damaging a Kiosk and/or Tablet in the pod will take a minimum of two weeks to repair.

Do not request your court date and time. It is your responsibility to listen in court if they give a court date and time. Otherwise, contact your attorney for that information.

Board Games, as well as other games (including cards), must be approved by the Jail Lieutenant before a game is ordered unless the game can be purchased through commissary.

Games NOT Approved include Risk; Scrabble; Backgammon in the briefcase/Satchel, Candy Land, Chutes and Ladders, Battleship, Pictionary with markers, Loteria Gacela, King Size playing cards.

The intercom is for emergencies. For questions and other requests, please use the kiosk and/or tablet.