

Book # _____

Ellis County Jail

105 West 12th Street

Hays, Kansas 67601

(785) 625-1050

Sheriff Ed Harbin



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

THIS BROCHURE MUST BE RETURNED UPON YOUR RELEASE FROM THIS JAIL.

UPDATED 04/18/2019

Posted online at: <https://www.ellisco.net/DocumentCenter/View/1467/ELSO-Jail-Rules?bidId=>

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 privacy rights, which includes, but are not limited to:

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

Attorney Privacy Notice

IT IS YOU AND YOUR ATTORNEY'S RESPONSIBILITY to ensure your phone conversations with your attorney 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.**

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

Mail to your attorney of record is to be sealed, and appropriately marked, and will not be inspected. If the envelope is NOT sealed then the contents are subject to inspection.

Mail from your attorney of record should be sealed, and appropriately marked, and will not be inspected or opened, until you are present to see the inspection of that mail.

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, telephone (except for attorney), commissary, visitation (except for attorney visitation), and/or mail/email restriction (except for mail to/from your attorney and/or the court, and the kiosk.

Email/text to and from your attorney is not protected or confidential).

Defacing Facility Property

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

Nothing is to be placed over or in the vents, lights, windows, or door windows at any time.

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 jail commissary, any item issued by this jail, 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. Commissary and 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 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 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;
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 it's designed purpose.

Monitoring System

All phone calls, excluding those made to your attorney (of record), are subject to monitoring a 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, documented due process to the inmate population.

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

Breaches of policy may result in you being disciplined, being charged with criminal offenses, or both.

Television is a privilege.

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

The loss of Television is **NOT CORPORAL PUNISHMENT**.

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

Minor Infractions - Violations of rules, instructions, or regulations which do not represent serious offenses against persons and do not pose a serious threat to institution order and safety.

Repeated violations of Minor Infractions can result in increased discipline to match those of Major Infractions.

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 for a period not to exceed fifteen [15] days per incident; and
5. Disciplinary segregation for a period not to exceed fifteen [15] days per incident.

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

1. Abusive, derogatory, demeaning, inappropriate speech, or physical action;
2. Being unsanitary or untidy;
3. Excess commissary supplies or items;
4. Blocking or obstructing the pathway of another;
5. Blocking or tampering with a vent duct;
6. Legal papers belonging to another inmate;
7. Conduct prejudicial to good order and discipline;

8. Counterfeiting, forging, or unauthorized reproduction;
9. Money or financial instrument;
10. Encouraging, facilitating, or conspiring with others;
11. Property of another;
12. Extortion or intimidation;
13. Tobacco or tobacco products;
14. Failing to keep person or quarters in high standards;
15. Failing to move aside for an officer, employee, or visitor;
16. Failing to perform work as instructed by a staff member;
17. Failing to report as directed;
18. Failing to stand count or late return;
19. Failure to follow safety or sanitation regulations;
20. Failure to maintain personal hygiene or clean uniform;
21. Failure to maintain clean hair;
22. Gambling;
23. Hoarding of food, personal supplies, or other items (each inmate may have 1 commissary Styrofoam cup);
24. Interfering with the taking of a count;
25. Loaning of property or anything of value for profit or increased return;
26. Lying or providing a false statement to a staff member;
27. Operating a business in the jail;
28. Participating in an unauthorized meeting or gathering;
29. Possession of property belonging to another person or government;
30. Possession of legal papers, documents, or evidence of another;
31. Refusing to promptly obey an order;
32. Unexcused absence from work or any assignment;
33. Using abusive language;
34. Violating a condition of temporary release;
35. Wearing a towel, wash cloth, cleaning rag as a hairpiece or covering of the head.
36. Crossing over yellow line, standing against the windows to look out, knocking on the windows;
37. Inmates will not be allowed in any cell other than the cell the inmate is assigned to;

38. Using another inmate to pass Legal papers, property, letters, notes or evidence through the mail, or from Pod to Pod, or upon the inmates release;
39. Do Not cover any light fixture;
40. Violation of any facility rule.

Major Infractions - Violations of rules, instructions, or regulations which 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 for a period not to exceed thirty [30] days per incident;
- 2 Removal from work details or programs; &
- 3 Disciplinary segregation for a period not to exceed thirty [30] days per incident.

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

1. Alcohol;
2. Being in an unauthorized area;
3. Being in the area of, having control over, or possessing contraband;
4. Chemicals, either commercial, or homemade;
5. Club;
6. Blocking a viewing device, i.e., windows, monitors, mirror, doors;
7. Blocking an officer's view with a device (towel, sheet, etc.) or body movement;
8. Firearm or ammunition;
9. Glass;
10. Knife, pointed, or sharp edged item;
11. Matches or fire making material;
12. Metal cans;
13. Hard plastic, nylon, or similar synthetic material;
14. Creating a disturbance;
15. Destroying, altering, or damaging facility property or property of another;
16. Disrespect toward a staff member;
17. Body piercing self or another;
18. Mind altering substances;
19. Prescription drugs;
20. Projectile or missile;

21. Disruptive conduct or interfering with security;
22. Encouraging others to refuse to work;
23. Accumulation of body waste;
24. Any item or device altered from the original designed use which may be used as a weapon or any other form of contraband **(do NOT break issued razor blades)**.
25. Fighting, assaulting, or arguing with another;
26. Interfering with a communication device;
27. Leaving the facility without authorization;
28. Making, possessing, or using intoxicants;
29. Malingering or feigning an illness;
30. Misuse of authorized medication;
31. Possession of contraband;
32. Starting a fire or burning an object;
33. Stealing [theft];
34. Tampering or obstructing a security device;
35. Interfering with a life safety device;
36. Tampering with or obstructing a locking device;
37. Threatening behavior;
38. Touching, striking, or interfering with an employee;
39. Giving or offering staff members a bribe or anything of value (monetary or otherwise);
40. Tattooing self or another;
41. Do Not share you phone PIN with another inmate. You may be criminally charged for Aiding and Abetting a Crime if there is a No Contact Order, or another crime;
42. Do Not allow another inmate to use the kiosk under your name. You may be criminally charged for Aiding and Abetting a Crime if there is a No Contact Order, or another crime;
43. Violation of any municipal, county, state, or federal law;
44. Violation of any facility rule.

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 and **fully explain** his/her reasoning the disciplinary action should not be enforced. The request for an appeal needs to be submitted within 24 hours of the discipline being issued.

2 –The jail staff who issued the discipline will review the electronic submission and may dismiss or reduce the disciplinary action. The 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, using the pod kiosk, within 24 hours, to the Sergeant who covers the shift of the jail staff who issued the disciplinary action.

4 – The Sergeant will review the electronic submission and if the disciplinary action is validated by the Sergeant, the inmate may appeal, using the pod kiosk to the Lieutenant within 24 hours. 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 initial discipline. In such a situation the inmate may appeal to the Hearing Officer for a Minor Infraction disciplinary action using the pod kiosk within 24 hours. To appeal to the Hearing Officer you will have to use the pod kiosk to request the appeal through the Jail Lieutenant, and 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 request, using the pod kiosk, within 24 hours to the Hearing Officer. The Jail Lieutenant will forward the grievance to the Hearing Officer. If the lieutenant dismissed or reduced the discipline there is no further appeal.

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

8 – IF an inmate has lost phone privileges all grievances will 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 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 lose visitation, commissary, and email access.

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

Grievances filed for any other reason must follow the above listed grievance procedure.

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

Visitation

WARNING: Your video visitation, or any other visitation, may be monitored as there is NO 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 do NOT have the 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 at jailfunds.com

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

Out of state family may be given a weekend on site visitation exception on a case by case basis to be approved by both 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.

Inmates will NOT have blankets, sheets or any other items to hide their face or body, during video visitation.

Visitors will be fully clothed.

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

Family and friends may purchase additional off site video visitations.

Each inmate will be allowed up to three off site video visitations per day, 7 days a week, between the hours of 9am and 10pm.

The cost is \$7.60 for a 20 minute visit, and must be paid by the offsite visitor.

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 and must be made a minimum of 24 hours in advance.

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

No Contact Orders

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

Mail

All Incoming and outgoing mail will be opened and inspected for contraband, or other violations of facility rules, except for legal mail to or from your attorney of record.

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 inmates 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.

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 inmate to inmate correspondence 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.

All incoming mail must have the full name and return address of the sender and the full name of the inmate and this facilities address written on the front of the envelope, with no additional markings, stickers, or tape.

Incoming appropriately marked 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 Legal Mail must be marked **LEGAL MAIL** and to your attorney (**of record**) address.

Legal Mail to and from the Courts, County Attorney, Corrections, Court Services, etc. will be inspected.

Incoming mail, with the exception of legal mail from your attorney of record, will be opened and inspected.

Incoming mail, with the exception of legal mail from your attorney of record, will be scanned and will be available for your viewing on the kiosk in your assigned pod.

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

Incoming mail, such as magazines or newspapers, will not be scanned, but will be issued to the inmate after the item has been logged.

Magazines and Newspapers must be pre-approved.

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

Incoming mail, with the exception of photographs, will be destroyed after seven (7) days after it has been scanned for your viewing on the kiosk in your assigned pod.

Photographs sent to an inmate, after they have been approved and scanned, will be placed in the inmates' property.

The Ellis County Jail scans all mail, **with the exception of legal mail**. Scanned mail will be available for inmate viewing on the kiosk 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 Legal Mail to and from the inmate and their attorney (of record).

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

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

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

Do not write or draw anything on the envelope, except for your full name, address and full name and address of the person or inmate you are mailing the letter to.

Do not send 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 or partially nude photos or drawings. Photographs, or drawings showing underwear, panties, boxers or briefs, any portion of the bra, excessive cleavage, genitalia, or buttocks will be denied.

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 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. If it is sealed it will be opened and inspected. **This does not apply for mail sent to your attorney (of record).**

If you are indigent, you will be provided with materials to send three letters per 7 calendar days.

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

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

If you have .01 to .99 cents on your account, and have had that amount for 7 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.

Inmates who are not indigent are NOT entitled to free postage/mail.

Mail will be picked up when the cart is brought to the pods.

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

Magazines will NOT be forwarded or Returned to Sender.

Released inmates will be responsible to change their address with the Post Office, magazine publisher, 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 in the Pod.

The cost to the inmate is 50 cents per email sent out.

This cost will be taken from the inmates' phone time, or debit time, purchased through the commissary account (See Commissary through www.jailatm.com).

Inmates may receive email/text from family or friends at no cost to them or the inmate. This will be done through jailfunds.com

If an outgoing email 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 are NOT privileged.

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

You can only send one photo per email.

Do not send anything gang related.

Do not send nude or partially nude photos or drawings. Photographs showing underwear, panties, boxers, any portion of the bra, excessive cleavage, or buttocks will be denied.

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.

Telephone / Kiosk

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

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.

If you need to make a TTY call, you will need to dial 7-1-1.

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 access including scheduled visitation, commissary, and email access.

Inmates will NOT have blankets, sheets or any other items to hide their faces or body during phone conversations.

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

Reading Material

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

A list of reading material (Books) available to inmates is on the kiosk.

An inmate may not have more than 2 books and 1 Bible and 2 other religious books in their cell at any one time.

An inmate may check out a book for 2 weeks.

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.

If books are damaged (other than normal wear) or destroyed, the inmate the book is checked out to will be charged \$5.00 per book damaged or destroyed.

Graphic reading material containing violence or nudity is not allowed.

Magazines and paperback (soft cover) books can be received via subscription or 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 will be fined (money removed from commissary) or 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 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 Envelopes and 6 sheets of paper
- 1 Tote box and lid. \$25.00
- 1 Roll of toilet paper (cardboard roll must remain in the roll.) \$1.00

Not Issued

Library book \$5.00

Laundry Bag \$7.00

Notice: If you have, photographs (5 allowed), letters, papers, legal mail, 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. Most Pods are issued 2 bottles of cleaning solution for everyday use. These are expected to last for 7 days. Hoarding, misuse, or wasting of these 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.

Cleaning supplies will be provided for this purpose at least once a week.

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

Daily sweeping of floor.

Mopping of floor once per week.

Clean your living area and make your bed each morning.

Laundry

Sheets, Mattress Covers, Towels, Wash Cloths, and Oranges will be changed once per week. Boxers and Socks will be twice per week.

Blankets will be changed every 60 Days.

Inmate Haircuts

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 Tuesday, Thursday and Sunday 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.

Commissary

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

Sufficient funds must be in your account.

All sales are final.

You will be responsible for maintaining your balance.

You will receive your order by the following Friday.

There is no limit on weekly purchases.

No money may be transferred between inmate accounts.

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 business hours 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 you have family or friends put money on another inmates account to avoid paying your 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.

Medical Services

Jail staff **can not** discuss your medical condition with your family, friends, or attorney unless court ordered, or there is a release of information.

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

Inmates who become ill or injured are entitled to medical care **(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 jail doctor and for each refill.

There is a \$25.00 administrative fee for Dental and other offsite services.

Offsite requests will be approved by the Jail medical staff unless there is an emergency.

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.

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 required to pay 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 will not issue over the counter medication issued unless ordered by the jail doctor.

Your family may bring your prescription medication, eye glasses, contacts, and/or contact lens solution, to the Sheriff's Department. Contacts and contact lens solution must be in unopened containers.

Your 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.

For medical problems or symptoms not described below, please complete a Sick Call Request Form to see the physician or nurse.

PATIENT MEDICAL EDUCATION

This information is designed to assist inmates in identifying and treating common ailments. It is strongly recommended an inmate seek medical attention if a problem persists or you experience additional symptoms.

COMMON COLD

The common cold is caused by many different types of viruses and is not serious. The usual symptoms include sneezing, stuffy nose, watery nasal discharge, scratchy throat and cough. You may feel achy, tired and have a headache. Colds are not cured by taking antibiotics like penicillin. A cold must run its course. Symptoms are usually worse the 2nd & 3rd days and should stop within 4-7 days. A cough may last longer than this, especially if you smoke.

Adults average 2-4 colds per year. Colds usually occur more in the fall and winter. The viruses which cause colds are spread mostly by drainage from the nose, coughing and sneezing. You should cough and blow your nose into paper (Kleenex or toilet paper) and throw it into the trash can right away. Try not to get really close to anyone coughing or sneezing who does not cover his/her mouth. ALWAYS wash your hands after you blow your nose or sneeze.

Do the following if you have a common cold:

1. Drink lots of fluids especially clear fluids such as water.
2. Stop smoking. Smoking can make your cold worse. Smoking can cause respiratory problems and cancer.
3. May take 2 Regular Strength Tylenol tablets for fever, headache, and aches and pains associated with a cold. Antibiotics are not indicated for treatment.

4. Rest as much as possible.

You may need some medications to relieve some of the symptoms. If your symptoms get worse put in a sick-call request to see the medical department.

GAS, BELCHING & HEARTBURN

Eating gas-forming foods and swallowing air while you eat can cause gas. Do the following if you have gas:

1. Take 1-2 antacid tablets for heartburn, or gas, up to 4 times a day if needed.
2. Avoid gas-producing foods.
3. Chew foods slowly.

INDIGESTION

Eating gas-forming foods or swallowing air can cause indigestion; it usually is not a serious condition. Cabbage, coffee, tea, carbonated beverages may cause gas. Do the following if you have gas:

1. Avoid eating foods that cause problems.
2. Avoid overeating.
3. Remain in an upright position 1-2 hours after eating.
4. Chew your food well and avoid eating fast.
5. Avoid chewing gum which creates air in your stomach.
6. Avoid eating 1-2 hours before bedtime.
7. Stop smoking. Smoking increases acid production.
8. Take antacids: 2 tablets between meals and at bedtime.

NAUSEA AND VOMITING

Nausea and vomiting can have many causes. The stomach flu is a common cause and does not last for more than 24-36 hours. Diarrhea may also develop. If you are sick to your stomach or throwing up, you should do the following:

1. Drink only clear liquids for the next 24 hours.
2. Drink small amounts or sips if you cannot keep anything down.
3. Don't take aspirin, laxatives or antacids while you are sick to your stomach.
4. Rest for 24 hours.
5. When you are feeling better, start eating food gradually.
6. Do not eat a lot of spicy, greasy foods at first.

See the nurse if:

You don't feel better in 24 hours.

You can't keep any liquids down.

You start vomiting up blood.

You get a fever and increased stomach pain.

URINARY DISCOMFORT

Urinary discomfort is common in females. It is caused by bacteria entering the urinary system through the tube leading to the bladder where the urine is kept. Ways to prevent urinary discomfort:

1. Drink 8 glasses of fluid per day.
2. Limit drinking caffeine drinks while having symptoms.
3. Urinate when you feel the urge.
4. Don't hold urine for long periods of time.
5. Avoid activities (masturbation) which cause friction to the urine outlet.
6. Take all medications until gone.

The symptoms of an infection should begin to get better in 24-36 hours after starting an antibiotic.

TOOTH DECAY & GUM DISEASE

Tooth decay and gum disease begin with plaque. Plaque is a sticky, invisible film containing bacteria. It is the major cause of tooth decay and gum disease. It is constantly forming over the teeth. How does plaque cause cavities?

1. When you eat sweet foods, the bacteria in plaque combines with sugar to form decay acid which attach to the enamel on your teeth.
2. The cavity grows larger as it enters the dentin.
3. Decay weakens the enamel further and reaches the sensitive layer of the tooth.
4. If decay is not checked, an abscess may occur or the bone may become infected.

How does plaque cause gum disease?

1. Plaque collects beneath the gum line and irritates the gum tissues. This may cause your gums to bleed when you brush.
2. If plaque isn't removed, it becomes hardened and forms tartar increasing the irritation to your gums.
3. Plaque will begin to destroy the tissue holding the gums to the teeth. Brush to remove plaque.

1. Prevent tooth decay and plaque by brushing.
2. Hold your toothbrush at a 45-degree angle to the gum line.
3. Brush back & forth with short strokes, covering 1-2 teeth at a time.

4. Brush the back of your teeth – inside & outside.

HEADACHE

Most people have headaches. Most headaches are not serious. Many things can cause headaches – tension, sinus congestion, caffeine, smoking, medications and high blood pressure. Do the following if you have a headache:

1. Avoid whatever causes your headache.
2. Take 2 Tylenol tablets 2 times a day.
3. Use moist, cool cloths if this helps relieve the headache.
4. Rest. Don't watch TV. Avoid noisy interaction.

SORE THROAT

Viruses cause most sore throats – antibiotics cannot kill a virus. It takes 4-7 days for a sore throat to get better. Do the following if you have a sore throat:

1. Gargle with warm, salty water several times a day.
Do not swallow the salty water.
2. Drink plenty of fluids.
3. Take 2 Tylenol tablets for fever and pain 2 times a day.
4. Stop smoking.

Return to the nurse if conditions get worse or you have no relief.

SPRAIN

Stressing or twisting a joint or body usually causes a sprain. Swelling usually occurs and can cause pain. Do the following if you have a sprain:

1. Keep the injured area elevated for 48 hours. This decreases the swelling and throbbing.
2. Use cold-water cloths on the area for 24 hours and avoid using.
3. Take Tylenol 2 times a day for pain.
4. Notify the medical unit if numbness, tingling, cold or blueness appears to the area below the injury.

SKIN RASH

Many things can cause rashes:

- Plants – chemicals - medications - infections

Often it is impossible to identify the cause of a rash. The treatment for a rash is to remove what is causing the rash and to relieve symptoms.

Do the following if you have a rash:

1. Wash or bathe in cool water only.

2. If you know what it is, avoid the cause of the rash.
3. Notify medical unit if symptoms of infection occur:

Increased redness or swelling, pus formation, heat, red streaks, increased pain or the rash is spreading.

ACNE

Acne is a buildup of oil at hair roots and oil glands. Acne may be blackheads, whiteheads or pimples. There are some factors that cause acne to be worse: some foods, hormones, stress and contact with irritating or oily substances may cause breaking out to get worse. Do the following if you have acne:

1. Wash your face and any other area that breaks out at least 2-3 times a day. Use mild soap and don't rub hard.
2. DO NOT squeeze or pick the pimples, this may cause them to get worse or infected.
3. Wash your hair at least 3 times a week and don't use oils on your hair.
4. Eat a balanced diet.
5. Don't use oily make-up or creams on your face.

DANDRUFF

Dandruff can be normal scaling off of the top layer of your scalp. It can also be caused by seborrhea, which causes an increase in the amount of oil made by the oil glands around the hair roots. Dandruff can usually be treated by using a dandruff shampoo. Do the following things:

1. Shampoo hair 2-3 times weekly in cool or barely warm water.
2. Use dandruff shampoo. Make sure you rinse out all the shampoo.
3. The oil glands around your hair may make more oil if you massage or rub your scalp a lot.

If the shampoo does not improve your dandruff problem after one month, return to sick call.

ATHLETES FOOT

Athletes' foot is caused by a fungus. Fungi like to grow in warm, moist places. Do the following if you have athletes' foot:

1. Keep your socks & shoes off whenever possible. Don't sleep with your socks on.
2. Wash your feet with warm, soapy water every day, pat dry between your toes. Dry your feet last to keep from spreading the fungus.
3. If you have shower shoes be sure and wear them when you shower.
4. If you have canvas shoes, wear them during the day.
5. Wear socks (white cotton if you have them). Put clean socks on every day. Put socks on before your underwear to keep the fungus from spreading.

6. Apply antifungal cream to the athletes' foot area 2 times daily after you wash your feet; rub the cream in well – it doesn't take much. Wash your hands before and after you apply the cream. Use the cream as directed by the medical staff.

7. Notify the medical staff if any of the following occur:

Increased redness

Increased swelling

Heat

Pus formation

Red streaks

Increased pain.

INSOMNIA

Some of the things you can do for yourself if you are having trouble sleeping are:

1. Reduce and/or stop drinking caffeine drinks. These include coffee, brown tea, colas and some other soft drinks.
2. DO NOT take naps during the day, or during the evening.
3. Exercise during the day to help tire yourself. This will also help reduce stress.
4. Go to bed at the same time each night. When you are drowsy and can't sleep, get up and read a book or write a letter until you get drowsy; then go back to bed. You may need to repeat this procedure several times.
5. Get out of bed at the same time each day.
6. Discuss your problems with the staff chaplain, or other mental health professionals if available.

Over time, the ideas listed above should help you get your sleep problems under control. Your body has a natural "clock" built into it; sometimes it needs to be corrected. If you have had sleep problems for a long time, or were using drugs and/or alcohol prior to incarceration, it will take time for you to adjust. If you are new to the jail or are getting out soon, you will probably have some sleeping problems. Medications won't cure the problem. Time and effort from you probably will.

Grievances concerning medical care and/or treatment will be written to the Jail Lieutenant, using the pod kiosk.

The Jail Lieutenant will investigate the complaint and respond back to the inmate.

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.

Meals

All inmates will be provided three (3) meals per day. This may not occur depending 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

Lockdown is at 10:30 PM.

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

Cell lights will remain on till 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 lock down is announced inmates will go to their assigned cells and close the cell doors. Inmates in dorm settings will 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 release

Any property left here upon your release must be picked up within 15 days.

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

Any property may be released to a third party by completing a property release form.

If you are being released to a treatment program, **you** are responsible to have any additional property 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 and clothing only. Any additional items (Food, Snacks, Soda, Water, etc.) will be removed from the luggage bag and destroyed.**

If you are being transported to Kansas Department of Corrections, you will only be allowed to take 1 bible, your legal paperwork. KDOC is now allowing inmates to bring their Drivers 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.

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, 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, Tooth brush 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 between 11:30 AM & 12:30 PM, 4:30 PM & 5:30 PM, and after lockdown at 10:30 PM.

No attorney is allowed to bring in or carry out any 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 Jail Lieutenant and those items are logged in the inmates file.

Jailers will not notarize or make copies of any legal or other paperwork for you.

If you want copies of state statutes you are more than welcome to call or write, email/text someone and have them mail, email, or text you that information.

Religion

If you need a meeting with a priest or other clergy please use the pod kiosk 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 required to purchase religious text or 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 shipped directly from the publisher.

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

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

Miscellaneous

Do not request the time.

Do not request to be an inmate worker.

If you request a transfer to another jail you will need to pay in advance for 30 days of housing in the jail you requested. Ford County is \$1,050.00. Trego County is \$1,350.00. However, they must be willing to accept you as an inmate.

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 remote for 45 days.

Do not jerk the phone cords.

Damaging a Kiosk 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.

Board Games, as well as other games, must be approved by the Jail Lieutenant before a game is ordered.