

Inmate Handbook and Orientation

509.1 PURPOSE AND SCOPE

This policy provides for the orientation of inmates booked into the Shasta County Sheriff's Office facility. The purpose of the orientation is to inform inmates of the jail routine, rules, inmate rights, and services.

509.2 INMATE ORIENTATION

All new intakes are made aware of the [See attachment: Inmate Orientation Manual.pdf](#) available to them on the inmate kiosk located in each housing unit.

Each manual includes information on, but is not limited to, correspondence, visiting, telephone usage rules, rules and disciplinary procedures, inmate grievance procedures, programs and activities available, and methods of application, medical services, classification and housing assignments, as well as other information deemed necessary to assist inmates and staff.

Attachments

Inmate Orientation Manual.pdf



SHASTA COUNTY JAIL
ERIC MAGRINI, SHERIFF-CORONER
INMATE ORIENTATION MANUAL RULES AND
PROCEDURES Revised March 2020

I.

MISSION STATEMENT - OPERATIONAL PHILOSOPHY

It is the goal of the Shasta County Sheriff's Office Custody Division to maintain a detention environment providing the highest standard of professionalism and service to the community.

Operation of the Custody Division is governed by applicable state and federal laws, and by the Minimum Jail Standards set forth in Title 15: California Code of Regulations for Adult Local Detention Facilities.

The primary concern of each employee is to maintain a secure environment, achieved through constant vigilance and adherence to policies and procedures, including policies that provide for food, outdoor exercise, clothing exchange, correspondence, and visitation. The Custody Division also provides health care services through its contract provider, WellPath, and offers self-improvement opportunities to the inmates, assisting in their successful reintegration into the community. Finally, the Custody Division has established an environment that provides for equal opportunities concerning self-improvement programs for inmates with disabilities.

Our objectives are to meet the needs of the present and the challenges of the future. We will strive to improve the quality of our service by continuing education, maintaining a supportive work environment and developing innovative techniques, making the Shasta County Sheriff's Office a recognized leader in detention operations.

Eric Magrini, Sheriff-Coroner

II.

INTRODUCTION

The Shasta County Sheriff is responsible for the care and custody of inmates held in his facilities. To accomplish this, the Custody Division utilizes a Modified Direct Supervision Concept of Detention Facility Management.

What is Modified Direct Supervision and what does it mean to you?

Modified Direct Supervision means that the staff members responsible for your pod will routinely monitor and visit your pod, much of the time they are on duty. Staff will attempt to be in constant contact with you. They are there to answer questions for your safety and well-being, while you are in our custody.

Our responsibility is to ensure that your basic needs are met, including your personal safety, as well as the safety of staff, the security of the facility, and the needs of the community.

Your responsibilities are to comply with the rules of the facility, follow the directives of staff, comply with facility procedures as explained below, and act in a positive and rational manner during your stay at the Shasta County Jail.

Some of the rules may seem restrictive to you, and some procedures require effort on your part; however, your compliance is necessary to ensure a safe, secure, and humane environment.

Occasionally, changes in procedures, rules, and/or regulations may occur. You should expect change and be prepared to accept these changes. Changes will only occur in an effort to better the facility and its operation, for your benefit as well as the staff. You will generally be notified, in advance, of any change that is going to take place.

III.

INMATE RIGHTS AND PRIVILEGES

A RIGHT IS: Something that you are justly entitled to. RIGHTS are determined by law, including but not limited to statutes and regulations. A RIGHT may be restricted because of misconduct on your part, or based on a threat to the safety and security of the facility, including threats against staff or other inmates.

A PRIVILEGE IS: Something that is granted as a benefit, advantage or favor. PRIVILEGES are granted by the Sheriff's Office and Custody Division, and may be restricted because of misconduct on your part, based on a threat to the safety and security of the facility, including threats against staff or other inmates as well as other reasons.

You have the RIGHT to humane treatment with respect, impartiality and fairness.

You have the RIGHT to freedom of religious affiliation and voluntary religious worship.

You have the RIGHT to proper health care; nutritious meals; clean bedding and clothing; the opportunity for regular bathing; proper ventilation; regular exercise; toiletries; and medical/dental treatment.

You have the RIGHT to correspond with your family and friends and to correspond with members of the news media, in keeping with the facility rules.

You have the RIGHT to visit with your family and friends subject to facility rules, procedures, and visiting schedules (explained below).

You have the PRIVILEGE, if eligible, to participate in education, work, and other programs, as resources are available and in keeping with your interests, facility requirements, and your custody status and abilities.

IV.

STANDARDS FOR BEHAVIOR

1. EXPECTED BEHAVIOR

You will comply with facility behavior standards. Custody Division behavior expectations include the following: You will:

1. Follow staff directives and requests.
2. Respect detention property and the property of others.
3. Maintain your sleeping area and surrounding common area in a clean, orderly and sanitary fashion.
4. Maintain daily personal hygiene habits.
5. Behave in a rational and adult manner.
6. Maintain your property in your cell within the property tub provided to you, including all commissary items.
7. Keep your hands behind your back any time you are outside your housing pod.
8. Do not take personal property if you leave your housing unit; with this exception: you may take your legal paperwork to Court or to an attorney visit.

Unacceptable behavior will result in disciplinary action. Disciplinary procedures and sanctions are discussed below.

2. DRESS CODE

When you are outside of your cell, you shall wear the following:

1. Jail issue shoes or blue/white shoes purchased from commissary. This includes going to and from the shower. NO bare feet allowed in the day room area.
2. Jail issue socks.
3. Jail issue tee-shirt.
4. Jail issue top and bottom with tee shirt tucked in and the pants rolled down.
5. Jail issue identification band

When you are outside of your pod, you shall wear the following:

5. Jail issue shoes or blue/white shoes purchased from commissary.
6. Jail issue socks.
7. Jail issue tee-shirt.
8. Jail issue top and bottom with tee shirt tucked in and the pants rolled down.
5. Jail issue identification band

Sweatshirts shall not be worn outside of the housing units other than to and from the recreation yard.

3. INMATE IDENTIFICATION BANDS

Following the classification process and at the time you receive a permanent housing assignment, you will be issued an ID wristband. This band must be worn and visibly displayed at all times. This includes, but is not limited to, the day room, cells, recreation yard, movement, etc. **You shall not remove your wristband at any time. DO NOT TAKE IT OFF! If the wristband is deliberately damaged, you will be charged for the replacement cost.**

4. TOBACCO FORBIDDEN.

Smoking, or possession or use of any tobacco product, or alternative smoking devices are prohibited. No smoking or chewing paraphernalia, matches, smoking paper, or chew cans are allowed. If caught with any of the above items, you will be subject to disciplinary action.

5. ZERO TOLERANCE CONCERNING SEXUAL ASSAULT/HARASSMENT

It is the policy of the Shasta County Sheriff's Custody Division, in accordance with the Prison Rape Elimination Act of 2003 (PREA), to assure accountability, prevention, detection, response and monitoring of alleged sexual assault. This includes but is not limited to, the assurance that timely intervention takes place for any inmate who may be the victim of alleged sexual assault. This policy applies to all employees, contractors, volunteers, visitors, interns and inmates of the Shasta County Jail or its Alternative Custody Programs.

The Shasta County Sheriff's Office is committed to providing a safe, humane, secure environment, free from sexual misconduct. This will be accomplished by maintaining a program to address education/prevention, detection, response, investigation, and tracking of sexual misconduct and to address successful community re-entry of the victim. The Shasta County Jail will maintain a **zero tolerance** for any sexual misconduct, including sexual misconduct between inmates and sexual misconduct between inmates and staff. All sexual misconduct is strictly prohibited. Every

allegation of abuse or sexual misconduct will be investigated and may be referred to the District Attorney for filing of criminal charges.

PROCEDURE

- A. Inmates should report allegations of abuse or misconduct by using any of the following methods (the inmate may remain anonymous if they choose):
- Completion of a Custody Division inmate grievance / administrative process. Inmate grievances and request forms are completed using the inmate tablets provided in each housing unit.
 - Write a letter to the Lieutenant, Jail Commander, Sheriff or any other law enforcement agency.
 - Report the allegation to any employee of the Shasta County Jail, medical staff, or mental health worker.

At the time an allegation is made, an investigation shall be commenced. The person taking the complainant will receive the information from the complainant. This information should include the date, time, and where the incident took place as well as the names of witnesses, the victim(s), and suspect(s). The information/case will be turned over to investigations.

- B. Victims of abuse or sexual misconduct will be provided timely and appropriate medical, mental health, and emotional support.

6. FACILITY SEARCHES: All inmates in custody are subject to search at the discretion of custody staff in all areas of all Shasta County Custody Facilities. You are expected to cooperate with all searches, including strip searches, when you are asked by a Correctional Deputy.

Searches will be conducted professionally and, in the case of strip searches, privately by a deputy of the same gender identity.

For the security and safety of inmates and staff, regular, unannounced inspections of your housing area and property will be conducted.

Any contraband, including extra issue property and commissary in amounts over what facility rules permit, will be confiscated. You must fully cooperate with staff during searches; however, you do not have the right to be present during such an inspection.

7. INMATE MOVEMENT: Movement procedures are established to insure a safe and secure environment.

When you are in your housing unit, you will not stand behind, walk behind, or approach a deputy from behind.

When you are out of your housing unit, you will walk with your hands behind your back.

When you are walking down a hallway, and a staff member, nurse, or persons other than an inmate approaches, you will turn and back against the wall until the staff member has passed. Once the staff member has passed, you may continue on your way.

When you are out of your housing unit, you will walk or wait quietly without speaking, unless spoken to by staff.

When you arrive on the booking level, you will wait by the elevator, under the mirror, until directed to your destination by a staff member. While you are waiting, you will stand against the wall with your hands behind your back, waiting quietly, not talking, unless spoken to by staff.

Inmate to inmate communication is strictly prohibited during movement.

8. INMATE POSSESSIONS

A. Property Allowed in Your Cell.

Fire safety begins with personal sanitation and housekeeping. Limitations on the type and quantity of combustible materials is necessary for your protection and for the safety of the facility.

ONE: The following is the maximum number of utilitarian items that you are allowed to have. Anything more than this is considered contraband:

1. One (1) tumbler
2. One (1) bowl
3. One (1) spoon
4. One (1) soap dish
5. Three (3) writing pens
6. One (1) pair of flip flops
7. One (1) pair of shoes
8. Two (2) decks of cards

TWO: The following items will be provided for you:

1. One tube of toothpaste;
2. One toothbrush;
3. One bar of soap;
4. One mattress;
5. Two blankets - one orange/pink, one gray, summer and winter;
6. Three bed sheets;
7. Two towels;
8. Two blue pants, two blue shirts;
9. Four pair of boxers and four tee-shirts - (males);
10. Five pair of underwear, three bras and four tee-shirts - (females);
11. Four pair of socks;
12. One pair of orange loafers;
13. One electric razor;
14. One Inmate Identification Wristband;
15. One comb;
16. One brown or grey tub; and
17. One netted laundry bag with your last name and first initial written on a tag attached to the bag

MATTRESS: Each bunk will have no more than one mattress unless authorized by the Medical Staff. Mattresses are to remain on the bunk at all times. Under no circumstances are mattresses to be placed on the floor or removed from the cell.

THREE: You may keep items in your cell subject to space and density requirements for fire safety. All items must be kept within your issued tub. All property that does not fit must be placed in inmate bulk property. Example of items you may possess:

1. All items issued to you by the Shasta County Jail,
2. All items remaining with you at the time of booking,
3. Any items purchased from commissary, and
4. You will have no more than the following in your housing area at any time: 1 newspaper; 2 magazines or periodicals; 1 Bible, 1 Dictionary, and 2 paperback books.

FOUR: YOU MAY KEEP THE FOLLOWING ITEMS FROM YOUR PROPERTY IF YOU ASK FOR THEM AT THE TIME OF BOOKING:

1. Personal photographs (Polaroid or laminated photographs are prohibited). Size of photographs must not exceed 8" x 10";
2. Address books or lists (not wire bound);
3. Legal papers or materials;
4. One Bible, Koran, or similar religious text (soft bound);

5. Dentures and related adhesives;
6. Contact lens containers and cleaners;
7. One pair of prescription glasses; and
8. Properly functioning medical or disability assistive device(s); only after medical and Watch Commander approval

B. Property Retained At Booking.

Your personal property you arrived at the jail with will be held and returned to you upon release. The jail does NOT accept backpacks, suitcases and bikes. Any items you were arrested with that the jail does not accept you will need to contact the arresting agency to pick it up.

To release your property to a person of your choice, you will need to ask for a PROPERTY RELEASE FORM. If you release any of your personal property, you must release all of it (Except Clothing). Exceptions will be made only in special circumstances and must be approved by the Watch Commander. An example of special circumstances would be releasing keys to an employer.

Once your purse, wallet, etc. is listed on your property inventory as "*Sealed with Contents*", the property cannot be opened, even at your request. You may have access to pictures, cards, papers, etc. out of your wallet or purse at the time you are booked, but once you sign and surrender your property to the property section, you lose this option.

If you are sentenced to prison, your property can be released to a designated person. Upon your departure, the jail will hold your property for no more than 30 days. After this time period, it will be donated or destroyed. It is your responsibility to notify the person of your choice for the pickup of your property.

The Shasta County Sheriff's Office has no responsibility to retrieve money/property left at another facility, or misplaced during transport from another facility.

9. CONTRABAND: Contraband is anything in your possession that is prohibited by the policies, procedures, rules, and/or regulations of the Shasta County Sheriff's Office and Custody Division.

You are prohibited from having in your possession, or under your control, any items that are not:

1. Issued to you by Detention Facility Staff. (You may possess only the specified number of any item authorized, whether issued or purchased.)
2. Purchased by you, through commissary.
3. Authorized by Custody Administration.
4. In their original condition. Modifying or altering any item, whether issued or purchased, is not permitted. This is considered to be contraband.
5. Items found to be contraband can be destroyed at staff's discretion.

The following items are considered contraband and you may not keep these items in your cell:

1. Fruit or other food items from your meals (must be disposed of 15 minutes after meal is served);
2. Sugar, salt or other condiments;
3. Cardboard boxes or plastic bags from commissary; and
4. Any item not in its original condition, no pen holder etc.

10. INMATE HOUSING ASSIGNMENT.

Your housing location is determined by a Classification Deputy after a review of pertinent information and current charges. If you disagree with the decision of the Classification Deputy, you may appeal.

11. EMERGENCIES.

Emergency evacuation procedures are posted in each module or day room area. Please refer to them or to the direction of Correctional Deputies, in the event of an emergency. There are written emergency plans to cover all possible disasters that might occur in any part of the jail, or the entire jail. In all cases of emergency, **do not panic**. When you panic, the chances of injury are greatly increased.

The deputy on duty will advise you which area to report to and what to do upon your arrival there. When an announcement is made to report to a certain area, report there immediately. Do not waste time or add to the confusion by stopping to ask questions. You will be advised of the nature of the emergency, by custody staff as soon as circumstances allow.

Whenever you believe that your personal safety or that of another is in jeopardy, notify custody staff immediately. If an emergency should occur when custody staff is not present, notify the staff as quickly as possible.

12. REQUESTS FOR INFORMATION CONCERNING COURT DATES, RELEASE DATES, ETC.

If you require information concerning your future court dates, release date, etc., submit an inmate request form on the tablet.

13. HAIRCUTS

Clippers are provided in your housing pod for personal grooming. If you are a pre-trial inmate you may arrange, at your expense, for a state licensed barber/beautician (non-relative) to come into the facility. Submit an inmate request in adequate time so that the specifics of the service (e.g. the name and professional credentials of the barber) can be reviewed prior to arrival at the facility.

14. TIME CUT PROGRAM

You may be allowed a time cut, listed in the below criteria schedule. This is a privilege and the cuts may be denied, depending if you have had any disciplinary write-ups. Consideration is automatic and frequent written requests are not necessary. Time cuts are not available for certain charges.

0 to 4 days = 0
5 to 25 days = 1
26 to 49 days = 2
50 + days = 3

V.

COMMUNICATING WITH OTHERS

1. COMMUNICATING WITH CUSTODY STAFF.

You can submit a request form on the tablet. The correctional deputies will respond in a timely matter with-in three days. If it is an urgent matter, advise the correctional deputy when they enter the housing unit.

2. COMMUNICATING WITH HEALTHCARE STAFF.

If you need to seek medical attention or speak to medical staff, you need to submit a request form on the tablet. If you need to submit a grievance to medical, fill out the medical grievance form on the tablet.

3. COMMUNICATING WITH YOUR ATTORNEY.

A. Communicating by Telephone:

You may contact your Attorney or Public Defender via the tablet or the phone in the pod. You can also write them a letter.

B. Communicating in Person:

Attorneys, bondsmen, medical doctors and clergy are considered professionals. They are allowed to visit inmates at any reasonable hour after presenting proper credentials and identification. Visiting will take place in a confidential setting and will not be monitored. Inmates may take legal materials to their visits with their attorney.

Professional visiting may, under certain circumstances, be restricted until custody staff verifies the visitor's credentials.

C. Communicating by Mail:

1. Jail staff shall not review inmate correspondence to or from state and federal courts, any member of the State Bar or holder of public office, and the State Board of State and Community Corrections; however, jail authorities may open and inspect such mail only to search for contraband, cash, checks, or money orders and in the presence of the inmate;
2. Those inmates who are without funds shall be permitted at least two postage paid envelopes and two sheets of paper each week to permit correspondence with family members and friends but without limitation on the number of postage paid envelopes and sheets of paper to his or her attorney and to the courts.

NOTE: THIS LANGUAGE IS FROM TITLE 15

4. COMMUNICATING WITH FAMILY AND FRIENDS.

A. Communicating by Telephone:

Special telephones have been installed in each jail housing unit. These telephones are for your use. All calls will be billed as collect calls, except for pre-approved free attorney's calls. ONLY continental US numbers may be called.

A charge will be billed to the phone number called. The Shasta County Sheriff's Office assumes no responsibility for costs incurred by those persons who accept your collect calls.

A TTY device is available for use. Inmates can use the device by submitting an inmate request form, or discussing the need with their housing unit Correctional Deputy.

Telephone access may be restricted or revoked if telephone privileges are abused.

Procedures for the Telephone Use.

- I Pick up handset and listen to instructions.
- I. Until the called party has accepted your call, you cannot be heard by the called party. Once the call has been accepted, the system will connect the call and you will be able to talk.
- II. The calls at this facility are limited to 15 minutes maximum. When the call limit is reached, the phone is disconnected.
- III. Three-way or conference calls are prohibited and may result in disciplinary action and or the recipient number being blocked.

Pressing keys on the telephone except when asked to, will result in termination of the call.

In the event the telephones are damaged or destroyed by inmates, a substantial delay in repair or replacement can be expected.

As a result of significant increase in fraudulent use of the inmate telephone system, the following steps may be taken to curtail these activities:

- 1. Monitoring equipment may be utilized to identify and prosecute persons involved in fraudulent activities.
- 2. Phone numbers being called may be blocked if there is evidence of threats, fraud, possible non-payment or misuse.

TELEPHONE CALLS: During the admission process, you will be given a reasonable number of local phone calls to contact friends, family, employers, attorneys, the courts, arrange bond, or to let people know where you are. Long distance calls must be "collect calls". **WE WILL NOT TAKE MESSAGES FOR YOU**, with the exception of a verifiable death or birth in your immediate family, or a call from your attorney of record.

B. Communicating in Person:

You will be allowed a maximum of two social visits a week. A visit will last no more than one half hour. Check the visiting schedule for times and days of visits for your housing unit.

You are not allowed to have writing materials during regular visits. You are not allowed to take food, drinks, candy or other items to the visiting area.

Requests for special visits must be submitted as a request on the tablet to the on-duty Watch Commander

C. Communicating by Mail:

There is no restriction on the number of letters you may send or receive. All incoming mail shall have a return address and will be opened and checked for contraband. If you do not have money, you may obtain two (2) stamped envelopes and four (4) sheets of writing paper for your personal correspondence, once each week from commissary. These materials are available through commissary on your regularly scheduled commissary day.

PICTURES:

For pictures to be sent to you, your family/friends need to use PELIPOST or TOUCHNOTE. Your family/friends can upload pictures via computer or mobile app. The company will print them and ship them to you at the Shasta County Jail.

1: www.pelipost.com

2: www.Touchnote.com

You are NOT allowed to receive stamps, stationery, or envelopes, through the mail.

Polaroid pictures with or without backings on them are not acceptable and will be stored in your personal property. Photographs, drawings, or publications which depict nudity, or photographs depicting males or females in a degrading manner, or of an inflammatory nature which could be construed as a sexually harassing nature to persons in the facility, are not acceptable by our standards and shall be returned or placed in your personal property. Any gang related materials (photos, letters, publications etc.) will not be allowed and will be returned or placed in your personal property. Greeting cards or similar printed stock will not be accepted and will be returned to sender. Letters mailed with perfumed fragrances on them will not be accepted and will be returned to sender. **Letters that are modified, i.e. stains, lipstick, lipstick “kisses”, or handwritten drawings, will not be accepted and will be returned to sender.**

You may receive newspapers, magazines, periodicals and new, soft bound books sent to you directly from the publisher or a bookstore via U.S. Mail, UPS, or FedEx. They must be addressed to you directly at this facility by the publisher or book store for distribution by the Custody staff. The safety and security of any reading material is up to you. We will not cancel any subscription after you leave. The material will either be destroyed or placed into the library.

The facility may exclude any publications or writings based on any legitimate penological interest, including but not limited to obscene publications or writings, and mail containing information concerning where, how, or from whom such matter may be obtained; and any matter of a character tending to incite murder, arson, riot, violent racism, or any other form of violence; any matter of a character tending to incite crimes against children; any matter concerning unlawful gambling or an unlawful lottery; the manufacture or use of weapons, narcotics, or explosives; or any other unlawful activity.

NOTE: THE LANGUAGE ABOVE IS FROM TITLE 15.

The only authorized correspondence between inmates shall be via the U.S. mail system. All mail you send must contain a complete return address, including your name, address, and zip code.

You may use the jail as your return address:

Inmate Name, Key#
c/o Shasta County Jail
1655 West Street
Redding CA 96001

SHASTA COUNTY ADDRESSES:

Shasta County Superior Court
1500 Court Street
Redding CA 96001

Traffic: 246-1101
Criminal: 225-5136
Main Court House: 245-6789

Shasta Co. Sheriff's Office
300 Park Marina Circle
Redding CA 96001
245-6025

Shasta Co. Probation
1600 Court St.
Redding CA 96001
245-6200

Shasta Co. District Attorney
1355 West St.
Redding CA 96001
245-6300

Redding Police Department
777 Cypress Ave
Redding, CA 96001
225-4200

Shasta Co. Child Support Services
2600 Park Marina Dr.
Redding, CA 96001
(866) 901-3212

Shasta County Public Defender
1815 Yuba St.
Redding CA 96001
245-7598

Anderson Police Department
2220 North St.
Anderson, CA 96007
378-6600

Shasta County Grand Jury
P.O. Box 992086
Redding, CA 96099-2086

VI. HEALTH CARE SERVICES

There is a nurse on duty at all times. The medical staff will make all decisions relating to medical care. The medical staff personnel are not members of the Sheriff's Office.

1. If you are injured at anytime, anywhere, notify a deputy or employee immediately. If you see someone in need of medical attention who cannot report it, notify a deputy or employee immediately.
2. If you have any medical problem needing immediate attention, notify a deputy or employee immediately so you can be referred to the medical staff.
3. Sick call is held daily. Complete a medical request form on the tablet for sick call.
4. Emergency dental services are available. Complete a medical request form on the tablet.
5. The following over the counter medications are available through Commissary: Ibuprofen, Acetaminophen, and antacids.

If you require medical services not available through Shasta County facilities, you may arrange for such care by your own physician at your own expense. Arrangements for this service must be made through the medical staff.

MEDICATION CALL

Medication is administered, as prescribed, to those inmates under treatment by the medical staff. Medication is administered in your pod by medical staff. Your identity must be established by your jail issued I.D. wristband before medication will be dispensed to you. You must take your medication immediately in the presence of the nurse and Correctional Deputy. You may only use water to aid in taking medications. Any violation of this policy will result in disciplinary action. You are to bring a cup of water when you are called for medication dispersal.

An extra mattress will be issued only if a verified medical problem exists. Food allergies must be verified by a physician before a special diet will be provided.

COMMUNICABLE DISEASES

Many communicable diseases can be easily spread in the jail setting. It is important that you take precautions not to "share" illnesses with your cell-mates. Here are some basic rules which will help to keep you healthy:

1. Always wash your hands before eating; always wash your hands after using the toilet.
2. Cover your mouth when coughing.
3. Do not share cups, spoons or food with other inmates.
4. Report illnesses promptly, especially diarrhea and fever.
5. Do not share combs or clothing with others.
6. Report lice or other parasites immediately.
7. Drink plenty of fresh water each day.
8. Rest and sleep when you feel tired.
9. Limit the amount of junk food you eat and eat as much of the jail diet as you can.
10. Avoid all sexual contact.
11. Avoid all needle contact

HIV

HIV is a very real concern in the jail setting. HIV is a contagious virus, but it cannot be spread like chicken pox or the common cold. HIV is spread through direct contact with the blood or body fluids of an infected person. The disease is NOT spread by casual contact, through food, by contact with toilet seats, or by touching. It IS spread in the following ways:

1. Sexual contact (penis-vagina, penis-rectum, mouth-rectum, mouth-vagina, mouth-penis)
2. Blood contact (shared needles, tattoo instruments, etc.)

The best way to prevent the spread of HIV in the custody setting is to:

1. AVOID ALL SEXUAL CONTACT
2. AVOID ALL DRUG USE
3. AVOID ALL TATTOOING

HIV testing is available to high risk individuals who request it. If you desire more information, please fill out a medical request form.

PREGNANT INMATES

In accordance with Penal Code 3407, the following shall take place:

Upon confirmation of an inmate's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant inmates, including, but not limited to the provisions of this chapter, the relevant regulations, and the correctional facility policies. Prenatal and postpartum information, healthcare information, and childbirth/infant care will be provided to you by the facilities medical staff.

Upon confirmation of a female inmate pregnancy by WellPath staff, the inmate shall be instructed to review the kiosks and paperwork posted in the female housing unit concerning California Penal Code 3047.

An inmate known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body. A pregnant inmate in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the inmate, the staff, or the public. Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary.

INMATES WITH DISABILITIES

Prisoners are protected by Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Section 794(a), and by Title II of the Americans with Disabilities Act, 42 U.S.C. Section 12131. The Rehabilitation Act was created to apply to federal executive agencies, including the Bureau of Prisons, and to any program that receives federal funding. The ADA was created to regulate state and local government programs, even those that do not receive federal funding.

Inmates in the Shasta County Jail will be afforded equal opportunity to participate in any available facility programs. All inmates, regardless of whether they have a disability and regardless of their housing placement, that wish to participate in the various programs or services available to inmates, shall submit an Inmate Request Form and route it to the Watch Commander.

If you have any questions regarding your disability, you may submit a Request Form and route it to medical staff or the Watch Commander.

VII.

INMATE GRIEVANCES

1. CUSTODY GRIEVANCE PROCEDURE

Any inmate of the Shasta County Jail system may grieve any condition of confinement over which the Shasta County Sheriff's Office has control.

A grievance should be resolved at the lowest possible level. This means you should first direct your problem to the deputy assigned to your housing unit. This may be done informally by talking to the Correctional Deputy or submitting a grievance on the tablet. You will receive a response on the tablet. If you are not satisfied with the response you may appeal it to the Watch Commander.

The Watch Commander will determine the appropriate investigation and will insure that you receive a written response on the tablet within one week, including the reasons if the grievance is denied.

If you desire to appeal the Watch Commander's decision, you should appeal the response on the tablet or a letter to the Facility Manager who will review the grievance and the Watch Commander's response. The response will be returned to you within one week, including the reasons for the denial if that is the case.

2. HEALTH CARE GRIEVANCE PROCEDURE

Any inmate of the Shasta County Jail system may grieve any condition of medical treatment or procedure over which Wellpath medical has control.

A grievance should be resolved at the lowest possible level. This must be done by submitting a grievance on the tablet. You will receive a response on the tablet. If you are not satisfied with the response you may appeal it to the Medical Director.

The Medical Director will determine the appropriate investigation and will insure that you receive a written response on the tablet within one week, including the reasons if the grievance is denied.

3. ADA GRIEVANCE PROCEDURE

Any inmate of the Shasta County Jail system may grieve any condition of confinement pertaining to the Americans with Disabilities Act (ADA) over which the Shasta County Sheriff's Office has control.

A grievance should be resolved at the lowest possible level. This means you should first direct your problem to the deputy assigned to your housing unit. This may be done informally by talking to the Correctional Deputy or submitting a grievance on the tablet. You will receive a response on the tablet. If you are not satisfied with the response you may appeal it to the ADA Coordinator.

The ADA Coordinator will determine the appropriate investigation and will insure that you receive a written response on the tablet within one week, including the reasons if the grievance is denied.

If you desire to appeal the ADA Coordinator's decision, you should appeal the response on the tablet or a letter to the Facility Manager who will review the grievance and the ADA Coordinator's response. The response will be returned to you within one week, including the reasons for the denial if that is the case.

4. MISUSE OF THE GRIEVANCE PROCEDURE

Inmates who file excessive or frivolous grievances may have their right to file further grievances limited. The facility Manager will evaluate and determine if an inmate is abusing the grievance system. If the inmate is abusing the grievance system, he or she will be notified in writing that their right to file grievances has been limited.

The following types of grievances shall be logged and then returned to the complaining inmate:

1. Grievances, which contain profanity, obscene language, or inflammatory insulting statements, which are not necessary to describe an activity being grieved
2. Grievances that cannot be understood or are obscured by pointless verbiage and/or voluminous irrelevant documentation (returned to the complaining inmate for clarification).
3. Grievances involving the decision on a previous grievance even though all levels of administrative remedies were previously exhausted.
4. Grievances written by an inmate whose grievances have been restricted as explained above, even though the grievances was submitted by using another inmate's name.

VII.

INMATE SERVICES

1. CLOTHING/LINEN EXCHANGE

Inmate clothing and linen exchange will be performed once per week for all areas of the jail with the exception of those inmates deemed unsuitable for this program. Those inmates not suitable for this program will receive laundry exchange on a biweekly basis. You will place all soiled clothing to be washed in the netted bag issued to you at intake. Tie the bag in a knot at the top of the bag. All laundry bags will be zip-tied by custody staff under the knot to ensure that the issued clothing will not come out during the laundering process.

At intake, you will be issued the following:

- 1 Brown or grey tub
- 1 Netted laundry bag with your last name and first initial written on a tag attached to the bag
- 2 Blue shirts
- 4 T-shirts
- 2 Blue pants
- 4 Pair of socks
- 2 Towels
- 3 Sheets
- 1 Orange/Pink blanket
- 1 Gray blanket
- 1 Pair orange or black loafers
- 1 Blue sweatshirt

Males Only

- 4 Boxer shorts

Females Only

- 5 Panties and 3 Bras

Dress and appearance of all inmates will be maintained at a high standard and the sweatshirts will be worn appropriately always. Inmates may wear the sweatshirts inside their housing unit and to and from the recreation yard only. Blankets will not be allowed in the recreation yard.

Inmates may send their sweatshirt to the laundry utilizing the current laundry system; during that time, an additional sweatshirt will not be given to the inmate while theirs is being cleaned.

Laundry exchange schedule by housing assignment:

Monday- Soiled laundry bags will be picked up by 1500 hrs. from all housing units on Level III, Medical, and Medical pods. Also, those inmates not suitable for this type of exchange will exchange blues, towels, socks, and undergarments.

Monday/Tuesday- Clean laundry will be returned by 0800 hrs. to all housing units on Level III, Medical, and Medical Ad-Seg.

Tuesday- Soiled laundry will be picked up by 1500 hrs. from all housing units on Level II.

Tuesday/Wednesday- Clean laundry will be returned by 0800 hrs. to all housing units on Level II.

Wednesday- Soiled laundry will be picked up by 1500 hrs. from all housing units on Level I.

Wednesday/Thursday- Clean laundry will be returned by 0800 hrs. to all housing units on Level I.

Thursday- Those inmates not suitable for the weekly exchange will exchange sheets, towels, socks, and undergarments.

2. FOOD SERVICES

Three meals are provided daily. The meal schedule is:

Breakfast	0600 - 0700
Lunch	1130 - 1230
Dinner	1630 - 1730

The meal menu is prepared 30 days in advance by the jail Program Manager to provide a balanced and nutritious diet. The Program Manager may change the menu at his discretion. If you require a special diet, notify health care staff.

You are required to pick up your own tray at the food cart. Only one tray per inmate is authorized.

No waiting on tables is allowed, unless authorized by the floor deputy.

You are required to separate your utensils, cups, bowls and trays in the tubs provided at the end of the meal.

3. JAIL FUNDS AND COMMISSARY SERVICES.

Family and friends can deposit funds in your inmate account at the ACCESS Secure Deposit kiosk in the jail lobby, online, or by using the toll-free number. The Access Secure Deposit kiosk will accept cash, credit card, or debit card. For online deposits, go to www.inmatedeposits.com. The toll-free number for deposits is 1-866-345-1884.

The money will be deposited to your account and you will not receive a receipt for the amount. You can use the money in your account to order commissary items; pay fines; or post bail. No money or property may be exchanged between inmates.

When you were booked, your money was taken for safekeeping. You may request a receipt. Your money was credited to your commissary account and is shown on your commissary balance. Your commissary purchase shall be subtracted from your commissary balance.

If you are sentenced to prison, your commissary order can be released to a designated person. Upon your departure, the jail will hold your property for no more than 30 days. After this time period, it will be donated or destroyed.

It is your responsibility to notify the person of your choice for the pickup of your property.

Commissary privileges are available to you once a week. You may purchase \$100.00 worth of commissary goods per week. Do not purchase more items than will fit within your tub. The following procedures will be adhered to when ordering commissary goods:

- Money must be deposited and credited to your account before 4:00 a.m., on Mondays. Your commissary order form must be completed on a kiosk prior to 7:00 a.m. on Mondays.
- Your commissary order will be delivered to you in a timely manner.
- Items will remain in original containers.
- Empty containers will be disposed of and not used for other purposes.
- You must sign for your commissary order when you receive it and there will be no exchanges of items in your orders.
- This schedule will be followed or your order will not be processed or filled.
- You may purchase items from the commissary at your discretion, unless restricted by numbers, disciplinary action, and/or medical dietary restrictions.
- When you are released from custody and you have a commissary balance, your money will be returned to you in the form of a check.

If you order commissary and are transferred to another jail facility before you receive your order, the jail will hold your order for no more than 30 days. After this time period, it will be donated or destroyed. It is your responsibility to notify the person of your choice for the pickup of your order.

If you are released from custody (and not transferred) before you receive your commissary order, the jail will hold your order for no more than 30 days. It is your responsibility to pick up the order. Any order not picked up, will be donated to a local charity or destroyed.

4. ELECTIONS AND VOTING

Presentenced inmates have the right to vote in local, state, and national elections. Inmates who are in state prison, in county jail serving a state prison sentence, in county jail serving a felony sentence under Penal Code section 1170(h), on parole, mandatory supervision or post release community supervision do not have the right to vote.

Inmates wishing to register to vote should request slip to Jail staff asking for a Voter Registration card. Once the inmate has completed the Voter Registration card, Jail staff shall forward the completed card to the Elections Department for processing.

Inmates who are qualified, registered voters and wish to vote in an upcoming election may request an Absentee Ballot by computer? Completing a request slip to Jail staff. Once the inmate has completed the Absentee Ballot, Jail staff shall forward the completed Absentee Ballot to the Elections Department for processing. Voter registration cards and ballots are considered legal mail and may not be opened by jail staff.

The Absentee Ballots will be available to inmates prior to local, state, and national elections.

5. OUTDOOR RECREATION

When weather permits, you are offered 1½ hours each time, twice a week, of outdoor physical exercise and recreation.

You are not allowed to take food, drinks, candy, writing materials or radios to the recreation yard.

You are not allowed to remove items from the recreation yard (i.e. basketballs etc.)

You are not allowed to communicate with inmates in other housing units while in the recreation yard. This will result in disciplinary action and/or suspension of recreation yard privileges.

You are required to wear shoes always while in the recreation yard. Failure to do so will result in disciplinary action and/or suspension of recreation yard privileges.

6. LIBRARY SERVICES

A. Recreation Library

The jail maintains a library available to all inmates. Library books are exchanged in each pod once a week.

B. Law Library

Shasta County contracts with Legal Research Associates (LRA) to provide legal reference materials to all inmates within the Shasta County Jail. The service is provided at no cost. You can submit the LRA request form on the tablet.

1. Inmates In Pro Per.

If you meet the following criteria you will not be limited in the number of legal request forms you may submit relating to a pending case:

- A. Representing yourself in a civil action as a defendant (including a dissolution of marriage and child custody disputes).
- B. Representing yourself in a criminal case.
- C. Representing yourself in 42 U.S.C. Section 1983 action or on a Writ of Habeas Corpus.
- D. Representing yourself concerning litigation related your status as an inmate held in the Shasta County Jail by the Department of Homeland Security (I.C.E.).

2. Inmates Represented by Counsel.

If you have an attorney, you will be permitted to submit a legal request form once every thirty days concerning the matter on which you are represented.

Legal Research Associates services are those of a law library and do not serve as your legal counsel. Staff are prohibited from reading the legal questions on the request form; LRA responses; or any other confidential inmate legal material.

D. Copying documents for pro per inmates

The facility will provide copying services of legal paperwork to inmates under two conditions: A. the inmate is in Pro Per status (as ordered by the Superior Court); and B., the inmate has not been assigned a private investigator or a paralegal by the Courts. If you require copies of your legal paperwork, submit a request to your level deputy explaining why you need copies, the number of pages, and the facts which verify that you are acting in a Pro Per capacity.

An administrative fee of ten cents (\$.10) per copied page (one sided) will be charged to your commissary account. If you are indigent, copies will be made and charged as a negative balance to your inmate account.

If you are represented by counsel, obtain copies from him or her.

E. Abuse of copying services.

False statement to staff concerning pro per status or copying services may lead to disciplinary action, including but not limited to the following: (1) notification of the abuse to the Superior Court; (2) disciplinary sanctions.

7. RELIGIOUS SERVICES

Bible study and worship services are scheduled and provided on an ongoing basis. Bibles, Qur'ans and other texts are available upon request. The Jail Chaplain is available to you upon request.

VIII. INMATE PROGRAMS

A. Education and Substance Abuse Programs.

A. Introduction.

A variety of programs and services are provided to help maintain the physical, social, and emotional health of inmates. These activities will include, but not be limited to, the rehabilitative programming; maintenance and support of the legitimate practice of religion. All such activities shall be consistent with the need to maintain order and security within the context of departmental policy.

Mobility-disabled inmates will be provided all reasonable accommodations as necessary to ensure access to jail programs, services and activities in a manner consistent with their custody designation. Mobility-disabled inmates shall be notified of the programs available to them in either paper or electronic format, or both. Mobility-disabled inmates shall be escorted, to the extent necessary, to any program in which they are otherwise eligible to participate in.

B. How to Apply.

Any inmate wanting to engage in education or substance abuse programs may do so by filling out a request on the tablet system in the housing unit.

C. Eligibility.

Once the request is received by the education provider, the inmate will be evaluated for safety or security concerns. If there are no safety or security concerns, the inmate will be asked to fill out an application or be placed on the list for rehabilitative programming.

D. Rules Violations.

Rules violations by inmates participating in education and/or substance abuse program may result in removal from the program.

B. INMATE WORK PROGRAMS

A. Introduction.

The Shasta County Jail offers two inmate work programs: the “in-jail work program” for jobs inside the facility, and the “Alternative Custody Program” for jobs outside the facility. Both programs have custody related eligibility requirements, and both are open to all eligible inmates, including inmates with disabilities.

B. In-Jail Work Programs.

1. Eligibility.

The Shasta County Jail work program is open to all eligible inmates, including eligible inmates with disabilities. You apply to the program – not for a specific job, at which time a determination is made concerning your eligibility. Once you have been cleared by medical staff to work, you can submit a request form to Classification, stating you would like to work and you have been medically cleared.

The selection of inmate workers will be objective and non-discriminatory based on the following:

1. Behavior
2. Willingness to work
3. Criminal history
4. Charges
5. Bail amount
6. Length of incarceration
7. Facility adjustment
8. Inmate and facility need
9. Security status

Staff determine which specific job assignment you will work. Inmates within the program may be transferred from one job assignment to another based on facility needs. Inmates may be eligible for one job assignment but not another based on the essential functions (basic duties/requirements) of each job. Some jobs, for example kitchen workers, also require a health screening. Typical jobs in the in-jail work program include interior clean-up crews, kitchen workers, laundry, etc.

2. Rules Violations.

Rules violations by inmate workers may result in removal from the Inmate Worker Program.

The Alternative Custody Program.

The sheriff's Alternative Custody Programs are designed to allow qualified sentenced inmates to serve their time outside the physical confines of the Shasta County Jail. These programs allow inmates to work at assigned job sites throughout the county, participate in an electronic monitoring, or report to a Day Report Center. The programs are regulated by 1203.016, 1203.017, 1203.018 and 4024.2 of the California Penal code. The Courts may recommend or refer a person to an Alternative Custody Program at time of sentencing. The recommendation or referral of courts will be given great weight in the determination of acceptance for placement in the Sheriff's Alternative Custody Program; however, program personnel will review all criteria and will make the decision of those allowed to participate in the program. Files are reviewed on a weekly basis. You can submit a request form on the tablet to Alternative Custody.

All qualified mobility-disabled inmates will be provided access to the Alternative Custody Program. All qualified mobility-disabled inmates will be informed that they will be provided access to the Alternative Custody Program. Reasonable accommodations will be provided to ensure such access as necessary at specific work sites.

If any inmate is denied participation or removed from the program, he or she shall be notified in writing of the specific reason(s) for denial or removal pursuant to Penal Code section 1203.016(2).

Eligibility.

The selection of inmates will be objective, non-discriminatory, and include but not be limited to consideration of the following:

Behavior

Escape history

Medical conditions

Inmate and facility needs

Sentenced without warrants

Criminal history and sophistication

Adaptability to facility and disciplinary record.

Inmates considered for Alternative Sentencing Programs will be interviewed and Program standards and rules will be explained at that time.

Failure to Meet Standards and/or Rules Violations.

Successfully completing an assignment in the Alternative Custody Program includes your meeting strict attendance standards, compliance with Program rules, adherence to a dress code, responsibility for transportation to and from work sites, adherence to Court ordered drug and alcohol programs, and responsibility for your own lunch. The failure to comply with these standards, or rule violations, may result in removal from the Alternative Custody Program, the loss of work time credits, and notification to the Superior Court.

IX.

INMATE DISCIPLINE

A. INTRODUCTION.

To maintain appropriate behavior, and to provide inmates with due process, rules have been established which specifies violations, sanctions, and disciplinary procedures. Possible sanction for the violation of rules include but are not limited to the following;

- (a) Loss of privileges.
- (b) Extra work detail
- (c) Short term lockdown for less than 24 hours.
- (d) Removal from work details.
- (e) Forfeiture of “good time” credits earned under Penal Code Section 4019.
- (f) Forfeiture of “work time” credits earned under Penal Code Section 4019.
- (g) Disciplinary separation.
- (h) Monetary sanctions for the destruction of property.

B. TYPES OF RULE VIOLATIONS.

Every rule is followed by a code letter: (C), (M), or (m). These code letters indicate the level of disciplinary procedure and punishment that can take place if you are charged with and found guilty of a rule violation. Any violation of facility rules may result in the loss of good and work time. The levels of action may be reduced in severity by an officer in charge. The code letters are defined as follows:

(C) CRIMINAL - *Inmates violating this type of rule may have disciplinary, as well as criminal charges, filed against them and be subject to prosecution in the courts. In addition, such inmates may also be reclassified and/or re-housed.*

Discipline may include loss of certain privileges such as visits, commissary, etc. More serious violations may result in periods of disciplinary lockdown, loss of “good time” credits, or other sanctions.

Definition of Loss of All Privileges:

- Disciplinary Lockdown
- Loss of Visiting
- Loss of Commissary
- Programs and Services (AA, NA, Church, educational, etc.)

(M) MAJOR VIOLATION - *Inmates violating this type of rule may be charged with a Major Rule Violation and face a hearing to determine guilt or innocence. Three or more minor infractions may be handled as a Major Rule Violation. Three minor rule violations that qualify as a Major violation do not have to occur at the same time. They can be a combination of separate events over a two-month period. Inmates guilty of a Major Rule Violation are subject to the following disciplinary actions:*

1. Loss of good and work time
2. Restricted visiting privileges
3. Reclassification
4. Re-housing
5. Lock down and loss of all privileges, up to 30 days including visitation during that period

(m) MINOR VIOLATION - *Inmates violating this type of rule may be charged with a Minor Rule Violation. Guilt or innocence is determined by review of a supervising officer. If you are found guilty of a Minor Rule Violation, you are subject to the following disciplinary actions for each violation: (BE ADVISED: THREE MINOR VIOLATIONS IN TWO MONTHS IS A MAJOR VIOLATION)*

1. Restriction of personal telephone calls, not to exceed one week. (excludes calls to attorneys or bail bondsmen)
2. Removal from one special event.
3. Removal of commissary privilege, not to exceed one sale.
4. Removal of T.V. or movie privilege, not to exceed one week
5. Removal of recreation yard privileges, not to exceed two weeks
6. Extra work duty, not to exceed four hours a day
7. Reclassification
8. Re-housing
9. Loss of good and work time
10. Disciplinary isolation with loss of all privileges for up to 10 days
11. Any loss of commissary privilege will result in the destruction of your opened commissary items and the unopened items will be stored in your property
12. Removal from religious diet

C. GENERAL RULES

General Rules apply to all inmates in all facilities within the Shasta County Sheriff's jail system.

Legend: C = criminal violation - Criminal Prosecution 0-30 days
 m = minor violation - 0-15 days
 M = major violation - 0-30 days

- 1) You will obey all laws of the United States, State of California, and County of Shasta. (C)
- 2) You will NOT break, mark, nor destroy County buildings or property purchased by the Inmate Welfare Fund. (C)
- 3) You will NOT gamble. (C)
- 4) You will not possess, consume or ingest drugs (except those prescribed by jail medical staff), or any alcoholic beverage. (C)
- 5) You will have NO sharpened or pointed objects in your possession. This includes pencils, unless cleared by a staff officer or authorized civilian employee. (C)
- 6) You will return at the date and time specified on your release authorization form when released under Penal Code Section 4018.6 P.C. (temporary release). (C)
- 7) You will have NO contraband or dangerous weapons in your possession. (M)(C)
- 8) You will NOT damage the Tablet. (M)(C)
- 9) You will NOT engage in sexual activities with other inmates. (M)(C)

- 10) You will not assault others, or aid/assist, in the assault of other inmates or staff. (M)(C)
- 11) You will NOT mark any walls, including cell walls. (M)(C)
- 12) Any burning or flooding is forbidden. (M)(C)
- 13) You will treat all officers, staff, and visitors with courtesy and respect. (M)
- 14) You will remain in your assigned duty area unless given permission to leave by an officer or civilian staff member. (m)(M)
- 15) You shall not tamper with your wristband. You MUST wear it at all times. If a wristband comes off, you are to contact an officer and request a new wristband in exchange for the old one. (m) (M)
- 16) Tampering with electrical wires, electrical outlets, or televisions is forbidden. (M)
- 17) You are not to tamper with or jam door locks. (M)
- 18) Passing notes and/or contraband is prohibited. (m)(M)
- 19) If you are sentenced, you may not refuse to work. (M)
- 20) You will not purposely clog your toilet. It is a major violation if you do. (M)
- 21) You will not attempt to aid or assist, in having other inmates removed or re-housed from your pod due to differences of opinion, prejudices, dislike or manipulation. (M)
- 22) You will NOT barter, exchange, transfer any commissary or food items to other inmates in the facility. (M)
- 23) You will obey all rules and regulations established for this release program when released under 4018.6 P.C. (temporary release). (M)
- 24) You will obey all lawful orders from the jail staff. (M)
- 25) You will have in your possession, only those items issued by the jail, purchased on commissary, or previously approved by custody staff. (M)
- 26) You will not consume, nor be under the influence, of any unauthorized drug or alcoholic beverage. (M)
- 27) You will immediately swallow all medications dispensed by the nurse. (M)
- 28) You will NOT remove any property from your work areas without the approval of an officer or civilian staff member. (M)
- 29) You will NOT knowingly furnish false information to jail staff. (M)
- 30) You will NOT prepare unauthorized foods or beverages when assigned to kitchen work. (M)
- 31) You will NOT smoke. You are prohibited from having tobacco and/or other substances used for smoking. (M)
- 32) You will submit to urinalysis or intoxilyzer tests when requested to do so by custody staff. (M)
- 33) You will NOT make or possess "weight bags". (M)
- 34) You may be required to reimburse the facility for torn or destroyed clothing. (m)(M)
- 35) You will not make tattoo instrument or possess tattoo paraphernalia. (m)(M)
- 36) You will meet specified dress codes when outside your cell or pod. (m)
- 37) You will not place telephone calls for other inmates. (m)

- 38) You will address Custody Staff as “Deputy” or “Officer”. You may never address staff by their first names. (m)
- 39) You will NOT move or change assigned beds unless authorized to do so by a deputy. (m)
- 40) You will NOT lie on another inmate's bed. (m)
- 41) You will be responsible for all clothing and bedding issued to you; loss or damage of these items is an infraction; excess items are not allowed. (m)
- 42) You will NOT be loud, boisterous, offensive, unnecessary noise or create a pod disturbance. (m)
- 43) You will NOT be out of your cell when you are supposed to be locked down. (m)
- 44) You will NOT store bags, containers or personal items on the floor of any housing unit. (m)
- 45) You will be allowed to run only in the recreation area. (m)
- 46) You will NOT push, cut in line, or shove anyone while in line. (m)
- 47) You will NOT take extra food or drink or remove food, drink or other kitchen/dining items from those areas without the approval of an officer or civilian staff member. (m)
- 48) You will report promptly to your assigned or reporting points, perform the assigned tasks, and follow the directions of the officer or civilian staff member. (m)
- 49) You will have no more than the following in your housing area at any time: one (1) newspaper; two (2) magazines or periodicals; one (1) Bible, one (1) dictionary, and two (2) books (m)
- 50) You will: wear hair nets or food service hats; footwear (not thongs); scrub your hands and nails immediately prior to handling food when assigned to kitchen work. (m)
- 51) You will keep your sleeping area neat and clean always. Bedding is not to be placed on the floor or used as a hammock. (m)
- 52) Lights, vents and speakers are NOT to be covered in any manner, or have anything on them. They are not to be disconnected or damaged in any way. (m)
- 53) Newspapers, books and magazines are for reading only. They are not to be converted to weapons, implements and/or channel changers. (m)
- 54) You are not to touch property belonging to another inmate without their permission. (m)
- 55) You are not to cover your door, cell or day room window in any manner, with anything. (m)
- 56) Wearing homemade crosses, arm bands, ankle bands, etc., is prohibited. (m)
- 57) If housed in 3C/2C, you will not approach any other cell door.
- 58) No unauthorized verbal communication between levels/pods or booking area is allowed. (m)
- 59) You shall not use any gang signs, write gang graffiti or have gang-related items. (m)
- 60) You will not deface, scribble on, mark out, draw over, or obliterate in any way, the Shasta County Jail inmate stamp on ANY outgoing mail envelopes. (m)
- 61) The sound on the televisions will be kept at a reasonable level so as not to interfere with staff/inmate communications. (m)
- 62) You will store ALL your belongings in your tub. (m)
- 63) You are not allowed to keep or store, any of your property in another inmate’s belongings, cell, or tub. (m)

- 64) Your outgoing mail will have only an address and return address. No drawings or graffiti of any kind are allowed. (m)
- 65) With authorization, you may have up to two tubs for your legal papers. (m)
- 66) You will wear jail issue clothing only (no shirts on heads). Orange shirts will be tucked in when you are out of your pod. You will have no rolls or cuffs on your pants. Your clothes must fit properly and should not be baggy or sagging. (m)
- 67) Do not place or hang anything on or over the walls, ceilings, vents, or speakers. Do not place or hang anything on or under the lamps, this includes pictures. (m)
- 68) No sitting or lying down on tables. (m)
- 69) Eat your meals when they are served. All food from your meal is to be disposed of 15 minutes after your meal is served. (m)
- 70) You are to have your hands behind your back anytime you are outside of your housing unit. (m)
- 71) Jail property is not to be altered from its original state. This includes removing labels from commissary items. (m)
- 72) You will not store any cleaning supplies in your cell. (m)
- 73) You are NOT to be found using another inmate's pass code and pin, regardless of how you acquired the pass code and pin. (m)
- 74) If you are on the religious diet program and violate it, the violation will be investigated and you may be subject to removal from the program.

X.
COMMUNITY RESOURCES
AFTER RELEASE

Shasta Community Health Center
1035 Placer Street
Redding CA 96001
(530) 246-5710

Pit River Health Services
36977 Park Avenue
Burney, CA 96013
(530) 335-3651

4233 Front Street
City of Shasta Lake, CA 96019
(530) 276-9129

2965 East St.
Anderson, CA 96007
(530) 378-0486

Hill Country Health Clinic
29632 Highway 299 East
Round Mountain, CA
(530) 337-5750

Mercy Maternity Clinic
2626 Edith Avenue, Suite A
Redding, CA 96001
(530) 225-7480

Redding Rancheria Health Center
1441 Liberty St.
Redding, CA 96001
(530)224-2700

2626 Edith Avenue #B
Redding, CA 96001
(530) 244-2130

Churn Creek Health Care
3184 Churn Creek Road
Redding, CA 96002
(530) 768-2436

Women's Health Specialists
1901 Victor Avenue
Redding, CA 96002
(530) 221-0193