



Detention and Corrections

Inmate Handbook



Sheriff Bob Gualtieri

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"

To The Inmate / Detainee:

The Florida Legislature has established administrative and operational requirements to be maintained by all county detention facilities. Additionally, the State Jail Standards Committee has established specific operational standards. In Pinellas County, the Sheriff is charged with the responsibility of maintaining the county's jail facilities.

It is my policy that the Pinellas County Jail shall operate in full compliance with all State Laws and the Florida Model Jail Standards.

The maintenance of a jail that provides safe, secure, and sanitary conditions requires the cooperation of all confined persons. Every effort will be made to provide you with adequate confinement and nutrition while you are in jail. Your courtesy and attention to the rights of your fellow inmates / detainees will help make your stay in jail less complicated. You are encouraged to take advantage of the library, religious, social and education programs offered to all inmates / detainees.

A handwritten signature in black ink, appearing to read 'Bob Gualtieri', written in a cursive style.

Sheriff Bob Gualtieri
Pinellas County, Florida



Sheriff Bob Gualtieri

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"

To The Inmate / Detainee:

This Inmate Handbook is provided so you may have a better understanding of the operations, programs, and services of the Pinellas County Jail.

It is our objective to provide a secure, safe, and sanitary jail. You are expected to assist in this effort by keeping yourself and your living area clean at all times. It is also expected you will respect the rights of your fellow inmates / detainees and obey staff charged with your supervision.

Sheriff Bob Gualtieri provides a number of opportunities for inmates / detainees to use their time productively. A variety of religious programs and recreational activities are available. In addition, those individuals who can meet the necessary qualifications can use various education and / or training opportunities.

During your confinement in the Pinellas County Jail, the same laws that exist in our society will govern you. Any violation of federal, state, or municipal ordinance will result in prosecution of those involved. Any violation of the rules and regulations of the jail will be dealt with appropriately. It is our hope that when you leave the Pinellas County Jail, you will be a better person. It is up to you.

A handwritten signature in blue ink, appearing to read "Paul Carey".

**Paul Carey, Colonel
Department of Detention and Corrections**

I. Introduction

- A. The Pinellas County Jail Complex contains several buildings. Each building of the complex has the same mailing address: 14400 49th Street North, Clearwater, FL 33762-2877, Phone (727) 464-6415.
- B. The various housing divisions within the complex house a wide array of inmates / detainees, including but not limited to, felons, misdemeanants, and sentenced inmates / detainees. No individual shall be discriminated against because of race, color, national origin, gender, or disability. Inmates / detainees shall have equal access to all programs and privileges unless deemed to be a threat to the safety of staff, other inmates / detainees, or the security of the facility. Reasonable accommodations are provided for persons with a disability.
- C. All rules and staff direction must be obeyed. The housing deputies shall direct and control all housing unit activities. Inmates / detainees must conduct themselves in an orderly manner at all times with respect to the rights of other inmates / detainees and staff.
- D. Emergencies or safety drills can occur that may require inmates / detainees to evacuate or relocate to another area. It is important to remain calm and listen to the instructions given by detention personnel. Not following instructions may lead to disciplinary action.
- E. **SMOKING AND TOBACCO PRODUCTS ARE PROHIBITED.** Any tobacco brought into booking, in the possession of an inmate / detainee or in their property, will be discarded.
- F. Searches are necessary to control the introduction of contraband and to prevent escapes. A search of a male inmate's / detainee's person may be conducted by detention staff of the same or opposite gender. A search of a female inmate's / detainee's person will be conducted by detention staff of the same gender unless the inmate / detainee presents an immediate risk of harm to herself or others, and a female detention deputy is not available to do the search. Inmates / detainees must comply with the search of their person and personal property at any time. Refusal of a search, or inappropriate conduct (comments, gestures, and / or noises) made prior to, during, or after a search will result in disciplinary action. Inmates / detainees do not have to be present while staff are conducting a search of their cell area and / or belongings. Inmates / detainees will cooperate with deputies to expedite this process.
- G. Anytime there is a call for a headcount appearance, inmates / detainees are to proceed to their cell location immediately. Inmates / detainees are to remain quiet until the count is complete, and they are excused. Inmate / detainee counts will be at the discretion of the deputies.

II. Booking Process

- A. All non-federal inmates / detainees booked into the Pinellas County Jail will be charged a non-refundable Inmate Subsistence Fee to cover administrative costs with the following exceptions:
 - 1. Detainees in an "in-transit" status for another agency or jurisdiction.
 - 2. Department of Corrections inmates / detainees brought back to Pinellas County by the State Attorney or Public Defender on writs of testificandum or inmates / detainees returning on writs of prosequendum (pro-se inmates / detainees) only.
 - 3. Walk-through, Paperwork Only and Marchman Acts.
- B. If an inmate's / detainee's cash account balance is not sufficient to cover this charge, a lien will be placed against the inmate's / detainee's cash account. The balance owed will be deducted from any deposits received. The debit balance will be carried for a period of three years from the date the debt was incurred.

- C. Upon arrival, inmates / detainees receive a medical screening. Please inform staff of any special medical or emotional needs during this process. If you have an emergency medical problem, please contact a deputy immediately. He or she will contact the proper medical person to handle your medical problem.
- D. At the time of booking, all money in an inmate's / detainee's possession will be credited to his / her personal inmate / detainee account, except for foreign coins and / or foreign or contaminated paper money which will be placed in his / her personal property. No inmate / detainee will keep in his / her possession any money, checks, money orders or any other legal tender. If any unauthorized funds are discovered, they will be forwarded to the Inmate Welfare Fund.
- E. During the booking process you will be interviewed by classification staff. Each person incarcerated at the Pinellas County Jail must have a photograph and fingerprints taken. Each inmate / detainee will be provided with an identification card to wear at all times **on the chest area** (not on the sleeve), with the photograph showing.
- F. All inmates / detainees are issued a uniform to include footwear during the intake process. Make no alterations to clothing. Inmates / detainees will be expected to reimburse the facility for intentional damage to or loss of clothing.
- G. Bed linens, towels, one drinking cup, soap, one toothbrush, one toothpaste, and one comb will be issued once assigned to permanent housing. Feminine hygiene items will be provided. Razors will be provided and exchanged in accordance with Department directives.
- H. A replacement cost will be charged to your account for missing, destroyed, or damaged jail issued property or any jail property. If unable to pay, a lien will remain on the account for 3 years from the date the debt was incurred.
- I. Posting Bond / Purging Child Support Payments

How to post a bond for a Pinellas County Jail inmate / detainee:

If you have a bond amount, you can post a bond or have someone else post the bond to facilitate your release.

How to post an inmate's / detainee's bond using a credit or debit card:

The Pinellas County Jail accepts bond payments through the AllPaid program. Up to \$2,500 can be accepted on a per charge basis. Be advised a non-refundable service fee to AllPaid will be added to all transactions.

If you need your credit card information from Property to self-bond, you can submit an Inmate Request to Property or speak to a deputy who can initiate the process with Property.

How to purge an inmate's / detainee's child support payment:

If you have been arrested for failure to pay child support, you can purge the child support payment or have someone else purge the child support payment in order to facilitate your release.

How to purge an inmate's / detainee's child support payment using a credit or debit card:

The Pinellas County Jail accepts payment for child support purges through the AllPaid program. Payments are accepted for the full amount of the purge.

Make sure the person paying your bond has the following information ready before proceeding to www.allpaid.com or www.GovPayNow.com:

This information is available in the "Who's in Jail" function on the Sheriff's Office website, or through the Clerk of the Circuit Court.

- The defendant's name

- The defendant's docket number
- The case number

The Pay Location code is **6343** for inmate / detainee bond payments.
The Pay Location code is **6143** for inmate / detainee child support purges.

There are three ways to pay with a credit or debit card:

- Online at www.GovPayNow.com or www.allpaid.com
- By phone at 1-877-EZBAIL5
- In person at the Pinellas County Jail Bond Counter

Other payments accepted:

Bonds of any amount can be paid using the following payment options:

1. **Surety Bonds** are accepted from registered bonding agents. A list of registered bonding agents is located in the Booking Area and enclosed case just outside of the Public Lobby area and via the electronic kiosk / tablet. The Pinellas County Sheriff's Office will not recommend a bonding agent.
2. **Cash bonds** are accepted in the full amount of the bond. In order to post a cash bond, the person posting the bond needs to present a valid photo I.D. **All bank checks, travelers' checks and money orders must be made payable to the Clerk of the Circuit Court.** No personal checks will be accepted.
3. Child Support Purges are accepted in the full amount of the purge. In order to pay the purge, you will need to present a valid photo I.D. **All bank checks, travelers' checks and money orders must be made payable to the Clerk of the Circuit Court.** No personal checks will be accepted. Child Support payments must be on a separate check or money order if a bond is being posted at the same time.

Important Notice

F.S. § 903.286 requires the Clerk of the Court to withhold from the return of a cash bond posted on behalf of a criminal defendant by a person other than a bail bond agent, sufficient funds to pay any unpaid court fees, court costs, and criminal penalties. This means that if the defendant for whom you are posting bond owes costs and penalties, those fees will be taken out of the bond money you posted. You may receive only a portion or none of the posted bond money even though the defendant makes all timely court appearances. F.S. § 903.26(2)(b) states that if a defendant fails to appear at the time, date and place of required appearance, the bond money will be forfeited.

III. Medical Services

- A. Upon arrival, inmates / detainees shall receive a medical and mental health screening. Please inform the nurse of any special medical, dental, or mental health needs during this process.
- B. All inmates / detainees may request sick call services to treat their serious health needs daily. If you wish to see a qualified healthcare provider regarding a medical, dental, or a mental health concern, you will follow one of the two following procedures, depending on housing location.
 1. Inmates / detainees housed in general population shall request Nurse Sick Call under Class Signups via the electronic kiosk / tablet located within the housing area.
 2. Inmates / detainees in single cells, shall submit a Medical Request Form (Form 82) to the nurse on duty.
- C. **How to Inform Staff of a Medical Emergency** – If you have an emergency medical situation, please contact the floor deputy or the nearest available staff member on duty immediately. This includes feeling suicidal or having knowledge

that another inmate / detainee may be feeling suicidal. He / she will contact a medical staff member who will address your immediate healthcare need. Treatment for emergent services, as deemed appropriate by the qualified healthcare provider shall NOT be charged a medical co-payment.

- D. A \$10.00 co-payment will be charged against your account for each non-exempt medical, dental, or mental health visit you initiate. If unable to pay, a lien will remain on the account for 3 years from the date the debt was incurred.
- E. You will not be charged a co-payment for exempt services, including medical screenings, the 14-day or Annual History and Physical Assessment (H & P), or non-elective hospitalizations, off-site consultations, diagnostic studies, wound care, vital sign monitoring, medications, or well-being checks. Other exempt services include:
 - 1. Urgent or emergent referrals as determined by medical staff, including treatment of injuries received due to an accident, sexual abuse, assault, use of force, etc.
 - 2. Medical staff referral to another qualified healthcare provider, including follow-up visits scheduled by the qualified professional.
 - 3. Administrative referrals to a qualified healthcare provider.
- F. **No inmate / detainee shall be refused necessary medical treatment due to inability to pay.**
- G. **Malingering, feigning an illness or injury, or otherwise attempting to manipulate the system to avoid a medical co-payment, secure certain housing or other privileges is prohibited and shall be referred for disciplinary action.**
- H. Although every attempt will be made to verify medications taken prior to incarceration, your medical and / or mental health condition will be assessed by a provider on site, and only those medications deemed necessary and appropriate by the provider shall be initiated.
- I. Once you are released and sign for your property you will be offered a voucher for a three (3) day supply of medication. You are required to take it to an authorized pharmacy in the area. If you do not report to the pharmacy for your medications within twenty-four (24) hours of your release, you will not be given the medication. Certain items are exempt from this voucher program, including narcotic medications, over-the-counter drugs, and IV drugs. U.S. Marshals Service Inmates and Immigration and Customs Enforcement (ICE) detainees retained under contract, as well as those being transferred to another facility are exempt from this provision.
- J. When a U.S. Marshals Service Inmate and / or ICE detainee retained under contract is being transferred and / or released from the jail, a 7 - 10 day supply of approved prescription medication will be provided.
- K. Fugitives will receive a ten (10) day supply of approved prescribed medication.

IV. Reports of Sexual Abuse / Sexual Misconduct

The Pinellas County Sheriff's Office has a zero-tolerance policy towards all forms of sexual abuse and sexual harassment of any inmate / detainee and is committed to upholding the Eighth Amendment Rights of all inmates / detainees as required by the Prison Rape Elimination Act of 2003 (PREA) and F.S. § 944.35.

- A. The U.S. Department of Justice divides sexual abuse into three categories of INMATE / DETAINEE-ON-INMATE / DETAINEE sexual victimization:
 - 1. Nonconsensual Sexual Acts include sexual contact with any person, without his or her consent, or with a person who is unable to consent or refuse where:

- a. Contact is made between the penis and the vulva or the penis and the anus including penetration, however slight; or
 - b. Contact is made between the mouth and the penis, vulva, or anus; or
 - c. Penetration of the anal or genital opening of another person is made, however slight, by a hand, finger, object, or other instrument
 2. Abusive Sexual Contact includes sexual contact with any person, without his or her consent, or with a person who is unable to consent or refuse, by:
 - a. Intentionally touching, either directly or through the clothing, their genitalia, anus, groin, breast, inner thigh, or buttocks
 - b. EXCLUDING incidents in which the contact was incidental to a physical altercation
 3. Sexual Harassment
 - a. Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate / detainee directed toward another.
- B. The U.S. Department of Justice divides sexual abuse into two categories of STAFF-ON-INMATE / DETAINEE sexual abuse:
1. Staff Sexual Misconduct is defined as any behavior or act of a sexual nature directed toward an inmate / detainee by an employee, contractor, volunteer, official visitor, or any other agency representative. Sexual relationships of a romantic nature between staff and inmates / detainees are included in this definition.

Prohibited behavior or acts include:

 - a. Intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks that is unrelated to official duties or with the intent to abuse, arouse, or gratify sexual desire; or
 - b. Completed, attempted, threatened, or requested sexual acts; or
 - c. Occurrences of indecent exposure, invasion of privacy, or staff voyeurism for reasons unrelated to official duties or for sexual gratification
 2. Staff Sexual Harassment is defined as repeated verbal statements, comments, or gestures of a sexual nature to an inmate / detainee by an employee, volunteer, contractor, official visitor, or other agency representative including:
 - a. Demeaning references to gender or sexually suggestive or derogatory comments about body or clothing
 - b. Or repeated profane or obscene language or gestures.
- C. Any sexual activity between inmates / detainees or between inmates / detainees and staff or others is strictly prohibited and will be fully investigated. No individual has the right to pressure another to engage in sexual acts. Involvement or knowledge of such acts should be reported immediately.
- D. All sexual abuse will be investigated and prosecuted to the fullest extent of the law, including administrative sanctions and / or criminal prosecution.
- E. **Reporting** – Any incidence of sexual abuse and / or sexual harassment should be reported immediately. A report can be made directly to a staff member or via an electronic kiosk / tablet. Inmates / detainees may request to speak with a detention

supervisor, chaplain, social worker, the Detention Investigations Unit (DIU) or healthcare staff. Use of the formal grievance process, to make a sexual abuse complaint against staff, is not required.

If you are not comfortable reporting the abuse to staff as described above, you have other options:

1. The Detention Investigations Unit can be contacted directly by dialing 1*9042 from the inmate's / detainee's phone located in every housing unit.
2. The Division of Inspector General can be contacted directly by dialing 1*9094. This office is a public entity separate from the Pinellas County Sheriff's Office but is able to receive and forward reports to PCSO officials allowing you to remain anonymous upon request.

There is no charge for this reporting method and a pin number is not necessary to make these calls. Intentional misuse of this reporting method may result in disciplinary action.

In addition to the above, the following methods of reporting are available to US Marshal and ICE Detainees:

1. Report to the ICE Field Office – Tell an ICE / ERO staff member who visits the facility or file a written informal or formal request or grievance to ICE / ERO.
 2. Report to the Department of Homeland Security Office of Inspector General or ICE Headquarters – Call DHS / OIG 1-800-323-8603 (1*9050) or by U.S. Mail to DHS Office of Inspector General / Mail Stop 0305 Attention Office of Investigations – Hotline 245 Murray Lane SW, Washington, DC 20528.
 3. Report to the ICE Community and Detainee Hotline 1-800-351-4024 (1*9095) or the ICE Office of Professional Responsibility (OPR) Joint Intake Center (JIC) 24 hours a day at 1-877-246-8253 (1*9092). Write a letter to P.O. Box 14475 1200 Pennsylvania Ave. NW Washington, D.C. 20044. To ensure confidentiality, use special (Legal) mail procedures.
 4. United States Marshals Service – File an Emergency Detainee Grievance – If you decide your complaint is too sensitive to file with the Officer in Charge, you can file your Grievance directly with the Field Office Director. You can get the forms from your housing unit officer or a facility supervisor.
 5. United States Marshals Service – Write to the Office of Inspector General (OIG), which investigates allegations of staff misconduct. The address is: Office of Inspector General, U.S. Department of Justice, 9050 Pennsylvania Ave. Room 4706, Washington, D.C. 20530. To ensure confidentiality, use special (Legal) mail procedures.
 6. United States Marshals Service – Call, at no expense to you, the Office of Inspector General (OIG). The phone number is 1-800-869-4499 (1*9093).
- F. **Confidentiality** – If an inmate / detainee reports sexual abuse and / or sexual harassment, confidentiality will be maintained with regard to all information obtained during the course of the investigation. Only those with a legitimate "need to know" will be provided facts for investigation and prevention purposes.
- G. **Protecting the Victim** – Every effort will be made to protect the victim from further harm. If he / she cannot or will not identify the individual(s) involved in the sexual abuse and / or sexual harassment, he / she does not give up the right to receive protection from the assailant(s).
- H. **Medical Assistance** – Sexual abuse / assault victims will be evaluated and provided medical treatment and follow-up care, as appropriate. The Suncoast Center, Inc. Rape Crises Center of Pinellas County has entered into a collaborative agreement with the Pinellas County Sheriff's Office to provide services to inmates / detainees who are victims of sexual abuse. These services include:

1. The services of a victim advocate who will provide sexual abuse victims with crisis intervention counseling and information regarding their rights under relevant federal and state law.
 2. Timely information and access to emergency contraception and testing and prophylactic treatment for sexually transmitted infections.
 3. Forensic medical examinations conducted by a Sexual Assault Nurse Examiner.
 4. Trauma specific treatment by a Mental Health professional.
 5. Confidential Support Services are available via a free Rape Crisis Hotline (by dialing 1*9073 from any inmate / detainee phone). Communication with Suncoast will be considered confidential, and this number will not be monitored or recorded.
 6. Follow-up services when the victim is released from custody.
- I. **Counseling** – Most people need help recovering from the emotional effects of sexual abuse. A qualified mental health professional will provide crisis intervention counseling and coping skills and will monitor for the necessity of long-term support. Any inmate / detainee at risk for, or having a history of, victimization or sexually aggressive behavior, who is interested in self-initiated counseling may contact any staff member. In addition, you may also request Nurse's Sick Call via the electronic kiosk / tablet or complete a medical request Form 82.
- J. **False Accusations** – Pursuant to Florida Statute, it is unlawful to falsely accuse any person of sexual assault / battery and is punishable by law and administrative action.
- K. **Avoiding Sexual Abuse** – Following these tips will not guarantee you are not abused / assaulted but may help decrease the risk.
1. Carry yourself in a confident manner. Many attackers choose victims who look like they would not fight back or who they think are emotionally weak.
 2. Do not accept gifts or favors from others. Most gifts or favors come with special demands or limits that the giver expects you to accept.
 3. Avoid isolated areas whenever possible.
 4. Find a staff member with whom you feel comfortable discussing your fears and concerns. Trust your instincts; if you feel unsafe, voice your concerns.
 5. Do not accept an offer from another inmate / detainee to be your protector.
 6. Choose your associates wisely. Involve yourself in positive activities (educational, self-help, religious programs, etc.).
 7. Do not use drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
 8. If you suspect another inmate / detainee is being sexually abused, report it immediately.
- V. **F.S. § 944.241 – Tammy Jackson Healthy Pregnancies for Incarcerated Women Act**
- A. **Restrictive Housing** – A pregnant inmate / detainee may not be involuntarily placed in restrictive housing unless that restrictive housing is necessary to protect the health and safety of the pregnant inmate / detainee or others or to preserve the security and order of the correctional institution and no other less restrictive means are available.

If a pregnant inmate / detainee must be assigned to restrictive housing, the following specific procedures shall be followed:

1. Staff must verify a qualified healthcare professional has been consulted prior to the inmate's / detainee's assignment to restrictive housing,
 2. Staff must complete a Tammy Jackson Healthy Pregnancies for incarcerated Women Act Report,
 3. Staff must forward an approved copy of the report to the inmate / detainee for her receipt within 12 hours of her placement into restrictive housing.
- B. Restraint of Pregnant or Post-Partum Inmates / Detainees – Restraints shall not be used on an inmate / detainee known to be pregnant during labor, delivery, and post-partum recovery unless the deputy makes an individualized determination that the inmate / detainee presents an extraordinary circumstance. If the deputy determines there is an extraordinary public safety risk, the officer is authorized to apply restraints as limited below:
1. If the doctor, nurse, or other healthcare professional treating the inmate / detainee requests restraints not be used, the deputy accompanying the pregnant inmate / detainee shall remove all restraints.
 2. Under no circumstances shall leg, ankle or waist restraints be used on any pregnant inmate / detainee who is in labor or delivery.
 3. If restraints are used on a pregnant inmate / detainee pursuant to paragraph (A) above, the type of restraint applied, and the application of the restraint must be done in the least restrictive manner necessary. If wrist restraints are used, they must be applied in such a way that the pregnant inmate / detainee is able to protect herself in the event of a forward fall.
- C. During the third trimester of pregnancy, or when requested by the doctor, nurse or other healthcare professional treating the pregnant inmate / detainee, unless there are significant documentable security reasons noted by the Department of Detention and Corrections to the contrary that would threaten the safety of the inmate / detainee, the unborn child, or the general public:
1. Leg, ankle, and waist restraints may not be used.
 2. If wrist restraints are used, they must be applied in such a way that the pregnant inmate / detainee is able to protect herself in the event of a forward fall.
- D. In addition to the specific requirements of restraining pregnant inmates / detainees as discussed above, any restraint of an inmate / detainee who is known to be pregnant must be done in the least restrictive manner necessary in order to mitigate the possibility of adverse clinical consequences.

VI. Indigent Inmate / Detainee Supplies

- A. Indigent inmates / detainees are defined as inmates / detainees who are without funds or who have \$1.00 or less at time of admittance. These individuals may receive necessary health, hygiene and writing materials after 14 days of indigent status.
- B. Once such an individual establishes an inmate / detainee account and has sufficient money posted to the account (more than \$1.00), they will not be considered indigent again until their account remains at \$1.00 or less for a period of 14 days from the date of the last entry.
- C. Indigent items are distributed in an Indigent Kit. The Indigent Kits contain the following:

Standard Indigent Kit:

1. One (1) 8 ½ x 11 legal pad
2. One (1) black ink pen
3. Four (4) stamped post cards
4. One 1.5 oz. tube of toothpaste
5. One 1.5 oz. deodorant
6. One (1) toothbrush

Clothing Indigent Kit: Male

1. Two (2) t-shirts
2. Two (2) boxer shorts

Clothing Indigent Kit: Female

1. Two (2) bras
2. Two (2) panties

Eligible indigent inmates / detainees shall use the kiosk / tablet available to them within their assigned housing units to place indigent orders. In the event the kiosk / tablet is not operational or available, paper order forms will be distributed for completion.

- D. Eligible indigent inmates / detainees may request and receive the Standard Indigent Kit once every 30 days. Eligible indigent inmates / detainees may request and receive the Clothing Indigent Kit only once every 365 days.
- E. Any inmate / detainee in need of footwear shall submit an Inmate Request to the appropriate floor deputy. The floor deputy shall assess each individual situation, process the Inmate Request accordingly, and provide footwear as needed.
- F. Indigent inmates / detainees will be continuously furnished with soap / shampoo, as will all general population inmates / detainees.
- G. If an indigent inmate / detainee needs legal envelopes to mail legal / privileged correspondence, he / she will submit an Inmate Request to the Law Library. The law library clerk will verify the inmate's / detainee's indigent status by checking his / her inmate / detainee account status. Once verified, the law library clerk will process the request in the inmate / detainee accounting system and distribute the envelopes. The indigent legal mail will be forwarded back to the law library for indigent status confirmation / verification and logging prior to being sent to the mail room. Each qualified indigent inmate / detainee may request up to four legal envelopes every 30 days.

VII. Dress Code and Personal Hygiene

- A. An issued uniform will be required anytime an inmate / detainee exits his / her cell or sleeping area, to include dayroom, visitations, religious services, medical services, social services, educational classes, and attorney visits, etc.
- B. All inmates / detainees will maintain a high degree of personal cleanliness. Showers and toiletry items are available. Each division schedules haircuts; ask the housing deputy about the schedule. Inmates / detainees with upcoming court appearances will have priority.
- C. All inmates / detainees will be given the opportunity to shower / bathe daily but are required to bathe at least twice weekly. Housing unit deputies will require inmates / detainees to be neat and clean before work.
- D. Linen exchange is once per week. Issued uniform exchange is twice per week. Inmates / detainees are responsible for any linen and uniform issued. Personal

laundry is on a twice per week schedule. Inmates / detainees assigned to jobs within the jail will receive clean clothes each day they work. The laundry services are under the supervision of the staff; a laundry schedule will be available based on cell and unit assignment.

VIII. Replacement of Hygiene Items

- A. Housing area deputies will replenish or exchange bath soap, razors, and feminine hygiene items.
- B. Items issued such as toothbrushes, toothpaste and combs must be purchased through commissary at the inmate's / detainee's expense when replacements are needed. Indigent inmates / detainees will be given personal hygiene items once every 30 days.
- C. Inmates / detainees are not permitted to hoard Department issued personal hygiene items.

IX. General Housekeeping

- A. Inmates / detainees are responsible for keeping their cell and the immediate area around the cell clean and neat at all times.
- B. Beds will be made anytime they are not in use.
- C. Inmates / detainees are responsible for damages to their cell, which are a result of negligence or malicious destruction.
- D. Trash will be placed in the containers provided and is removed daily from living quarters. No trash bags are allowed except as needed to line the inside of the receptacles.
- E. Inmates / detainees cannot place personal items, clothing or linen on the bars, windows, bunks, or vents.
- F. Do not post or attach anything to walls, mirrors, windows, bunks or on lights.
- G. Inmates / detainees cannot write, draw, or mark on walls, ceilings, tables, chairs, bunks, or any other facility owned property.
- H. Immediately report any inoperative equipment (such as light, sink, toilet, etc.) to a deputy.
- I. When there are too many flammable materials such as paper and plastics, a fire hazard exists. Excess items are to be discarded or they will be confiscated by detention staff as a safety precaution. The facility is inspected regularly and adheres to all state fire safety codes.

X. Meals

- A. The jail offers three meals a day; there are no extra helpings or trays. Inmates / detainees must eat the meals at mealtime. No food from your tray can be saved, given, traded, or sold to other inmates / detainees.
- B. Inmates / detainees will have the opportunity to exchange or clean his / her drinking cup daily.
- C. Only food items purchased through commissary may remain in the housing unit.
- D. If, for medical reasons, an inmate / detainee requires a special diet, medical will review the request and advise if approved or denied. If approved, medical will notify the food service provider to provide the required diet.
- E. If an inmate / detainee requires a religious diet, he / she must complete an Inmate Request to the Department Chaplain stating the name of the religion and the type of diet. The chaplain will review the request and advise of the approval or disapproval of the request.

XI. Inmate / Detainee Accounts and Commissary

- A. Only other facility checks, certified checks, cashier's checks, or money orders of at least \$1.00 are acceptable for deposit into the inmate's / detainee's account. No cash will be accepted from visitors for deposit into an inmate's / detainee's account. Any deposit received containing damaged or unreadable money orders, personal checks or cash will be returned to the sender if the name and address has been provided.
- B. Friends and family of inmates / detainees can purchase commissary packages for inmates / detainees via the iCare program: <https://shop.icaregifts.com/>
- C. The Pinellas County Jail accepts money orders for inmates / detainees. The money order must contain the inmate's / detainee's full name, docket number. Money orders are accepted 7 days a week at the Visitation Center and Public Lobby or can be mailed to:
 - 1. Pinellas County Jail
Inmate Accounting
14400 49th Street N.
Clearwater, FL 33762
- D. Online deposits will be accepted at www.connectnetwork.com Customer service concerns for the online deposits can be directed to [877-650-4249](tel:877-650-4249).
- E. In addition, kiosks where funds (cash or credit card) can also be deposited into inmate / detainee accounts are available to the general public at the jail's visitation center and public lobby. Electronic deposits are limited to \$300 per inmate / detainee per day.
- F. No inmate / detainee will keep any money, checks, money orders or any other legal tender in his / her possession. Any unauthorized funds that are discovered will be forwarded to Inmate Accounting for processing.
- G. An inmate / detainee may transfer or release funds from his / her account to the public by completing a "Money Release" through the electronic kiosk / tablet. Money releases are valid for 30 calendar days. After this time period, a new form must be submitted. If an inmate / detainee wishes to mail their funds, they must complete a paper Money Release Form and attach an addressed and stamped envelope. If an inmate / detainee is transferring to another correctional facility and has less than \$2.00 in his/her account, that amount will not be transferred, and the inmate / detainee must transfer or release these funds as set forth in this paragraph or the funds will be forfeited to the Inmate Welfare Fund.
- H. Commissary is a privilege provided for the exclusive use and benefit of all inmates / detainees. Inmates / detainees may use money in his / her inmate / detainee account to purchase commissary items. The commissary provider deducts purchases from the inmate / detainee account. A list of items available from the commissary is uploaded to the electronic kiosk / tablet.
- I. Inmates / detainees may place orders to the commissary twice weekly.
- J. Each order may be no more than \$100.00 combined clothing and food.
- K. Inmates / detainees may go over the \$100.00 limit in order to purchase a radio.
- L. Damages or shortages must be identified upon delivery to you. By signing, you acknowledge that you understand the terms of commissary orders and authorize funds to be deducted from your trust fund account to pay for the order. Once the order is accepted, the sale is final. All inmates / detainees have 60 days from purchase to request any information regarding a commissary sale or credit.

XII. Notary Public Services

The Pinellas County Jail will make a Notary Public available when requested by an inmate / detainee. Contact the shift sergeant or social worker for a Notary Public.

XIII. Good Time / Gain Time

Good Time / Gain Time is awarded, and the release date is calculated at the time of sentencing. Release dates can be accessed by staff in all housing areas. No inmate / detainee release will take place until verification is completed. Any discrepancies should be addressed on an Inmate Request via the electronic kiosk / tablet to Inmate Records.

- A. Good Time awards are granted to all sentenced inmates / detainees. Good Time awards are not to exceed five days per month.
 - 1. Good time is calculated on the balance of the sentence after deducting gain time and credit for time served as determined by the courts.
 - 2. If an inmate / detainee fails to comply with established facility rules and regulations and is disciplined, the inmate / detainee can also lose good or gain time, receive time in detention or a combination of actions.
 - 3. Inmates / detainees whose offense dates are prior to November 1, 2001 (when the five days per month good time policy was implemented), will have good time calculated according to the days worked. This calculation will be one day off of the sentence for every day of work completed.
- B. Gain Time – County sentenced inmates / detainees earn Gain Time at a rate of five days for every 30 days of sentence.
 - 1. Gain time is not allowed for any sentence of 29 days or less.
 - 2. The Inmate Records Section computes gain time at the time they receive notification of sentencing.
- C. Certain county inmates / detainees are not eligible to receive either good or gain time. Included in these categories are the following: Inmates / detainees incarcerated on Civil Contempt of Court Orders, inmates / detainees sentenced to a specific time period and those inmates / detainees stipulated by the sentencing judge not to receive good time awards.
- D. Any part of good or gain time shall be subject to forfeiture for any violation of law, rule, or regulation of the institution.
- E. Any inmate / detainee who has been convicted of a felony and is serving a sentence may apply for his / her civil rights to be restored according to F.S. § 951.29. Applications for Clemency are sent to the inmate / detainee at time of sentencing, can be obtained at time of release or by visiting www.fcor.state.fl.us.

XIV. Mail / Electronic Messaging

Inmates / detainees may write and receive unlimited correspondence. However, if the inmate / detainee is under any restrictions or disciplinary actions, mail and electronic messaging may be limited with the exception of legal mail.

- A. Mail is delivered and picked up once a day, except on weekends and postal holidays.
- B. All incoming mail must have the inmate's / detainee's full name, docket number, and a return address or it will be returned to the Post Office. Incoming mail is limited to properly addressed letters, post cards, greeting cards, and up to (10) pictures per inmate / detainee, per day in good taste and no larger than 4" x 6". Photographs exceeding 4" x 6" and letters containing more than (10) ten photographs will be returned to the sender.
- C. The following items will not be accepted and will be returned to the sender in its entirety or handled according to policy or statutory law:
 - 1. Mail containing contraband

2. Correspondence on construction paper or card stock (does not include professionally manufactured greeting cards)
 3. Blank envelopes, paper, post cards, greeting cards, stamps, and / or stamped envelopes
 4. Metal, plastic, or laminated items
 5. Food and / or beverage items
 6. Travel brochures, maps, catalogs and / or calendars
 7. Spiral bound books / hardcover books
 8. Pages and / or articles torn or cut from books, newspapers, or magazines
 9. Personal checks, payroll checks, government checks (Treasury checks)
 10. Stickers, ribbons, bows, glitter, glue, beads, and / or rhinestones
 11. Correspondence written in or containing paint, paint pen, glitter pen, marker, crayon, lipstick and / or colored pencil
 12. This list is not all inclusive. Other items not listed may be considered contraband and returned to the sender at the discretion of the Department Commander or his / her designee.
- D. All outgoing mail will be sent in plain envelopes which will be free of drawings, artwork, etc. Any mail being forwarded with drawings, artwork, etc. will be returned to the inmate / detainee.
- E. All outgoing mail must include a return address as follows:
- Full name, identification number,
Pinellas County Jail
14400 49th Street North
Clearwater, Florida 33762-2877
- F. Incoming and outgoing inmate / detainee mail will be inspected to intercept cash, checks, money orders, contraband, or other prohibited items. Any monies found will be sent to Inmate Accounting for processing. If contraband or unapproved items are found in the correspondence, the entire letter or package will be returned to the sender or handled according to policy or statutory law. For paper mail, inmates / detainees will be notified in writing of the rejected correspondence.
- G. Any legal or privileged mail received will be opened in the presence of the inmate / detainee to confirm it is legal or privileged mail. If the mail is not legal or privileged mail, it becomes contraband and is handled appropriately.
- H. Detention staff will not interfere with outgoing mail except to open and inspect it to determine if it contains contraband or interferes with the security and orderly operation of the facility.
- I. Electronic Messages
1. Friends and family are able to send pictures and electronic messages to inmates / detainees using the following link:
<https://securustech.net/emessaging>.
 2. [All electronic messages and photos both sent and received are subject to staff review and approval. No refunds will be offered for messages or photos that are restricted for not adhering to facility rules.](#)
- J. Publications:
1. Inmates / detainees may receive printed material and publications (paperback books, magazines, newspapers, etc.) he / she purchases from,

and are mailed by, the publisher or established book retailer. Book clubs are not considered an established book retailer.

2. Materials that may affect the order, security and safety of the facility are not allowed. The Pinellas County Jail does not forward subscriptions upon release or transfer of the inmate / detainee.
3. There is a limit of three books, three magazines and three days of newspapers at one time. Excessive items are put with the inmate's / detainee's property or seized and disposed of as contraband.
4. The receiving mail clerk will forward any unacceptable publications or material to the Department Commander or his / her designee for review and disposition.

XV. Telephones

- A. Three-way calling is not permitted and is a violation of inmate / detainee conduct. **Your telephone calls may be recorded.**

The Pinellas County Jail provides telephones for inmate / detainee convenience as a means to contact attorneys, bonding agents, and family. All calls are on a "collect call" basis. To contact the Public Defender's Office dial 1*7 from any inmate / detainee phone. The days and times that inmates / detainees may contact the Public Defender's Office by phone is determined by the Public Defender's Office and is posted on the inmate / detainee kiosks / tablets.

- B. Inmates / detainees can purchase minutes via the kiosks / tablets that will enable them to make local and long-distance calls.
- C. Criminal charges or disciplinary action may be placed against persons found destroying, altering, or damaging telephones and / or making obscene, threatening, or harassing telephone calls.
- D. Inmates / detainees may not charge calls to a credit card or other number. Fraudulent long-distance calls will result in prosecution.
- E. Accommodations are available for the hearing impaired to make phone calls, upon request.
- F. Inmates / detainees are encouraged to use either an Inmate Request or the US Mail if there is a need for communication within the Pinellas County Sheriff's Office. If there is an absolute necessity to contact any agency or a section of the Sheriff's Office by telephone, a request should be made with a detention supervisor or a member of the Detention Investigations Unit (D.I.U.).
- G. There are enough telephones to accommodate the number of inmates / detainees housed in each area. However, during times of high demand, be aware other inmates / detainees need to use the phone. No continuous calling is allowed during these times.
- H. If an inmate / detainee feels he / she needs to make an emergency phone call, an Inmate Request addressed to the Social Worker is to be completed.
- I. If a phone is not working, submit a request on the kiosk / tablet to the phone system or notify the staff member in the housing area. If you are experiencing issues with the call itself, contact ViaPath, the current phone provider. Have the person you called contact 1-877-650-4250 with their phone number, time, and date of call.

XVI. Disciplinary Procedure

- A. When an infraction of the rules is alleged to have occurred the following will happen:
 1. A disciplinary report will be processed.

2. The incident will be investigated, and the inmate / detainee will be provided written notice of the charges against him / her at least 24 hours prior to a hearing.
3. A deputy will speak with the affected inmate / detainee, notify him / her of his / her rights, take a statement concerning the violation and answer any questions the inmate / detainee may have.
4. A hearing will be held as soon as possible.
5. The inmate / detainee will receive a copy of the committee's or Hearing Officer's written decisions.

A detention supervisor may place an individual in restrictive housing for the safety of the inmate / detainee or the security of the facility, pending an investigation or disciplinary hearing.

- B. **Appeals** – If an inmate / detainee disagrees with the disciplinary action rendered by the committee or Hearing Officer, he / she has the right to file an appeal to the Division Commander. To do this, complete an electronic Permission from any inmate / detainee kiosk / tablet under the category DR Findings *Appeal*. This form must be completed within five calendar days from the date of the notification of the Disciplinary Committee's decision. The Division Commander will review all appeals and the ruling will be binding.

XVII. Prohibited Conduct and Penalties

Inmates / detainees are responsible for adhering to all policies, rules, and regulations of the Pinellas County Jail, as well as Federal, State and Local laws. Prohibited conduct can result in the loss of privileges. Sentenced inmates / detainees that have violated institutional rules may lose good and gain time if they are eligible to receive such.

- A. **Loss of Privileges.** The following privileges can be restricted:
1. **Religious Services** – Attendance at religious services is a closely protected privilege. Attendance at services is not normally denied to an inmate / detainee. However, if the inmate / detainee continues to show inappropriate behavior while in a segregation cell, or the Disciplinary Report involves behavior occurring during a religious service, or if participation causes a security / safety problem, the inmate / detainee shall lose the right to attend chapel. In that case, he / she may request a visit from a member of the clergy on an individual basis.
 2. **Law Library** – An inmate / detainee may not be denied reasonable, meaningful access to legal materials.
 3. **Mail** – Mail is a right. Inmates / detainees who receive magazines or newspapers through fourth-class mail do not have the right to have them while in disciplinary confinement. Those materials will be placed in property. Once released from disciplinary confinement an Inmate Request shall be submitted to the Property Section in order to obtain these materials. Otherwise, the inmate / detainee should receive all mail except that specifically prohibited by the Division or Department Commander.
 4. **Telephone** – Detention staff shall direct any request from an attorney or the courts to the appropriate Shift Commander who will either authorize or deny the call. Emergency phone calls will be at the specific authorization of the appropriate Shift Commander. Inmates / detainees will not be denied a phone call to attorneys unless the inmate / detainee poses a documentable security risk at the time the call is to be made; any denial of such calls shall be documented and approved by the Shift Commander. Requests for phone calls to an attorney must be addressed in a timely manner by a social worker.
 5. **Commissary** – While in disciplinary confinement, inmates / detainees may order health and comfort items (e.g., toiletry articles, stamped envelopes, writing paper, pens, etc.) from the commissary but candy or other snacks are not authorized. Any unopened food items confiscated will be placed in the

inmate's / detainee's property. Any opened food items will be disposed of accordingly.

6. Program Attendance – Inmate / detainee programs are privileges. Inmates / detainees in disciplinary confinement will not be authorized to attend group programs except with the express approval of the Division Commander.
 7. Radios, TV, and recreational reading will be denied while in disciplinary confinement. If the inmate / detainee has their own radio, detention staff has the duty to ensure the radio is properly stored in the Inmate Property Section until he / she is released from confinement.
 8. Visitation – Visitation is a right. However, if the violation involved misconduct at visitation, the inmate's / detainee's visitation may be suspended for a period of time.
- B. The following infractions carry a maximum penalty of 30 days in Disciplinary Confinement. The Disciplinary Committee or Hearing Officer may elect to impose a lesser penalty.
1. Adulteration of any food or drink.
 2. Assault and / or battery on any person.
 3. Attempting or planning escape.
 4. Conduct that disrupts or interferes with the security or orderly running of the institution.
 5. Correspondence or conduct with a visitor in violation of posted regulations.
 6. Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper.
 7. Destroying, altering, damaging, or defacing government property or the property of another person.
 8. Encouraging others to refuse to work or participating in work stoppage.
 9. Encouraging others to riot.
 10. Engaging in or encouraging a group demonstration.
 11. Engaging in sexual acts with self or others.
 12. Escape.
 13. Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others to avoid bodily harm, or under threat of informing.
 14. Failing to stand count.
 15. Fighting with another person.
 16. Giving money or anything of value to or accepting money or anything of value from another inmate / detainee, a member of his / her family, or his / her friend.
 17. Giving or offering any official or staff member a bribe or anything of value.
 18. Inappropriate conduct (e.g., gestures, language, comments, and noises) directed at a staff member or other inmates / detainees.
 19. Indecent exposure ***See section F** for more information
 20. Insolence toward a staff member.

21. Interfering with the taking of a count.
 22. Loaning of property or anything of value for profit or increased return.
 23. Making intoxicants or being intoxicated.
 24. Making sexual proposals or threats to another.
 25. Malingering, feigning an illness or injury.
 26. Manipulating housing.
 27. Misuse of authorized medication.
 28. Possession of contraband.
 29. Possession or introduction of any explosive, ammunition, firearm, or weapon.
 30. Providing a false report of sexual abuse, sexual harassment and / or staff sexual misconduct.
 31. Refusal of a search, or inappropriate conduct (comments, gestures, and / or noises) made prior to, during, or after a search.
 32. Rioting.
 33. Setting a fire.
 34. Sexual abuse of another.
 35. Smoking or use of tobacco.
 36. Stealing (theft).
 37. Tampering with or blocking any locking device.
 38. Threatening another with bodily harm, or any offense against another person or property.
 39. Wearing a disguise or mask.
- C. The following infractions carry a maximum penalty of 20 days in Disciplinary Confinement.
1. Gambling, preparing, or conducting a gambling pool, possession of gambling paraphernalia.
 2. Lying or providing a false statement to a staff member.
 3. Refusing to work or failing to perform work as instructed by a supervisor.
 4. Tattooing or self-mutilation.
 5. Unauthorized contacts with the public.
- D. The following infractions carry a maximum penalty of 15 days in Disciplinary Confinement.
1. Being in an unauthorized area.
 2. Being unsanitary or untidy, failing to keep one's person and one's quarters in accordance with posted standards.
 3. Failure to follow safety or sanitation regulations.

4. Refusing to obey an order of any staff member.
 5. Unauthorized removal or alteration of the inmate / detainee identification card. Inmates / detainees may also be charged with the replacement cost of the identification card.
 - a. First Infraction – 15 Days
 - b. Second Infraction – 30 Days
 6. Unauthorized use of mail or telephone.
 7. Using abusive or obscene language.
 8. Using any equipment or machinery contrary to the instructions or posted safety standards.
- E. The following infractions carry a maximum penalty of 10 days in Disciplinary Confinement.
1. Participating in an unauthorized meeting or gathering
 2. Unexcused absence from work or any assignment.
- F. Indecent Exposure Sanction (Violation XVII, B., 19):
1. First Offense will include, at a minimum:
 - a. Thirty days mandatory disciplinary confinement (such as loss of all privileges, recreation reduced to three days per week, loss of social visitation and phone calls, etc.).
 - b. During the 30 days of mandatory disciplinary confinement, all personal clothing (including footwear) will be placed in property.
 - c. All pictures and reading material shall be placed in property while in confinement.
 2. Second Offense will include at a minimum:
 - a. Thirty days mandatory disciplinary confinement (e.g., loss of all privileges, recreation reduced to three days per week, loss of social visitation and phone calls, etc.).
 - b. During the 30 days of mandatory confinement, all personal clothing (including footwear) will be placed in property.
 - c. All pictures and reading material shall be placed in property while in confinement.
 3. Third or Subsequent Offense will include at a minimum:
 - a. Notification will be made to D.I.U. to initiate a formal criminal complaint.
 - b. Thirty days mandatory disciplinary confinement (e.g., loss of all privileges, recreation reduced to three days per week, loss of social visitation and phone calls, etc.).
 - c. All personal clothing (including footwear), pictures and reading material will be placed in property for the duration of the disciplinary confinement.
 - d. Upon completion of Disciplinary Confinement, notification will be made to Classification and the inmate / detainee shall be reclassified "Close Custody-Predator" status and will remain in administrative segregation.

XVIII. Contraband

Searches are necessary to control the introduction of contraband and to prevent escapes. Inmates / detainees must comply with the search of their person and personal property at any time. Inmates / detainees do not have to be present in the cell at time of a search. Inmates / detainees will cooperate with deputies to expedite this process.

Included below is a list of items that can be considered contraband. Items not listed here may be considered contraband at the discretion of staff.

- A. Any item or article not issued, sold, or authorized for inmate / detainee retention by this facility, or is found to be altered or used for a purpose other than what it was intended for. These items will be removed and destroyed.
- B. Any item detailing weapons or explosive manufacturing or giving information that could aid in planning or making an escape or producing any item which could injure another.
- C. Gang symbols or related items such as drawings, literature, etc., which relate to gangs.
- D. Pornographic photographs, magazines, centerfolds, etc. shall be considered contraband.
- E. Food left over from meals.
- F. Laundry lines or hangers.
- G. Non-Department issued phone cards.
- H. Credit cards.
- I. Florida state maps, catalogs, or travel brochures.
- J. Cleaning equipment or materials.
- K. Any recording device.

XIX. Inmate / Detainee Identification Card

- A. Identification cards are required to be worn and properly displayed on the chest area at all times with the photo facing out. Inmates / detainees without their identification cards will be returned to their housing units and face disciplinary action. Identification cards are to be turned in at the Release Desk for destruction at the time of the inmate's / detainee's release.
- B. Lost, stolen or damaged identification cards will result in formal disciplinary action and a monetary charge for the I.D. replacement will be deducted from the inmate's / detainee's money account.

XX. Programs and Services

There are various comprehensive educational and vocational programs provided.

- A. Program participation is voluntary except for work assignments, programs required by State Statute, Federal Law or as court ordered. Monthly program schedules are posted in each housing area.
- B. Some of the programs and services offered include basic education-GED classes, weekly services for various faith groups, crisis intervention counseling, HIV / AIDS education, juvenile education, vocational programs, and recreation. GED enrollment and testing fees may apply.
- C. Televisions are equipped with closed caption for the hearing impaired.

XXI. Visitation

- A. All visitors are required to be registered and have a scheduled visit and may do so up to one week in advance. Reservations are made by calling (727) 464-6842 or online @ <https://visitation.pcsoweb.com/app>. Remote visits are also available and must be scheduled online by the visitor. Visitors may schedule visits with more than one inmate / detainee, but only one visit with one inmate / detainee per session.
- B. Inmates / detainees shall be permitted up to three 40-minute visits per week, excluding visits deemed professional in nature. The hours of visitation are 11:30am – 7:40pm Monday through Friday, 08:30am – 7:40pm Saturday and Sunday. Visitors arriving 20 minutes after the start of their scheduled session will not be permitted to enter the Visitation Center. Remote visitors must be checked in prior to the visit start time. Please note that only one “no show” or same day cancellation will be permitted for remote visitors. Remote privileges will be suspended for 30 days for any occurrence after that.
- C. Three individuals may visit: one adult with two children or two adults with one child. No more than two adult visitors at any one time.
- D. All visitors must present a valid photo identification card (driver’s license or state-issued identification card) for admittance to visitation.
- E. Regulations concerning dress and conduct for all visitors are on display.
- F. All visitors must comply with these regulations or face the possibility of terminating their visit.
- G. Attorneys may visit their clients at any time. However, they are encouraged to conduct their visits during the regular work week at normal business hours.
- H. Behavior problems involving children will not be tolerated. If such problems occur, the children and the accompanying adult will be asked to leave the area.
- I. Funds are accepted during visitation hours; only certified check, money order or cashier’s check is accepted. The funds will be deposited in the inmate’s / detainee’s personal account on the next business day (Monday through Friday). In addition, kiosks / tablets where funds (cash or credit card) can also be deposited into inmate / detainee accounts are available to the general public at the jail’s visitation center and public lobby.
- J. When a conflict in scheduling exists between a scheduled visit and other programs, the visit may be cancelled.
- K. The inmate / detainee will only be permitted to visit the scheduled visitor.
- L. Inmates / detainees will be required to wear a full uniform during the scheduled visit. Any inmate / detainee exposing himself / herself to a visitor will be subject to disciplinary action.

XXII. Library Services

- A. Law Library
 - 1. To receive information from the Law Library, an inmate / detainee must submit a request to the Law Librarian. Law library staff does not conduct legal research. It is the inmate’s / detainee’s responsibility to specify the cases, statutes, or other legal reference material and / or information directly on the Inmate Request. The requested material will then be delivered in a timely manner).
 - 2. All inmates / detainees may receive up to 50 copies of legal material per month, free of charge. There is a fee of 10 cents per page for additional copies; the cost will be deducted from the inmate’s / detainee’s money account. Exigent circumstances for indigent inmates / detainees will be considered on a case-by-case basis.
 - 3. The Law Library keeps 10 copies of the Florida Model Jail Standards and inmates / detainees may review them by using the request form.

4. Information concerning immigration law and legal services is available by request.
 5. No inmates / detainees (Pro se' inmates / detainees included) are allowed physical access to the Law Library at any time.
- B. Recreational Reading
1. Any inmate / detainee desiring books or periodicals from the library must submit an Inmate Request stating the type of books or periodicals desired.
 2. Any books or periodicals requested that are not available will be substituted with a similar selection.
 3. There is a limit of three books and three magazines at one time per inmate / detainee. Return previously distributed books and / or magazines before distribution of additional books and / or magazines.
- C. Upon release, turn in all jail issued books and periodicals.
- D. Inmates / detainees may request Bibles, Qurans, or other Holy Scriptures from the chaplain's office. They are provided for your use as available.

XXIII. Property

- A. Inmates / detainees will be held accountable for the deliberate destruction or damage of issued jail property.
- B. Inmates / detainees are prohibited from giving or exchanging issued inmate / detainee clothing or linens to another inmate / detainee.
- C. Personal property, as listed below, will be permitted in cells if it does not pose a threat to the health and safety of the inmate / detainee or the security of the facility.
1. Authorized hygiene items such as soap, toothbrush and toothpaste, comb, and razor (when issued).
 2. One plastic bowl with lid purchased through the commissary.
 3. Clothing items received from the Indigent Inmate Program or purchased through the commissary in the amounts listed below. For security reasons, these items are not authorized unless obtained through the aforementioned channels during your current incarceration. You will be permitted to keep **one** set of authorized undergarments that you were wearing at the time of being booked into this facility. Any excess undergarments will be placed into Inmate Property and returned to you at the time of your release.
 - a. Male – Five pairs of under shorts, five white tee shirts (without logo or design), five pairs of socks, and one pair of thermal underwear, solid white, cream, or beige in color.
 - b. Female – Three bras or sports bras (no under-wire bras), five pairs of underwear, five white tee shirts (without logo or design), five pairs of socks, and one pair of thermal underwear, solid white, cream, or beige in color.
 4. Prescription eyeglasses, contact lenses (clear only), eye prosthesis and dentures. No Dark tinted eyeglass or sunglasses are allowed unless deemed medically necessary by the physician. These items are your responsibility, and you must maintain them in an appropriate manner. **Do not place them in a container that may be considered contraband, such as a Styrofoam cup or trash bag.**
 5. Medically necessary lotions and soaps will be in new, unopened containers when brought to the jail complex. A member of the medical staff must authorize these items before they will be released to you.

6. You may display up to three family pictures, in good taste, no larger than 4" x 6". Pictures may not be attached to any part of the cell, to include walls, bunks and / or tables. No Polaroid™ photographs are permitted.
 7. Limit of three each: books, magazines, and newspapers.
 8. Books with your name and magazines must be sent directly from the publisher or an authorized bookstore. If any other method is used, the books and / or magazines will be considered contraband, and the complete package will be returned to the sender. The mailroom staff will label these with your docket number.
 9. Newspapers are by subscription only. The publisher sends newspapers by third class mail so several days' worth may arrive at one time. However, stockpiling newspapers can create a fire hazard therefore, after you read each newspaper, throw the newspaper away.
 10. If detention staff feels there is an excessive amount of newspapers, they will remove all but the three most recent days and discard them in the trash.
 11. One radio, one pair of earbuds and only the number of batteries needed to operate the radio plus a replacement set per inmate / detainee are allowed. All items must be purchased from commissary and are available through iCaregifts.com. Staff will confiscate as contraband any altered radio and / or earbuds. Note: Inmates / detainees housed in Central Division will not be permitted to purchase a radio or batteries off commissary. Those transferring in from other areas of the jail with a radio or batteries will have them stored in Property.
 12. Addresses and telephone numbers.
 13. Pencils, paper, stamped envelopes, stamps, pens, and colored pencils purchased through the commissary or received through the Indigent Program are permitted. Any of these items sent through the mail will be considered contraband and will be returned to the sender.
 14. Legal materials, papers, and letters. Pro-Se status inmates / detainees will be given up to three green storage boxes for legal materials. Any additional storage boxes will be at the discretion of the Division Commander. Only three boxes at one time are permitted in the housing area; any additional boxes will be placed in Inmate Property.
 15. Food items from other facilities will not be allowed for inmate / detainee retention. New, unopened items retained upon intake will be stored in Property; opened items will be disposed of.
- D. Court Clothes – Inmates / detainees will be allowed to retain one set of personal clothing in the Property Room for court appearances and / or for use upon discharge.
- E. Court Attendance – Inmates / detainees attending court are not permitted to have any personal or jail issued property in their possession with the exception of legal materials. All inmates / detainees are subject to a search and any contraband found will be disposed of per policy.
- F. Bulk Property
1. Any item that will not fit through the Inmate Property release pass-through box will be transported to the Property and Evidence Section by the arresting officer.
 2. Any weapons, bicycles or tools determined to be a potential safety or security risk by the Division Commander, or any unusually cumbersome items that may have been taken by the arresting officer will be stored at the Pinellas County Sheriff's Office, Property and Evidence Division, 4707 145th Avenue North, Clearwater, FL 33762-2877, Phone 727-464-6391.

Bulk property stored at the Property and Evidence Division will only be kept in inventory for **30 days after the date of your incarceration.**

G. Procedure for Release of Property

No property, with the exception of medication, stored in the Inmate Property Section will be sent with an inmate / detainee being transferred to another state or federal facility. It is the inmate's / detainee's responsibility to arrange for the release of this property utilizing the following methods. Property not released within 30 days of the date of transfer will be considered abandoned and will be disposed of in accordance with agency policy.

1. Pickup From Jail by Outside Person
 - a. Inmates / detainees must complete a Property Request in the electronic kiosk / tablet for "Release of All Property", or "Release of Single Credit Card".
 - b. Inmates / detainees wishing to release a Power of Attorney Form shall complete a paper Property Release Form.
 - c. The person designated by an inmate / detainee to receive his / her property must present a valid photo identification (Driver's License, Florida I.D. card, etc.) before any property will be released to them.
2. By Mail
 - a. Inmates / detainees may request property be shipped via US Mail either during their incarceration or within 30 days of their release / transfer from the Pinellas County Jail.
 - b. The inmate / detainee will complete the "Release of All Property" request on the electronic kiosk / tablet and fill out a paper "Postage Release Form" to be forwarded to the Property Section.
 - c. Property shipping information must include the name, street address and phone number of the accepting party.

Note – When property is released, the inmate / detainee must release everything (excluding one set of clothes for pre-trial and county sentenced inmates / detainees, and medication for sentenced inmates / detainees) located in the Property Section. A request for a partial release of inmate / detainee personal belongings is not authorized. The exception to this is the release of a single credit card.

H. All new intakes booked into the jail with the following items are authorized to receive them from Property upon request.

1. Up to 10 photos in good taste
 2. Eyeglasses (no tint)
 3. Dentures (no decorative or cosmetic attachments)
 4. Medical items approved by the Medical Division
 5. Legal material
 6. Contact Lenses (no tint)
- I. Inmates / detainees transferring from other institutions that arrive with the following items are authorized to receive them from Property upon request.
1. Up to 3 books and a bible
 2. Up to 10 photos in good taste

3. Papers, legal documents
 4. Stamps
 5. Department approved Undergarments
 6. Hair ties (no metal)
 7. Phone cards (must be same as Department issue)
 8. Hygiene items – combs (not to exceed 5 inches), hairbrushes (no handles), toothbrushes
 9. Eyeglasses (no tint)
 10. Radio (clear only, cannot be digital)
 11. Small rosary
 12. Bibles, Qurans, or other Holy Scriptures
- J. Personal Property Accepted at State and Federal Facilities:

Inmates / detainees transferred to a State Facility and / or Federal Custody will be transported with only those items in their possession at the time of transfer which are authorized by the facility or federal regulation. This regulation is strictly enforced. Inmates / detainees are limited to taking only that property which will fit in an 8" x 11" x 12" box. If an inmate / detainee has unauthorized items, he / she must arrange for them to be released by mail or picked up by an outside person as outlined above.

1. **Central Florida Reception Center** – Only the following will be accepted:
 - a. Bible / Religious Text – (1)
 - b. Address Book – (1) wallet size
 - c. Calendar – (1) wallet size
 - d. Personal mail – (10) letters
 - e. Pencils, Ball-point, Flair type, or Security pens – (4) No Markers
 - f. Writing paper – (50) Lined / unlined or Note pads
 - g. Plain envelopes – (25)
 - h. Stamped envelopes – (25)
 - i. First – Class stamps – (40)
 - j. Shower footwear – (1) pair
 - k. Personal Hygiene items – (1) each (brand new and unopened)
 - (1) Shampoo
 - (2) Conditioner
 - (3) Deodorant
 - (4) Bar of soap and case
 - (5) Toothbrush and case (no caps)
 - l. Photographs – (50)

- m. All items issued by County Medical Staff will need to be re-issued by State Medical Staff.
- m. All Legal material is authorized as long as the case is active.

If an inmate / detainee exceeds the allotted number of items listed above, he will be financially responsible for mailing the property out or the property will be disposed of in accordance with department policy.

2. **Florida Women's Reception Center** – Only the following will be accepted:

- a. Address book – (1) wallet size
- b. Eyeglasses with case – (1) prescription only
- c. Personal photographs – (50) No nudity or obscenities
- d. Envelopes – (50)
- e. Postage stamps – (1) Book (20 individual stamps)
- f. Pencils – (4) Standard / non-mechanical
- g. Sheets of white notebook paper lined or unlined – (50)
- h. Legal material
- i. Bible – (1)
- j. Pens – (4) non-refillable / non-retractable
- k. Hairbrush – (1)
- l. Comb – (1) standard / no handles
- m. Denture cup – (1)
- n. Denture cream only – (1)
- o. Personal Hygiene items – (1) each (brand new and unopened)
 - (1) Shampoo
 - (2) Conditioner
 - (3) Deodorant
 - (4) Bar of soap and case
 - (5) Toothbrush and case (no caps)
- p. No body piercing jewelry of any kind is permissible
- q. Any inmate / detainee with braids, plats, extensions, or hair weaves, should remove them prior to being transferred to Lowell CI.
- r. All items other than listed above will be considered contraband and will not be allowed within the Florida Department of Corrections.
- s. All property in excess of the specified above limits will be disposed of upon arrival at these facilities. These items shall be discarded, mailed out at inmate's / detainee's expense, or picked up by a family member.

3. **Transfer to Federal Custody** – Only the following will be accepted:

- a. Legal material directly related to his / her immediate criminal case in the United States District Courts
 - b. Prescription medication in labeled container
 - c. Prescription glasses
 - d. Monetary funds (check issued by Detention Facility) when being transferred to Federal Custody
- K. Transported Before Release of Property
- 1. If an inmate / detainee is transported to another facility before completing a Property Release process on the electronic kiosk / tablet, the inmate / detainee must mail a notarized letter authorizing all of his / her remaining property be released to the designated person. This letter must give a list of the items to be released, the name, complete address and relationship of the person authorized to receive the property. *(It is the inmate's / detainee's responsibility to notify the person designated to claim the property).* Mail the letter to Pinellas County Jail, Property Section, 14400 49th Street North, Clearwater FL 33762-2877.
 - 2. The person designated to receive the property must present a valid photo identification (driver's license, Florida I.D. card, etc.) before any property will be released to them. The notarized authorization letter will be kept on file in the Property Section. This process must be completed within 30 days from the date of transfer to another facility.
- L. Release of Money upon Transfer
- 1. State Facility: If the balance is less than \$2.00, the inmate / detainee must transfer or release these funds to the public using the Money Release process via the electronic kiosk / tablet. If the funds are not transferred or released, the funds will be deemed forfeited. For all balances over \$2.00, Money will be mailed within 7-10 business days from the date of transfer.
 - 2. County Facility: If the balance is less than \$2.00, the inmate / detainee must transfer or release these funds to the public using the Money Release process via the electronic kiosk / tablet. If the funds are not transferred or released, the funds will be deemed forfeited. For all balances over \$2.00, a check is written for cash funds on-hand at the time of transfer and given to the Transport Officer for delivery to the receiving facility.
 - 3. Federal facilities: If the balance is less than \$2.00, the inmate / detainee must transfer or release these funds to the public using the Money Release process via the electronic kiosk / tablet. If the funds are not transferred or released, the funds will be deemed forfeited. For all balances over \$2.00, Checks are provided to the U.S. Marshal Service.

XXIV. Inmate / Detainee Grievance Procedures

Most grievances can be taken care of quickly and efficiently by voicing the complaint to any deputy. Inmates / detainees are encouraged to use this method before filing a formal complaint.

- A. If unable to resolve the grievance in this matter, submit an electronic permission from a kiosk / tablet located in your respective housing area. This grievance permission must be completed within three business days from the date of the incident unless it is not feasible to file within such a period. If the permission has been approved, the grievance will be accessible to the inmate / detainee under the Request History tab and must be completed within three (3) days. There is no time limit imposed on any complaint regarding an allegation of sexual abuse.
- B. The Division Commander or designee will act on the matter and provide a written response, in a timely manner.

- C. If the complaint is of an emergency nature and threatens immediate health or welfare, a reply must be made as soon as possible.
- D. If dissatisfied with the response given to a complaint, the inmate / detainee may file an appeal to the Department Commander by first requesting a permission to appeal a grievance through the electronic kiosk / tablet within three business days of receiving the response to the original grievance. Upon issuance of the grievance the inmate / detainee will have three (3) days to file the grievance appeal through the electronic kiosk / tablet.
- E. If dissatisfied with the response to the complaint and the appeal, the inmate / detainee may file suit in an appropriate court.
- F. Inmate / detainee grievances will not be processed if they are determined to be frivolous, excessive, and repetitive or have been previously answered. They will be returned to the inmate / detainee with a written explanation.
- G. Tammy Jackson Healthy Pregnancies for Incarcerated Women Act – Any pregnant inmate / detainee who is restrained or placed in restrictive housing in violation of this act may file a grievance and be granted a 45-days extension, if requested in writing, pursuant to rules promulgated by the correctional institution.**

XXV. Religion

- A. The Pinellas County Department of Detention and Corrections provides inmates / detainees of all faith groups with reasonable and equitable opportunities to pursue religious beliefs and practices, within the constraints of budgetary limitations and consistent with the security and operational concerns of the facility. Because of security reasons, any inmate / detainee transferred from a state or federal institution will be required to place all religious items in property.
- B. The Senior Chaplain must approve all religious paraphernalia to ensure it meets Pinellas County Jail criteria for safety and security. If the item(s) does not meet the criteria, the Chaplain's office will issue approved required items as available. If any religious concerns arise, contact the Chaplain utilizing an Inmate Request for information or guidance. The ability to attend worship or a group study conducted by a religious volunteer is contingent upon behavior. Violations will be dealt with according to established disciplinary procedures.
- C. The following items are authorized if they meet the Pinellas County Jail criteria:
 - 1. Rosary and prayer beads are for praying and are not an essential need in the religious sense. Therefore, inmates / detainees may have a single rosary or string of beads of the approved breakaway style in their possession for their personal use. Inmates / detainees may not wear a rosary or prayer beads at any time. Rosary or prayer beads used inappropriately will be taken as contraband. Inmates / detainees must keep their rosary or prayer beads in the housing unit and properly stored unless attending religious services. No metal beads and / or medallions are permitted. If the rosary or prayer beads are altered in any manner, they become contraband and will be confiscated.
 - 2. Headgear must follow these restrictions:
 - a. Koofi Cap – If worn for everyday use, it must be made of white cloth that is either plain or crocheted. Inmates / detainees may wear Koofi caps only when attending the Jumah prayer service (not to and from), during the Quranic study (not to and from) and in their assigned housing area.
 - b. Yarmulke – If worn for everyday use, it must be made of black cloth. Inmates / detainees may wear Yarmulkes in their assigned housing area or for religious services (not to and from). It is not to be worn outside the housing unit or chapel.

- c. Head coverings worn by female inmates / detainees for religious purposes should not cover the face or be large enough or loose fitting enough to readily conceal contraband. When a female inmate / detainee is booked into the Pinellas County Jail wearing a religious head / body covering these coverings must be removed in order for a booking photograph to be taken. The head / body covering will be placed in their property until the inmate / detainee is released. If they so desire, a black headscarf will be issued to them by Intake Deputies as a replacement. If a female inmate / detainee is booked into the jail not wearing a religious head / body covering, but wishes to do so, an Inmate Request must be submitted to the Senior Chaplain for approval. Female inmates / detainees will be allowed to wear the religious headscarves at all times, but they will be subject to searches at any time. These headscarves will be worn in such a way as to follow the hairline across the forehead, around the ears and be tied behind the head.
3. Prayer rugs – The Chaplain's Office will provide a piece of a blanket or a durable cloth to use when the inmate's / detainee's faith practice requires it. This facility does not allow ornate colorful cloths or rugs designated for this practice. If one is in an inmate's / detainee's possession, it will be placed in Property. Do not take towels and blankets used for bedding to the chapel or otherwise use them for prayer rugs.
4. Bibles, Qurans, or other Holy Scriptures may be requested from the Chaplain's office and provided for use as available.
- D. The following items are **not** authorized:
 1. No inmate / detainee may possess scented oil, holy water, or ashes. Chapel leaders and religious volunteers may receive authorization from the Department Commander to use these substances for the anointing of inmates / detainees during services or while visiting.
 2. No open flame candles or battery powered candles. Only paper facsimiles are authorized.

XXVI. Alternative Sentencing Programs

- A. Assignment into an Alternative Sentencing Program is based on an inmate / detainee meeting the qualification criteria, if not prohibited by the judge at the time of sentencing.
- B. Electronic Monitoring Program - This program allows selected, low risk, offenders to complete the terms of their jail sentence through home detention as an alternative to being physically confined to jail. The offender will be fitted with an ankle bracelet and monitored electronically through the use of GPS tracking. If, once on the program, the inmate / detainee violates the conditions, he / she will be returned to jail to serve the remainder of the sentence on straight time.
- C. Eligibility Criteria:
 1. The inmate / detainee must be serving county sentence of no less than 14 days and no more than 365 days, no open or pending charge(s), no out of county holds; no holds for another agency.
 2. The inmate / detainee must have no charge or conviction for violent charges within the past three years. This will include review of all criminal history, for all states, and inmate's / detainee's juvenile history.
 3. The inmate / detainee must have no prior charge or conviction(s) of any sexual offenses.
 4. The inmate / detainee must have a residence within the Tampa Bay area.
 5. The inmate / detainee must demonstrate the ability to pay a program fee of \$7.00 per day.

6. Review of the inmate's / detainee's housing history must demonstrate good conduct. The inmate / detainee must not have any DR's being served or pending.
7. The inmate / detainee must not have any VOP, FTA or Contempt of Court charges within twelve (12) months.
8. Placement on this program will be at the discretion of Pinellas County Sheriff's Office.
9. The inmate / detainee must be employed or obtain employment within 45 days.
10. The inmate / detainee must not have a history of habitual offenses.
11. The inmate / detainee must not have absconded previously from any of our programs.

For additional information, contact the Alternative Sentencing Unit via an Inmate Request on the electronic kiosk / tablet system.

XXVII. Inmate / Detainee Marriages

The Department Commander retains final authority on all inmate / detainee marriage requests. The following is a list of steps for inmates / detainees interested in the procedure for marriage while housed in the Pinellas County Jail.

- A. All inmate / detainee marriage requests will be directed to the Department Commander via the kiosk / tablet. The inmate / detainee marriage request must contain the fiancée's full name, date of birth, full address, contact phone number and Social Security number. Once the request is received, a background check is conducted on the fiancée to verify he / she is not currently involved in any court proceedings with the requesting inmate / detainee. If for any reason they are involved in the same open court proceeding The Department Commander will determine if the marriage can or cannot be allowed. Such requests will be liberally allowed. However, the Department Commander may deny a marriage request if there is information the marriage will cause a threat to security, order, or public safety.
- B. If allowed, the petitioner must obtain a marriage license from the Clerk of Courts' office by following their license procedures.
- C. All inmate / detainee marriages shall be conducted through video visitation. Once the marriage license has been obtained, the requestor should contact the Pinellas County Jail's Video Visitation Center to make arrangements with a date and time for the marriage ceremony.
- D. The requestor must provide a Notary Public or a clergy member who can legally perform the marriage ceremony.
- E. A social worker will assist the requestor in obtaining any necessary signatures.

XXVIII. US MARSHAL INMATES / DETAINEES

- A. Must submit a written request for authorization to be married to the United States Marshals Service at the following address:

United States Marshals Service
ATTN: Prisoner Operation Division
U.S. Courthouse
801 N. Florida Avenue, 4th Floor
Tampa, FL 33602-4519

- B. Such request should contain the full name, date of birth, address, and contact phone number of the individual the inmate / detainee wishes to marry as well as the requesting inmate's / detainee's full name, date of birth and docket number.

Once the U.S. Marshal has approved or denied the request, the inmate / detainee will be notified.

XXIX. Release Preparation - Upon Release From:

- A. **Housing Area** – Gather all belongings when called for release. Inmates / detainees are responsible for removing all of his / her belongings, personal as well as jail issued. The released inmate / detainee will be taken to a dress-out area and his / her property will be returned; money will be returned at a separate location.
- B. **Court** – If an inmate / detainee goes to advisory court and is released by the judge, he / she will return to their assigned housing area to gather belongings and wait for the Inmate Records Section to complete the proper clearance of paperwork. This process could take several hours. To be eligible for the “release from court” process, the “Application for Release Pending Not Guilty Verdict” form must be completed. This form will be sent to Inmate Records for processing prior to your court date. When a judge has ordered the release at the conclusion of the court proceeding, the bailiff will initiate the release process. Upon approval and proper clearance for release, the bailiff will affect the release from the court room. **EXCEPTION:** If the inmate / detainee is in jail-issued clothing, he / she will return for normal release procedures.
- C. Social workers are available to conduct discharge planning sessions and referral procedures for inmates / detainees upon release.
- D. Helpline Information and Referral Telephone (24 hours a day, 7 days a week): 211 (Tampa Bay Cares, Inc.) provides information regarding housing, shelter, and many other services for released offenders.
- E. In accordance with Florida Statutes, a released inmate / detainee may be required to provide a DNA sample prior to release from jail.

XXX. Voting

- A. For inmates / detainees who wish to register to vote, you can request a voter registration form from the Social Worker through the kiosk / tablet. Inmates / detainees can mail the completed registration form directly to the Supervisor of Elections (SOE) Office in the business reply mail envelope provided. The SOE will determine the inmate's / detainee's voter eligibility.
- B. Registered eligible voters may vote by mail and can request a Mail Ballot Request Form [F.S. § 101.62(1)(b)] through the Social Worker. Inmates / detainees can mail completed Mail Ballot Request Forms directly to the Supervisor of Elections Office in the business reply mail envelope provided. If the inmate / detainee wants the mail ballot sent to the Pinellas County Jail, the jail's address must be provided. Per the SOE's Office, “a ballot must be requested no later than 5:00pm on the 10th day prior to an election in order for the Elections office to mail it to you.”

XXXI. Pinellas Safe Harbor Program

- A. Upon your release, the Pinellas County Sheriff's Office wants you to be successful as you reintegrate back into the community. There are several resources and services available to you. Before your release, please meet with the Social Worker in your assigned area for discharge planning. If you are homeless, the Social Worker can assist you with placement into an emergency shelter or transitional housing. Pinellas Safe Harbor, an emergency homeless shelter, is located adjacent to the Jail Facility at 14840 49th Street North – Clearwater, Florida. Intake is 24 hours a day, 7 days a week. Placement is dependent upon bed availability and appropriateness for the facility.
- B. Case Managers at Pinellas Safe Harbor are able to provide assessment and coordination of services to local agencies that will help you in your re-entry efforts including, but not limited to mental health, substance abuse, ex-offender case management, educational, and vocational services. Life skills classes are also offered on site.

- C. Request to speak to a Jail Social Worker to learn more about Pinellas Safe Harbor.

XXXII. Public Records

- A. Distribution of agency records shall be made in accordance with Section 119 of the Florida Statutes and Pinellas County Sheriff's Office policy. An inmate / detainee wishing to request access to the public records of the Pinellas County Sheriff's Office may submit the request via GovQA to the Public Records Processing Unit at:

Pinellas County Sheriff's Office
Public Records Processing Unit
PO Drawer 2500
Largo FL. 33779-2500

- B. Once the request has been processed, the requestor will receive a letter informing them of what requested records they may obtain, any costs associated with the request and the process to follow to pay for the request. Any costs incurred to fulfill the request must be obtained by the Pinellas County Sheriff's Office in advance of the records responsive to the request being produced. Indigent inmates / detainees may use provided writing supplies to complete the letter of request but will be responsible for any costs associated with their public records request.

XXXIII. Inmate / Detainee Workers / Job Assignments

- A. Non-Sentenced Inmate / Detainee Workers

Non-Sentenced inmates / detainees in custody may be eligible for the Inmate Work Program. Non-sentenced inmate / detainee workers are paid \$2.00 per day, paid on a weekly basis. This program is voluntary. To apply, please submit an Inmate Request to Classification / Job Assignments. If you meet the eligibility requirements and there is a job opening, you will be assigned to work (this may require housing reassignment). If there are no job openings, you will be placed on a waitlist. There is no need to submit additional Inmate Requests.

- B. All county sentenced inmate / detainee workers are required to be assigned to a work detail.
- C. All inmate / detainee workers will be oriented. At orientation, workers are trained on proper work procedures according to job assignment. All inmate / detainee workers will be presented a Behavioral Contract and required to abide by it. Any inmate / detainee worker found in violation of this contract will be held accountable through disciplinary procedures, which may result in loss of good and / or gain time or if applicable, disciplinary confinement.

- D. Inmate / Detainee Worker Behavioral Contract

1. *I understand each workday approved personnel will pick me up from within the jail facility and escort / transport me to my work location. I agree to work at my assigned duties and to remain at job site for the length of the assigned shift. I will be accountable for my location at all times and can be charged with Escape if I fail to remain at the job site or return to the jail facility.*
2. *I understand all equipment (including safety equipment / gear) necessary for my daily job assignment will be provided to me by my supervisors. I agree to wear the uniform associated with my job assignment, issued to me by the Pinellas County Jail, and all safety gear required at all times during the work assignment.*
3. *I agree to obey all orders of my work supervisor.*
4. *I agree to ride only in or on authorized equipment and vehicles. I am not to drive any vehicle (e.g., golf cart, road vehicle, etc.).*

5. *While in custody of Pinellas County Jail and on an assigned work detail, I agree not to entertain visits from family or friends. I will make no contacts - personal, by telephone, or otherwise with any individual on behalf of another inmate / detainee or myself.*
6. *If working off the jail compound, I agree not to enter any place of business or onto the premises of any place of business for any purpose other than use of a restroom with the permission of the supervisor. I understand I will be escorted to the restroom by the supervisor.*
7. *I agree not to use or introduce into the Pinellas County Jail Complex any weapons, alcoholic beverages, narcotics, drugs (including over-the-counter drugs), tobacco products, or any items not authorized by the Department Commander. I understand these items are considered contraband. I agree to submit to alcohol / drug testing when so instructed by staff. Note: If the test proves positive, I can be subject to disciplinary and / or criminal action.*
8. *I will obey all laws of the State of Florida.*
9. *I agree to resolve the problems I encounter in a non-violent manner and will not verbally or physically abuse another person.*
10. *I understand, if I am a county sentenced inmate / detainee, I will receive good time, not pay for working. I will not accept any gratuities for working this assignment.*
11. *I understand, if I am a non-sentenced inmate / detainee, I will receive pay, not good time, for working. I will not accept any gratuities for working this assignment.*
12. *I understand and agree that I am subject to all searches, including my living area, property, and person. I understand that I consent to strip searches under the guidelines of Pinellas County Jail policy.*
13. *I agree to abide by the rules and regulations governing inmates / detainees at the Pinellas County Jail.*
14. *I understand that if I should violate any part of this agreement, I may be removed from the job assignment and returned to the facility / my housing assignment. I will be brought before the disciplinary committee for appropriate action. I will be subject to the penalties as prescribed by law.*
15. *I understand and have been instructed in the proper procedures for cleaning contaminated spills (blood borne pathogens). I also understand the importance of the use and cleaning of the bio-hazard equipment.*

I AGREE TO ABIDE BY ALL OF THE ABOVE RULES



1-800-873-TIPS (8477)

Crime Stoppers is a community-based program involving citizens, the media and law enforcement in the fight against crime. It is based on the principle that there is always someone out there besides the perpetrator who has information about a crime. Crime Stoppers gives people the opportunity to do the right thing and remain anonymous – which may be necessary for their own personal safety.

If you have information on a suspect or a crime, you can remain anonymous by calling Crime Stoppers. You may be eligible for a reward of up to \$1000 if your tip leads to an arrest.

If you would like to report a crime that occurred in or outside of the jail, please follow the phone prompts and then dial

1*9042

This is a free call from all inmate / detainee phones

DIU

