

CARROLL COUNTY SHERIFF'S OFFICE
CARROLL COUNTY JAIL
43 2ND ST SE, CARROLLTON, OH 44615

INMATE RULES

REVISED 06/2023

CALVIN GRAHAM – SHERIFF
ROBERT DOWLING – JAIL COMMANDER

Rules and Regulations Carroll County Jail
43 2nd Street S.E.
Carrollton, Ohio 44615

The Carroll County Sheriff does hereby prescribe the following rules and regulations for the government of the county jail in Carroll County Ohio.

Introduction

You have just been incarcerated into the Carroll County Jail. The following information and rules state what is expected of you and you will be required to acknowledge your receipt and good condition of this handbook. Upon release of incarceration, you are required to return this handbook in the same condition as you received it. Failure to return the handbook or if the handbook is returned in poor condition, you will have criminal charges filed against you. These rules have been designed and are intended to insure your safe custody, decent living conditions within the jail, and fair treatment for all inmates. If you have any questions during your time of incarceration, please ask an officer. During admission you must sign to verify that you have knowledge that a copy of this handbook is assigned to each housing area.

Management

This jail is managed and controlled by the Sheriff and his staff. The Sheriff and his staff are required by law to maintain security, decent living conditions, and fair treatment for all inmates. No inmate has the right to assign you work or have control or supervision over you. Any exception to rules and regulations contained within this handbook may only be granted by the Sheriff, the Jail Commander, or designee.

Food Service

You will be served meals at regular intervals (3) three meals per day. The schedule may be varied slightly but at no time will more than (14) fourteen hours elapse between supper and breakfast. Since food is expensive, you must not waste it. The food will be wholesome and of the type available in the community and will be approved by professional dietary personnel. Food will be prepared by qualified kitchen personnel. Meal serving times are as follows:

Breakfast: 06:00 - 07:00
Lunch: 11:30 – 12:30
Supper: 17:00 - 17:30

You may accept or decline any food given to you during meal times. However, if you decide to take someone else's meal, you will be subject to penalties. Further, the exact number of trays, cups, bowls, and spoons must be returned to the kitchen after each meal is completed. If the kitchen reports any missing items, a shakedown of the cell block will be conducted by the jail staff, and privileges will be suspended. Special diets will be taken into consideration for medical and religious reasons, but all special diets must be verified by a physician before an accommodation is made.

Laundry

All bedding items (sheets, towels, and blankets) will be washed (1) once per week. Personal laundry, (underwear, socks, and T-shirts) will be laundered (2) two times per week and returned back to you. All personal laundry MUST be placed inside an issued laundry bag. Each inmate will wear a jail issued uniform while incarcerated at the jail. Uniforms will be laundered (2) two times per week. You are responsible for the care and return of all jail issued property. If you damage jail issued property, you will have charges filed against you. All work release inmates will be required to make arrangements to launder their own work clothing.

Personal Property

You will not be permitted any articles of personal property in your possession while incarcerated in jail with the exception of legal documents from the court concerning your arrest and mail within a reasonable amount (to be determined by jail staff on what you receive and what is permitted.)

Inmates are not permitted to transfer their clothing or any other property to other inmates. Property found to be in violation will be confiscated and held pending your release. At the time you are booked in all property turned over to the Correction Officer will be inventoried on a booking form. Your signature is required at that time. At your release time, all property will be returned to you and your signature will be required once again. Your signature fully acknowledges the fact that you have received all items listed on the property sheet. Any complaints must be submitted in writing to the Jail Commander. Any personal property left after you are released will be held for (30) thirty days and disposed of by the correctional staff.

Jail Property

Each inmate shall be supplied with a mattress, sheet, towel, blanket, uniform, and shoes, and such other necessary articles as may be safely allowed to you by the Jail Commander. A Bible shall be provided by the jail, upon request, for any inmate while incarcerated in the jail. An inmate request form is required to be completed. The jail staff may provide inmates confined with in the jail literary items of moral character as deem proper. Inmates will be prosecuted for any destruction, marking, or defacing of any Carroll County Jail property. Misuse of the intercom system may result in disciplinary action or criminal charges. All jail property will be accounted for and checked before your release.

Care of Living Quarters

All inmates, both sentenced and unsentenced must keep their cells and other living quarters clean at all time. This includes cleaning of the walls, bars, floors, bunks, making of beds (when inmates are not in their cells) cleaning toilets, sink basins, dayroom, recreational room, and other areas of the jail as directed by the correctional staff. This will be done before any privileges are granted. Failure to complete any cleaning as directed will result in suspension of privileges. Cells will be cleaned by the inmates who occupy them and the rest of the cell block will be cleaned by

all inmates housed in the cell block. Mattresses are to remain in the cells and not permitted in the dayroom area. You will not return to your bunks until given permission to do so. You are required to keep the facility clean and in good working order. All necessary items for you to do this will be provided to you and daily inspections will be made to ensure that these practices are being carried out. Any violation may result in penalties for the whole block.

Personal Cleanliness

It is important that you keep yourself clean. You will be required to shower as soon as you come into the jail if the correctional staff deems it necessary. You are requested to shower daily, but are required to shower at least (4) four times a week. If you are housed in a holding cell you will be permitted to shower daily.

You will not be permitted to keep razors, or nail clippers of any kind in your cell. Your razors or nail clippers will be kept in your locker and will only be issued for shaving that will be done in the receiving cell. The correctional staff will allow you (10) ten minutes to shave. When you have completed, you will return the razors and/ or nail clippers to the correctional staff and then you will be returned to the cell block area. Your razors and / or nail clipper will be examined and returned to your assigned locker. The correctional staff may require an inmate to shower whenever they deem it necessary to the health and sanitary welfare of the jail.

This also includes the trimming of hair and beards. No more than (2) two inmates at one time will be taken to the receiving cell to shave at one time. At no time will you be permitted to use another inmate's razor.

Haircuts

Haircuts opportunities are offered once every two weeks within the Carroll County Jail. You will be provided cordless hair clippers. You are responsible for cleaning up your hair clippings and disposing of into the trash. No family member or friend will be permitted to enter the facility to cut an inmate's hair.

Indigent

If you have no money and see no chance of having any brought to you within the near future, the Jail Commander considers you as indigent. You will be provided these materials; (2) Two stamped envelopes per week, (1) One notepad, and personal hygiene items as needed. All indigent items, including hygiene items, will be provided on Fridays ONLY during Commissary.

If you receive any money, you will no longer be considered as indigent and will be required to pay for any items you may have received prior to having money deposited for you. The amount will be subtracted, and any balance can then be used to purchase commissary items. If you are at indigent status and funds are deposited into another inmate's account so another inmate can purchase you commissary items this will be considered a violation and both inmates can result in loss of privileges. Any indigence costs remaining upon your release from the Carroll County Jail

will be held in abeyance until your return to the facility and if funds are available your previous indigence costs will be collected.

Money and Clothing

Only money, white or light gray underclothing, white or light gray socks, white or light gray bras (without under wire), (4) four books and or magazines, and appropriate clothing for court appearance may be brought into the jail for you. These articles must be presented to the correctional staff for inspection prior to you receiving them. Clothing for court will be kept in your locker and only issued (20) twenty minutes prior to your appearance (by court order only due to jury trial). Upon booking you will receive a jail uniform and shoes. The jail clothing ensures that your personal clothing will not be damaged or harmed in any way. All clothing and personal property will be placed into a locker upon your arrival to the jail. Any infested garments brought into the jail will be disposed of at the direction of the Sheriff or Jail Commander at any given time. No cash money, traveler's checks, money orders, valuable rings, bracelets, necklaces, watches, earrings, body piercing (studs or hoops), will be permitted into the jail. You will be permitted to keep a medical alert bracelets or necklaces. A record will be made on the booking sheet which you will sign, indicating what valuables are being held. Any accumulation of excess personal property in your cell will be removed and placed into your locker with your other property (letters, underclothing, socks, commissary items,). No property or material will be hung or placed on the bars, walls, or light fixtures of your cell. No excessive amounts of food shall be kept in the cells, (From meals or commissary snacks) nothing is to be kept under your mattresses, and when you are not in your cell, the bed shall be made neatly. This includes any inmate who is on a work release program.

Commissary

There is a commissary available from which you may purchase things such as snacks, personal hygiene, postmarked envelopes, paper, pencils, and prepaid phone cards. Commissary privileges will be available to you 1 time per week on Fridays. There is a limit of \$70.00 per order, including any hygiene products. All commissary requests must be turned in by 12:00P.M. (Noon) the day commissary is issued. If your order is over \$70.00 the form will be returned to you to adjust your purchase or denied completely. Any commissary requests received after 12:00P.M. (Noon) can also be denied. Remember commissary is a privilege, any misuse or failure to obey rules, will be suspended. This includes any hoarding of items, and kind of deals from which you profit (2 for 1), abusing indigent items, and any gambling with the commissary items. These items are intended for your personal use only. Basic hygiene kits will be available on Fridays only during Commissary. Carroll County Jail is a tobacco free environment.

Medical and Dental Services

You have the right to medical and dental services equal to those available in the community. Non-emergency medical requests form will be available to you by the correctional staff. If you feel sick or have other medical problems, request a medical form and fill it out completely. If you are unable to complete the request, ask a correctional officer to help you, and then turn the form in to the correctional staff. The correctional staff will forward the request(s) to the jail

nursing staff, all requests will be answered in (3) three days excluding weekends and holidays. You will receive prompt treatment according to what the medical personnel deems is appropriate, not necessarily what you feel is needed. At the time of booking, you will be asked if you carry any type of medical insurance. The jail is also supplied with non-emergency, over the counter medications such as aspirin, cough drops, and Chap Stick.

Emergency medical conditions will be handled in a timely and efficient manner, so as to ensure your safety and the security of the facility. If an emergency situation arises, medical attention will be provided and once cleared, you will be returned to the jail immediately.

Visitation

We encourage you to see your family and friends while you are in jail. Your family and friends may visit on Fridays, Sundays, and Wednesdays, at scheduled time frames. All cell block phones will be turned off during the visitation timeframes. You will be permitted to visit on (2) two of the three visitation days offered for a half an hour each day. You must complete an inmate visitation request before being permitted to visit. The visitation request MUST be completed (2 days) 48 hours prior to the next scheduled visitation day. The inmate visitation request is a request for days and times that you wish to visit. The inmate visitor request is a request for the people you wish to visit. Once these requests are completed and submitted to the correctional staff, you will not be permitted to change or reschedule visits. The visitation request will be updated weekly. It is your responsibility to contact your visitors of the days and times you have scheduled them to be here. This can be done by either phone (cell block) or mail. It will not be the correctional staff responsibility to inform your visitors of your scheduled time.

Your visitors must bring with them proper proof of identification with them when visiting NO ID = NO VISIT. Proper proof of identification is as follows: 1.) Driver's License 2,) State ID 3.) Other photo identification that verifies birth date and social security number, all visitors must be at least 18 years of age to be permitted to visit. If the visitors are your children, they will be permitted to visit but must be accompanied by another parent or legal guardian, at the time of the visit. Children do not have to be listed on the inmate request form unless the legal guardian is not visiting the inmate also. If your visitor shows up late the visit will be denied. If you destroy the booths or any other county property in any way you will be charged criminally. Listed are several reasons for which your visitation may be denied, and possible charges filed against you and your visitor 1. Visitor dangerous or disruptive 2. Visitor possession of drug or alcohol 3. Visitor under the influence of drug or alcohol 4. Visitor fails to show proper identification 5. Pending domestic violence charges or TPO issued 6. Conveyance of contraband 7. Violation of jail rules and regulations 8. Visitor not properly dressed.

Officials, Attorney, and Clergy Visits

Officials, attorneys, and clergy will be permitted to visit at reasonable times: excluding meals times, and after lock down. They must produce proper identification or their visit will be denied. These visits do not count towards your scheduled family visit.

Special Visits

Special visits can be scheduled by placing an inmate request to the Jail Commander, including name, reason, day and time. The only time special visits are granted is if someone is traveling long distance. There are no contact visits with family or friends.

Schedule

Your individual cell doors will be opened at about 06:00 and will remain open until 22:00 hours. Upon the morning opening your bed is to be made at all times while you are out of your cell. Cleaning will be completed during the daily routine. Upon the evening lock down conversation will be kept to whisper. This time period is considered for rest. Exceptions will be made for conversation only between yourself and the correctional staff on important matters only. Failure to obey these rules can result in loss of privileges. (Early lockdown- not staying up to 12:00 A.M.) Upon booking you will be assigned a cell. You are not permitted to move from one cell to another unless directed by the correctional staff. Entering another inmate's cell without permission can result in a major violation and you will be dealt with accordingly.

Telephone Privileges

At the time you are booked into the jail, after the booking process is complete, you will be given the opportunity to complete phone calls to retain an attorney or contact a person of your choice pending they aren't the victim of the alleged crime. All inmates are permitted to use the inmate phones in the cell blocks from the time the cell doors are opened until lockdown at night. The free phone call you are permitted is limited to 30 minutes. The operator will advise the caller when their time is up. You can also make free 1-minute calls to any individual number. However, you cannot repeatedly contact the same phone number if you have already used your free 1-minute call to that number.

All calls made from the jail are provided by the IC Solutions phone service provider and recorded. The Carroll County Sheriff's Office will in no way be responsible for the payment of your calls. Upon being booked into the Carroll County Jail, you will be set up with a phone access account from IC Solutions. You are not permitted to use any of the Carroll County Jail's Office Phones unless it is to speak with an attorney or if arrange a bond. These calls are only allowed during normal business hours. Correction staff is available to assist with using the IC Solutions phone system, however does not provide refunds, or assistance with other tech support related issues. While calling anyone, you may want to give them IC Solutions' contact information. Their customer support is available 24/7 by calling 888-506-8407 or www.icsolutions.com.

Prepaid phone cards are available on the commissary request and can be purchased during commissary on Friday. If it is found that inmates are abusing the phone system, phone service will be shut off by the correctional staff. All phones in the cell block areas will be turned off during visitation time.

Emergency Messages

Upon the receipt of an emergency message the correctional staff will confirm the message and relay the message to the inmate as soon as possible. Emergency situation does not mean you will be released only the judge holding jurisdiction over you can release from custody. If you have a serious emergency than you need to contact your attorney at that time and advise them of your situation. No personal messages will be relayed, of non-emergency situations.

Outgoing Mail

You may send letters to whoever you wish unless you have been court ordered to have no contact with the person you are sending the letter. Also, outgoing mail will only be restricted if it were to interfere with the security of the jail. Letters can be placed in the bars and the correctional staff will pick up the letter and place it in the mail box. Mail delivery is at about 10:30 on business days. No inmate will be permitted to send a letter to another inmate being housed within the Carroll County Jail. After release from the facility letters can be mailed to inmates. If the letter is being sent out is addressed back to the jail the letter will be placed in the locker of the inmate sending the letter.

Incoming Mail

All mail with the exception of letters from attorneys, courts, or government agencies will be opened and inspected for contraband. Any contraband found will be confiscated and investigated. No letter will be read by the correctional staff from attorneys, courts, or government agencies the letter will be delivered unopened to the inmate and the inmate will be instructed to open the letter in front of the officer. If money, checks or money orders are sent the currency will be placed in the bond box and added to your account on the next business day. Any mail arriving after your release from jail will be marked return to sender and placed back in the mail box. At no time will mail be held as a punishment, or delayed. However, any suspicion of misuse of the mail service will prompt an investigation.

Permitted Items

There are only certain items that you will be permitted to possess while you are incarcerated. If for some medical or religious reason you need something else a written request must be made to the Jail Commander. The following list of items will be strictly enforced. Items not on this list will be considered contraband and dependent on the nature of the item criminal charges could be filed. Personal Hygiene Material — purchased through commissary One of each of the following
1. Toothpaste 2. Toothbrush 3. Deodorant 4. Shampoo 5. Lotion 6. Commissary Cup.

If you are in need of other products such as denture adhesive, contact lens solution, and ethnic hygiene products you will be responsible for purchasing these items and they will be kept in your locker while you are not using them. Purchased commissary items should not exceed (3) three days of purchase. Any property left upon your release from custody will be held for (2) two weeks.

Clothing and Bedding:

(1) Jail Uniform, (1) Pair of Shoes, (1) Sheet, (1) Towel, (1) Blanket, & (1) Mattress

Papers Books, and Magazines:

(4) Four books and or magazines not of pornographic nature, gang related material

Legal papers with reason pertaining to your case

(4) Personal letters (Four pictures per inmate not of pornographic nature)

(1) Writing Tablet

(1) Bible

(1) Newspaper(s) same will not be permitted to accumulate.

The following items will be accepted by the correctional staff for you from visitors:

1. Money

2. White or light gray personal clothing (MUST be new in seal retail package)

3. Prescription medication in the prescription bottle only.

4. Books, magazines, and newspaper(s) as directed above.

5. All letters, cards, and notes must be sent through the US mail service. No hand deliveries will be made by the correctional staff.

Work Release- Only By Order of the Court

You may be selected as a candidate by the sentencing court for the consideration into a work release program. The program is under the direction of the Sheriff. There are rules which must be followed and any infractions will mean disqualification from the work release program. You will be required to complete and sign a form stating your hours of work, days of work, employer's name, address, and phone number. A work schedule must be provided by your employer before being released on the jail work release program. Verification will be made with your employer that gainful employment is correct. There are also several rules that you must read and sign that you have read and understood the work release policy. If any rules are broken, you will lose the work release privileges. Participation in any program is a privilege which can be revoked, if necessary. Any sign that a candidate cannot follow the rules will require action to be taken by the correctional staff. Work release candidates will be required to pay a five dollar (\$5.00) a day administration fee for every day or any part of a day to the Carroll County Jail for work release privileges. The fee will be paid prior to leaving for work release. The fee can be paid weekly or bi-weekly. Once the fee is paid for work release if for any reason the candidate loses their work release privileges the remaining balance will not be refunded by the Carroll County Jail. Smuggling of any sort of contraband into the facility will result in losing your work release privilege.

Conduct

You have the right to know what kind of behavior is expected of you, while you are incarcerated and what behavior is not permitted. Further, you have the right to know what type of penalties there are for breaking the rules and regulations of the Carroll County Jail. You will be subject to disciplinary action for those violations described within this handbook as well as those actions which are against local, state, and federal laws. If, by breaking a rule, you have also committed a

crime, charges will be filed against you, however, whether charges are filed or not, if you break a rule, you will be subject to disciplinary action. Rule violations are grouped as Minor, Major, and Serious.

Minor Violations: include acts which do not immediately threaten the jail or people inside the jail. These acts include, but are not limited to:

1. Refusing to do what the correctional staff directs you to do.
2. Cussing at, flipping off any person inside of the jail, including any derogatory remarks, pictures, or gestures.
3. Making unnecessary noise such as shouting, whistling, pounding on walls or bars, arguing, or misuse of phones.
4. Loud talking or noise after lock down- (followed by the next evening's lock down at 22:00)
5. Not keeping living quarters clean, refusing to help clean, accumulated items in cells.

Mattresses to remain in cells at all times no mattresses in dayroom.

6. Horse play, teasing or verbally harassing another inmate.

Major Violations: include a second minor violation offense where disciplinary action failed to work, as well as those actions which cannot be considered as minor, but still do not present a threat to the jail, correctional staff, visitors, or other inmates. Such violations include but are not limited to:

1. A second minor violation, as described before.
2. Actively disobeying the correctional staff
3. Lying to the correctional staff
4. Fighting
5. Minor damage to jail property — Less than \$50.00
6. Abusing commissary (concealing tobacco products), visitation, telephone, recreational privileges
7. Abusing food service.
8. Attempting to control the behavior of other inmates- Being a cell boss
9. Causing any type of hassle during religious, medical, food, or other service or programs within the jail setting.
10. Stopping up the toilets, sinks, or showers.
11. Not immediately swallowing medication when given to you by nurse or correctional staff
12. Writing, damaging, or hanging objects on the bars, walls or lights.
13. Possession of any item that is not listed as a permitted item in the jail
14. Entering another inmate's cell without permission of all inmates assigned to that cell

Serious Violations: Are acts which are against local, state, federal law, and / or are a threat to the security of the jail or the people within, these acts include, but are not limited to:

1. A second major violation, where disciplinary action has failed to work.
2. Assault on another inmate, visitor, support employee, or correctional staff.
3. Attempted escape, escape, or complicity to escape
4. Possession of an alcoholic substance or drugs of abuse including prescription medication
5. Theft
6. Damage to jail property over \$50.00
7. Destruction, tampering, or jamming of the locks and any security devices

8. Interfering with the security operations of the facility
9. Arson or attempted arson
10. Possession of a weapon or chemical device or any object modified to be used as a weapon
11. Creating or inciting a riot
12. Malicious destruction or misuse of jail property
13. Bribery or attempted bribery of the correctional staff

All of the listed offenses are ones that will get you into trouble within the jail. If you are not sure about something, be sure to ask the correctional staff, and they will tell you if what you want to do is permitted or not. If you commit a violation with the jail, the following penalties will be given as disciplinary action:

Minor Violations: Denial of privileges up to (48) forty-eight hours or (2) days.

Major Violations: Denial of privileges or isolation lock up for (120) one hundred twenty hours or (5) five days.

Serious Violations: Denial of privileges and isolation lock up for (240) two hundred forty hours or (10) ten days and possible criminal charges filed against you.

If your privileges are taken away, the list below is what can be suspended:

1. Entertainment, games, television, and recreation
2. Commissary, except hygiene items
3. Visits by friends
4. Phone calls to family and friends
5. Deserts and snacks.

Listed below are the rights that cannot be suspended:

1. Visits by attorneys
2. Visits by clergy (identification required)
3. Phone calls to attorneys and clergy
4. One (1/2) one-half hour per week of visitation to family only
5. (2) Two hours of recreation per week
6. Adequate food, lighting, ventilation, heating, and access to shower and toilets
7. Medical care
8. Proper clothing and bedding

If a correctional officer accuses you of a violation, you are assured to due process before penalties are imposed. The following is what happens:

1. If your actions are such that the correctional staff has reason to believe that your actions are a threat to the facility, another person, or yourself, you will be controlled and placed into isolation immediately.
2. The correctional staff will file a report as to the nature of the violation, (minor, major or serious) and you will be notified.
3. If the violation appears to be minor, you will be verbally reprimanded and informed that the action may result in loss of privileges for (48) forty-eight hours or (2) two days.
4. If the violation is major or serious, you are entitled to be informed of the charges in writing. You may request a hearing. If you want a hearing on the matter, you must submit a request in

writing within (24) twenty-four hours of being notified of the violation. You may request paper and pencil from the correctional staff. You do have a choice to waive the hearing if that is your wish.

5. Upon receipt of the hearing request, the Jail Commander or Sheriff will decide if a hearing is granted. If it is not granted the Jail Commander or Sheriff will decide on the discipline.

6. If the hearing is granted, the Jail Commander or Sheriff will appoint a hearing officer of the supervisory rank, with no involvement in the incident to investigate the accusation within (24) twenty-four hours of the complaint, All witnesses and parties involved will be questioned and a report will be filed.

7. After an investigation is completed, the investigating officer will advise you of the charges in writing. All facts relating to the investigation will be presented to you with these documents within (24) twenty-four hours after the investigation is completed if in isolation, if not in isolation, you will receive the documents within (48) forty-eight hours after the investigation is completed. Excluding holidays and weekends.

8. The investigating officer will schedule a hearing and notify you of the date and time. The hearing will be held within (48) Forty-eight hours if being held in isolation and within (72) seventy-two hours if not being held in isolation.

9. If any assistance is needed in the preparation of your case, the investigating officer will appoint a correctional staff member or another inmate not related to your case to assist you with understanding the charges and procedures. Assistance will also be provided if there is any of the following: 1. Language barriers 2. Illiterate 3. Mental or physical disability 4. Complex issues.

10. At the hearing the hearing officer will make sure that:

a. You have received written notice of the charges

b. That if you needed assistance in preparing your case that it was given

c. You are informed that you have the right to testify or the right to remain silent to the charge against you.

d. You are informed that both sides have the right to present witnesses in its own behalf and to question opposing witnesses.

e. You are informed that each side has the right to present any letters or documents and to examine or review any and all documents introduced.

11. The hearing officer will make sure that:

a. You understand the purpose of the hearing and answer any questions that you might have in the incident.

b. All time limitations were met with the investigation by a fair and uninvolved officer.

c. Notification was met in the time limits.

d. The violation of accused is read and was able call all witnesses to testify.

e. You are provided with all necessary items to make documentation and take any notes during the hearing.

12. At the conclusion, the hearing officer shall determine whether there is probable cause on each charge and announce the decision. The officer will then impose the appropriate penalties and provide you with a written statement containing the reasons for the decision. You will also be informed at this hearing that you may appeal the decision to the Jail Commander or Sheriff in a written statement requesting a review hearing and its results. The appeal may or may not change the result of the hearing.

You can see that there are certain behaviors which cannot be allowed in the Carroll County Jail. It is very important that you understand the violations and the penalties, as well as the due process hearings. If you have any questions about anything listed in this handbook, ask the correctional staff.

Grievances

You will be allowed to file a grievance against anyone you think has done wrong to you. Grievances can be filed against other inmates, officers, or employees of the Carroll County Sheriff's Office. When you wish to file a grievance, you should put all information in writing and have the correctional staff forward it to the Jail Commander. The grievance should include:

1. The name(s) of those involved both first and last.
2. The time, day, date, and location of the incident.
3. All important details and facts concerning your complaint.

The grievance will be submitted on a grievance form and placed into a sealed envelope that is unstamped. It will then be addressed to the Jail Commander or Sheriff. The correctional officer on duty will forward the grievance to the person named on it, either the Jail Commander or Sheriff. The Jail Commander or Sheriff will conduct an investigation. At no time will the correctional staff hassle you, delay your written grievance to the proper destination, nor subject you to any disciplinary actions. After the investigation is completed, you will receive notification of the findings and results. You may appeal any decision to the Carroll County Common Pleas Court for further investigation by sending all facts of the situation to the administrative judge.

Fire Evacuation Plan

In case of a fire, all inmates are to remain calm and wait for the correctional staff to escort them from the cell block to the proper fire exits as marked on the walls and floor throughout the jail. If at any time the smoke is too heavy that you cannot see, get on your hands and knees and use your hands to follow the arrows on the floor. The arrows will lead you to the proper exits. You will then be transferred to a safe destination in the building or transported to another facility for your own protection and safety. Fire drills and other emergency drills are performed are completed by the Correctional Staff every 90 days.