

HOPKINS COUNTY JAIL

INMATE RULES AND REGULATIONS

PURPOSE: The rules, regulations, policies and information outlined in this pamphlet conform to the Kentucky Jail Standards, State and Federal Laws as well as the Constitution of the United States. Your compliance with the rules set forth in this pamphlet is mandatory. Failure to comply shall result in disciplinary action being taken against you that may include but not limited to criminal charges being filed.

GOALS:

1. **Care:** You will receive all necessary medical and mental health care as prescribed in KRS441.045. The jail staff will take every effort to insure that your rights are protected and that you are safe from harm.
2. **Custody:** We will insure that your incarceration is legal and that you are released on time and under proper legal authority.
3. **Control:** To insure a safe and secure jail, we have outlined the rules and regulation that governs your actions and expected behavior.

BASIC RULES: The basic rules outlined below are designed to insure a safe and secure environment.

1. **Personal area:** Your bed and its immediate surroundings are your personal area. You are expected to maintain it in a neat, clean and orderly manner at all times (meaning your bed must be made before leaving your cell for any reason). Everything you are entitled to possess in the cell must fit in the gray box that has been issued to you. You may keep your hygiene items neatly on your shelf. Your gray box and shoes shall be kept in a neat and orderly manner under your bed. Inmates are allowed to keep two pillows purchased from the commissary.
2. **Wake-up:** is at **6:00** a.m. daily. The lights may come on and the TV and telephone may be turned off until an officer has inspected your cell and is satisfied with its condition.
3. **Meals:** When meals are served every inmate reports to the window for a meal tray. When you report to the window you will be in uniform. Inmates not wanting a tray shall respond and show themselves. The inmate shall acknowledge the officer and accept or deny.
4. **Hygiene:** You are required to shower daily. Failure or refusal to shower may result in disciplinary action.
5. **Razors:** You will be offered a razor every Tuesday and Saturday for (3) three hours.
6. **Laundry:** shall be done on a schedule. You will be notified of the change outs. Change outs may include uniforms and bedding. You will be issued a uniform that fits you as determined by the staff. During laundry change outs, all items requested shall be changed, no exceptions.
7. **Personal Appearance in the living area:** You are required to wear your commissary shorts or uniform pants and a T-shirt when out of bed. To change clothes you shall go to your personal area.
8. **Personal Appearance outside the living area:** When outside the cell you shall wear a complete uniform. If you are issued a jumpsuit, your buttons will be buttoned before leaving your cell. No head gear allowed outside the cell.
9. **Moving outside the cell:** You shall walk on the right side of the hall with your hands behind your back. You are not allowed to talk to other inmates when moving outside the cell.
10. **Notification procedures:** Each cell has two light buttons, one **RED** and one **WHITE**. The **RED** button is for alerting the staff to emergency situations in your cell. This can be either a medical emergency, a fight, or to prevent an incident that if not stopped immediately may turn into an emergency situation. **WHITE** button is to alert the staff that someone needs to speak with them. This means you shall wait until the officer makes his/her rounds and when they have time to address your concern.
11. **Smoking:** and possession of tobacco is prohibited.
12. **Recreation:** We will make every effort to take you out of your cell three times a week. Twice a week you shall be taken outside weather permitting.
13. **Maximum Security:** cell lights shall be turned off only in their individual cells; the dayroom lights shall remain on at all times.

MAIL: Mail is picked up and delivered every weekday (excluding holidays). Incoming mail is sorted, scanned for contraband then delivered to the inmates on the next day, with the exception of legal or certified mail.

1. You may receive mail from other jails and prisons as well as the public.
2. Your outgoing mail must be on the window ledge no later than 7:00 a.m. daily. Envelopes that do not meet rules # 3 & 4 shall not be picked up. In this case you may re-mail the letter on the next date.
3. Your return address must include "**HOPKINS COUNTY JAIL**"
"Your Name"
Hopkins County Jail
P.O. Box 1030
2250 Laffoon Trail
Madisonville, KY 42431
4. Incoming mail without the senders name and return address will be refused. It is your responsibility to notify your family and friends of this requirement.
5. All mail is opened and inspected for contraband.
6. Legal and/or Certified mail is opened in your presence and inspected.
7. Incoming envelopes will be disposed of after your mail is delivered to you.

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PHONE CALLS: You have a right under Kentucky Jail Standards to one (1) five (5) minute phone call per week. The cost of the call shall be borne by either you or the person you call. The Hopkins County Jail has an in cell phone system. It requires your Pin Number. You may make as many calls as you like when the phones are on. Three way calls are prohibited and may result in loss of phone privileges. The person assisting you in making your three-way call will have their number removed from the system as well as the number the call is forward to.

1. Monitoring: The phone system automatically monitors and records all telephone calls made from the inmate phones.
2. Blocking phones: The phone company may block numbers of those who have failed to pay the bill.
3. Suspension of Privilege: You may have your phone privilege terminated or suspended for violations of jail rules.
4. Disciplinary Segregation: Inmates in disciplinary segregation may only receive one call per week.

Combined Public Communications (Inmate phone provider) 1-800-849-6081 or 511 from the phone located in the housing unit. You may also purchase \$10 phone cards from our in-house commissary.

CLASSIFICATION: There are no state or federal requirements, rules or laws requiring Pretrial Misdemeanors, Sentenced Misdemeanors, Pretrial Felons and Sentenced Felons to be separated from each other. The Hopkins County Jail has an Objective Inmate Classifications System designed by the National Institute of Corrections and accepted by the Kentucky Department of Corrections. The system uses your current and past charges, current and past behavior record among other things to determine your classification for the purpose of housing assignment.

PROTECTIVE CUSTODY: To ensure your safety, as well as the safety and security of the facility, if you are charged with a sexual offense involving a minor, you will be placed in either a protective custody or a segregation cell.

If you meet the following criteria, you will be offered protective custody:

- Charged with a sexual offense not involving a minor
- Charged with an infamous crime
- Are a confidential informant and/or witness
- Were law enforcement/correctional personnel
- Are otherwise in need of protection from the general population of the jail due to your charges, institutional history, or mental capacity
- Officer discretion

If you are offered protective custody, you will have to fill out a form stating whether you are accepting or refusing protective custody. If you accept protective custody, you will be placed in either a protective custody or segregation cell.

CELL ASSIGNMENT: The classification officer shall assign you to a cell. You will accept the assignment unless you have a conflict with someone in the cell. The staff may assign beds. If you are instructed to give up your bunk to another inmate by a member of the jail staff, do so immediately without argument.

SEGREGATION UNIT: All inmates housed in the segregation unit, regardless of the reason, will receive one phone call a week. You will have one hour of recreation for cleaning, showering, and exercise. You will not be allowed to attend any programs or church services.

1. Segregation waiting a disciplinary hearing.
2. Disciplinary Segregation. You will lose all property and bedding for (16) sixteen hours. You may lose all visits.
3. Administrative Segregation for the safety and security of facility operations.
4. Protective Custody. Visits will be done on the same days as Max by appointment only.

CONFLICTS: When the classification officer initially interviews you or you develop a conflict at a later date you may request to be separated from that person. A conflict is the result of a previous event, which would create a high probability of violence between the involved parties if they are housed together. When you allege a conflict with another inmate in the Hopkins County Jail you must be specific by providing in writing the inmates name and the specific reason why a conflict between you exist. You are also responsible for providing the classification officer with specific information needed to verify the conflict. Statements you make regarding conflicts that cannot be verified shall not be considered documented conflicts. False claims of conflicts in order to influence your housing assignment are a violation of jail rules and may affect your classifications status and future work assignments.

PREA: The Prison Rape Elimination Act (PREA) was signed into federal law in September 2003. The main purposes of this act are to establish a zero-tolerance standard for rapes in prison: make the prevention of prison rape a top priority; and to develop national standards for the detection, prevention, reduction, and punishment of prison rape.

If you are assaulted, immediately report the assault to a staff member. You will be separated from the assaultive inmate and medical attention will be given.

If you are a sexual predator and assault someone you will be subject to prosecution in outside courts and by the institutional process. You will be classified as a sexual offender and your release date and amount of good time eligibility will be affected, thus increasing your sentence/stay.

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Visitation Hours – All inmates are allowed (1) thirty minute non-contact visit per week.

Male Visiting Schedule

- Sunday 1:00 – 5:00 p.m.
- Tuesday 9:00 – 10:30 a.m. 1:00 – 2:30 p.m. 4:30 – 5:30 p.m. **(By appointment only)**
- Wednesday 9:00 – 10:30 a.m. 1:00 – 2:30 p.m.
- Thursday 9:00 – 10:30 a.m. 1:00 – 2:30 p.m. 4:30 – 5:30 p.m. **(By appointment only)**
- Saturday 1:00 – 3:00 p.m.

Female Visiting Schedule

- Monday 9:00 – 10:30 a.m. 1:00 – 2:30 p.m.
- Saturday 3:30 – 5:00 p.m.

Maximum Security Inmates – Visits are by appointment only. Call (270) 825-5000, Monday – Friday 8:00 a.m. – 4:00 p.m.

- Friday 1:00 – 2:00 p.m. Males
- Friday 2:00 – 2:30 p.m. Females
- Saturday 8:00 – 9:00 a.m. Males
- Saturday 10:00 – 10:30 a.m. Females

Protective Custody Inmates – Visits are by appointment only. Call (270) 825-5000, Monday – Friday 8:00 a.m. – 4:00 p.m.

- Friday 9:00 – 10:00 a.m. Males
- Friday 2:30 – 3:00 p.m. Females
- Saturday 9:00 – 10:00 a.m. Males
- Saturday 10:00 – 10:30 a.m. Females

Maximum Security & Protective Custody Inmates – Visits are by appointment only. Call (270) 825-5000, Monday – Friday 8:00 a.m. – 4:00 p.m.

- Friday 11:00 – 11:30 a.m. Males
- Friday 11:30 – 12:00 p.m. Females
- Saturday 11:00 – 11:30 a.m. Males
- Saturday 11:30 – 12:00 p.m. Females

Special Needs Inmates – Visits are by appointment only. Call (270) 825-5000, Monday – Friday 8:00 a.m. – 4:00 p.m.

- Monday 10:30 – 11:00 a.m. Males
- Monday 11:00 – 11:30 a.m. Females
- Sunday 8:00 – 8:15 a.m. Males
- Sunday 8:15 – 8:30 a.m. Females

Money – Money orders can be mailed or dropped on Monday – Friday 8:00 a.m. – 4:00 p.m.

- Money Orders are to be filled out as follows:
- Pay to the order of: Hopkins County Jail or H.C.J., and the Inmate's name.
- Sender or Purchaser: Name & Address

Cash and credit cards may be applied to your account by using the kiosk located in the front lobby.

Credit and debit cards can be used to make deposits via the internet at <http://www.jailfunds.com/>

Visitation Rules: The following rules will apply to all visits within the facility. Any violation of the rules may result in disciplinary action being taken against you, including suspension of visitation.

- You must wear your uniform as outlined in basic rule number 8.
- No loud talking, vulgar or profane language.
- No disruptive or inappropriate behavior.
- Keep your hands out of your pants.
- You will be given you a reasonable amount of time to get ready. If you fail to get ready in a timely manner your visit may be cancelled.

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Clergy Visits: Clergy members may visit during normal business hours Mon-Fri 8am-4pm, excluding holidays. After hours, weekends and holidays must be pre-approved by the Jailer or his designee.

Attorney Visits: Attorneys may visit 8am-4pm daily with proper credentials. After hours visits must be pre-approved by the Jailer or his designee. Note: Paralegals, Certified Legal Assistants, Legal Document Assistants and Legal Technicians do not qualify for attorney visits.

RELIGIOUS SERVICES: Upon entry into the Jail an inmate's religious preference shall be recorded. An inmate may change his/her religious preference by filing a requisition no more often than every (3) months. The facility currently offers several religious services including: The great banquet religious retreat twice annually, with one provided for both males and females. Weekly non-denominational services available to all inmates. Jumu'ah services for practicing Muslims every Friday. (Only inmates whose religious preference is listed as Islam or Nation of Islam will be allowed to attend this service).

INMATE ACCOUNT: Inmates in the Hopkins County Jail are not permitted to possess money. You may have money deposited to your inmate account. Placing money on another inmates account in an attempt to avoid paying jail fees may result in the termination of your commissary privileges.

The Jail has the legal authority to deduct payments from any funds you receive while incarcerated. If you owe amounts from prior incarcerations or current fees, the jail normally deducts 50% of a deposit and allows you to use the remainder for commissary purchases.

At release if you have outstanding jail fees, the balance of your commissary account will be applied towards fees owed and the remainder will be attached to a contract. You have 30 days from your release date to make payment in full to the jail. If payment has not been received within 30 days, the account will be submitted to the billing service Advent Financial for invoicing and payments will then be to Advent and not the jail. Additional fees may apply.

Inmate commissary account with a balance less than \$1.00 at release will have money forfeited. Refund checks not cashed within a year of release will have money forfeited.

INDIGENT INMATES: Inmates who are poor or needy. Indigent inmates are provided the following:

- a. Hygiene Kit at no charge available at intake and on Thursdays: toothpaste, toothbrush, soap, feminine hygiene.
- b. \$6.00 men and \$16.50 Women Underclothes packs are issue on proof of need only once every 6 (six) months.
- c. \$3.00 Writing packs are available **once per month:** 3 (three) stamped envelopes, 10 (ten) sheets of paper, 1 (one) pencil.

REIMBURSEMENT TO THE JAIL: The following are items that you will have to reimburse the jail: Indigent underclothes, indigent writing packs, destroyed property, booking and daily incarceration fees, class fees, misc. fees, medical processing fees. County and pre-trial inmates are responsible for 100% of medical bills.

MEDICAL CLEARANCE: State inmates will be medically evaluated for work within thirty days of booking.

COMMISSARY: The Hopkins County Jail uses an automated commissary system. There must be funds on your account when your order is processed to receive commissary. Care-a-Cell orders are placed on the cell kiosk. Orders need to be completed before 8:00 a.m. on Mondays and Thursdays. Orders will be delivered on Tuesdays and Fridays. **All sales are final when the Commissary Officers leaves your cell.**

There is no limit to the amount of commissary you purchase each week, but it must fit into your gray property box under your bed.

MEDICAL PROCEDURES: Medical treatment is given under KRS441.045, Section 10: For the purpose of this section, "**Necessary Care**" means care of a non-elective nature that cannot be postponed until after your release from jail without hazard to life or health. In accordance with KRS 441.045, Section13 (a) The facility may impose a reasonable fee for the use of jail medical facilities by a prisoner who has been placed in a local jail pursuant to a contract with the D.O.C. KRS 441.045 Section 8 (a) also requires that inmates who are not indigent or later are determined to not be indigent or who following treatment are no longer indigent shall be required to repay the cost of medical treatment.

No inmate shall be refused necessary health care that cannot wait until the end of his or her incarceration. All inmates are responsible for the entire amount of their medical and dental co pays.

In order to be seen by the medical staff for any non-emergency issues you must fill out a "Sick call request". These forms may be turned in at anytime to the walk officer. Medical staff will perform sick call as needed on a 24hr basis.

1. **Emergencies:** If there is a medical emergency push the **RED** button in the cell. You may also beat on the window and door to attract attention of an officer. Frivolous or fraudulent emergencies may result in disciplinary actions.

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2. **Routine:** For all routine medical complaints you must fill out a "Sick Call Request". You may only address one medical complaint and its associated symptoms per-form.
 - a. The walk officer will read your request to determine if your complaint needs immediate attention.
 - b. The on duty nurse will evaluate your medical condition to determine if you need further evaluation by the jail doctor.
3. **Doctor Visit:** When seeing the jail doctor you will only be seen for the medical complaint listed on the medical request.
4. **Bottom Bunks:** May only be given by the facility doctor.
5. **Medical Profile:** Inmates with a medical profile requiring bottom bunks are removed from the Community Service Work list. The jail will not take on the liability of allowing an inmate with prior or current medical problems that may be aggravated by physical work.
6. **Medications:** Any medication brought into the facility that is not authorized by the jail doctor shall be picked up in five days or dispossessed of on site. Furthermore all medications not picked up within five days from release shall be destroyed.
7. **Processing Fee:** The Hopkins County Jail employ a processing fee system as follows:
 - Nurse Visit \$30.00
 - Physician Visit \$50.00
 - Dentist Visit \$50.00
 - Prescription set up \$15.00
 - In House X-Ray's \$50.00
 - Laboratory Analysis \$ 5.00
 - Out of Jail Transport \$ 50.00 per occurrence

MENTAL HEALTH CARE: Mental health complaints are handled in the same manner as other medical complaints.

DENTAL CARE: All dental care needs will be determined by the facility Dentist.

MRSA: Staphylococcus Aureus is a type of bacteria or germ. These bacteria are often called "Staph". Staph bacteria can live in the nose and on the skin. 1 in 5 people has these bacteria. In most cases, Staph bacteria cause no infection, but in some people, Staph bacteria can cause serious infections such as pneumonia, wound infections, and blood infections. Methicillin is an antibiotic often used to treat staph infections. When Staph becomes "Methicillin resistant", most antibiotics cannot kill the bacteria. Methicillin- resistant staphylococcus Aureus bacteria are called "MRSA" for short.

What is colonization?

Some people can pick up and carry **MRSA** on their skin for weeks or months. These people do not get sick, but they have **MRSA**. This is called colonization. **MRSA** colonization has no symptoms. Bacteria are present but do not cause an infection.

Who gets **MRSA**?

People more likely to get infected or colonized with **MRSA** are those who:

- have serious disease that harms the body's ability to fight infection
- have taken many antibiotics

How can I help prevent getting **MRSA** Infections?

- Don't share towels, razors sheets
- Don't ignore skin infection(request medical services)
- Shower, wash hands frequently in warm/hot water & use soap
- Use liquid soap or don't share bar soap
- Keep open wounds clean as directed by medical
- Clean/ Disinfect commonly used equipment
- If taking antibiotics, take the full course of medicine as prescribed

GRIEVANCE PROCEDURES: The purpose of the grievance process is to resolve your complaint at the lowest possible level as quickly and fairly as possible without reprisal. Listed below are the some of the types of problems and complaints, which you may and may not attempt to resolve through the inmate grievance system. If the problem cannot be rectified immediately by the staff on duty, a requisition or grievance will be issued to you.

1. **Grievable:** Personal and social services needs, wrongful actions by staff, and violations of your rights.
2. **Non-Grievable:** Classification decisions, work assignments, commissary operations, medical decisions made by a physician, jail schedules, menus, answers to grievances you don't agree with which do not violate any rules, regulations or policies, decisions made by the Disciplinary Hearing Officer.

To file a grievance you must first make your complaint to the officer assigned to your walk. If the walk officer or shift commander is unable to resolve your problem you may request and receive a grievance form. Complete the form and return it to the shift that issued it to you.

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Grievances written with profanity will be returned to you unanswered. If there is a complaint shared by more than one inmate only one person needs to make the complaint to the staff or write a formal grievance. You may list the other inmates in your cell as witnesses.

The Grievance Hearing Officer (GHO) has ten (10) working days to answer your grievance. Exception: The walk officer on duty will check it to ensure that your grievance is not time sensitive and requires faster action. Making false, baseless or repeated frivolous complaints and formal grievances may subject you to disciplinary actions.

If you are not satisfied with the disposition of the grievance by the GHO, you may request a Grievance Appeal form. There are three (3) stages to the grievance appeal process. Your first appeal will be submitted to the Lieutenant. Your second appeal will be submitted to the captain. Your final appeal will be submitted to the Jailer. Grievance Appeals must be completed within (48) forty-eight hours. The appellate Grievance Hearing Officers have ten (10) working days to answer your grievance appeal.

REQUISITIONS: The purpose of the jail requisition system is to allow you to request necessary assistance in matters you cannot handle because of your incarceration. Requisitions are handled in the same manner as grievances. You must ask the officer assigned to your walk for help. If he is unable to assist you, you may request a "Requisition Form". Requisition must be filled out and returned to the shift that issued it.

PROGRAMS: The Hopkins County Jail offers the following self-help recreational programs. These programs are subject to change without notice. Pre-trial inmates are not eligible for these programs. It is the inmates' responsibility to pay the fees indicated. All fees must be paid in advance. County inmates that have been court ordered to attend these services will be required to pay for these services. Whether you are indigent or not, you will have to pay for these services after you get released from jail regardless of your situation. Refusing to attend a program without cause shall result in permanent removal from the program. Being disruptive in a program shall result in permanent removal from the program.

Please note: Just because the Judge has ordered you to attend any of these classes does not mean you are required to attend them while incarcerated.

1. Malachi Dads
2. Alcoholics Anonymous (AA) No charge
3. Narcotics Anonymous (NA) No charge
4. Conquering Chemical Dependency (CCD) \$12.00
5. DUI School \$75.00 for 10 week program. (Required for getting your driver's license returned.)
6. Anger Management \$12.00
7. Parenting Class (as available)
8. Kentucky Employability Certificate (Work Keys) Program
9. G.E.D.
10. Moral Reconciliation Therapy (MRT) \$25.00
11. 6 month in house "Get A Life" Substance Abuse Program
 - a. *To apply for the "Get A Life" program, you must fill out a requisition form for an application and meet all guidelines.*

CONTRABAND: Any item that is capable of use to endanger the safety or security of the facility, any authorized item in excess of authorized amount, or any authorized item that has been altered from its original state. Items that have been made from jail issued materials shall be confiscated and destroyed. You will be billed for the vandalized property and may be charged with the destruction of county property and face disciplinary actions or criminal charges. If the contraband is illegal or dangerous you may be charged with a Felony and prosecuted. All Contraband including excessive property, commissary, and altered items will be confiscated and destroyed.

SEARCHES: Unannounced and random searches are required under Kentucky Jail Standards. Inmates do not have the right to be present. If you are allowed to be present do not interfere with the search. Inmates shall remain quiet during the search and follow the directives given by the staff.

PROPERTY PERMITTED: All property must fit in your gray box. Any items or property not on your bunk, shelf, or in your gray box will be declared unclaimed and will be confiscated.

- | | |
|---|---|
| 1 pair of vision correcting eyeglasses | 6 pair plain white underwear |
| 6 pair plain white socks | 6 plain white tee-shirts |
| 2 pair plain white thermal underwear | 3 white bras for females (no wire cups) |
| 1 pair flip-flops shower shoes | 10 pencils plain lead or color (commissary purchase only) |
| 3 books and 1 Bible or Koran | 1 religious necklace with symbol, rosary, or prayer beads |
| 1 pair of tennis shoes (brought in upon intake or purchased from commissary only) | 1 towel |

- No necklaces are allowed without a religious symbol attached)

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- Religious symbols shall be no larger than 2 inches in height or width.
- Maximum value shall not exceed \$50.00 (fifty dollars) for any and all jewelry.
- No magazines (examples: puzzle books, newspapers, subscriptions, etc.)

BONDS AND FEES: The jail staff does not set the amount of your bond. This is done by the judges with advice of the pre-trial release officer. The pre-trial release officer has 12 hours to interview you and contact the judge.

Circuit Clerk:	\$25.00	(Added to bond amount)
Jail Bond Fee:	\$ 5.00	(Paid to the jail)
Jail Booking Fee:	\$40.00	(Not required for sentenced state inmates.)
Daily incarceration Fee:	\$40.00	(Not required for sentenced state inmates.)

County Work Release: Eligibility for this program is determined by the sentencing judge. County inmates participating in the work release program shall pay a daily fee of \$20 (twenty dollars) per day while on work release. Your work release privileges may be suspended or terminated for failure to make on time payments. Inmates that return to the jail under the influence of any type of intoxicants will have their privileges suspended or revoked.

State Work Release: Eligibility for this program is determined by D.O.C. State inmates participating in the work release program shall pay a fee not to exceed the lesser of \$55.00 per week or 20% of their net pay. Your work release privileges may be suspended or terminated for failure to make on time payments. Inmates that return to the jail under the influence of any type of intoxicants will have their privileges suspended or revoked.

STATE INMATES: Class D and Class C felons classified by the D.O.C. as Community Custody may, by law, be housed in a county jail. State inmates are classified in jails as follows.

Controlled Intakes (CI): These inmates have not yet received a classification level or are not eligible to be permanently housed in a county jail. We do not know when you will be moved to the AC, when they are ready for you they will notify us. There are 70 full service jails and all of them have CI inmates waiting to be moved to the DOC.

Levels 1 and 2: You are eligible to work outside the jail under civilian supervision. Level 1 and 2 inmates with holds will only be allowed to work inside the facility.

Levels 2A, 3 and 4: May work inside the facility only.

Parole violators and Alternative sentenced inmates are not eligible for the work program.

Community Service Program: Our goal is to get every eligible inmate into the work program. Getting out of your cell to work is a privilege that must be earned through good behavior. Inmates in Hopkins County go on the Community Service work list when they receive their classification level from the DOC. Inmates sent here by other jails or the DOC will be placed on the Community Service work list when they arrive if they already have a classification level. State inmates serve out and / or make parole every week. Therefore, your name will work its way to the top of the work list. Inmates with certain certifiable skills may move directly to the top of the list if we have a need for their skills and you meet the level requirements.

THE HOPKINS COUNTY JAIL CLASSIFICATION OFFICER HAS THE AUTHORITY TO OVER RULE THE CLASSIFICATION LEVEL GIVEN TO YOU BY THE DEPARTMENT OF CORRECTIONS.

TRANSFERS: You or your family is responsible for contacting other facilities that are willing to trade one for one. The other facility must be willing to do the transport and you are responsible for all cost incurred.

ACCESS TO THE COURTS: You have a right to access to the courts. You may accomplish this by use of the US Postal Service. We will assist you with obtaining address.

ACCESS TO ATTORNEY: You have a right to access your attorney. When your attorney visits you, you will have a private contact visit. You may contact your attorney by mail or the inmate phone system (if your attorney accepts collect calls). We will assist you with obtaining address.

LEGAL ASSISTANCE: Kentucky Jail Standards do not require a law library be available for your use. If, you require legal assistance and are represented by an attorney, (this representation is based on the attorney of record listed with the court and may include private attorneys as well as attorneys from the Office of Public Advocacy), you must go through your appointed attorney for this assistance. Inmates not represented by an attorney may make a request for assistance by using the jail requisition form. You must give a specific description of the requested materials. The jail staff will not act as your researcher and have no legal obligation to assist you. Your request shall be forwarded to the Office of Public Advocacy for assistance.

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LEGAL COPIES: We will only make copies of legal materials at a charge of \$.10 cents per sheet regardless if court ordered or not.

DISCIPLINARY PROCEDURE

Violation Classification: Disciplinary actions taken by the jail staff may be forwarded to the Department of Corrections, State Parole Board and may affect your future parole possibilities and awarding of Good time. None of the below accessed penalties shall interfere with the normal prosecution of a rules violation that is also a violation of state and federal laws. Violations shall be classified as Minor, Major or Serious according to the following descriptions: The following is a list of violations and penalties. Lawful orders from the jail staff supersede these rules. Jail staff may move the inmate/s to segregation pending disciplinary action for the safety and security of the jail.

MINOR OFFENSE = Penalties 1 through 5

1. Horse playing
2. Improper or unauthorized use or possession of county property or equipment. (i.e. gray inmate property boxes, hanging sheets, towels and blankets and other items that restrict the view of officers).
3. Possession of contraband.
4. Unauthorized use of the telephone.
5. Failure to comply with rules and regulations of the jail.
6. Dress Code Violations.
7. Failure to clean your personal area or person.
8. Unauthorized communications with another inmate.
9. Interfering with officers in the performance of their duties.
10. Disruptive behavior.
11. Charging another inmate for services.

MAJOR OFFENSE = Penalties 1 through 9

1. Breaking or tampering with another inmate's property.
2. Involvement in writing, circulating or signing a petition, which could lead to disruption of jail operations.
3. Fighting, physical action or force against another inmate where no injury occurred.
4. Being in a restricted or unauthorized area.
5. Abusive, disrespectful language toward an employee or visitor.
6. Violation of Mail, Visitation or Telephone rules.
7. Frivolous or harassing grievances.
8. Refusing to submit to drug urinalysis.
9. Refusing to submit to Breathalyzer or search.
10. Refusing to comply with standup inmate count procedures.
11. Nonviolent demonstration or inciting a nonviolent demonstration that could lead to a disruption of jail operations.
12. Negligent or deliberate destruction, alteration or defacing of county, personal or community property.
13. Obtaining money, goods, privileges or services under false pretenses.
14. Inappropriate sexual behavior or sexual misconduct.
15. Gambling
16. Indecent exposure.
17. Creating or causing a health hazard.
18. Falsely reporting illness or injury.
19. Displaying gang paraphernalia.
20. Loan sharking, collecting or incurring debts.
21. Stealing.
22. Refusing or failing to comply with a lawful order.
23. Bribery.
24. Falsely reporting an incident or violation.
25. Lying to an officer.
26. Two or more Minor Violations within a ninety (90) day period.

SERIOUS OFFENSE = Penalties 1 through 13

1. Unauthorized use of drugs or intoxicants.
2. Interfering with drug or alcohol testing.
3. Smuggling of contraband items into, out of or within the jail.
4. Engaging in extortion or blackmail.
5. Possession of tattoo or body piercing paraphernalia.
6. Misuse of authorized or issued medication.
7. Making a threatening statement toward an officer or visitor.
8. Tampering with evidence or hindering an investigation.
9. Using mail to obtain money, goods or services by fraud.
10. Assault resulting in injuries requiring medical treatment.
11. Inciting to or participating in a riot.
12. Escape including walking away from an outside work detail.
13. Possession of staff uniform by an inmate.

HOPKINS COUNTY JAIL INMATE RULES AND REGULATIONS

14. Inmate in an unauthorized colored uniform.
15. Possession or promoting dangerous contraband.
16. Taking property by force or threat of force to include taking another inmate's food or food tray.
17. Facilitating an escape.
18. Assault of any kind that causes or has the potential of serious injury or death.
19. Sexual assault.
20. Hostage Taking
21. Refusal to follow a lawful order resulting in an officer being required to use force to include OC spray.
27. Fighting, physical action or force against another inmate where injury occurred.
22. Two or more Major Violations within a ninety (90) day period

Penalties

1. Reprimand and warning (Written report submitted)
2. Loss of privileges. (Jail programs, religious services, work assignments, etc.)
3. Disciplinary Segregation up to 48 hours each offense.
4. Disciplinary Segregation up to 72 hours each offense.
5. Disciplinary Segregation up to 5 days.
6. Disciplinary Segregation up to 10 days.
7. Disciplinary Segregation up to 15 days.
8. Disciplinary Segregation up to 20 days.
9. Disciplinary Segregation up to 30 days.
10. Disciplinary Segregation up to 40 days.
11. Disciplinary Segregation up to 50 days
12. Disciplinary Segregation up to 60 days
13. Disciplinary Segregation up to 90 days

NOTICE: Verbal instructions and orders from the jail staff supersede these rules.

These Rules and Regulations may be viewed on channel 3 of any television in the facility in both English and Spanish language.