

Prisoner Rules and Regulations Handbook

(Updated July 2021)

This handbook gives prisoners information on the operation, services, and prisoner rules and regulations of the Salt Lake County Jail. Prisoners are encouraged to be familiar with this handbook and follow the rules. This handbook cannot cover every situation that may arise, but being familiar with its contents will help prisoners know what services are available and what is expected of them. *Some services and privileges may be restricted in some housing units.*

The Salt Lake County Sheriff's Office is pleased to offer an orientation next to the Metro Jail Visiting Area, located at 3415 South 900 West in South Salt Lake City for the family and friends of prisoners. This orientation is designed to answer questions they may have regarding your incarceration at the Metro Jail. A companion handbook will be made available at the orientation and is also available online at www.slsheriff.org. Orientations will be held Monday evenings at the end of each month at 6:00 p.m. For orientation dates, contact the jail or visit the Sheriff's Office website.

Prisoners are expected to follow all orders and instructions from staff. An orientation video will be shown to new prisoners in classification. If a prisoner has questions about the information contained in the handbook or video, they should ask a deputy.





The Salt Lake County Sheriff's Office strives to maintain a clean and sanitized facility for the health and well-being of all prisoners and staff. It is everyone's responsibility to ensure proper handwashing techniques are applied frequently to prevent infection.

Remember, you can infect yourself with these germs by touching your eyes, nose, or mouth, or spread them to others. Frequently washing your hands can limit the transfer of bacteria, viruses, and other microbes that can make you and others sick. **It is important and most effective to lather with soap for at least twenty seconds before rinsing.**



ACCESS TO HEALTH CARE

Health care is available at all times in jail. If you need help with a medical, mental health, or dental problem, please follow this procedure:

1. If it is an emergency, notify any deputy or nurse of your need immediately. This includes THOUGHTS OF SUICIDE OR SELF-HARM.
2. If it is not an emergency, obtain a sick call request form from a deputy.
3. Complete the form and give it to a triage nurse for medical and dental problems. For a mental health problem, give the form to a mental health professional.

If you need help with the above steps, please notify any deputy.

Additional medical and mental health information is available in section (35) Health Information

Acceso a la atención médica

Atención médica está disponible a cualquier hora en la cárcel. Si necesita ayuda con un problema médico, de salud mental o dental, siga este procedimiento:

1. Si se trata de una emergencia, notifique de inmediato a cualquier guardia o enfermero(a) de su necesidad. Esto incluye PENSAMIENTOS SUICIDAS O AUTODESTRUCTIVOS.
2. Si no es una emergencia, obtenga un formulario de "solicitud para atención médica" (sick call request form) de un guardia.
3. Complete el formulario y entregelo al enfermero(a) de triaje para problemas médicos y dentales. Para problemas de salud mental, entregue el formulario a un profesional de salud mental.

Si necesita ayuda con este procedimiento, por favor notifíquese a cualquier guardia de la cárcel.

Información adicional sobre salud mental y médica está disponible en la sección (35) Información de salud.

(1) PRISONER CONDUCT

- (A) Prisoners will obey all jail rules and regulations.**
- (B) Prisoners will follow all orders and instructions from jail staff.**
- (C) Jail staff will be addressed courteously.** Addressing staff by their title or rank is appropriate.
- (D) Prisoners will not use threatening, abusive, or disrespectful language, writing, or gestures.**
- (E) Lewd acts or gestures of a sexual nature are prohibited.**
- (F) Unnecessary noise is not allowed.**
- (G) Prisoners may not use another prisoner's cell, bunk, or storage box for any reason.**
- (H) Sexual activities, including kissing, hugging, or any other displays of sexual attraction, are prohibited.**
- (I) Possession or use of any tobacco or tobacco substitute product is not allowed.**
- (J) Prisoners will not engage in disorderly conduct, which includes; horseplay, teasing, taunting, bullying, and manipulating of another prisoner.**
- (K) Fighting is prohibited.**
- (L) Prisoners will not lie or intentionally mislead jail staff.**
- (M) Prisoners will not encourage, incite, manipulate, or agitate another prisoner to disobey jail rules.**
- (N) Prisoners will not use toilets as garbage receptacles.**
- (O) If assigned to a program, including electronic monitoring, prisoners will comply with all program rules.**
- (P) Prisoners will not misuse or abuse jail resources or services.**

(2) CRIMINAL ACTS

- (A) Prisoners will not violate any law.** This includes disorderly conduct, assault, conspiracy to escape or attempt to escape, arson, sex offenses, or gambling.
- (B) Prisoners will not assault jail staff.** This includes spitting or throwing any object at a staff member.
- (C)** Conduct in violation of any law may result in new criminal charges being filed and/or jail disciplinary action.
- (D) If prisoners are aware of a criminal act committed in the jail, they are required to promptly report it.** (*Confidential Reporting Hotline (385) 468-8711, a non-collect call*). Failure to do so could result in disciplinary action. Prisoners in housing areas who do not cooperate with the investigation of criminal activity may be subject to disciplinary action taken against the housing unit.

(3) SEXUAL HARASSMENT

The Salt Lake County Jail is committed to preventing sexual harassment of prisoners. Prisoners who feel they are a victim of sexual harassment are encouraged to notify staff and should submit a Prisoner Grievance Form. SEXUAL ASSAULT IS AN ACT OF VIOLENCE

The Federal Government, including the Salt Lake County Metro Jail, strives to maintain the safety and security of all prisoners. If you or anyone you know has been sexually assaulted or threatened with sexual abuse, it can be reported by:

- Notifying any deputy or staff member, you feel comfortable with or
- Call the CONFIDENTIAL REPORTING HOTLINE
(385) 468-8711(a **Non-Collect** call)

If you have been a victim of sexual abuse or if you feel you are being pressured for money, property, or sexual favors, you should immediately notify a deputy or any staff member you are comfortable speaking with or call the confidential sexual abuse hotline. It is imperative that one of these individuals be contacted immediately.

Sexual Assault

A. Victims

If you are a victim of sexual abuse, it is crucial that you report it immediately. **DO NOT BATHE, SHOWER, CHANGE YOUR CLOTHES, BRUSH YOUR TEETH OR USE THE RESTROOM IF POSSIBLE.** It is important that evidence be collected to assist in the attacker's prosecution.

The person you contact will immediately ensure your safety. If an examination is determined to be necessary, it will be performed by qualified medical personnel, and you will receive treatment for any injuries that may have been sustained. At your request, a Mental Health representative will be present during the examination to assist you and provide support.

To ensure your safety, a variety of steps may be taken, based on individual circumstances. Additional mental health and/or medical assistance is available to you.

B. Perpetrator

If you are the perpetrator of a sexual assault, the following risks are involved:

1. New criminal charges.
2. The danger of contracting the HIV virus that causes AIDS and the possibility of becoming infected with other sexually transmitted diseases; and/or,
3. Administrative segregation to include loss of any privileges, for example, loss of prisoner worker status, telephone, recreation time, etc.

(4) PRISON RAPE ELIMINATION ACT of 2003

It is the jail's policy to fully comply with the provisions of this law and to actively and vigorously prevent, report, and treat incidents of prisoner sexual abuse.

Prisoners may report the occurrence of rape to any jail staff member, contract employee, or volunteer staff or by calling the CONFIDENTIAL REPORTING HOTLINE (385) 468-8711, a non-collect call. All complaints of sexual abuse will be immediately investigated.

Retaliation against a prisoner for making an allegation of sexual abuse is prohibited. Prisoners who make false reports of incidents of sexual abuse may be disciplined.

(5) CONTRABAND

- (A) Contraband is anything that has not been provided or approved by the Jail Administration or any item approved or purchased, which has been altered, changed, or misused in any way.
- (B) Prisoners will not possess any item which has been altered or manufactured in any way to resemble or to be used as a weapon.** It is not a defense to disclaim knowledge of the item or what constitutes a weapon.

- (C) **Contraband is not allowed and will be confiscated. Prisoners are required to immediately notify a deputy upon discovery of contraband.** Failure to do so makes the prisoner responsible for the contraband. Prisoners are encouraged to inspect their new housing areas when they are reassigned.
- (D) If prisoners are found to have contraband, they will be subject to jail disciplinary action. It is not a defense to disclaim knowledge of what constitutes contraband.
- (E) Possession of contraband, which is also illegal to possess, may result in additional criminal charges.
- (F) **Prisoners are not permitted to exchange, sell, give away, lend, offer or receive any item, including commissary items, food, or phone services to or from any person. This includes the mailing out of commissary items and contraband.**
- (G) Prisoners are normally restricted to the following items in their housing area. Some items may be limited to classification. Upon re-classification, food items not opened or damaged can be returned to commissary for credit. Un-damaged non-food items will be placed in the prisoner's property.
- (1) Two combs
 - (2) One toothbrush.
 - (3) Glasses or contact lenses.
 - (4) Medical devices or aids authorized and documented by the Health Services Unit
 - (5) A nonmetallic rosary, crucifix, or other religious medallions not exceeding one and one-half inches in diameter. Only one such item is allowed at any time. Rosary cards may be substituted for rosaries
 - (6) Six #2 wooden pencils.
 - (7) Forty-eight colored pencils.
 - (8) One each multi-use items (pillow, personal shoes, shaker cup, bowl, spork, hand towel, shower shoes, soap dish, and mug)
 - (9) Letters received while in Salt Lake County Jail.
 - (10) Legal papers. (Legal papers in possession of prisoners transferred from another institution are placed in the prisoner's property locker. The release of such property must be requested through the Jail Administrative Deputy).

- (11) Up to twelve personal photographs or drawings not larger than four by six inches, which cannot be sexually explicit or depict nudity.
- (12) Commissary items, with limitations according to classification assignment.
- (13) No more than six books, regardless of their source. This includes textbooks, religious and other materials authorized by Jail Administration, (All materials related to a single source of study [such as Personal Finance 120] will be considered a single book.).
- (14) Jail issue items:
 - (a) One complete issue of clothing and bedding.
 - (b) Authorized prescription medication in dispensed packaging.
 - (c) One cup
- (H) Prisoners may not accumulate more personal property than can be stored in designated areas. Contraband will be seized, and prisoners will be directed to dispose of excessive property. If prisoners fail to dispose of the excessive property in a timely manner, it will be placed in their property locker. All prisoner property not actively in use, other than clothing or linen, must be stored in the storage box provided for that use.
- (I) **Prisoners will only store property in the provided storage box.** Items other than pictures (as accepted in the Care of Housing Areas Section) will not be stored on the support bars, tables, sinks, light fixtures, or window ledges.
- (J) Prisoners will not have more than one newspaper or magazine (per subscription) at one time. Prisoners will be required to hand in the old edition/publication in order to receive a new one.
- (K) Prisoners will not be permitted to possess any booking images or prisoner ID cards of other prisoners.
- (L) **Prisoners will not possess, create, sell, exchange, or display any gang-related or gang specific drawings, writings, or symbols. Such contraband will be seized. Prisoners are required to immediately notify a deputy upon discovery of any gang-related or gang specific contraband.**

(6) HOUSING ASSIGNMENT

- (A) Housing assignments are based upon the needs of the jail. Housing assignments will be determined by factors such as past or present charges and convictions, safety and security requirements, medical needs, behavior, space availability, and any other factor which the jail deems necessary. Prisoner preference is not a factor in the determination of housing assignments.
- (B) If a danger exists because of a housing assignment, a Prisoner Request Form should be submitted. Prisoners who are requesting a move for protective reasons must indicate the name(s) of the person(s) who pose a threat to their personal

safety, and any other information which may be necessary to evaluate the request.

- (C) Prisoners will not be housed with any close relative, nor any person charged as a co-defendant in any case, charge, or warrant for which the prisoner is incarcerated.
- (D) Prisoners must cooperate with any housing or bed assignment. Failure to do so may result in disciplinary action.** If necessary, force may be used to make the required move. Although housing assignments are not grievable, questions or objections may be submitted on a Prisoner Request Form **after** the move.
- (E) Prisoners will be given a specific bed assignment by jail staff.
- (F) Prisoners will not enter any cell, housing unit, storage box, or sleeping area to which they are not assigned.**
- (G) Loitering in front of any cell, on the stairs or mezzanine level is prohibited. Prisoners will not lean over the handrails.**
- (H) Prisoners assigned to a main floor cell or housing unit are not allowed on the stairs or mezzanine level, except to attend or return from visiting or conduct approved prisoner worker activities.

(7) CARE OF HOUSING AREAS

- (A) Cleaning equipment will be made available daily for cleaning cells and common areas. Cleaning is mandatory.
- (B) There will be no television or telephone available until the housing area is clean. Television and telephones may be turned off if the housing areas become cluttered or dirty.
- (C) Prisoners will not store any non-commissary food in their housing area.**
- (D) Window ledges will not be used for storage. Use the storage hooks for clothes and towels.
- (E) Prisoners will only display pictures and photos on their cell table. Anything attached to the walls or bunks may be seized and placed in prisoner property lockers.
- (F) Prisoner beds will be neatly made from morning wake up until evening lockdown, except when occupied.**

CORRECT



INCORRECT



Cell Appearance

- 1- Hang towels from hooks provided.
- 2- Do not place any item other than your Prisoner ID Card in your cell window.
- 3- Do not hang, tape or paste any item on cell walls, bunks or windows.
- 4- Prisoner beds will be neatly made from wake up until evening lockdown. Prisoners will not fold their mattress.
- 5- You may only store personal pictures on your table. All other items must be stored in your Prisoner Storage Box.
- 6- Prisoners will not obstruct the view into any cell or bunk area.
- 7- Your Storage box must remain below your bunk at all times.
- 8- Prisoners will not cover or tamper with vents or speakers.

(8) CARE OF JAIL PROPERTY

- (A) Items issued by the jail (bedding, clothing items, towels, and ID cards) are for prisoner use but remain the property of the Salt Lake County Jail. **Damaging or abusing jail property, including writing on or defacing walls, windows, or other property, is a crime and may result in jail disciplinary sanctions, monetary restitution and/or new criminal charges being filed.**
- (B) Abuse of jail property includes tying knots in towels or bedding, cutting or tearing towels, bedding or clothing, removing threads from clothing, making curtains or tents from bedding, or any other use of jail property for other than its intended purpose.
- (C) Bedding must remain on bunks, and mattresses may not be removed from a bunk for any reason. Mattresses are not to be folded, torn, or altered in any way.

(9) PERSONAL HYGIENE

- (A) **Prisoner workers assigned to the kitchen must shower daily. All other prisoners must shower at least three times each week.**
- (B) **Prisoners must be completely dressed from morning wake up to evening lockdown unless the prisoner is in bed. Prisoner clothing will be worn as**

intended. **Rolled up sleeves or pant legs will not be allowed in the dayroom.** Pants will not be rolled above the ankle.

- (C) **Prisoners may wear their hair or facial hair at any length, but it must be kept clean and groomed.** Haircuts may be requested by submitting a Prisoner Request Form. The fee for the haircut will be deducted from the prisoner's commissary account prior to receiving the service. Prisoners will be required to have their hair washed and combed prior to the arrival of the barber. Prisoners may receive an indigent haircut on the following basis: Prisoners must have less than \$1.00 on their account and cannot have any debits within the last 30 days except for medical or hygiene products.
- (D) Female prisoners will be provided with sanitary napkins on request. Tampons are not available.
- (E) Prisoners will be provided a disposable razor as scheduled by the Housing Unit Deputy unless restricted from possessing a razor for reasons of safety and/or security.
- (F) **Prisoners are not permitted to cut, trim or style the hair of another prisoner.**

(10) SECURITY REGULATIONS

- (A) **Prisoners will not obstruct the view into any cell, housing, or bunk area.**
- (B) **Prisoners will not cover their face, head, or neck areas at any time with any item.**
- (C) Lighting in housing areas is set at a lower level after lockdown. **Shading devices are prohibited.**
- (D) **All prisoners are required to sleep with their head towards the window.**
- (E) **Prisoners will conduct themselves in an orderly manner when visitors are present and will not speak to any visitor unless spoken to.**
- (F) Prisoners, housing areas, and every area of the jail are subject to search at any time without prior warning. Prisoners do not have the right to be present when their housing area is being searched.
- (G) **Prisoners will not damage or interfere with the function of any security device, such as doors, locks, cuff ports, handcuffs, shackles, fire sprinklers, intercoms, etc.**
- (H) **Prisoners will not cover or tamper with vents or speakers.**
- (I) Prior to being released from jail, prisoners will be required to return all jail-issued items.

- (J) Prisoners must remain at least two feet from the deputies workstation unless authorized by jail staff or for Kiosk use.

(11) COMMUNICATIONS WITHIN THE JAIL

- (A) Prisoners will not communicate with any prisoner in any other area of the jail unless approved by the Jail Administration.** This includes passing notes, kites, electronic correspondence, or mailing letters outside the jail to be sent back into the jail.
 - (1) The Jail Administration may allow family members in jail at the same time to communicate. These requests will be made on a Prisoner Request Form directed to the Prisoner Services Supervisor.
 - (2) Such communication will generally be limited to husband-wife, parent-child, or brother-sister relationships.
- (B) When out of their housing area, prisoners are prohibited from loitering, talking to other prisoners, or going to any location except as directed by jail staff.**

(12) DIPLOMATIC AND CONSULATE NOTIFICATION

Under international treaty, the jail is obligated to notify certain countries' respective consulates of a foreign individual's arrest and/or detainment. Other countries require notification only upon request of the arrested individual. Prisoners may make such a request on a Prisoner Request Form.

(13) IDENTIFICATION (ID) CARDS

- (A) Prisoners are required to carry their ID cards with them at all times when outside of their unit.** ID cards may be required to check out games or use the recreation yard or multi-purpose room areas.
- (B) If prisoners mail out, damage, or deface the ID card, they may be disciplined and required to pay restitution.**
- (C) Prisoners must notify their Housing Unit Deputy if their ID card is damaged or lost.
- (D) Prisoners cannot order or receive commissary or attend recreation or visiting if they do not have their ID card.
- (E) Prisoners are required to return their ID card to the Clothing Deputy during the release process. Without this card, the release is subject to delay until their identity can be confirmed and their clothing located.

(14) MAIL and PUBLICATIONS

- (A) Prisoners may send as many letters as they wish as long as they use pre-stamped envelopes from the commissary. Letters weighing more than one ounce or mailed to another country require additional postage. Prisoners must have sufficient funds on their books to cover the extra cost.
- (B) All incoming and outgoing mail may be opened and inspected for contraband and may be read and/or copied for security reasons, with the exception of Privileged or Legal mail as outlined under 14 (C). Mail is distributed Monday through Friday, except holidays.

The jail's mailing address is:
(Prisoner's Name and SO#)
c/o Salt Lake County Metro Jail
3415 South 900 West
South Salt Lake, Utah 84119

- (C) Letters from public officials, attorneys, or courts are considered privileged if the mail is marked Privileged or Legal Mail, and the envelope displays an appropriate letterhead with the name of the attorney or sender. Appropriately marked privileged mail will only be opened and inspected for contraband in the presence of the prisoner to whom it is addressed.
- (D) Prisoners may receive only new, softcover books, periodicals, and newspapers directly from a publisher, book club, or book retailer (including internet retailers), subject to content restrictions from the Jail Policy Manual. Such books must be sent via US Postal Service and remain the property of the prisoner. Bulk rate mail will be refused or discarded, except for religious material or paid subscriptions. Magazines or newspapers must be returned to a Housing Unit Deputy in their entirety before receiving the next subscription issue. Returned magazines and newspapers will be discarded. Certain materials are prohibited for security and other reasons. If any publications or letters are not delivered for these reasons, prisoners will receive notice of the disposition of the item.
- (E) The jail will not accept any package (a mailing over ¾" in thickness) for any prisoner. Exceptions are made for receipt of privileged mail and softcover books and periodicals sent directly from a publisher, book club, or book retailer (including internet retailers).
- (F) Letters or publications containing contraband, escape plans, plans for criminal activity, obscene or sexually explicit material, encoded messages, or nudity will be refused or seized as evidence.
- (G) Prisoners who receive money orders and certified checks in the mail will have those funds receipted and added to their accounts. All certified checks, cashier's checks, and money orders require a seven-day hold before the funds are available for prisoner's use. All payroll and personal checks will be placed on their personal property. If money is received after a prisoner is released, checks and money orders will be mailed back to the sender. Cash will be added to the

prisoner's account balance, which the prisoner may request after release from jail. The former prisoner must make arrangements to have those funds posted to their inactive account released to them. Prisoners are not allowed to have cash in their possession while in jail.

- (H) Mail sent to the jail after a prisoner has been released will be returned to the sender. If there is not a return address, the mail will be sent to the U.S. Post Office for proper disposition. It is the prisoner's responsibility to forward all publications prior to release from jail. Any publication not forwarded by the prisoner will be discarded. The jail will not forward any publication.
- (I) Books donated to the Jail Library for a particular prisoner may only be sent in via the U.S. Postal Service. Whenever possible, the prisoner in whose name the books are donated will have the first opportunity to check out that book. Donated books must be addressed to the prisoner "in care of the Jail Library."
- (J) Prisoners may receive/send electronic messages using the authorized in-pod kiosk service. Electronic messages are subject to review, and inappropriate content may be censored.
- (K) Prisoners who are indigent will be provided with paper, envelopes, postage, and pencils through the commissary welfare packages.

(15) ACCESS TO THE COURTS

- (A) The jail will provide legal assistance to coordinate access to courts for those prisoners who qualify.
- (B) In addition to the pro se litigant packet, the jail has chosen to provide an electronic law library for legal research. Legal kiosks access will be provided through the area housing sergeant.
- (C) Prisoners requiring additional supplies must request them in writing from the Programs Sergeant.

(16) TELEPHONE USE

- (A) Prisoners will normally have access to housing area phones according to the area plan. Phone calls are limited to fifteen minutes (thirty minutes if using a TDD machine). Prisoners cannot bill or transfer these calls to a third party. Any attempt to do so may result in termination of the call.
 - (1) TDD Machines are available for the hearing impaired. Requests for access to the machine may be submitted to the Housing Unit Deputy on a Prisoner Request Form.
 - (2) If using a TDD machine, a list of the telephone numbers must be submitted with the request in order to activate the thirty-minute limit for the TDD machine.

- (B) The jail will not place or accept phone calls for prisoners.
- (C) Prisoners will use housing area telephones to contact attorneys and courts.
- (D) The jail may monitor and/or record telephone calls, except those made to a prisoner's attorney.
- (E) Prisoners will not contact or attempt to contact victims or witnesses in any of their cases or cases involving other prisoners.**
- (F) Telephone harassment, including repeated, unwanted, threatening, or solicitous telephone use, is prohibited.** Telephone harassment is a crime and may result in criminal charges and/or disciplinary action.
- (G) It is a crime to contact any petitioner or person listed in a protective or no-contact order.**
- (H) Any excessively loud, abusive, threatening, or obscene language may result in the immediate termination of telephone calls and may be grounds for disciplinary action.**
- (I) Prisoners will not make telephone calls for other prisoners or solicit them to make telephone calls on their behalf. Doing so may result in disciplinary action.**

(17) COMMISSARY

- (A) Commissary order and delivery will be offered to all eligible prisoners at least once each week. A product list mutually agreed upon between the vendor and the Corrections Bureau Command will be provided to the prisoners on commissary order forms and on the in-pod kiosk.
- (B) Prisoners may order commissary items during their time out utilizing the in-pod kiosk. Changes to submissions can be made until orders are processed. In areas where the in-pod kiosk service is not available, Housing Unit Deputies will distribute blank commissary order forms to all prisoners who qualify on the scheduled Commissary order day. Completed forms, including the prisoner's signature, must be returned to the Housing Unit Deputy and picked up by the Commissary Clerk for processing.
- (C) Upon delivery of these items, the prisoner will be required to sign the receipt indicating their agreement with the items received and the current account balance. Commissary grievances will be submitted on a Commissary Concern Form. The vendor will handle grievances concerning commissary issues.
- (D) Prisoners will be provided with basic hygiene, writing material, and postage items.

- (E) Materials provided for legal access (paper, envelopes, and postage) will not be used for personal reasons.
- (F) Prisoners will not arrange for deposits to another prisoner's account. Prisoners will not arrange for a Commissary Internet Order to or from another prisoner.
 - (1) Intake funds are first applied to debt before the funds will be available for prisoner use. Up to 50% of funds deposited on a prisoner's account will be applied towards debts if any, and the remaining amount will be available for prisoner use pending a seven-day hold of all certified checks, cashier's checks, and money orders.
 - (2) Deposits may be made to a prisoner's commissary account using approved contracted vendors, the lobby kiosks located at both Salt Lake County Jail facilities, on the internet. There is a fee for these deposit methods.
 - (3) Prisoners will be notified electronically, or by receipt, when money is withdrawn from a prisoner's account for monies owed to the jail.
 - (4) Cash deposits may be made to a prisoner's account, at no charge, at the Metro Jail visiting lobby from 0800 to 1530 and 1600 to 2330. Exact amounts only, no change is available.

(18) VISITING

- (A) Prisoners are allowed one thirty-minute visit on each assigned visiting day with a maximum of three visitors present at the Metro Jail and two visitors present at the Oxbow Jail. Visits are not allowed to be split or shared. The thirty-minute time limit will be strictly enforced to allow all prisoners the opportunity to receive visitors. Prisoners may occasionally receive less than a thirty-minute visit due to unforeseen operational or mechanical problems. Visiting time lost cannot be made up at a later time.
- (B) Violations of the jail visiting rules or failure to comply with orders from jail staff may result in restriction or loss of visiting privileges for prisoners and/or visitors.
- (C) All visitors sixteen and older must have a valid picture state ID or a current driver's license. A school ID or Utah Driving privilege card is not considered a valid ID under this policy.
- (D) No person under the age of eighteen may visit unless accompanied by their parent or legal guardian. Children under the age of twelve, who are not accompanied by an adult, are not allowed in the visiting waiting area.
- (E) Visits may be monitored at any time by jail staff, except those involving privileged communications.

- (F) Prisoners are responsible for notifying visitors of changes in visiting days due to moves within the jail. This also applies to internal prisoner workers (kitchen, library, etc.) who are working during their visiting day.

(19) RECREATION

- (A) Prisoners will normally be provided with at least four weekly sixty-minute exercise periods in designated recreation areas as per approved area plans. Use of the recreation yards will be based on weather conditions, prisoner behavior, the number of prisoners wishing to use the yard, and deputy discretion.
- (B) Prisoners are also encouraged to exercise in their cell and day rooms. The use of any item not designated specifically for use as exercise equipment, such as storage boxes, chairs, bunks, or stairs, is prohibited.

(20) AVAILABILITY OF COPYING

- (A) Prisoners may have documents copied, and a designated fee will be deducted from their prisoner fund account.
- (B) A Copy Request form must be submitted, and a clerk will be dispatched to pick up the documents to be copied and return them to the unit.
- (C) Some items will not be copied, including photographs, identification cards, personal letters, artwork, and any copyrighted items.
- (D) If sufficient funds are not available to pay for the copies requested, the documents will not be copied and will be returned.
- (E) After the verification and deduction of funds, the requested copies and original document(s) will be returned.

(21) GRAMA and HIPAA REQUESTS

- (A) Prisoners may submit a GRAMA request on a GRAMA Request Form available through their Housing Unit Deputy.
- (B) Prisoners may submit a request for their medical and/or mental health records on a Request Form available through any Housing Deputy.
 - 1. Fees for these services will be posted by Prisoner Information Notices and will be collected in advance by the prisoner's signature authorizing payment. If the prisoner does not have sufficient funds in their account, the request will be denied and returned to the prisoner.
- (C) Prisoners normally have the same right of records access as the public. The jail may deny records access based on safety and/or security concerns. This

includes but is not limited to other prisoners' information and mug shots. In such cases, the denial will include an explanation of why access to the record is restricted. The jail may only provide records/documents which the jail is the keeper of.

- (D) Prisoners requesting records from Courts, Police Agencies, or other Governmental Agencies will have to contact that specific agency/organization to obtain the records/documents. The Housing Unit Deputy can assist you in obtaining addresses etc.

(22) DNA COLLECTION

- (A) Utah law may require prisoners to submit a DNA sample. Qualification criteria will be dependent on current state law.
- (B) Normally this will only involve the taking of a saliva sample and fingerprints to identify the sample source. The jail is specifically authorized by law to use force if necessary, to collect a required sample. If force is necessary to obtain a sample, the jail may choose to use a medical blood draw. When the law requires a prisoner to provide a sample while incarcerated, that sample will be obtained before a prisoner is released.
- (C) A collection/analysis fee will be assessed against prisoner fund accounts as permitted by law.

(23) TELEVISION PRIVILEGES

- (A) Watching television is a privilege. Access to television, its location, and the stations and hours available are established by the Jail Administration and at the discretion of the Housing Unit Deputy. T.V. privileges are contingent on jail classification, good behavior, the cleanliness of the housing area, and any other factors deemed appropriate by the Housing Unit Deputy. Closed-captioned television is available for the hearing impaired by submitting a Prisoner Request Form to the Housing Unit Deputy.
- (B) Attempts to damage or modify any part of a television, antenna, or position of the television may result in loss of television privileges and/or disciplinary action.

(24) FOOD SERVICES

- (A) Prisoners will normally be placed on the regular mainline menu. Prisoners may select a preferential menu from the approved diet list available on the kiosk or Prisoner Information Notice. Diet changes may only be requested once per calendar year. Medical diets will supersede a personal preference diet request. A prisoner's request to be removed from a diet will be completed within thirty days.

(25) PRISONER WORKER PRIVILEGES

- (A) If prisoners have been fully sentenced, they may be considered for a prisoner worker position. This will be based on current classification level, current charges, the needs of the jail, and the discretion of the Programs Unit. Prisoner worker status will be assigned as a privilege, not a right.
- (B) If enough sentenced prisoners are not available, volunteer un-sentenced prisoners may be considered for a prisoner worker position. They must meet the same qualifications as sentenced prisoner workers.

(26) RELIGIOUS ISSUES

- (A) Prisoners may obtain many kinds of religious reading materials through the Jail Library. Specify the translation and/or version preferred.
- (B) Prisoners may talk to representatives of several religions who are authorized to visit inside the jail. Other religious leaders may make arrangements to visit by contacting the Jail Administration.
- (C) Certain religious practices and activities are allowed in the jail. Prisoners should request any special religious accommodation by submitting a Prisoner Request Form. Prisoner requests will be considered by the Jail Programs Lieutenant, who may inquire into the sincerity of the prisoner's beliefs, the recommendations of the prisoner's religious leader, and how the prisoner's request may affect jail operation and security.
- (D) Prisoners may request a religious diet accommodation by completing a Religious Diet Request Form. Prisoner requests will be reviewed by the Jail Chaplain and considered by the Jail Programs Lieutenant, who may inquire into the sincerity of the prisoner's beliefs, the recommendations of the prisoner's religious leader, and how the prisoner's request may affect jail operations and security. If a prisoner does not fully complete the Religious Diet Request form with verifiable information, the request may be automatically denied.

(27) PRISONER REQUESTS AND FORMS

- (A) Prisoner inquires for information about the jail, release dates, notary services, and jail services can be submitted using the in-pod kiosk or as otherwise directed.
- (B) The Prisoner inquiry process should not be used when a specific form exists, i.e., sick call, mental health, grievance, grievance appeals, discipline appeal, etc. Except in an emergency, all requests should be delivered to the Housing Unit Deputy.
- (C) Due to security concerns, prisoner requests regarding transportation information will not be addressed nor answered.

(28) LIBRARY SERVICES

- (A) Library services are provided through the Salt Lake County Library System. The use of library materials is a privilege. **Prisoners may lose this privilege, be disciplined, and/or be charged criminally if they damage or destroy any library materials.**
- (B) Books without both authorized and status stamps or County Library stamps and/or bar-coding are contraband.
- (C) Library materials are checked out using prisoner name and S.O. number along with the unique bar code on each book. Prisoners are responsible for books checked out to them. When a book is returned without the library bar code, the damage will be documented, and library service may be restricted.

(29) GOOD TIME

- (A) Prisoners are eligible for good time (credit toward their sentence) if they follow jail rules, and their sentence permits good time.
- (B) At the discretion of the jail, good time may be awarded for participation or completion/graduation of approved programs.
 - (1) High school diploma / GED
 - (2) Therapeutic Community (C.A.T.S.)
 - (3) Other approved programs
- (C) If a prisoner has not received credit for completing a class, they should contact the Program Instructor by Prisoner Request Form.
- (D) Additional good time will not be given for repeating the same program.
- (E) Good time is not earned while a prisoner is classified as Behavior Modification or on lockdown status for a sustained Prisoner Disciplinary Board violation.
- (F) No combination of good time can exceed the statutory maximum (ten days for every thirty days sentenced).
- (G) Requests for good time calculations will not be honored until the prisoner is fully sentenced, and their last sentence ends within sixty days.
- (H) Good time is credited as follows:

Days Served	Regular Good Time	Prisoner Worker Good Time
0 – 3 Days	0 Days	0 Days
4 – 10 Days	1 Day	2 Days
11 – 20 Days	2 Days	4 Days

21 – 29 Days	3 Days	6 Days
30 Days	5 Days	10 Days

(30) GRIEVANCE

- (A) Prisoners are allowed to file written grievances about conditions in the jail. Prisoners may also file a medical grievance regarding Health Services or their HIPPA protected information. Grievances must be made within thirty days on the appropriate Prisoner Grievance or Medical Grievance Form available from any Housing Unit Deputy.
- (B) Each Prisoner Grievance Form must be limited to one topic. Using disrespectful language may result in disciplinary action and/or the grievance being returned unanswered.
- (C) Malicious or frivolous complaints may result in criminal, civil, and/or disciplinary action(s).
- (D) Prisoners will normally receive a written answer within ten business days.
- (E) Prisoners may appeal a grievance decision to the appropriate Division Administrator. Appeals must be submitted within thirty days of receipt of the grievance response on a Prisoner Grievance Appeal or Medical Grievance Appeal Form available from any Housing Unit Deputy.
- (F) Access to the grievance process for prisoners who repeatedly file malicious and/or frivolous grievances or appeals may be monitored and or limited. This may be done by designating who may receive grievances, limiting the number of grievances that can be filed in a designated period, etc.
- (G) Matters not grievable under this procedure:
 - (1) Matters over which the jail has no control (outside agency actions such as library services, courts, enacted laws, etc.).
 - (2) Disciplinary actions.
 - (3) Housing assignments.
 - (4) Grievances on behalf of another person or on non-custodial matters.
 - (5) Jail staff personnel issues.
- (H) A copy of the Prisoner Grievance Policy is posted in each housing unit.
- (I) When requesting a letter of exhaustion for an institutional grievance, you must first complete a Prisoner Request Form clearly stating.
 - 1. The date the grievance was submitted,
 - 2. The date the appeal was submitted,
 - 3. The appeal topic,
 - 4. The tracking numbers.

The Prisoner Request Form will be forwarded to the Records and Reporting Unit, which will manage the appeal process.

(J) When requesting a letter of exhaustion for a medical grievance, you must first complete a Prisoner Request Form clearly stating:

1. The date the grievance was submitted,
2. The date the appeal was submitted,
3. The appeal topic.

The Prisoner Request Form will be forwarded to the Health Services Director of Nursing, who will manage the medical appeal process.

(31) TRANSPORTATION AND COURT SERVICES

- (A) All rules and regulations in this Prisoner Handbook also apply to transportation vehicles, court facilities, and court holding areas, including Jail Court Holding cells.
- (B) The term “jail staff” includes transportation deputies, court deputies, and court staff.
- (C) Prisoner ID cards are required to enter the Court Holding area.
- (D) **Prisoner ID cards, court papers, and critical medications are the only items allowed to be taken to court.**
- (E) **When being escorted to or from a transportation vehicle, in or around Court buildings, or to or from Court holding areas, prisoners will walk in a single file line and not talk.**
- (F) **The rule of no excessive noise will be strictly enforced.**
- (G) **While in the courtroom, prisoners will only speak to attorneys, court staff, judges, and deputies.**
- (H) **Prisoners may not receive anything from an attorney without permission from a deputy.**
- (I) **While being housed in any court holding cell or room, prisoners will not:**
 - (1) **use the toilets as a garbage receptacle.**
 - (2) **stand on the chairs, benches, toilets, or sinks.**
 - (3) **sit or stand on the divider walls.**

- (4) write on, scratch, or mark up walls, doors, windows, or any surface of the court facility. Such action may result in criminal charges, disciplinary action, and/or restitution.
 - (5) communicate with prisoners in other cells.
- (J) Prisoners will not open any windows or doors while in transport vehicles.
 - (K) Damage or abuse to transportation vehicles may result in criminal charges, disciplinary action, and/or restitution.
 - (L) While in transportation vehicles, prisoners will remain seated at all times until directed by a deputy. Prisoners will not tamper with safety and/or security devices, including seat belts or shoulder harnesses.

(32) DISCIPLINARY ACTION

- (A) Violation of jail rules may result in jail disciplinary action such as restrictions, segregation, and/or loss of good time or prisoner worker status.
- (B) A Disciplinary Hearing Deputy will give notice of all pending disciplinary hearings.

Prisoners have their choice of four options:

1. Refuse the Hearing entirely
2. Waive the Hearing process (choose not to participate)
3. Have the Hearing at that time, or
4. Delay the Hearing for twenty-four hours to prepare their case.

The Disciplinary Hearing Deputy will give a brief explanation of the hearing procedure to the prisoner upon initial contact.

- (C) Pursuant to Utah Code Annotated, "A jail may request restitution from a prisoner for damaging jail property as part of an administrative disciplinary hearing. To enforce this restitution, the jail may withdraw money from or place a hold on a prisoner's account."
- (D) Ignorance of a rule is not a valid defense to a rule violation. It is the prisoner's responsibility to know the rules and obey them. All questions regarding the rules should be directed to Housing Unit Deputies.
- (E) Prisoners may request an appeal of Disciplinary Action by submitting a request to the Prisoner Disciplinary Deputy within five days of receiving notification of sanctions. The completed appeal form must be returned to the Prisoner Disciplinary Deputy.

(33) CLASSIFICATION

- (A) The jail uses Objective Jail Classification (OJC) to determine a prisoner's classification level. The Classification Unit will be looking for behavior indicators such as:
 - (1) current charges.
 - (2) past convictions.
 - (3) escape history.
 - (4) past institutional behavior.
 - (5) felony convictions.
 - (6) alcohol and drug use.
 - (7) stability factors; including,
 - (a) age.
 - (b) employment; and/or
 - (c) residence.
- (B) Approximately sixty days after an initial assessment, a prisoner will be reassessed. This process shifts the jail's emphasis from past behavior indicators to include current behavior. Current behavior will reflect on future incarcerations. **Reassessments may or may not change classification level.**
- (C) Prisoners will be scheduled for a reassessment approximately every sixty days unless triggered by a sustained written violation.
- (D) Prisoner classification level determines the housing unit assignment, access to the dayroom, programs, and commissary.
- (E) Prisoners may request a classification override to a lower classification one time per booking if the following conditions are met.
 - (1) After 90 days in the current classification level.
 - (2) No sustained written violations in the last 90 days.
 - (3) No verbal warnings in the last 60 days.
 - (4) Overrides are at the jail's discretion and are not guaranteed.

(34) HEALTH INFORMATION

Health Care

The jail has a full spectrum of care available to meet the medical needs of prisoners. Prisoners with medical or dental concerns should fill out a sick call request form and submit it to the Triage Nurse, who will visit each housing unit daily. Likewise, prisoners with mental health concerns should fill out a sick call request form and submit it to the Mental Health Triage Professional, who will visit each housing unit daily. Sick call request forms can be obtained from the Housing Unit Deputy. If a prisoner has a medical, dental, or mental health emergency, including thoughts of suicide or self-harm,

they should notify the Housing Unit Deputy immediately, and Health Services staff will respond as quickly as possible.

Health Care Fees

The jail utilizes a health care co-pay system. Prisoners will not be charged for jail mandated screenings or care, such as mental health visits, emergency evaluations, infirmary care, daily treatments, pregnancy-related visits, or jail ordered referrals or follow-up visits. Prisoners may be assessed a co-pay fee (a current fee schedule is available on the kiosk) for the following prisoner-initiated services:

- (A) Doctor visits
- (B) Dental visits
- (C) Mid-level Provider visits
- (D) Psychiatric Visits
- (E) Triage Nurse Assessment

(1) The Triage Nurse co-pay will not be assessed if the prisoner is referred to the provider or doctor for evaluation and treatment.

(F) Prescribed Medications (Per prescription for up to a thirty-day supply)

(G) Transportation (three-hour, two deputies minimum)

(1) Prisoner's behavior and risk factor will determine the need for additional deputies.

Fees for these services are available by Prisoner Information Notices. Prisoners will not be denied care based on their current inability to pay or because of owed co-pays. Indigent prisoners will be charged appropriate co-pays, resulting in a negative balance on the prisoner's account. Fifty percent of new monies will be applied to payment of co-pays; the other 50% will remain available for purchases. If a prisoner believes a co-pay charge is not consistent with policy, it may be grieved using the regular prisoner grievance procedure.

Federal Inmates

Federal inmates do not receive special treatment while incarcerated at the Salt Lake County Jail, nor are they exempt from the co-pay system described above.

Mandatory Screens

All prisoners entering the jail are screened for certain diseases. Prisoners may be required to have a PPD skin test during the Intake Booking Process. This test is used to determine if prisoners have ever been exposed to Tuberculosis (TB). The PPD skin test will be read by nursing staff within forty-eight to seventy-two hours after administration. A positive skin test result does not necessarily mean a prisoner has TB or is contagious. If necessary, the prisoner may be moved to medical isolation until further testing is

completed. Any prisoner who is being medically isolated will wear a respirator mask any time they are outside the designated isolation cell. Prisoner visits may be suspended until medically cleared.

A comprehensive nursing evaluation (CNE) will be offered to every prisoner within fourteen days of admission. This evaluation is currently performed in the Processing area of the jail prior to the prisoner moving to the housing units. This evaluation is used to obtain a baseline health status and to ensure the medical needs of the prisoners are being addressed. The CNE is a free evaluation.

Alcohol and Drug Withdrawal

Alcohol and certain types of drugs can cause serious problems when stopped suddenly. It is important that prisoners tell the nurse about legal and illegal drugs they have been using. Once identified, nursing staff may perform withdrawal assessments daily to monitor for significant signs of withdrawal.

Dental

Dental care is available in the jail. To obtain dental services, prisoners should complete a sick call request form available from their Housing Unit Deputies and submit it to the triage nurse. A toothbrush and fluoride toothpaste are given to each prisoner entering the jail. It is recommended that prisoners brush their teeth with toothpaste after each meal and prior to going to sleep each night.

Eye Care

Routine eye exams, glasses, contacts, and contact lens solutions are not provided by the jail. Prisoners can purchase most eye care products from commissary. Prisoners may also have contact lenses or prescription glasses brought to the jail by outside friends or family. The contact lenses or prescription glasses will be delivered to jail Administration. The jail will only accept one pair of contact lenses or glasses at a time and disposable contact lenses must be in a factory-sealed container, or they will not be accepted. Prisoners may only possess one pair of contact lenses or glasses at a time.

Mental Health Care

If a prisoner feels they need to see a mental health professional or provider, they should complete a sick call request form that can be obtained from the Housing Unit Deputy and submit it to the Mental Health Triage Professional. There are many therapeutic programs in the jail that prisoners may participate in if they meet the criteria. Prisoners should ask the Housing Unit Deputy for specific details. If a prisoner has a mental health crisis, such as feelings of wanting to harm or kill themselves, they should let a deputy know immediately so they can obtain mental health assistance.

Suicide Prevention Warning Signs

Sometimes there are warning signs. Unfortunately, sometimes there are no obvious signs displayed by a person with the intent of killing him or herself. However, we still need to be aware of the possibility. Here are a few warning signs to be aware of:

- Sudden changes in mood or behavior
- Tearfulness, feelings of hopelessness or helplessness
- The giving away of possessions to others
- Statements of wanting to die; or that “life is not worth living.”
- A history of suicide attempts
- The loss of a close friend or family member through suicide
- Tremendous feelings of shame or guilt
- Losing interest in activities or things that one normally enjoys
- Pre-occupied with thoughts about one’s own death
- Speaks unrealistically about getting out of jail soon

Keeping Watch

Everyone should be on the look-out for their fellow prisoner at all times. Please note that the holidays can be a trigger for suicidal thoughts in some persons. **If you feel that someone is suicidal, immediately report this observation to the nearest deputy or medical/mental health staff member.**

Suicidal Thoughts

If YOU are having suicidal thoughts, please remember:

- **Ask for help.** Mental Health Services are available, as well as other medical interventions. TALK TO THE UNIT DEPUTY, MEDICAL OR MENTAL HEALTH PROVIDER.

Americans with Disabilities Act Compliance

The jail complies with facility requirements for people with disabilities. TDD machines are available, as well as other necessary ADA accommodations. If a prisoner feels an ADA consideration is not being met, they should submit a sick call request obtained from the Housing Unit Deputy.

Pregnancy

If a prisoner suspects she is pregnant, inform Health Services staff immediately. If testing reveals that the prisoner is pregnant, Health Services staff will establish a plan for prenatal care.

Self-Care

There are a number of things that prisoners can do to maintain their health while in jail. Good handwashing is the best defense against diseases. Personal hygiene, which includes brushing teeth, showering, and exercising, contributes to positive physical and mental health. We encourage prisoners to establish a daily personal routine. Dental hygiene goes a long way to prevent illness. Brush teeth at least twice daily. Shower

frequently. Exercise improves the body's immune system as well as improves the body's mental state.

Abuse of Health Services

- (A) Prisoner medication must be taken as directed.
- (B) Prisoners may be disciplined if they sell, trade, hoard, give away, or abuse medications, or receive medications from another prisoner.**
- (C) Prisoners are encouraged to request medical and mental health services using the proper medical and mental health sick call request form. In emergency situations, prisoners can request medical or mental health if they feel it is an emergency or the medical condition worsens since the last time they were seen by medical.

If a prisoner requires additional information about specific health issues, Jail Health Services staff can assist them.

(35) ACCESS TO PROGRAMS

- (A) The jail provides numerous prisoner programs. Access to these programs is based upon classification and housing assignment.
- (B) To be considered for a program, prisoners must submit a Prisoner Request form directed to the specific program in which they are interested.
- (C) Good time is given upon completion of certain programs. Refer to the Good Time section of this handbook.

(36) READY REFERENCE – COMMON ADDRESSES

<p>Third District Court - Salt Lake City 450 South State St P.O. Box 1860 Salt Lake City, UT 84114</p>	<p>Third District Court - West Jordan City 8080 S Redwood Rd. Suite 1701 West Jordan, UT 84088</p>	<p>Legal Defenders Assn. 424 East 500 South Suite 300 Salt Lake City, UT 84111</p>
<p>Third District Juvenile Court - Salt Lake 450 South State St P.O. Box 140431 Salt Lake City, UT 84114</p>	<p>Third District Juvenile Court - West Jordan 8080 S. Redwood Rd. West Jordan, UT 84088</p>	<p>Pretrial Services 145 East 1300 South Suite 501 Salt Lake City, UT 84115</p>
<p>Alta Justice Court P.O. Box 8016 Alta, UT 84092</p>	<p>Bluffdale Justice Court 14175 South 1700 West Bluffdale, UT 84065</p>	<p>Draper Justice Court 1020 E. Pioneer Rd. Draper, UT 84020</p>

<p>Herriman City Justice Court 13011 South Pioneer St. Herriman, UT 84096</p>	<p>Holladay Justice Court. 4580 South 2300 East Holladay, UT 84117</p>	<p>Midvale Justice Court 7505 S. Holden St Midvale, UT 84047</p>
<p>Murray Justice Court 688 East Vine Street Murray, UT 84107</p>	<p>Riverton Justice Court 12830 South 1700 West Riverton, UT 84065</p>	<p>Salt Lake City Justice Court 333 South 200 East Salt Lake City, UT 84111</p>
<p>Salt Lake County Justice Court 2001 South State S4200 P.O. Box 144575 Salt Lake City, UT 84190</p>	<p>Sandy City Justice Court 210 W Segoe Lily Drive Sandy, UT 84070</p>	<p>South Jordan Justice Court 1600 West Town Center Drive South Jordan, UT 84095</p>
<p>South Salt Lake Justice Court 220 East Morris Avenue Salt Lake City, UT 84115</p>	<p>Taylorsville Justice Court 2600 West Taylorsville Blvd. Taylorsville, UT 84118</p>	<p>West Jordan Justice Court 8040 S. Redwood Road West Jordan, UT 84088</p>
<p>West Valley Justice Court 3590 S. 2700 West West Valley, UT 84119</p>	<p>Adult Probation & Parole 36 W. Fremont Ave Salt Lake City, UT 84101</p>	<p>United States Marshals Service 351 S. West Temple Ste. 4.200 Salt Lake City, UT 84101</p>
<p>Immigration and Customs Enforcement 2975 Decker Lake Drive Suite 100 West Valley, UT 84119</p>		