

INMATE HANDBOOK

(Local Supplemental)



**TULSA COUNTY SHERIFF'S OFFICE
DAVID L. MOSS CRIMINAL JUSTICE CENTER
300 NORTH DENVER, TULSA, OK 74103**

Table of Contents
Edition: February 2018

Title	Section
Introduction.....	A
Inmate Identification.....	B
Housing Assignment.....	C
Inmate Movement.....	D
Personal Property.....	E
Contraband.....	F
Personal Money.....	G
Health Services.....	H
Clothing.....	I
Personal Hygiene.....	J
Meals.....	K
Commissary.....	L
Inmate Communication.....	M
Visitation.....	N
Mail.....	O
Work Assignment	P
Programs and Activities.....	Q
Law Library.....	R
General Pod Rules.....	S
Requests and Grievances	T
Safety and Security.....	U
Conduct and Range of Discipline.....	V
Inmate Sexual Assault, Prevention and Response (PREA).....	W
Pre-Trial Release.....	X
Court or Case Status.....	Y
Tulsa County Public Defender’s Office.....	Z
Release	AA
Conclusion.....	BB
PREA Reporting Sexual Misconduct.....	CC

A. Introduction

This handbook has been prepared for your benefit. It is the property of the Tulsa County Sheriff's Office and it is not to be altered in any way. It is an important part of your orientation into this facility. You should read it carefully and completely. It will help you understand what kind of conduct is expected of you while you remain in the facility and it will explain the types of services that are available to you.

While in custody at the David L. Moss Criminal Justice Center (DLMCJC) you have the right to protection from personal abuse, corporal punishment, and excessive use of force, property damage and harassment. You also have the right to be protected from discrimination based on race, religion, national origin, sex, handicap or political beliefs.

After you have finished reading this handbook you may ask Sheriff's Office staff questions about any part of the book which you do not understand. Once your orientation is completed you will be required to sign a form acknowledging your understanding of the information, guidelines, and facility rules contained herein.

Any offense you commit while in the custody of this facility which violates the Criminal Code of the State of Oklahoma, or violates facility rules, will result in disciplinary actions and/or criminal charges being filed against you. A list of violations is provided in this handbook.

B. Inmate Identification Card

The identification card that has been issued to you serves several purposes. Its primary use is for identification; however, you must have the card in your possession in order to receive meals, receive medication, purchase commissary, receive indigent supplies, or leave the pod. Destroying or tampering with your identification card is strictly forbidden and may result in disciplinary action.

C. Housing Assignment

You do not choose your cell assignment; this is performed by the classification unit.

Once you are booked into the jail, you will be classified and assigned a security level. Once you are assigned a security level, you will be interviewed by classification personnel and assigned a housing unit, cell, and bed number. You may be placed in restrictive housing, close custody, or general population, as determined by classification personnel.

DLMCJC Levels 1 and 2 qualify as high security inmates requiring closed custody or restrictive housing.

DLMCJC Levels 3, 4, and 5 generally, depending on their history and current charges, qualify as medium security inmates whom are allowed to house in the general population housing units.

DLM Levels 6 and 7 qualify as low security inmates and are housed in general population housing, to include dorm style housing.

Your security level will be reviewed periodically and may be raised or lowered depending on your legal status and your behavior while you are in this facility. Following these reviews, you may be moved to other housing units as appropriate. Should you wish to appeal your classification level or placement in housing you must utilize the inmate kiosk system located at the pod officer's work station and submit a request to the classification unit.

D. Inmate Movement

If you are permitted to leave your pod to go to another area (programs, library, medical, transport, etc.), you will be expected to go directly to your destination and walk with your right shoulder an arm's length from the wall on your right. If you are walking with a group, you will walk quietly, in a single file line, one arm length apart. No talking is permitted in the hallway.

A formal count of the facility inmates will be conducted three (3) times each day at approximately 0800, 1600, and 0000. The formal count will require a complete lockdown of the facility and each officer will visually check each inmate and inmate ID, ensuring that their visual count corresponds with their daily roster. Your cooperation with the count will greatly decrease the length of the count which affects the amount of time you are confined to your cell or bunk.

E. Personal Property

The Tulsa County Sheriff's Office has no responsibility for locating or retrieving money or other personal property which may have been left at another agency, or lost or misplaced during transport to this facility by another agency.

At the time you were booked into the facility your personal property was collected, inventoried and sealed in a property bag. This property will be returned to you when you are released. If you are sent directly from this facility to the Oklahoma Department of Corrections (DOC), or to a federal prison, you will be allowed to have a family member or friend pick up your property at this facility within 7 days following your transfer to the other agency. Property not claimed within 7 days will be donated to a charity chosen by the Tulsa County Sheriff's Office. Property may be picked up Monday through Friday between 9:00 a.m. and 5:00 p.m., excluding holidays.

You may release the contents of your personal property bag to another person Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m., excluding holidays. Except for one set of personal clothing, the person you designate to receive your property must take all of your property. Consult Sheriff's Office staff regarding the process to release the contents of your personal property bag by utilizing the kiosk system.

If you have been transported to another facility and no-one has claimed your property within 14 days, your property will be destroyed or donated.

The following is a list of items which **are** allowed in your room. This list will be used as a guideline by officers when conducting inspections. All items found in your cell which are not on this list will be considered contraband and will be taken.

1. Two (2) shirts;
2. Two (2) pants;
3. Two (2) sets of socks;
4. Two (2) sets of underwear;
5. Hygiene kit including multi-purpose bar soap, toothbrush and toothpaste, and comb (Note: When item containers

are emptied, the containers must be discarded, not used to store other items);

6. Laundry sack;
7. Commissary items (with receipt for their purchase);
8. Legal material (must fit in two manila envelopes). One additional legal size envelope for personal letters (Three legal-size envelopes total);
9. Two (2) personal photographs no larger than 8" x 10" (Instamatic, Polaroid, or laminated photos are prohibited);
10. Two (2) books to include only one (1) County library book;
11. One (1) Bible, Koran, or similar religious text (facility provided only);
12. A reasonable amount of religious material;
13. Dentures and related adhesives;
14. One pair of prescription glasses, with no tint;
15. Wheelchair, crutches, prosthetic device, if approved by the medical unit;
16. One (1) tan 8 oz. tumbler (issued at dress-in);
17. One (1) tan or orange spork (issued at dress-in).

All items are to be stored in a neat manner. Any open commissary items which are uneaten must be discarded in the trash for sanitation reasons. Your bed is to be properly made up when you are not occupying it. Dirty laundry must be kept off the floor.

F. Contraband

Contraband is defined as having anything in your possession that is prohibited by the policies, procedures, rules and regulations of the Tulsa County Sheriff's Office, as well as items prohibited by Oklahoma law, Title 57-21, to be brought into a jail.

You are not permitted to keep the following items in your cell, as they are considered contraband:

1. Any item or material that is not issued or allowed by the Sheriff's Office such as items that could be used to inflict injury, keys, non-regulation clothing, hard combs, gasoline, lighter fluid, razors at unauthorized times, gum, glass, and metal containers.
2. Any item or material issued or allowed, but used in a manner not intended, such as a sheet used as a rag, bracelet/headband, or head covering or food used to make alcoholic beverages.
3. Any item which the possession of is prohibited by law including marijuana or any controlled dangerous substance or drug paraphernalia.
4. Money, currency, or change.
5. Any alcoholic beverage.
6. Any tobacco product or device used to smoke a tobacco product, with the exception of e-cigarettes purchased through commissary.
7. Any commissary item not purchased by you.
8. Any item or material deemed offensive or racist by legal or community standards, including pornographic books, pictures or drawings which are sexually explicit or suggestive in any way, racist material and items related to former victims.
9. Pictures, drawings, writings, and/or signs alluding to any type of gang affiliation.
10. Instamatic, Polaroid or laminated photos.
11. A weapon of any kind.

12. Any other item creating a security risk or danger to inmates or personnel.

Possession of Nuisance Contraband is defined as having in one's possession items which do not belong in inmates' hands. Such items would include, but are not limited to, extra clothing or mattresses, commissary without a receipt, or kites.

Your possession of contraband is a serious offense. **Possession of the above listed items could subject you to disciplinary actions and/or additional criminal charges.**

G. Personal Money

Any U.S. Currency you had with you at the time that you were booked into this facility was deposited in an account under your name. There are several types of fees, listed in section H. which will be charged to your account. Upon your release the balance in your account, if any, will be returned to you in debit card form. If you are transferred to another agency any money in your account will be sent with you in the form of a debit card or check, dependent on the type of transfer.

While you are in this facility, you may release money from your account to a bondsman or to the court. You may release only an amount equal to the beginning balance at time of booking, unless authorized by the Jail Administrator, or designee.

If you wish to release your money, you must do so in writing. Consult Sheriff's Office staff regarding the process to release the funds in your inmate trust account.

To release money to a private individual you must complete the following steps:

1. Inform Sheriff's Office staff that you want to release your money and to whom;

2. The staff member will inform release who will then issue a check in **both** your name and in the name of the person that you are releasing the money to;
3. The final check will be brought to you for you to sign and then will be delivered to the front lobby for signature and pickup.

You are not allowed to transfer money from your account to the account of another inmate.

Your family and friends are permitted to send cashier's checks or money orders, by mail, for deposit into your account. All cashier's checks or money orders should be made payable to the **Tulsa County Inmate Trust Account**. When the cashier's check or money order is received in the mail, the amount of the cashier's check or money order will be deposited in your account and you will receive a receipt for the full amount deposited.

Cashier's checks or money orders may be sent to:

David L. Moss Criminal Justice Center
Inmate Accounts
300 North Denver
Tulsa, OK 74103

Cashier's checks or money orders that are not made payable to the **Tulsa County Inmate Trust Account** will be returned to the sender.

Family members may also deposit funds into your account utilizing the kiosk machine in the front lobby of the jail.

You will be classified with an indigent status if, after 30 days in jail, there is a lack of balance on your commissary accounts, lack of spending in the last two purchase sessions and less than \$15 dollars on you inmate trust account. If classified as indigent, you may receive

items such as paper, pencils, postcards/envelopes, deodorant and shampoo once a month, free of charge.

H. Health Services

If you need medical, dental, or mental health services, utilize the inmate request kiosk to submit a **sick call** request (not a grievance). If the kiosk is not available, please fill out a health service request form and give the completed form to the sick call nurse. In the case of an emergency, notify Sheriff's Office staff immediately.

Should you require a medical visit during your stay at the facility, your inmate account will be charged an \$8 co-payment. Should you require medication during your stay at the facility, your inmate account will be charged a \$3 co-payment for each medication. If you do not have funds in your account a hold will be placed on your account and the fees withdrawn when funds are deposited in your account. **No inmate will be denied health care due to lack of funds.**

Stockpiling or "cheeking" pills and medications, or exchanging medication with other inmates is strictly prohibited and shall be considered contraband and/or a criminal act. All medications must be taken in the presence of the medical staff administering the medication.

I. Clothing

The clothing issued to you is the prescribed dress for all inmates in this facility. You are expected to keep your clothing clean. You must be completely and properly dressed at all times when you are outside of your cell (exceptions may be made on the recreation yard). Do not roll up your shirtsleeves. Pant legs may be folded, but not tightly and are not to be worn tucked into socks.

You are prohibited from tearing, altering, or defacing your clothing in any way. Any damage to issued clothing will be charged to you at the contract price for replacement.

Some work assignments may necessitate a change in clothing. Such exchanges will be conducted at the discretion of the detention staff.

J. Personal Hygiene

While you are in custody in this facility you will be expected to keep your hair and body clean. Each pod is equipped with showers and you will be required to insure your personal hygiene is maintained.

Whenever clearly justified for health, sanitary, and/or safety reasons, the staff may require that you cut your fingernails. Nail clippers are available upon request.

Haircuts by reasonably skilled persons are available on a voluntary basis to all inmates, sentenced and un-sentenced. Haircuts must be of a regular nature. No symbols, gang signs or outrageous cuts are allowed. To request a haircut, you will need to notify the evening shift detention staff.

Inmates allowed to act as 'barbers' will read the instructional sheet included in each clipper set, as to when and how to clean clippers and will acknowledge that they have read and understand the instructions on the signature section of the sheet.

Razors will be distributed on Sundays, Tuesdays and Thursdays during evening shift. You will not be given a razor without your inmate identification card. Pod officers will collect your identification card in exchange for a razor. You will have 45 minutes to utilize the razor from 9:30 p.m. - 10:15 p.m.

If you return a razor that has been tampered with or is missing a blade, you will be subject to disciplinary procedures.

Tumblers and sporks are issued to each inmate at dress-in. It will be your responsibility to maintain both items in your possession and clean as needed.

K. Meals

You will be given three meals each day. It is a violation of facility rules to give away, steal, sell, or trade food.

No food items from outside sources (mail or visitors) will be allowed into the facility. Commissary or reading materials will not be distributed during meal distribution.

If you need to request a special diet for vegetarian purposes you may

put a request in to the kitchen, using the kiosk or by completing an Inmate Request Form.

If you require a special diet for medical or religious reasons you must make your request using the inmate kiosk or by completing an Inmate Request Form and addressing it to the chaplain for religious meals and to medical for dietary meals.

L. Commissary

Inmate commissary will be available to you at a minimum of twice per week. The cost of each item purchased from commissary will be debited from your inmate account. Please utilize the inmate kiosk in your pod to order. For questions about how to use the kiosk, ask Sheriff's Office staff.

M. Inmate Communications

All telephones are recorded and may be monitored by law enforcement.

If you have a special problem, or need information, Sheriff's Office staff will assist in directing your request to the appropriate person.

Telephones are available in each pod for your use during free time. All phone calls will be made using pre-paid phone cards or by calling collect. You will not be permitted to receive telephone calls while in this facility. However, people can leave you a voicemail if they choose. Three-way or "piggy-backed" calls are not allowed.

Telephones are a privilege and will be turned off during counts and meal times. The shift supervisor has the authorization to interrupt service as situations dictate.

Inmates will ordinarily not be limited in the number of collect, local, or long-distance calls they may make, but detention personnel may impose reasonable time limits to ensure each inmate has adequate access to the telephones.

Calls to your attorney may be made from phones provided in the pod. If you wish to contact the district attorney's office, you must do so by mail or through your attorney.

Homeway units for video visitation are available in your pod. Your family members/friends must be online before you can video call them. It is your responsibility, not Sheriff's Office staffs, to watch the screen for your name to appear indicating that you have a video call available to make.

Sheriff's Office personnel will not accept messages for you, with the exception of a verifiable emergency, or an emergency call from your attorney. In such emergency cases, a message will be taken and you will have to call the person back. The chaplain or a supervisor may allow you the opportunity to make a special, free telephone call during these instances. This will be at their discretion and taken on a case by case basis.

You are forbidden to call any victim of the crime for which you are accused. Failure to comply with this rule may result in criminal prosecution against you.

You are forbidden to call any persons who have requested that you not contact them by telephone.

Steps taken to control the possibility of fraudulent use of the inmate telephone system and harassing phone calls include the use of monitoring equipment to identify and prosecute persons involved in fraudulent activities and the blocking of phone numbers to deter fraud, non-payment or harassment.

N. Visitation

Visitation is a privilege not a right. Visits will occur on Friday and Saturday between 8:30 a.m. and 3:30 p.m. Visits will be scheduled prior to the day of visitation.

Visitation request forms and rules/regulations are located on the TCSO website or may be picked up from the jail lobby by your family. Visits cannot be scheduled until a background check is complete. Background checks will take up to seven (7) days to process. Only attorneys, approved clergy members, and bondspersons will have access to you during the first seven (7) days while backgrounds are being completed.

You may appeal a denied visit by submitting a request to the Jail Administrator within seven (7) days of the denial. The request must

detail the reason for the appeal with specific grounds to support the reversal of the decision.

You can have one 30 minute in person visit per week, of one person, unless visitation privileges are suspended in writing. Visits will be non-contact in nature.

Only your immediate documented relatives; mothers, fathers, grandmothers, grandfathers, sons, daughters, wife, and husband may visit (No siblings, friends, or fiancés); however, children, 16 or older, may be accompanied by a legal or court-appointed guardian (Must also complete the application process).

Children under the age of 16 will not be permitted visitation unless approved by the Jail Administrator.

All visitors must have photo identification such as driver's license, state identification card, passport, or school ID. Proof of relationship such as birth certificate, marriage license, guardianship, or other legal document must be provided at sign-in.

Visitation to juvenile inmates will be limited to only a parent or guardian. Proof of guardianship, such as birth certificate or court order, must be presented prior to visit.

Visitors who have mobility impairments and request visits in the handicap visitation will be accommodated, using the handicap visitation area.

Visitors cannot visit more than one inmate per week and each inmate is allowed one visit per week unless a special visit had been granted, in writing, by the Jail Administrator. If siblings or both parents are incarcerated, special requests will be considered.

You may refuse or terminate a visit at any time by notifying Sheriff's Office staff. You may also specifically refuse to authorize certain individuals from visiting you by submitting a request to visitation on the kiosk, or by Inmate Request Form, stating the name of the person you wish to deny. If you change your mind after making such a request to deny, you must send a new request stating so. You must wait 30 days from the date you denied authorization before the person(s) will be allowed to visit you again.

You and your visitor must conduct yourselves in an appropriate manner. Profanity, loud or disrespectful behavior, threats of any kind, exposure of body parts, or other inappropriate behavior will result in termination of the visit.

Visitors who are not in compliance with facility dress will not be permitted to visit, until compliance is made, as determined by the front desk officer. Your visitor can find the desk code information on the TCSO website.

Your visitor must remain seated at all times during the visit.

Any visitors found to be visiting an inmate other than the one named at sign-in will be suspended from visitation indefinitely. Inmates who "switch out" with other inmates in order to receive a visit will be subject to a suspension of visitation privileges.

Visitors found to be falsely representing their identity by using another name, an alias, or false identification will be permanently suspended from visitation.

The Sheriff's Office reserves the right to terminate a visit at any time.

Video Visitation

Video visitation at DLMCJC will be available Monday through Sunday from 8:30 a.m. through 4:30 p.m. using Homewav units in the lobby. Units in the lobby will only be used by immediate relatives upon completion of a background check. Homewav visits in the lobby will count towards the one visit per week.

Video visitation from external sources will be available beginning 8:30 a.m. and ending at 10:00 p.m. Video visitation from external sources will not require a background check.

Off site, any location other than DLMCJC, will not count towards your one visit per week. External video visitation is not limited to immediate relatives. External video visitation is not limited to 30 minutes.

Attorneys, Bondspersons, and Clergy

Visits from attorneys, bondspersons, and clergy will not count towards your visitation privilege.

Bondspersons will be allowed to visit you in the booking area, as applicable. Bondspersons will be allowed to visit you in housing units between 8:00 a.m. and 7:00 p.m. These visits will be non-contact in nature.

Attorney visits will normally occur in the contact visitation room unless a non-contact visit is requested. Visiting hours for attorneys and their representatives will be between 8:00 a.m. and 7:00 p.m.

Clergy visits will normally be permitted between 8:00 a.m. and 3:30 p.m. If requested, you will be allowed one, fifteen minute visit, per week, with a clergy member.

O. Mail

Regular Mail - All incoming and outgoing mail except legal, religious or official mail will be opened and inspected for contraband before delivery to you. All outgoing mail must be marked appropriately with your name, DLM # and return address.

Inmate's Name and DLM#
David L. Moss Criminal Justice Center
300 N. Denver
Tulsa, OK 74103

Legal Mail - All legal mail will be opened in front of you. The mail will be inspected for contraband and then signed for by you, acknowledging receipt of delivery. Legal mail will be delivered the same day of receiving by the facility.

Privileged Mail - Agencies that fall under this category include, but are not limited to the following:

- Consulates
- Government Agencies
- Courts

Privileged mail will be opened in front of you to be inspected for contraband. Outgoing privileged mail may be inspected for contraband in front of you, before being sealed.

Books - You may receive books in both paper and hardback mailed directly from the publisher. Books that contain information that can cause concern for the safety and security of the facility or that depict anything listed in Section F (contraband) of this handbook, will be returned to sender.

Mail will not be accepted if they:

- Are plastic or wrapped postcard;
- Have labels or stickers;
- Have biohazards including lipstick or perfume;
- Have glitter of any kind.

Nothing else will be allowed to be mailed into the facility. You will have 14 days to designate someone to pick up your property otherwise it will be destroyed or donated. Consult Sheriff's Office staff regarding the process to designate someone by utilizing the kiosk system.

P. Work Assignments

Many different jobs within this facility are performed by inmates. All inmates will be screened for inmate worker status by the classification unit. If you are accepted through the screening process, your name will be submitted for assignment in the inmate worker program.

Federal inmates and inmates with holds from another county or state are not eligible to participate in the inmate work program.

Inmates sentenced to serve time in the county jail will be required to participate in the work program or educational programs.

Pretrial and un-sentenced inmates are not required to participate in the work program but may volunteer for work program assignments.

Inmates sentenced to less than 15 years in the custody of the Department of Corrections (DOC) will only be allowed to work inside the secure area of the facility in the kitchen, in restrictive housing units, and as pod workers.

Inmates sentenced to more than 15 years in the custody of the DOC are only eligible to participate in the inmate work program as pod workers.

Inmate workers are expected to perform their assigned jobs to the best of their ability and not abuse the responsibility placed upon them.

Work assignments will be made without regard to an inmate's race, religion, national origin, handicap, or political views.

If you are assigned to a job you cannot quit, transfer or be terminated without classification action. You may be temporarily removed from a work assignment if you pose a security risk. This action is in addition to any pending disciplinary action that may be taken against you.

You must remain in your work assignment for 30 days before requesting a change in assignment. Requests for a change in work assignment should be made using the kiosk system or an Inmate Request Form and forwarded to the Inmate Work Program Coordinator.

You will be held responsible for your own personal hygiene as well as for cleaning your work area and housing unit. You must report to work wearing a clean uniform consisting of at least a shirt, pants, and shoes.

You are prohibited from lingering around housing units or socializing with inmates not assigned to the inmate worker program. You are not allowed in general population areas unless you are authorized by your detail supervisor or officer. You are prohibited from entering areas to which you are not assigned, such as the kitchen or laundry, unless supervised by your detail supervisor or officer.

You are prohibited from leaving your assigned posts until relieved or detention personnel grant you permission to do so. In some cases, inspections will be required prior to you being released from your assignment.

You are prohibited from placing any item or removing any item from a

housing unit except at the direction of detention personnel.

If you are assigned to work outside of secured area of the facility you must remain under direct visual supervision of detention personnel at all times.

You will be searched before beginning your duties, upon entering the secure area of the facility, and before returning to your housing units. If you are found in possession of contraband of any kind you will be subject to criminal action, disciplinary action, loss of worker status, and loss of other privileges.

The use of cleaning materials (caustics) will be under the direct supervisor of detention personnel.

You must advise detention personnel any time you become contaminated with, or suspect you have been contaminated with hazardous material or body fluids.

If you are assigned to food services you must satisfactorily complete the food handler's orientation and medical screening prior to assignment. If assigned to food services you are prohibited from removing any items, to include food, from the kitchen area unless authorized.

Refusing to carry out work assignments, disobeying lawful orders from detention personnel, or arguing with staff will result in disciplinary action which could result in loss of worker status and/or other privileges.

Q. Programs and Activities

A variety of programs and activities will be made available to you depending on your custody status. If you are interested in participating in a particular program, you may submit an inmate request on the kiosk.

Educational programs include GED and a basic skills courses. GED provides instruction on how to prepare for the GED test, which covers reading, mathematics, science, social studies and writing. GED tests are administered at the discretion of the programs coordinator.

Religious programs include bible studies and worship services. Schedules for these services will be available in your pod. Bibles are available upon request from the program's staff. No personal bibles will be allowed.

Library services are also available. You may request a book to read by submitting that request to the library book request on the kiosk. Be advised that the books in the library are donated and you will receive a book faster by requesting a type of book rather than a specific title or author. You are only allowed to have one request at a time as you are only allowed one book at a time. When you are finished reading the book, it can be returned to the library through your detention officer or given to another inmate to read.

R. Law Library

The law library is an e-library. The law library will be open Monday through Friday from 7:00 a.m. to 3:00 p.m. Computer training will not be available.

Access to the law library must be requested by submitting a request through the inmate kiosk system. If a specific condition exists in which you are not able to utilize the system, you may request exemption by writing the grievance coordinator.

Court appointed Pro Se inmates will take priority over inmates with representation. The need for safety and security of the facility will take priority; therefore, the officer charged with operation of the law library may refuse access to specific inmates based on security risks.

If you are facing a specific court deadline or a statute of limitations, you should notify the law library officer by documenting the deadline and reason on the kiosk request. The law library officer will make a reasonable effort to obtain the requested materials for you, usually by processing those requests before general requests without deadlines.

Each session in the law library will be limited to one (1) hour in length. The number of times you may access the library will be dictated by the safety and security of the facility, but shall be no more than five (5) times in a one week period. If there are special circumstances where you need additional access to the law library, an additional request should be submitted to the Law Library Officer and the proper consideration will be given. You will be able to save your work, at your own risk, on a flash drive which will remain in the law library. Items that you would like printed will be presented to the officer in the law library

after it has been saved on the flash drive. You will be charged \$0.10 per sheet printed.

You are limited to a copy of five cases drawn from law books requested per weekday. The five allowed cases will be copied by the officer and given to you.

If you have a document that must be typed you will submit a request through the inmate kiosk system. The law library officer will verify the request and make arrangements for you to go to the library and use the appropriate computer.

The law library officer will make a reasonable effort to fill requests for legal materials within 48 hours upon receipt of the request. If your request is outside the scope of the law library, the law library officer will notify you on the kiosk system.

If your request is incomplete, such as no case or statute citation, the law library officer will nevertheless process the request if able. If the officer is not able to process the request from the information provided, a response will be sent on the kiosk, directing you to provide a citation number.

You are allowed to purchase soft-covered law books and legal materials through the publisher of such books and materials.

The Shift Supervisor and Life Safety Officer are authorized to determine excessive amounts of legal papers in a housing unit based upon safety and security considerations. It will be your responsibility to comply with instructions to remove excess amounts of legal materials.

Processed inmate requests for legal materials or forms from previous years are stored electronically.

Some documents require notarization. If you are classified as "indigent" or have a document that is related to your court case we will notarize your document without cost. If you have a document that must be notarized for any other personal reason you must send a friend or family member to the main Sheriff's Office (303 West 1st Street) and have them pay the notary fee. Once the fee is paid they will receive a receipt that needs to accompany the document to be notarized.

S. General Pod Rules

1. You are responsible for the condition of your cell. You are required to make sure that your cell remains in the same condition it was on the day you first occupied it. Any inmate who knowingly damaging his/her cell will be prosecuted.
2. You are required to keep yourself, your cell and your dayroom neat and clean at all times. Cleaning supplies will be available for your use each day. You are also encouraged to participate in the daily housekeeping of your pod.
3. Do not spray cleaning fluid in vents, on the floor, or directly on telephones.
4. Always keep bunks made when not occupied. Do not hang anything from your bunk. Do not obstruct the window of your cell door.
5. Do not block vents in your cell.
6. Never enter another inmate's cell or loiter at another inmate's door. Do not allow another inmate, not assigned to the cell, into your cell.
7. Keep cell doors secured closed at all times.
8. Do not tamper with the locking device on any door. Any tampering will result in disciplinary action up to prosecution.
9. Keep toilets flushed. Only tissue paper will be disposed of in the toilets.
10. Shoes and socks will be removed while sitting outside the shower area. Clothes will be removed and put inside the shower with the shower door closed.
11. Uniforms must be worn properly, as described in this handbook. Any destruction of TCSO property will result in disciplinary action, up to prosecution.
12. No combs, picks, pens or any other item stuck in your hair.
13. Do not cover your head or face at any time unless a religious waver has been obtained.

14. A day room and recreation yard are provided in each pod. They are available for your use during inmate free times. Inmates must wear a shirt (uniform or undershirt) while on the recreation yard. No items will be taken into the recreation yard.
15. You are required to wear shoes and socks in the dayroom and recreation yard, unless you are authorized not to wear shoes by the Medical unit. Shoes must be worn properly.
16. Never enter the recreation yard or beverage area without prior permission from the pod officer.
17. No contact sports. Handball is allowed at the discretion of the pod officer.
18. Televisions have been provided in general housing day rooms. They will be turned off during head counts, meals, and at the discretion of Sheriff's Office staff. The pod officer is the only person authorized to operate the televisions. Any attempt to adjust or control a television is a violation of facility rules. You are not allowed to touch or stand near the TV.
19. All games in the dayroom will be played away from the TV. No slapping dominoes or cards on the table.
20. Do not throw items in the dayroom.
21. Do not leave your property unattended in the dayroom or beverage area.
22. Do not put feet on tables, walls, columns, or rails.
23. You are not allowed to lean back in or put your feet on the chairs. Chairs will remain in their assigned areas at all times.
24. Keep noise level to a minimum. Acceptable noise level will be determined by the pod officer.
25. Do not climb up and down back wall of open units or slide down the stair railings.
26. Do not write on walls or attach anything to walls (e.g. Pictures, papers, etc.).

27. Do not cover lights.
28. No hanging out on top tier.
29. Do not lean over, hang, climb, sit on or go through on any railing.
30. No bartering, trading, giving or loaning any property or food items.
31. No passing of notes, items, or underground mail.
32. You must stand while using the telephone.
33. Anytime a pod officer calls "Lock Down", you will immediately return to and enter your cell. Do not ask the pod officer questions or for forms, etc., at lockdown time. If the door is locked, you will stand in front of your door quietly.
34. You are required to stand for headcount. All inmates who fail to stand for headcount, if so ordered, will be subject to disciplinary action.
35. Wait at the pod entrance until acknowledged to enter by the pod officer.
36. When approaching the pod officer's desk, you must stop at the marked line and, once approved to approach, you must remain at least an arm's length from the pod desk. This is required for addressing the pod officer, as well as for pod activities (medical call, meals, recreation yard, beverage area, etc.). At no time will you lean on or over the pod desk or enter the work station area of the pod desk.
37. When approaching the medication cart, do not touch the cart or anything on the cart.
38. Prescribed medication must be taken at the time they are given by the pill pass nurse. You may be asked to open your mouth to verify the medication was taken.
39. When moving in the main hallways, walk in single file on the right side of the hallway, within an arm's length of the wall.

40. When moving in the main hallways there should be no talking, yelling, singing, whistling or other noise making.

41. If you are assigned a portable bunk known as a "boat" you must place it on the floor as intended (see below). You are not to turn it over to sleep "inside" of it. Your belongings will be stored underneath the boat.



T. Requests and Grievance

Emergency issues must be addressed by Sheriff's Office staff. The kiosk system is not for emergency issues.

Requests and grievances will be filled out and completed on the inmate kiosk system. Your DLM number and pin number must be used to access the kiosk system.

If a specific condition exists that prevents you from utilizing the kiosk system, a paper form may be filled out. If you need an exemption from using the kiosk you may write the grievance coordinator and explain why (e.g. blind and need help writing, etc.).

The request and grievance system is not a substitute for contacting Sheriff's Office staff. The pod officer will have the initial responsibility in addressing inmate requests and grievances. If a resolution is not immediate, the pod officer will provide you with instructions on how to access the inmate request kiosk or if the kiosk is not available he or she will furnish a paper form to you and will assist you in the proper completion of the form, when necessary.

You must complete each step of the following process before moving on to the next step. Failure to follow the steps will result in denial.

Step 1 You must first contact the pod officer and attempt to resolve the issue.

However, if the incident involves the pod officer, you may request to speak to the Shift Supervisor instead of the pod officer.

Step 2 Ask for a supervisor and attempt to resolve the issue.

Step 3 Submit a kiosk request to the appropriate area and attempt to resolve the issue.

Step 4 Submit an appeal of the request to the appropriate area and attempt to resolve the issue.

Step 5 Submit a grievance, include the request number in step 3 and 4, and a detailed explanation of the grievance issue and attempt to resolve the issue.

If the grievance relates to "access to healthcare" a medical administrator will review the grievance within 72 hours. The grievance should be related to "unresolved" medical issues. For other healthcare issues fill out a "sick call" request instead.

Step 6 Submit an appeal of the grievance.

Upon completion of Step 4, you may initiate a grievance for the following reasons:

1. Violation of civil rights;
2. Violation of constitutional rights;
3. Violation of statutory rights;
4. Prohibited or criminal act by facility staff; or
5. Unjust denial or restriction of inmate privileges.
6. Sexual Assault / Sexual Harassment (see PREA Reporting Sexual Misconduct Guide Below)

You must file your grievance within seven (7) days of the alleged incident. The time for filing shall begin from the date the problem or incident became known.

Class action and third party grievances are not accepted, although you may assist another inmate in filing a request or grievance.

Only one grievance may be filed by one inmate regarding a single incident or item of concern.

A grievance may be appealed to the Jail Administrator only after a response has been issued by the Grievance Coordinator.

You may withdraw a grievance at any time.

If you are released while a grievance is still pending, you will lose all standing for remedies of the grievance.

No Sheriff's Office employee will retaliate against you in any way for filing or withdrawing a grievance.

All grievances are considered confidential and copies of grievances are disclosed only upon authorization of the Jail Administrator.

The Sheriff's Office is not responsible for and will not process grievances directed toward other agencies or individuals over whom the Sheriff's Office has no authority.

Inmates are allowed to mail their copy (yellow) of a completed grievance through the regular mail to whomever they chose.

U. Inmate Sexual Assault Prevention and Response

Rape and Sexual Assault - Includes the carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of an inmate when such act(s) is:

- a. Achieved forcibly or against the victim's will;
- b. Perpetrated on an inmate who is incapable of giving consent because of his or her youth or his or her

temporary or permanent mental or physical incapacity;

- c. Achieved through the exploitation of the fear or threat of physical violence or bodily injury;
- d. Achieved with or without consent of the victim when the perpetrator is an employee of the Sheriff's Office or a vendor, contractor, volunteer, or other person exerting authority over an inmate housed in the David L. Moss Criminal Justice Center.

Sexual Misconduct includes the taking part in any sex act (kissing, fondling or other inappropriate touching of another) where all parties are able to and offer consent; exposing one's genitals or buttocks to any other person; masturbation in the view or presence of another.

2. Prevention:

Detention personnel will be alert to inmates who may be displaying signs of sexual aggressiveness and will respond to such behavior, or other sexual misconduct, promptly through the use of the inmate disciplinary system. If you feel that you are in danger or have been a victim of rape, sexual assault, or sexual misconduct, you are encouraged to report such incidents as soon as possible to any detention personnel so that immediate action can be taken.

3. Response:

If you have been a victim of rape or sexual assault, you will: Be advised that detention personnel can help you;

Be advised that it is not required that you identify the perpetrator to get help,

If you are in fear of being labeled an informer;

Be advised that you can be moved to another housing unit or request protective custody;

Be given an explanation of the criminal and internal disciplinary

processes involved if you decide to identify the perpetrator;

Be given an explanation of services available to you for getting help to deal with the offense, such as mental health and/or spiritual counseling;

Receive assistance in determining what services you need;

Receive assistance in arranging for the delivery of the services you agree upon.

If an investigation concludes that the rape or sexual assault claim was fabricated or that you inflicted or attempted self-injury, investigating personnel may recommend disciplinary action against you.

V. Conduct and Range of Discipline

The Tulsa County Sheriff's Office has a practice of administering progressive discipline for infractions committed by the inmates housed at DLMCJC.

Your behavior in this facility is very important in determining, to a great extent, the length of time you remain confined in your cell as well as the amount of privileges that you will be permitted to enjoy.

All incidents of misconduct are subject to sanction, within certain limitations, based upon the severity of the violation or offense. Normally, violations or offenses will be addressed immediately by the pod officer.

When necessary, the pod officer may refer the matter to the shift supervisor for review and possible pre-hearing detention lockdown. Additionally, any minor/major infraction will be reported to the disciplinary hearing officer.

While it is impossible to define every possible prohibited act or rule violation, the following acts are prohibited by the Sheriff's Office. Committing, attempting to commit, aiding in the commission of, or making plans to commit one or more these acts will result in discipline or lawful prosecution.

Minor Infractions: The pod officer **MAY** refer the following violations for disciplinary review by the disciplinary hearing officer.

- **Disorderly Conduct:** Behavior such as loud talking or yelling, pushing, which creates a disturbance and/or disrupts the orderly running of the facility.
- **Use of Abusive, Vulgar, or Obscene Language:** Use of words and/or phrases that are vulgar, abusive or obscene.
- **Possession of Gambling Paraphernalia:** Having in one's control, items for use in operating or acting in any game of chance involving betting or wagering of goods or other valuables.
- **Refusal of Work:** When a person refuses to perform an assigned job.
- **Present in an Unauthorized Area:** Being in an area that is designated through verbal, written or posted orders as off limits to a specific inmate or inmates in general.
- **Self-Mutilation:** Inflicting injury on one's self. Cutting on one's own body or tattooing.
- **Unsanitary and Disorderly Housing Conditions:** Not keeping a clean, neat living area. The area should be kept in a manner so that all possessions are stored in an organized manner in areas designated for such. The area should be free from dirt and clutter.
- **Smoking:** Smoking of any form. Except for E-cigs purchased from commissary.
- **Possession of Nuisance Contraband:** Soap Sculptures, necklaces, etc.
- **Failure to Follow Verbal or Posted Rules and/or Orders:** Not following specific rules and/or orders which have been designated for the clean, safe, orderly operation of the facility after being advised of rules and/or rules. This includes the failure to follow the facility procedures for taking count.

Major Infractions: If you commit a major violation you may be

immediately placed in Disciplinary Restrictive Housing or on Pre-Hearing Detention Lockdown by the officer and a supervisor until the disciplinary hearing officer can be contacted.

- **Murder:** Any act of which the end result is the death of any person including inmates, staff or civilians.
- **Assault:** an attack upon the body of another person. This includes rape.
- **Fighting:** Engaging in a physical conflict with another person.
- **Sexual misconduct/Rape:** This includes, but is not limited to: Taking part in sex act(s) where all parties agree to take part; Exposing the genitals or buttocks to any person; Masturbation in the view or presence of another.
- **Arson:** Starting or causing the start of a fire which could or does cause damage to persons or property.
- **Escape:** Leaving the grounds of the jail or from the custody of an employee outside the facility without permission.
- **Possession of Contraband:** Having in one's control any item which has not been approved by the facility – including weapons or any item which has been altered, for use as a weapon, intoxicant, drug paraphernalia, and tobacco.
- **Unauthorized Use of Drugs or Intoxicants:** Use of any drug or intoxicant which has not been prescribed or approved for the inmate use.
- **Insurrection:** Participation or encouraging others to participate in unauthorized activity such as rioting or a work stoppage.
- **Counterfeiting, Forgery or Unauthorized Reproduction:** Unauthorized reproduction of any document, article, identification, money, security or official paper.

- ***Hindering an Employee in the Performance of their Duties:*** Acting in such a way to interrupt an employee during their work time such as causing delays, or giving false information.
- ***Tampering with a locking device:*** Anything placed to keep any door from securing.
- ***Gambling:*** Operating or acting in any game of chance involving betting or wagering of goods or other valuables: or possess gambling paraphernalia.
- ***Destruction, Alteration or Damage to Property:*** Destroying, changing or hurting property of the Tulsa County Sheriff's Office or any other person.
- ***Theft:*** Unauthorized taking of something that belongs to someone else.
- ***Threatening Another with Harm:*** Telling someone, through actions or words, that harm will come to them.
- ***Unauthorized Receipt of Any Item of Value:*** Receiving an item which has any value, through false pretenses, threats or stealing.
- ***Unauthorized Use of Mail or Telephone:*** Using the mail or telephone to commit fraud or theft. This includes using the mail or telephone in manner in which it was not designed or at unauthorized times.
- ***Possession of Stolen Property:*** Having in one's control, any item which has been stolen from any other person.
- ***Attempt/Conspiracy:*** This is an offense for inmates who do not actually commit the offense, but participate in the following ways:
 - Attempts to commit the offense;
 - Solicits another or others to commit the offense;

- Conspires with another or others to commit the offense;
- Facilitates the action of another or others in committing the offense.

Violations of Any Federal or State Law: Any act, though not specifically listed in this policy, which would be either a felony or misdemeanor under federal laws or state laws will constitute a major violation.

Range of Discipline:

Each category of offense has a range of discipline to which the violator is subject. The specific type of discipline imposed will ONLY be at the discretion of the disciplinary hearing officer conducting the disciplinary review. However, you may be placed on Pre-Hearing Detention Lockdown on the unit or in Restrictive Housing by the officer and a supervisor if immediate action needs to be taken.

If you are written up for a minor/major infractions, within the first 24 hours you will be served with your advisement of rights. The advisement of rights will let you know what you have been written up for and will give you a list of options.

If you waive the right to a hearing and choose to plead guilty, the disciplinary hearing officer can impose sanctions as soon as the signed paperwork is received. If you choose to request a hearing, you will be seen by the disciplinary hearing officer within seven (7) days *EXCLUDING* weekends/holidays.

During your hearing, you will be afforded the opportunity to present documentary defensive evidence when not unduly hazardous to institutional safety and facility goals. The reviewing investigator will also make provisions to speak with any relevant witnesses offered by you, if you offer a list of witnesses at the time that the hearing is requested.

Violations will **normally** be addressed by the disciplinary hearing officer through:

- Verbal reprimand;

- Temporary removal of privileges, loss of one privilege for a maximum of 30 days;
- Temporary restriction to cell, not to exceed 72 hours (one hour exercise per 24 hours will be permitted);
- Assignment of additional chores within the housing unit, as directed by the disciplinary hearing officer.

The Disciplinary Hearing Officer may impose up to two of the above listed sanctions.

Alternately, depending on the severity of the violation, the disciplinary hearing officer may instead opt to confine you in Disciplinary Restrictive Housing for a minimum of 1 day and a maximum of 30 days for a single offense. With the approval of the Jail Administrator or designee, multiple offenses will result in a minimum of 31 days to a maximum of 60 days.

If applicable, any minor/major offense may be referred for criminal prosecution.

- ❖ Disciplinary action taken against inmates shall NOT be inconsistent, frivolous, or retaliatory.
- ❖ All inmates shall be treated equally and disciplined by all jail personnel firmly, fairly and in a consistent manner without regard to race, national origin, religion, age or sexual orientation.

Appeals - The decision of the disciplinary hearing officer with regard to major/minor infractions may be appealed to the Shift Supervisor.

If you wish to appeal the decision of the Shift Supervisor, the Jail Administrator or designee will review the sanction and will either affirm or reverse the decision and will notify you of the decision within 15 days of your appeal. Their decision is final and may not be appealed.

W. Safety and Security

Whenever you believe that your personal safety or that of another may be in jeopardy, you should notify the detention staff immediately.

All inmates, in all areas of the facility, are subject to being searched at the discretion of Sheriff's Office staff. You are expected to cooperate with any officer who advises you that you must be searched.

Unannounced searches of your cell, your property and your pod will be conducted to maintain the safety and security of the facility, staff and inmates.

Any contraband, facility property, or other property in excess of what is allowed, will be confiscated. You are expected to cooperate with staff during these searches. You do not have a right to be present when these searches take place.

X. Pre-Trial Release Program

This program allows individuals that are in custody on non-violent or minor crimes to be released from custody until their court date. All inmates are screened by staff upon entry to the facility; if you are eligible you will be contacted by pre-trial release staff.

Y. Court or Case Status

Prior to your arraignment appearance, the arraignment judges bailiff will with you about the need to complete a pauper's affidavit in order to secure court appointed counsel. If the form is needed, you will be asked to sign a statement confirming the accuracy of the information you provided on the form. This information will be sent to and reviewed by the court which is assigned to hear your case. If you have been in custody for more than seven days, and have not been contacted regarding your ability to secure attorney representation, you should ask Sheriff's Office staff to arrange for you to speak with the arraignment bailiff.

It is your responsibility to know when your court proceedings are scheduled. Pod officers are not required to track your court appearances. If you are scheduled for court and not removed from the

pod for court transportation, it is your responsibility to notify the pod officer that you should be going to court. The pod officer will confirm the information and, if necessary, arrange for your transportation to the courthouse.

Court dates: Please send a request on the kiosk to court services or to your public defender.

Z. Tulsa County Public Defender's Office

After you have been booked into the jail, you will receive your first court appearance date. This is often referred to as a "video arraignment." Your video arraignment will be scheduled approximately a week after your arrest. Just as the name suggests, the judge will inform you by video what charges that the District Attorney has filed, if any. You will also be advised of the bond that has been set in your case. The video arraignment judge will review your pauper's affidavit and determine whether you can afford to hire your own attorney. If the judge finds that you cannot afford an attorney, he or she will appoint the Tulsa County Public Defender's Office to represent you. Generally, your next court appearance after the public defender is appointed will be set approximately three weeks from the date of the video arraignment.

Regardless of whether you hire a private attorney or are represented by the public defender's office, your lawyer will advise you to not talk about your case with anyone until you meet with legal counsel. If you use the telephone, all of your calls will be recorded and stored for potential use by the prosecutor. Anyone that you speak with can be called as a witness in your case.

As soon as the Tulsa County Public Defender's Office has been appointed, you will be led outside the video courtroom to meet with a representative from the public defender's office. You will be able to discuss your case with an attorney who can answer any questions that you have about the process. This will provide you with an opportunity to find out about the charges against you, program eligibility, and alternative courts. The representative from the public defender's office will have limited information about your case at this first meeting, but if you believe that you have the ability to post bond you can discuss this with an

attorney. A question often asked by public defender clients is whether they can keep their public defender if they post bond. The truth is that the judge makes a decision as to your eligibility for a public defender on a case by case basis, so there is no definitive answer which applies to everyone who posts bond. You should discuss this with an attorney after your video arraignment. He or she can give you accurate information based upon the amount of bond and the facts of your case.

After your initial interview with a representative from the Tulsa County Public Defender's Office, your attorney typically will not return to the jail to discuss your case until the prosecutor has provided him or her with more detailed information about the case against you. This is called "discovery," and includes a police report and witness statements. It is common for the prosecutor to convey a recommended sentence to your attorney prior to your court appearance. The prosecutor does not usually provide discovery and a recommendation in your case until the week of your court date, which will be set approximately three weeks after your video arraignment. This will be the first opportunity for you and your attorney to discuss your case in detail based upon the evidence.

Although the Tulsa County Public Defender's Office does not accept collect phone calls, it does maintain electronic communication through the kiosk in the jail. This is not a forum to discuss your case in detail; it is not secure and your messages can be seen by others. It is a good way to address emergencies or get relatively quick responses to questions which do not require lengthy answers. If you have more detailed questions, you can also write your attorney at the following address:

Tulsa County Public Defender's Office
423 South Boulder Ave. #300
Tulsa, OK 74103

The Tulsa County Public Defender's Office has one purpose; to serve as your advocate. Your public defender works for you; all questions about your case and the law should be directed to your attorney rather than other inmates in the jail.

AA. Release From Facility

Release is a 24 hour, 7 day a week, 365 day operation. Release officers will contact Sheriff's Office staff when they process your paperwork.

1. Before leaving the pod, Sheriff's Office staff will inspect your cell to ensure that you take all items with you.
2. Sheriff's Office staff will fill out a release sheet and inventory all supplies that you were issued upon booking into the facility. You will be expected to have: 2 sets of clothes, shoes, bedding, spork and an 8 ounce cup.
3. All personal items including commissary items purchased will be taken with you off the pod. You will be sent to the operations desk and directed where to go for processing.
4. Any mail received for you at the facility after your release will be returned to sender provided a return address is indicated on the envelope.

➤ Important reminders:

- If you are posting bond you must remember that you are entering into a contract with a private business. It is your responsibility to know the terms, conditions, costs and responsibilities of the contract you are signing.
- All releases are screened and checked for warrants. If a warrant for another jurisdiction exists, release staff will contact the agency with the warrant and inquire as to the status and ask if the agency with the warrant will extradite. If the other agency places a hold you will still be released of our charges but will remain in custody until such time as the holding agency comes to get you or releases their hold. All holds are reviewed daily and holding agencies are contacted about arranging extradition.

BB. Conclusion

Beyond the provisions outlined in this handbook, be advised that the facility administration may move any inmate from one location to another, place an inmate under more strict custody classifications,

or suspend an inmate's privileges without notice whenever such action is deemed necessary to preserve order, or protect persons or property from harm. Any rule infraction may result in a temporary reclassification of an inmate. A temporary reclassification will remain in effect until the formal disciplinary process is completed.

This handbook revision dated February 2018 will replace all prior inmate handbooks.

Section CC

INMATE GUIDE

PREA

REPORTING

SEXUAL MISCONDUCT

This Facility has a Zero-Tolerance Policy on
Sexual Misconduct.

SEXUAL MISCONDUCT AGAINST INMATES

Accomplishing our mission depends upon the community's respect, public confidence and acceptance; credibility with the community and inmate population in our ability to manage a safe, secure and Constitutional jail. Staff are expected to have high levels of moral, ethical conduct and professional pride. These conditions and the protection of employee and inmate rights are achieved only where high standards of professional conduct exist. To ensure this co-existence of mission accomplishment and rights, employees are expected to comply with the standards of conduct established by the Sheriff. All reported allegations of employee misconduct will be fully investigated and treated in a confidential and serious manner. Staff conduct and attitude towards such allegations will be professional, unbiased and staff members are required to cooperate with investigation into all allegations. Where appropriate, allegations may be referred to the Commonwealth's Attorney for prosecution.

WHAT ARE WE TALKING ABOUT?

Sexual abuse includes:

Sexual abuse of an inmate or detainee by another inmate, detainee, or inmate; and

Sexual abuse of an inmate or detainee by a staff member, contractor, or volunteer.

Sexual abuse of an inmate, detainee by another inmate, or detainee, or includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;

Contact between the mouth and the penis, vulva, or anus;

Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and

Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

Sexual abuse of an inmate or detainee by a staff member, contractor, or volunteer includes any of the following acts, with or without consent of the inmate or detainee:

Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;

Contact between the mouth and the penis, vulva, or anus;

Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;

Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;

Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;

Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in the paragraphs of this section;

Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate or detainee, and;

Voyeurism:

Voyeurism by a staff member, contractor, or volunteer means an invasion of privacy of an inmate or detainee by staff for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals, or breasts; or

taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.

Sexual harassment includes:

Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate or detainee directed toward another; and

Repeated verbal comments or gestures of a sexual nature to an inmate or detainee, by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

REPORTING

INITIAL NOTIFICATION BY INMATE

1. Inmates may confidentially disclose incidents of sexual misconduct, sexual con-tact, sexual abuse and sexual harassment to any Sheriff's Office employee, either verbally or in writing. Inmates may submit a sexual misconduct complaint through the grievance system. Report to an officer, grievance process, or by calling the number posted near the phones. Process allows for confidential reporting by inmates. All reports will be handled immediately by the Shift Commander. Any inmate who reports an incident of sexual misconduct, sexual contact, sexual abuse or sexual harassment may request and be treated as an anonymous informant.
2. All interviews will be conducted thoroughly in a professional, non-abusive and non-threatening manner. Staff will make no predetermined judgment regarding whether the reported incident occurred or not, but will proceed with notifying the appropriated individuals based on the nature of the report.
3. TCSO employees and any individual in a position of authority over an inmate shall not retaliate against the alleged victim and/or complainant and/or inmate witness for making allegations of sexual misconduct, sexual contact, sexual abuse or sexual harassment. Such retaliation may include, but

is not limited to, threats regarding parole, bail, or probation, denial of privileges, subjection to disciplinary or adverse administrative action, negative comments or recommendations to any parties or organizations. No TCSO employee shall lead the complainant, view, or witness to believe that such retaliatory actions can or will be taken to induce statements or other cooperation. This in no way shall limit ability to take appropriate disciplinary or prosecutorial action where inmates make untruthful allegations.

3. Investigations of sexual misconduct, sexual contact, sexual abuse, and sexual harassment shall be conducted by an investigator who has experience and training investigations and appropriate and effective interview techniques.

APPEALS

1. The victim of the sexual misconduct, sexual contact, sexual abuse and/or sexual harassment will be informed in writing by the assigned investigator of the out- come of the investigation and the resolution.
2. An inmate who is dissatisfied with the investigation or resolution of an allegation of sexual misconduct, sexual contact, sexual abuse or sexual harassment may appeal to the Jail Administrator within seven (7) days of receiving the written outcome of the investigation. The Jail Administrator shall give written response to the inmate within a reasonable period of time.

REFERRAL COUNSELING/MEDICAL TREATMENT

Inmates making allegations of sexual misconduct, sexual contact, sexual abuse or sexual harassment shall be provided appropriate counseling or medical treatment if warranted. Counseling will be arranged by the Program Officer or designee. Incidents which may result in the injury, pregnancy, transmission of a disease, or other health consequences shall result in a medical evaluation with the consent of the patient. Inmates may contact DVIS for counseling services.

REMINDER

Inmates must be in full uniform at all times other than when sleeping, showering, or using the bathroom facilities. This includes remaining in assigned cell in full uniform during headcounts.

CONTACTS

- Inmate Program Office, Inmate Chaplain;
- Department of Human Services Mental Health Counselors assigned to the jail.

DVIS - number as indicated by the phones
3124 E. Apache
Tulsa, Oklahoma 74110

- Anonymous reports may be made by calling the reporting line near the phones.

ZERO TOLERANCE

Right to be free of Sexual Abuse, Sexual Harassment and Retaliation

1. Report to any Officer
2. Grievance Process
3. Report to the number by the phones
4. DVIS:
3124 E. Apache
Tulsa, OK 74110