



# **Inmate Handbook**

Jefferson County Detention Facility — Golden, Colorado

*Updated February 2026*

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## MISSION STATEMENT

The mission statement of the Detention Services Division is to remain responsive to community needs, maintain a safe and secure facility, and provide inmates with varied services and program for stability and enrichments.

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## INTRODUCTION

This Handbook is provided to assist each inmate in adjusting to confinement in the Jefferson County Detention Facility. **You will be accountable for the information contained in this Handbook.** If you have any questions concerning any of the contents, ask any member of the staff to assist you.

The information and procedures described in this Handbook apply to all inmates and detainees, regardless of length of stay or the reason for incarceration.

It is the responsibility of the Jefferson County Detention Facility to ensure the safety and security of each inmate, the facility staff, and the community.

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## ADA ASSISTANCE

Inmates with disabilities are entitled to the same rights and privileges as any other inmate. The detentions facility will make reasonable and necessary accommodations to assist inmates with disabilities, including:

- The placement of a deaf or hard of hearing inmate in an area where they are housed.
- The use of an interpreter for the hearing-impaired, deaf, or hard of hearing during interviews involving a criminal or disciplinary matter.
- The placement of posters within the facility to assist the hearing-impaired, deaf, or hard of hearing with communication.
- The privilege to attend recreation, programs and religious services, and visits with friends and family.
- Provision of appropriate auxiliary aid and/or services for use during programs.
- The availability of audio books for the blind or vision impaired.
- Provide the VRS (video relay system) via the inmate communication kiosk, or an iPad/laptop for all deaf and hard of hearing inmates.
- Disabled inmates in need of additional services can contact any deputy, counselor, or medical personnel or the JCISO ADA coordinator for further assistance.
- Access to communication devices will be made available to inmates that are deaf or hard of hearing during dayroom hours, upon request to a module deputy. There is no need to make a formal written request or kite advanced request. Once the request to use a communication device is made, access to such device will be provided as soon as practicable.

The sheriff's office will provide auxiliary aids and services to ensure effective communication with the deaf and hard of hearing. Such auxiliary aids include but are not limited to:

- Use of gestures or visual aids to supplement oral communication
- Use of a pen or pencil to exchange written notes

- Use of phone or other electronic communication devices available
- Use of assistive listening system or device to amplify sounds
- Use of a qualified oral or sign interpreter
- Use of computer
- Use of a communication device

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## PREVENTION OF SEXUAL ABUSE AND ASSAULT

If you are being sexually abused or assaulted, you have the right to reasonably protect yourself by informing any uniformed or civilian staff member immediately. Treatment and counseling reference sexual abuse and assault is available from your assigned counselor and mental health professionals.

In accordance with Colorado Revised Statutes, American Correctional Association expected practices, and the mandates of the Prison Rape Elimination Act of 2003, the Jefferson County Sheriff's Office (JCSO) has a zero tolerance of inmate sexual abuse or sexual harassment by other inmates or detainees, by staff or by any other persons coming into contact with those in our custody. The JCSO is in full support of reducing, eliminating, and preventing any sexual abuse or harassment from occurring within our facility.

Those in our custody have the right to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such behaviors.

If you have a concern about sexual abuse and sexual harassment you need to make staff aware of your concerns immediately.

**303-555-9876**

From within any housing module, please dial this no-cost phone number to report any incident of sexual assault or sexual abuse.

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## INMATE RIGHTS AND PRIVILEGES

A *right* is something to which you are entitled. Rights are generally determined by law.

### RIGHTS INCLUDE:

- Safe, clean, and sanitary living conditions
- Balanced, nutritional diet
- Right to remediation of grievances through access to the courts
- Religious belief and practice
- Access to members of the clergy, publications, and related services which allow inmates to adhere to their legitimate religious practices
- Contact with family and friends
- Disciplinary due process
- Time outside of cell
- Medical care
- Physical safety

A **privilege** is a benefit granted by the Detention Facility that can be lost due to poor behavior, security risks, or emergency situations. Privileges may vary between security levels.

**PRIVILEGES INCLUDE:**

- Attendance in programs
- Access to and use of the inmate telephone system
- Access to recreational and educational reading materials
- Access to visits with family and friends
- Purchase of commissary items
- Television
- Friday and Saturday night movies
- Freedom in personal grooming

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**INMATE RESPONSIBILITIES**

**You are responsible for your behavior and for knowing the rules set forth in this handbook.**

**Do not stand or walk behind any staff member while incarcerated in this facility.**

You are expected to:

- Follow staff orders or requests.
- Respect Detention Facility property and the property of others.
- Maintain your cell or assigned sleeping area and dayroom in a clean, orderly, and sanitary manner.
- Maintain daily personal hygiene.
- Conduct yourself in a responsible manner.
- Treat all individuals in the facility with respect.
- Comply with the rules and regulations of the facility.
- Sexual Harassment is strictly prohibited.

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**MV 1-1/D (INMATE/DETAINEE) RULES, REGULATIONS AND SANCTIONS: MAJOR RULE VIOLATIONS**

**Assault/Threaten to Assault Any Person:** Committed if you cause, threaten, or attempt to cause injury to any staff member, visitor, inmate/detainee, or any other person. This includes physically fighting with any person, applying or attempting to apply an offensive substance to any person, or apply any amount of physical force or physical resistance or interference towards any staff member regardless of whether or not injury occurs.

**MV 1-2**

**Sexual Misconduct:** Committed if you engage in any type of sexual contact, including intercourse, penetration, or fondling of another person's intimate parts, kissing, or any conduct perceived as sexual harassment to include sexual innuendos, taunting or gestures.

**MV 1-3**

Extortion, blackmail, bribery or attempting to control the behavior of others by any means (bulldogging).

**MV 1-4**

Resisting or interfering with any staff member at any time, including during any lockdown procedure, search, shakedown, count, disturbance, request to return to your assigned cell when ordered to do so, engaging in group demonstrations, disobeying staff orders, if the unit or module has to be locked down due to your behavior or if deputies have to leave their assigned posts to assist, and violations while on Immediate Disciplinary Detention (IDD).

**MV 2-1**

Violation of any Federal, State, or Local law or becoming the subject of a criminal investigation. This includes committing, planning, attempting, aiding, or knowing about and failing to report an escape, arson, theft/robbery, violation of a protection order or fraud.

**MV 2-2**

Destruction, defacing, altering, or misuse of property.

**MV 2-3**

Tampering with any security or mechanical equipment in the detention facility or its associated systems, parts, or pieces. This includes flooding, blocking any sink, toilet, drain, any lock, locking device, security monitoring device, elevator buttons, electrical outlet, or other Detention Facility property. This includes blocking / covering any cell window to evade view.

**MV 2-4**

Being in any unauthorized area, including other inmates' cells; doorways to other inmates' cells; other inmates' sleeping areas; staff offices or areas; or entering the grey painted area without permission in DSU, as well as allowing a non-assigned inmate into your cell at any time.

**MV 3-1**

Introduction or possession of contraband or dangerous/illegal contraband to include stockpiling medications. This includes abuse of authorized medication or medication procedure, including cheeking, palming, or concealing medications. This also includes possession of any tablet battery or damaged electronic tablet. Possession of tablet batteries removed from tablet.

**MV 3-2**

Smoking any substance or use of any tobacco product. Tobacco or tobacco-like pieces, ashtrays, ashes, cigars, cigarettes, cigarette butts, rolling paper, nicotine patches, lighter, matches, or strikers will be considered evidence that a violation occurred.

**MV 3-3**

Possession of any type, or portion, of tattooing materials; to include ink or similar coloring substances, and/or delivery devices.

**MV 3-4**

Biohazard - Defecating or urinating anywhere other than in a toilet or moving/throwing feces or urine to any location outside of toilet; spitting anywhere other than in a toilet, sink, or trash can.

**MV 3-5**

Violation of the Inmate Worker Agreement; or Alternative Sentencing Inmate Acknowledgement.

**MV 3-6**

Pattern of disregard for Rules and Regulations occurs when an individual commits a new rule violation (major or minor) after having received at least two prior write-ups, whether for a Disciplinary Board or IDD within a 30-day period.

**MV 3-7**

Accessory to a Crime/Rule Violation. Committed if you hinder, conceal, render assistance, promote, or facilitate the commission of a Criminal Offense or Major Rule Violation.

**MV 3-8**

Being out of your cell or off your bunk during ANY lockdown or count.

**MV 3-9**

Altering, damaging or destroying a JCSO razor. Borrowing, lending or leaving unattended a JCSO razor.

**MV 3-10**

Any inmate who directs derogatory comments, hate-speech, or slurs toward any individual because of that person's actual or perceived race, color, religion, ancestry, national origin, physical or mental disability, or sexual orientation.

**POSSIBLE SANCTIONS FOR MAJOR VIOLATIONS**

- Confinement to Disciplinary Segregation for up to 20 continuous days per violation not to exceed a total of 60 days per incident.
- Loss of good time.
- Loss of privileges.
- Referral to the District Attorney's Office for prosecution.
- Restitution for damage to property.
- Suspension or Termination from the Inmate Worker or Alternative Sentencing Programs.

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## **I/D (INMATE/DETAINEE) RULES, REGULATIONS AND SANCTIONS: MINOR RULE VIOLATIONS**

### **MR 1-1**

Abusive or offensive language, inflammatory statements, or inappropriate gestures toward any person.

### **MR 1-2**

Horseplay: committed if you engage in wrestling, boxing, or other consensual physical activity like fighting. Using recreational equipment for anything other than its intended purpose and failing to return all recreational materials at lockdown (DSU) or using other items for recreational purposes.

### **MR 1-3**

Disrupting or abusing Detention Facility programs or operations. This includes engaging in negative behavior that results in a disruption of any Detention Facility program or Detention Facility operations.

Examples include, but are not limited to: excessive or disruptive noise or activity, including whistling, yelling, stomping of feet, pounding, sitting on tables, sliding down rails, hanging on stairs, or running on stairs; teasing or harassing another inmate; throwing any item, food, or liquid; disrupting or abusing Detention Facility programs or operations; or failing to cooperate with staff members; removing, tampering, or improperly displaying of your identification card; failing to wear your uniform properly or wearing any unauthorized item, including rolling pants up past ankles, pants sagging, underwear showing, wearing unauthorized items on your head, in your hair, around your neck, or in existing piercings or wearing make-up.

### **MR 2-1**

Operating any business within the jail, selling, or trading any item or service to another inmate.

### **MR 2-2**

Gambling, preparing, or conducting a gambling pool, or possession of gambling paraphernalia.

### **MR 2-3**

Not following the directions of staff. This includes failing to return meal tray, taking an extra meal tray, possessing more than one meal tray or taking items from turned in trays; refusing to work or encouraging others not to work; passing or receiving unauthorized notes, letters, photographs, or other communications; giving false information to staff; making or attempting to make physical or verbal contact with other inmates or communicate with other inmates through doors or cell walls; failing to store personal property within the boundaries of issued tub or assigned locker.

### **MR 2-4**

Failure to keep your cell in order. This includes possession of nuisance contraband, commissary not purchased by you, any altered item, hanging any item over the upper bunk or any structure in a manner to obscure full view of the entire cell; attaching or placing any item to or on any structure, fixture or furnishing, including cell lights, windows, window ledge, doors, vents, and walls; failure to keep your person or cell clean, not making your bed when not occupied, not exchanging laundry, storing food items other than commissary items in your sleeping area, cell, or locker, keeping cleaning supplies or equipment in your cell; writing or marking on any facility property, including walls, ceilings, doors, furniture, floors, windows, issued tubs, uniforms, bedding, or linen items (graffiti).

**MR 3-1**

Tablet, Phones, PIN violations - possessing any personal identifying information of another inmate or allowing the use of your own personal identifying information, including your PIN; PIN sharing (not stolen or debit time used); making calls for other inmates or passing messages for other inmates. Any misuse of the phone system. No borrowing, sharing, or lending tablets for any purpose. Both parties (borrower and lender) will be held accountable and written up.

**MR 3-2**

Accessory to a Rule Violation. Committed if you hinder, conceal, render assistance, promote, or facilitate the commission of a Minor Rule Violation.

**MR 3-3**

Minor violation of the inmate worker or alternative sentence agreement which does not rise to the level of a Major Rule Violation, or violation of Direct Supervision Unit (DSU) rules.

**MR 3-4**

Pattern of disregard for rules and regulations. Committed if a pattern of violations has been established. A pattern will be established through prior formal and informal disciplinary sanctions, verbal warnings or staff observations which are documented in the inmate handbook.

**POSSIBLE SANCTIONS FOR MINOR VIOLATIONS**

- Verbal warning.
- Cleaning duties.
- Loss of privileges.
- Confinement on an IDD for a minimum of twenty-four (24) hours per incident, not to exceed a total of seventy-two (72) hours of lockdown per incident, with more than two (2+) hours out per twenty-four (24) hour period.
- Suspended or Terminated from the Inmate Worker or Alternative Sentencing Programs.

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**DISCIPLINARY PROCESS**

You will be subject to disciplinary procedures and the imposition of sanctions for the violation of Detention Facility rules or regulations, or for any violation of the provisions of this handbook.

**CORRECTIVE ACTION** An informal disciplinary action taken by a staff member upon a violation of one or more minor rules. This results in a verbal reprimand and/or extra duties assigned by the staff member.

**IMMEDIATE DISCIPLINARY DETENTION (IDD)** An informal disciplinary action taken by a staff

member upon a violation of a minor rule(s). Immediate Disciplinary Detention will consist of a lock-down period of no more than (72) seventy-two hours, with (2) two hours of scheduled dayroom time in each 24-hour period, and limited privileges. No recreation or group activities will be permitted during this time. You will retain and may receive any authorized commissary items. You will retain visitation privileges. In DSU, you can use the recreation yard or go to programs while you are on your authorized hour out only. This process will be reviewed by a sergeant, who may approve or modify these sanctions.

**DISCIPLINARY HEARING** A formal hearing held by the Disciplinary Hearing Deputy. If you are deaf or hard of hearing appropriate auxiliary aids and/or services, including an interpreter, will be made available during the hearing.

You will be informed, in writing, of the violation(s) within a reasonable amount of time after the incident. After receiving the Notice of Disciplinary Hearing, you will have at least 24 hours to prepare for the hearing unless you specifically waive this right.

The disciplinary hearing and decision will be rendered within **seven** days of the alleged violation, excluding weekends and holidays, unless exigent circumstances exist.

You may be present for the hearing unless you waive your right to be present or there is a documented reason to exclude you from the hearing. If you refuse to attend the hearing when you are called, the hearing will be held in your absence and any decision will be made on the information available. If your behavior at or during the hearing causes safety concerns, the hearing will be held in your absence.

You may request the assistance from a counseling staff member to help you understand the disciplinary process. If you need assistance during the hearing, you can also speak to the Disciplinary Officer, who will answer any questions you have during this process.

You may request witnesses whose testimony you wish to have included as a part of the hearing record. You do not have the right to cross-examine or question witnesses. Inmates who wish their identity to remain confidential will not give testimony in your presence. You do not have the right to legal counsel during the disciplinary process.

At the conclusion of the hearing, the Disciplinary Hearing Deputy will advise you of the hearing outcome. After reviewing the Disciplinary Hearing paperwork, the Administrative Sergeant may modify the sanctions imposed by the Hearing Deputy at his or her discretion.

You have the right to appeal the results of a disciplinary hearing in writing to the Support Commander within twenty-four (24) hours of receiving the written outcome of the hearing. The Support Commander will respond within 5 business days and the decision is final.

**\*If you are sentenced to the Department of Corrections, the JCSO will forward full reports of all disciplinary action taken against you in this facility to the appropriate DOC office upon your transfer. These records may also be forwarded to other county or out-of-state agencies and/or facilities. \***

**DISCIPLINARY SEGREGATION** If you are found guilty and your sanction includes disciplinary segregation, you may be moved to a segregation housing area. You will have limited privileges while on disciplinary segregation status:

- You may write and receive mail.
- You will receive medical and dental care as needed.
- You will be able to order items through the disciplinary commissary sheet only; food items are not allowed in disciplinary segregation unless authorized by the Medical Unit. Any non-disciplinary commissary items in your possession, upon being placed into disciplinary segregation status, will be confiscated. These items will be secured until the completion of your sanction.
- Visits may be restricted as a result of the disciplinary hearing.
- You will be allowed access to the dayroom area, telephone (if authorized), one paperback book, and dayroom exercise only.
- You will not be allowed to attend group classes or programs while on disciplinary segregation.
- You may have access to the law library while on Disciplinary Segregation.

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## IDENTIFICATION CARDS

Your Identification (ID) card shall be displayed at all times. If your ID Card comes off or is broken or unreadable, contact a staff member immediately for replacement. Altering or failing to wear or

properly displaying your ID card may result in disciplinary action, and/or the inability to receive medications. Any program or service may be denied if your ID Card is not worn in the proper manner. There will be a replacement fee of \$7.00 for breakage not related to work as an inmate worker or normal wear.

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## CLASSIFICATION

During the initial classification interview in Booking, you will be screened by staff. Refusal to cooperate with staff will result in your remaining in classification status until proper screening can be completed. You will be classified for assignment to a housing unit as a minimum, medium, or maximum-security inmate. All inmates will be given access to a free phone call during the Initial Classification interview.

Your classification can be changed at any time based on several factors, including but not limited to your attitude and behavior, current charge(s), and previous criminal history. If, for any reason, you feel your classification is unfair, you may appeal in writing to the Detention Services Counseling Supervisor. You must list the reasons for your appeal. Movement from one classification to another is not a right and is not part of due process. Generally, you must remain in your current classification assignment for no less than thirty (30) days and with no report of negative behavior before you will be considered for assignment to a lower security housing area.

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## HOUSING

All staff members will be addressed by title and last name ("Mr. Smith," "Deputy Jones," "Specialist Smith," etc.). No first names are allowed.

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## MODULE ROLL CALL

### **\* There is no tablet accessibility during roll call.**

A routine facility operation which happens at every shift change requires inmate/detainees to say

their name, to display his/her ID card, while wearing jail issued uniform. Every inmate is required to stand upright: At closed cell door (COVID units); Just outside open cell door (non-COVID units); Next to assigned bunk (DSU). Failure to comply with the Roll Call procedure may result in disciplinary action (MV 1-4). Repeated non-compliance could result in loss of mattress for up to 8 hours.

### **If you are in a housing area that permits doors to remain open, the doors will be fully opened otherwise cell doors shall always remain closed when not in use. Do not whistle or yell to have your cell door opened.**

All housing units with the exception of Disciplinary Segregation Unit, Special Housing Unit, Minimum Security, and inmate worker housing will be managed with an in/out system. Inmates on the lower tier and upper tier will have access to the dayroom on an alternating 1½ - 2-hour schedule during the day and afternoon. In the evening dayroom times differ based on the level of classification. Maximum housing will have 1-hr out per tier from 7-9pm. Medium housing will have dayroom time from 7-10p. Meal service for medium security inmates will also follow the alternating schedule. The schedule is not in effect during routine lockdowns for shift changes, laundry exchange, counts, maintenance work, nightly lockdown and during emergency situations. During these times all inmates will be locked down.

Programs and activities will be scheduled so that all eligible inmates will have access to these activities. Inmates may be denied based on attendance limits, keep separate issues, or as part of the disciplinary process.

**Note:** Programs are a privilege, not a right, and may be canceled at the discretion of a supervisor. Limited programs are available to inmates while in the Classification Unit.

Do not leave your personal property unattended in the dayroom. Any property left unattended in the dayroom will be considered abandoned and disposed of by staff members.

All housekeeping tasks and personal hygiene responsibilities must be satisfactorily completed prior to the exercise of any privileges or programs to include television, telephone, library, recreation, use of

the dayroom and movies. Movies will be shown on scheduled evenings and specific holidays in dayrooms that have passed inspection for cleanliness. The dayrooms are a communal area shared by all inmates in the housing area, be respectful of others, sitting on tables or putting feet up on chairs is prohibited.

All areas are subject to inspection, at any time, for cleanliness and contraband.

## MINIMUM CLASSIFICATION

### **DIRECT SUPERVISION UNIT (DSU) HOUSING**

Inmates classified as Minimum, Medium or Inmate Workers may be housed in direct supervision

(DSU) modules. These modules are designed as dormitory style, self-contained units with significant advantages over the traditional modules in the main facility. Each of these modules provides a recreation area, program room, visitation area, and a large open dayroom with greater access to these benefits than in other modules. There are no cells, only sleeping areas and the deputy workstation is within the module. In exchange for the extra freedom, comfort, and benefits of these housing areas, inmates living in these areas will follow the rules and take responsibility for maintaining a clean, quiet, and safe living space. Anyone who cannot follow the rules or deviates from the expectations of these modules will be removed and returned to the main jail.

The following rules apply to DSU housing areas and are posted in each module:

- Beds must be made at all times unless you are in bed.
- Nothing will be left on the floor except your grey tub and shoes.
- You must be in complete uniform (shirt, pants, and shoes) when outside of your sleeping area.

(This includes going to or from the restroom) Uniforms must be worn properly as described in Minor Rule violation MR 1-3. Uniform shirts do not have to be worn while engaging in activity within the recreation yard; however female inmates must wear at least a T-shirt while in the recreation yard.

- Tray food items and sack lunch items must be consumed in the dayroom only. Commissary items must be stored in your locker but only consumed in the dayroom.
- Nothing is allowed to be hanging from your bunk or the curtain rods except one towel and wash-cloth from the end of your bunk.
- Nothing will be glued, pasted, or stuck to the walls, bunks, or lockers except on approved adhesive strips that may be provided in your cell.
- You are not permitted in any sleeping area other than your own.
- Games and recreational materials are to be returned to the cabinet when finished or at lockdown and are not allowed in the sleeping areas.

- Store your belongings in your locker or tub. Nothing should be left on or under your mattress or on the bunk railings.
- Clean up after yourself. If you see a mess, clean it up before being told to do so.
- At lockdown, all chairs are to be stacked, and the dayroom and bathrooms are to be clean.
- Chairs are for dayroom usage only and must be stacked together when not actively being used. Chairs are not allowed in any of the sleeping areas or on the mezzanine at any time.
- Chairs are for sitting only, only sitting in one chair at a time.
- No chairs are allowed in the recreation yard.
- You must be on your bunk and quiet during lock-down periods.
- During lockdown hours you may only leave your sleeping area to use the restroom, and you must have permission from the deputy to exit your sleeping area.
- You are allowed off your bunk to eat breakfast in the dayroom but are required to return to your bunk after finishing your meal and clean-up.
- Do not cross the yellow line surrounding the deputy's workstation.
- The 'old' visitation area is to be used for reading or writing only. Only booths 1 & 2 are to be used. All other activities are strictly prohibited (working out, playing games, socializing etc.).
- You are not allowed in the programs room without permission from the module deputy.

*\*Any inmate charged with a major rule violation while housed in DSU may be assigned a higher classification status & may be subject to a disciplinary hearing. \* Any inmate found guilty of a major rule violation will lose tablet privileges for at least 30 days. \**

IDDs may be issued for minor rule violations in DSU. If you are serving an IDD, you must stay in your sleeping area unless otherwise permitted by a staff member.

- Unless approved or directed by staff you must remain in your sleeping area at all times though you are not required to sit on your bunk; the metal bar/curtain rod is the defining line. No "porch sitting" or visiting with inmates other than those assigned to your sleeping area.
- You will be assigned additional cleaning duties as needed/directed by staff.
- You are authorized 2 hours out per day; the beginning of your hour out must be acknowledged and approved daily by the module deputy; it will be documented. Dayroom time will not be offered during the evening hours.
- Staff must acknowledge you to be allowed use of the restroom and/or get water.
- If you are an inmate worker you will be allowed to shower immediately after your return from work, then you must lock down. Kitchen workers will also shave, which does not count toward the hour out as it is a requirement.
- If you are called for a visit, you may proceed directly to the visitation booth and wait for your visit. Once the visit is concluded, you must return directly to your sleeping area.
- You are allowed to participate in any group activities, programs, and recreation during your hour out. When your hour out is over, you must return to your sleeping area even if the program you were in is not over.
- You may get in line when it is the designated mealtime. When you are through, you must participate in cleaning as designated then return immediately to your sleeping area.
- If you do not follow these rules, you will be subject to disciplinary action and reclassification to a higher security level pending a disciplinary hearing.

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## COMMUNICATION

Communication with facility staff, including counselors, during your incarceration is not confidential; however, any release of information is limited to parties with legitimate correctional or law enforcement concerns.

It is **your** responsibility to communicate with family, friends, attorneys, courts, and other agencies through:

- Phones available in module dayrooms and inmate tablets when eligible and available
- eMessaging available at Kiosks and inmate tablets when eligible and available
- Regular or Legal mail
- Family, friends, or professional visits

## INMATE/DETAINEE REQUEST FORMS (KITES)

If you have a problem or complaint or need information, complete an electronic kite. If you send your kite to the wrong department, you will be directed to re-submit a new kite to the correct department. Kites requiring routing or research will be answered as soon as possible. Please know the response to kites may not be immediate. Kites that contain obscene language or sexual language will not be accepted. You must be as thorough as possible when making your request. Limit your requests to one

- request per kite. When your kite has been answered, you will receive an electronic response for review. Kite history is available for viewing by inmates for 30 days only.

## AUTOMATED INFORMATION SYSTEM (AIS) & TIPS LINE

From the dayroom phones, inmates are able to access the Automated Information System (AIS), with options in English and Spanish. To access the system, enter your PIN (Personal Identification Number), dial 111 and enter your nine-digit JCID number (Example P01234567), then follow the instruction prompts. You can retrieve information about your charges, next court date, bonds and/or fines, projected release date, cash and debit balances, and visits remaining for the current week.

The inmate phone system is also equipped with a free TIPS number, which you can use to report information about criminal activity. You do not have to give your name when leaving a message at this number. The number is: 303-555-1234.

## CALL BUTTONS / INTERCOMS

There are call buttons and/or intercoms in cells throughout the facility. Use the call button in your cell to alert jail staff you are requesting assistance. Only press the call button one time. It may take a few minutes for staff to answer/respond. \*Routine requests for information can be made when a deputy is in the module and in direct contact with you.

## TELEPHONE CALLS

You must make calls to family, friends, employers, attorneys, etc., on the dayroom telephones. With

these telephones, you may make calls to telephone numbers that have an established billable account, pre-paid account (primarily for cell phones), and/or debit calls if you have purchased debit call time

from commissary. All calls, with the exception of attorney/client privileged conversations, may be

monitored and/or are recorded for the safety of staff, inmates, and the community, and the security of the facility. The JCSO does not issue refunds for any dropped calls or calls made because of stolen PINs.

## LEGAL PHONE CALLS

It is your attorney's responsibility to register his or her telephone information with the inmate telephone system provider to ensure that attorney/client privileged calls are not recorded or monitored. Telephone calls to the Public Defender's Office are open and not subject to charge. Telephone calls to other inmate assistance organizations may not be subject to charge.

## TELEPHONE RULES

The following rules apply to the use of the module telephones:

- There is a fifteen (15) minute limit on all calls.
- To complete a telephone call, you must enter your 12-digit PIN (Personal Identification Number). Your PIN consists of your 8-digit JCID number (example: P01023456) without using the letter "P," followed by the day and year of your birth date in a 4-digit (DDYY) combination. Here, the PIN would be 01023456DDYY (example: 010234560872). If you need to change your Phone PIN, kite Phone Services. If you need to change your Commissary PIN, kite Inmate Services.
- You are not allowed to talk loudly, make threats, or abuse the phones. Abuse of the collect/ debit or visitation phones may result in criminal charges, including associated monetary responsibility for repairs or replacement.
- You may be instructed to end a call for any abuse of the telephones. If you do not end a call when instructed, the phone may be shut off.
- Phone numbers may be blocked if there is any indication of attempted 3-way/conference calling, fraud, non-payment, or harassment.
- If a phone number is blocked for any other reason than a disciplinary issue, you will not be given information about the block.
- Stealing another inmate's debit call time is a crime and may be prosecuted.
- Sharing or allowing another inmate to use your PIN is a rule violation.
- Stealing or using someone else's PIN is a rule violation.
- Sharing/Using another Inmate's PIN and Consequences: Rule Violation MR 3-1. Any number called using another inmate's PIN will be blocked.
- If you violate rule MR 3-1 you may be placed on a 'Personal Allowable Number' (PAN) restriction. While on a PAN restriction, you will be limited to a total of 9 phone numbers.
- The first violation MR 3-1 will result in the number being blocked for a period of thirty (30) days. You must kite to the Phone Administrator to have the number unblocked and if eligible, the block will be removed. Any new rule violation occurring during the 30-day block will extend the block until there have been 30-days without any new rule violations.
- A second violation will result in the number being blocked for the duration of your current incarceration.
- Once placed on a PAN restriction, your PIN will only become unrestricted if there have been no other phone use violations.
- An inmate may also be placed on a PAN restriction if the inmate has been proven to be the victim of PIN theft.

**WARNING: STEALING A JCID NUMBER IS IDENTITY THEFT, WHICH IS A CLASS 4 FELONY. ANY INMATE CAUGHT USING ANOTHER'S JCID NUMBER MAY BE PROSECUTED UNDER**

**C.R.S. 18-5-902 FOR IDENTITY THEFT**

## TELEPHONE ACCOMODATIONS

Access to communication devices will be made available to inmates that are deaf or hard of hearing during dayroom hours, upon request to a module deputy, which will be accomplished without needing to make a formal written or kite advanced request. Once the hearing-impaired inmate makes a request to use a communication device, access to such a device will be provided as soon as is practicable.

## QUESTIONS, CONCERNS, COMPLAINTS

Questions, concerns, and/or complaints regarding inmate telephone services should be submitted on a kite to Phone Services. Inmates are not permitted to call the Correctional Billing Services 800 number to set up an account. This number is available to provide to family and friends so they can set up an account. Toll free/800 numbers cannot be called from the inmate telephone system.

## PERSONAL OUTGOING MAIL

Staff inspects all personal outgoing mail. You may send as many personal letters as you wish if you have pre-stamped envelopes, which may be purchased through commissary. Postage stamps are not allowed. Personal outgoing mail must be placed in an envelope and NOT SEALED. Artwork on any part of the envelope is not allowed because it interferes with the processing and delivery of the mail.

All **regular\non-legal** outgoing mail must have your full name and return address, as shown below, on the front, upper left-hand corner of the envelope:

### Your Full Name

**c/o Securus Digital Mail Center – Jefferson County Jail PO Box 25938 Tampa, FL 33622**

All mail to **attorney and courts (legal mail)** must have your full name and return address, as shown below, on the front, upper left-hand corner of the envelope:

**Inmate's full name and ID # P.O. Box 16700 Golden, CO 80402-6700**

If you are indigent, you will be given two (2) pre-stamped envelopes every other week for personal correspondence. You may request three envelopes for legal correspondence.

Jefferson County inmates may not exchange written correspondence, including mail. Inmates are also prohibited from attempting to mail correspondence outside of the facility to then be addressed and returned to other Jefferson County inmates through third-party mail.

You may be charged for additional postage for the purpose of mailing overweight legal or foreign mail. The necessary amount of postage, in First Class increments, will be determined by current postage rates. Pre-franked envelopes may be taken to the Inmate Services Unit for weighing, if necessary, and returned to you for preparation of a Property Intake/Release Form for the necessary postage amount. The previously inspected mail (if applicable) and a sealed pre-franked envelope will be sent to the In-mate Services Unit with the completed Property Intake/Release Form for the necessary amount of

cash to be released from your cash account.

## PERSONAL INCOMING MAIL

All incoming mail is digitally processed and inspected for contraband and incoming funds.

All incoming personal mail must be addressed in the following manner:

**Inmate Name and ID # c/o Securus Digital Mail Center – Jefferson County Jail PO Box 25938 Tampa, FL 33622**

All personal mail from family and friends such as letters, pictures, and drawings will be digitally delivered through module kiosks and inmate tablets when eligible and available.

The full name and address of the sender must be written in "return address".

Failure to properly address the envelope will result in the mail being returned to the sender.

Once the mail is received at the Securus Digital Mail Center it will be digitally scanned and available to be viewed on module kiosks and tablets.

Any person sending personal mail that wishes to have it returned to them must include a self-addressed, stamped envelope included with the original mail.

Inmate-to-inmate mail is not permitted.

All correspondence will be scanned and inspected for contraband, except mail that is clearly marked "Legal Mail".

**Inmate Funds must be addressed to:**

**Inmate Funds Inmate's full name and ID # P.O. Box 16700 Golden, CO 80402-6700**

Only the following funds can be received through the mail:

**U. S. Postal and International Postal King Soopers, Safeway money orders, cashier's checks, or certified funds made payable to the JCSO. No personal checks or credit cards will be accepted.**

Outgoing or incoming mail may be rejected and returned to sender if there is reason to believe that it may contain inappropriate materials, including but not limited to:

- Plans for criminal activity, including the introduction of contraband, escape, unauthorized entry, or threats of extortion.
- Inmate to Inmate mail without prior authorization
- Plans for activities in violation of facility rules.
- Information, which if communicated, would create serious danger of violence and/or harm to any person, including instructions for the manufacture of weapons, drugs, drug paraphernalia, explosives, or alcohol, and codes not understood by the scanner, including gang graffiti, or tagging.
- Materials which may disrupt the operation and/or safety and security of the facility, including photographs/drawings containing any nudity, mail that contains unknown and potentially infectious and/or offensive materials (bodily fluids, etc.), materials that promote racial conflict, discrimination, gang materials that would tend to incite violence or disturbance, such as drawings, graffiti, or other symbols that represent a gang as described in C.R.S. § 18-23-101.
- Items not accepted for digital processing, i.e., stickers, stamps, envelopes, blank paper, laminated plastic, newspaper/magazine clippings, musical cards, cards larger than 8½" x 11", any other item larger than 8½" x 14".
- Funds sent, other than the allowable money orders, checks from other law enforcement agencies, cashier's checks, or certified funds will be returned to the sender

- Books are prohibited, unless pre-approved by a detention watch commander, or designee.
- Parcels/packages are prohibited, unless pre-approved by a detention watch commander, or designee.

When incoming mail is rejected, you will receive a written notice stating the reasons for the rejection. You will be responsible for return postage fees on unauthorized items received through the mail that would require return to the sender. If you do not have the funds in your account to cover the return postage fees, your account will be debited for the return postage amount. Any additional mail item(s) received which is not rejected will be delivered to you. Due to changes in Federal guidelines, the U.S. Postal Service will not allow return packages from the Detention Facility that have been opened for inspection purposes.

The Detention Facility is not responsible for delays or errors on the part of the U.S. Postal Service in the daily delivery of mail.

Once you have been released/transferred from the Jefferson County Detention Facility, all incoming mail addressed to you will be returned to the sender. No mail will be forwarded.

**Inmates may receive pre-approved legal, educational, or religious publications such as paper or paperback printed materials by not-for-profit charitable organizations sent directly from the organization and new, and unused non-fiction paperback books mailed directly from a seller or distributor of such books.**

## LEGAL MAIL

Legal Mail must be sent to:

Inmate's full name and ID# if available P.O. Box 16700 Golden, CO 80402-6700

Incoming legal mail must be clearly marked on the envelope "Legal Mail" and the address of the sender must be typed or printed to indicate the source or origin. Incoming legal mail will be inspected in the presence of the inmate to whom it is addressed.

To preserve attorney-client confidentiality, outgoing mail clearly marked "Legal Mail" will be inspected for contraband while in your presence. You may not seal the envelope until your outgoing legal mail has been inspected by module staff. Once inspected, the envelope may then be sealed by you and turned over to the module deputy for mailing.

If you are indigent, you may request envelopes for legal correspondence.

### **Legal Mail must be addressed to the following:**

Elected Sheriffs Parole Boards

Chiefs of Police U.S. Marshals

State Attorney General U.S. Attorney General

American Civil Liberties Union Attorneys

State & Federal District Attorneys Legal Aid Societies

Prosecuting Attorneys Director of Bureau of Prisons

Any Government Agency (IRS, DMV etc.) Any Federal, State, County, or Municipal Judge Other Elected Public Officials/Legislators acting in their Official Capacity

Legal mail envelopes will be provided to send legal mail to Jefferson County government offices. All legal mail must go through the U.S. Postal System, except for legal mail addressed to the following Jefferson County agencies: Courts, District Attorney's Office, Sheriff's Office, Probation, Public Defender's Office, and Human Services/Social Services. Those legal letters may be handled through the Jefferson County Interdepartmental mail system.

## **E-MESSAGING**

This facility has provided a web-based portal that enables an approved inmate to receive and send eMessages. The facility can approve and reject all or part of a message based on the jail policies and criteria. Any messages with threats, gang code, escape plans, sexual or obscene content will be rejected. Approved messages and attachments/photos are delivered to inmates on the kiosks and inmate tablets when eligible and available. There are costs for this service which are posted on the application on the Kiosk and to the sender of any eMessages. There are no refunds for eStamps.

## **TABLETS**

The facility provides tablets from a third-party vendor. Tablets are a privilege, not a right. No one is guaranteed a tablet. Tablets & tablet content are subject to the terms and conditions set forth by the Jefferson County Detention Facility and the inmate communication service. To maintain security, tablets will not be loaned, borrowed, or gifted to another inmate. Nothing is to be placed inside or on the tablet cover. Tablet cases must not be removed. A tablet missing a case will not be issued for use until the case has been returned. If a tablet is intentionally damaged or missing a case, criminal and/or financial charges will be assessed. You must take your tablet with you when moving housing areas. Upon release, tablets will be collected by the property deputy.

When a tablet is restricted or taken away from an inmate for disciplinary reasons, the staff member enforcing the action will make documentation in inmate management and can issue an IDD for the violation. If a specific app is restricted for longer than the IDD period, it will be fully documented, and a disciplinary hearing requested. No tablets are allowed during IDD or in Administrative/Disciplinary Segregation units.

To receive a tablet, inmates must request a tablet from the module deputy. Tablets may not always be available for distribution. Tablets will be handed in to the module deputy at nightly lockdown, and any other time staff requests.

Tablets will only be charged at nightly lockdown. Inmates will be responsible for using tablets in such a way that the tablet battery lasts throughout the day. Tablet applications will be locked out during roll call.

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## **VISITS**

The visiting week begins on Sunday and ends on Saturday.

Those with medium or maximum-security classification may have two (2) twenty (20) minute non-contact visits per week. Those with minimum-security classification may have three (3) twenty (20) minute visits per week. For minimum, medium, and maximum-security inmates, an unlimited number of at-home internet-based visits are permitted based on availability. Each "home user" visit is thirty (30) minutes and must be scheduled through securustech.net

Those housed in Disciplinary Segregation and/or Administrative Segregation may have one (1) twenty (20) minute visit per week.

Inmate workers may participate in visits during non-work hours that coincide with regular visiting hours.

Visits are allowed daily between 9:00 - 10:30 a.m., 1:10 - 4:15 p.m., and 7:40 -8:25 p.m. The Jefferson County Sheriff's Office reserves the right to cancel scheduled visits for cause without prior notice.

**The Sheriff's Office does not guarantee that a scheduled visit will take place in instances of unforeseen circumstances within the jail.**

**Note:** Some modules have restricted visitation hours due to classification status.

All adult visitors, **18** years of age or older, must provide a photographic identification document issued by a government agency. Children may visit only if an adult accompanies them.

If you or your visitor abuse visiting privileges through misconduct or by being a threat to safety and security, your visit will be immediately terminated. You are **not** allowed to be on another inmate's visit.

Visiting guidelines and schedules are subject to change by the Jefferson County Detention Facility Administration. Visits may be canceled due to inappropriate dress or conduct. Any changes will be posted in your module.

## PROFESSIONAL VISITS

Professional visits include attorneys, probation and parole officers, and law enforcement officials.

These people are allowed contact visits with you during any reasonable hour after presenting proper credentials and identification. Before and after any contact visit, you will be required to submit to a strip search to ensure that contraband was not obtained during the visit.

Facility-approved clergy, bondsmen, and human services representatives are also considered professional visits but will be allowed only non-contact visits with you after presenting proper credentials and identification.

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## INMATE PERSONAL MONEY ACCOUNT

When you were processed into the facility, staff took all paper currency from you and placed these funds into your personal account for your use during incarceration.

**Exception:** If you bring in contaminated funds, those funds and any coins will be placed in a plastic bag and placed and cataloged with your property. They will **not** be placed in your personal account.

## INCOMING FUNDS

The JCSO does not accept personal checks as payment for incoming funds. The following forms of funds will be accepted: checks from other law enforcement agencies, verifiable federal funds, U. S. currency, postal money orders, cashier bank checks, and certified funds made payable to the JCSO. Cash and credit cards (MasterCard and Visa) are accepted at the kiosk in the Jail Lobby. Credit cards are also accepted via TouchPay at [www.TouchPayDirect.com](http://www.TouchPayDirect.com) or 1-866-232-1899. Site ID: 280401.

80% of all funds deposited to an inmate's commissary account will first be applied to any debt the inmate owes.

## OUTGOING FUNDS

Upon your release from custody, your cash balance will be disbursed in accordance with current policy, which may include a combination of check or Debit card. The facility will release money from your account via check(s) twice a month. A maximum of four checks per month will be sent out for you.

You must provide an addressed pre-stamped envelope for each check to ISU along with the signed property release form.

## INDIGENCE

To qualify as indigent for any service provided by the facility, an inmate must have less than \$1.00 for a period of twenty-one consecutive (21) days or never had a cash account established. Once an inmate's account is over \$1, they are not considered indigent until they are under \$1 again for 21 consecutive days.

80% of all funds deposited to an inmates' commissary account will 1st be applied to any debt the inmate owes.

An Indigent Kit contains:

- Deodorant
- Shampoo
- Thumb Toothbrush
- Toothpaste
- 2- Stamped Envelopes

The Indigent Kit is delivered automatically every other week to any inmate that qualifies under the indigent rules.

**The JCSO encourages you to promptly resolve any debt you may have.**

**It remains your responsibility to repay all debts upon release.**

## COLLECTIONS

The JCSO deducts debts owed from current and/or prior incarcerations from your account. All deposits to your inmate account will first go to debt owed to the jail at a rate of 80% to your debt. The remaining 20% will be put on your inmate account.

## BOOKING FEE

Pursuant to C.R.S. § 30-1-104, the JCSO assesses a booking fee of \$30.00. The fee may be deducted

from your personal account or collected at the time of bonding. Unpaid booking fees will be carried forward to future bookings. Partial amounts will be deducted from your account if the total amount due is not available.

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## COMMISSARY PRIVILEGE

The JCSO offers a variety of goods for purchase through the commissary system. Limited commissary is available to inmates while in MAX, MEDM, MINM, Special Housing Unit, Disciplinary Segregation and MAD2. Commissary is a **privilege** that may be restricted for disciplinary or administrative reasons.

A list of available commissary items is listed on the kiosk/tablet. There are limits on the amount that you can spend per week on commissary items, and some items have restrictions on the number you can possess. Commissary that does not fit in your issued grey tub is subject to removal and disposal as nuisance contraband.

Below are the procedures we follow for commissary:

- Commissary should be ordered electronically via the kiosk/tablet in each module (except when an inmate is prohibited.) Bubble sheets are to be used at all times in SHU/MOU.
- Money for commissary purchases must be credited to your account prior to 6:00 a.m. on Friday.
- Orders are delivered on Saturdays.

- You must sign your commissary order when you receive it. Any discrepancy of your order must be noted as it is received and prior to signing. By signing, you acknowledge your order is correct and there will be no exchange/refund of items ordered.

**You are NOT allowed to purchase commissary items for other inmates.**

- You may only possess one AM/FM radio at any given time, and you are allowed to have up to eight (8) batteries at a time.
- Radios, deck shoes, eyeglasses, phone time and envelopes do not apply toward your total purchase limit on commissary.
- Any altered commissary items are considered nuisance contraband. Staff will confiscate and dispose of such items.
- You are permitted the following:
  - One (1) white cup, pair of shower shoes, shampoo, soap, lotion, etc.
  - One (1) flex pen
  - DOC-sentenced inmates may possess DOC allowable items that are unopened.

*Please be aware we are not responsible for the commissary and personal property rules of other facilities.*

*You assume the risk of your property not being accepted at any facility to which you are transferred.*

- Empty containers found in your cell and/or belongings are considered contraband.
- Commissary will be held for Inmate Workers that are at work at the time of delivery.

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## **MEALS & FOOD SERVICE**

Medical or allergy diets must be prescribed and canceled only by the medical staff.

Requests for non-religious/non-medical vegetarian or vegan diets will be honored. To request a diet that is not religious in nature, please submit a kite request to the kitchen. You are permitted to make this request at any time, however once the request has been granted you may NOT change it more than one (1) time in twelve (12) months.

Religious diets must be ordered and canceled by the chaplain. Requests for religious diets can be made by submitting a Religious Diet Contract to the chaplain. This form may be obtained by requesting it

from the module deputy. Religious diet requests that are consistent with the religious preference you declared upon intake will be honored. Religious preferences declared at intake may not be changed for ninety (90) days from your intake/booking date. An inmate's commissary choices must match an in-mate's religious declaration.

The facility serves three meals each day at approximately the following times: Breakfast 04:45 AM to 05:45 AM

Lunch 10:45 AM to 12:45 PM

Dinner 04:45 PM to 05: 45 PM

**YOU ARE ALLOWED ONLY ONE MEAL TRAY AT EACH MEALTIME. ONLY JAIL-ISSUED CUPS ARE PERMITTED FOR MEAL SERVICE. NO WHITE COMMISSARY CUPS ARE ALLOWED.**

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## MEDICAL SERVICES

The Medical Unit provides medical services 24 hours a day, 7 days a week.

**Medication Rounds:** Medication administration rounds are scheduled twice a day at approximately 8:00 AM and 8:00 PM. If you are in a working module, rounds are held at 4:00 AM and 4:00 PM. Nursing staff administers prescribed medications.

When medication rounds are announced, you must line up at the pass window/medication cart to receive your prescription medications. If you fail to respond, it is assumed you are refusing your medications.

You must show your ID card to the nurse to receive medication. Without an ID card, you will **not be given** medication(s).

If you take medications, you must bring your cup of water to the pass window/medication cart and you must take the medication with the water.

If you are caught “cheeking” or not swallowing your medications, then an order will be obtained to crush the medications. Your medication may be discontinued by the provider.

All oral pills, tablets, or capsule medications must be taken immediately when administered, directly

from the paper cup and fully ingested in the presence of the nurse and deputy. You are not allowed to handle any of these medications. You must open your mouth for inspection to ensure that you have swallowed the medication(s).

Other forms of prescribed medications, including antacids, Metamucil, or suppositories, may be taken back to your cell but must be used within twenty-four (24) hours. Bus- par, Seroquel, Gabapentin will all be crushed during med pass.

There will be no exceptions.

Insulin-dependent diabetics receive glucose testing and medications one to four times a day, as medically necessary.

These medical contacts are scheduled before meals and after the evening snack. These medications will be dispensed in the medical unit or in the housing module.

## SICK CALL

To receive routine medical treatment, you must fill out a medical request form (medical kite) via the kiosk in your assigned module. Three (3) concerns/medical needs can be placed on one (1) kite.

All inmates requesting medical or dental attention will be screened and evaluated by a nurse. The

nurse may initiate treatment protocols written by the medical or dental provider based on the nurse's assessment. If indicated, a follow-up appointment with a medical or dental provider will be scheduled according to medical priority. Dental appointments are for urgent care only.

**Co-pay for Medical Services:** All medical care (medical, dental and pharmacy services) will incur a co-pay at the time of service. Fees are: \$5.00 per kite, and \$5.00 per medication. Medication renewals are

\$5.00/medication. Medications will be charged per prescription per month. Chronic care medications

will be ordered for 90-day script (HTN, seizure, thyroid, diabetes, HIV, asthma, hyperlipidemia, etc.)

If you require medical treatment outside the facility and have medical or dental insurance, it will be applied to the total cost of the care.

Questions concerning co-pay charges should be asked at the time of your visit. It is your responsibility to request a copy of the charges.

**No refunds will be given.**

Under normal circumstances, medical kites will be reviewed twice a day, and a nurse will meet with the patient during med rounds. Duplicate medical requests submitted within this 24–32-hour window will result in duplicate charges to you.

There will be no charge for the following services, but you will be charged for your medications: In-take and mental health screenings completed during the booking process; any mental health treatment; pregnancy and pre/postnatal care; chronic disease clinics scheduled by the medical unit; 14-day and/or worker physicals; U.S. Marshal inmates for the first 30-days in the facility; treatment for in-

mate worker job-related injuries. \*Any on-the-job injury must be reported to your supervisor immediately. If there is a delay in reporting the injury, you will be charged the normal co-pay amount for the medical visit.

**14-Day History and Annual Physical Exams/TB Testing:** All inmates are to receive a history and physical exam within fourteen (14) days of arrival to the facility and annually thereafter. This examination includes TB skin testing and a dental examination. All inmate workers must have completed

this examination and test prior to being assigned to any work assignment.

**No inmate may refuse TB skin testing.** If refused, you will be placed on the radiology list for a chest x-ray. If that is refused, you will be placed in isolation until evaluated by a provider.

**Note:** Results are confidential and will not be disclosed to detention staff without written permission from the inmate or if there is a risk of exposure to staff that has been identified.

**NO INMATE WILL BE REFUSED MEDICAL CARE BECAUSE OF AN INABILITY TO PAY FOR THE SERVICE.**

However, if you receive money on your account at any time, including future incarcerations, medical fees that you owe will be deducted from your account.

**OVER THE COUNTER MEDICATIONS (OTC)**

OTC medication is available through the commissary. Three packets (2 tabs in a packet) of each OTC medication may be kept in your cell. Additional OTC medications will be confiscated and destroyed.

**ESSENTIAL MEDICATIONS UPON RELEASE**

You must submit a kite so that prescriptions can be called in upon release. Have the name, address, and phone number of the pharmacy you would like them called in to. A 30-day script will be provided. You may be identified as qualifying for receiving medication through a Jefferson Center for Mental Health program through visits with mental health staff. If you qualify, you will be issued prescriptions that can be filled through Jefferson County Mental Health designated pharmacies.

**No prescription will be given for narcotics.**

**REFUSAL OF MEDICAL CARE**

You have the right to refuse medical, dental, or psychiatric care and/or the medications associated with this care unless this care or medication(s) are court-ordered. To do so, you must come to the med pass and sign a Refusal of Medical Care form. You have a right to refuse medications at any time, but you must sign a refusal at that time. You may rescind a refusal at any time. A medical provider will explain the medical, dental, and/or psychiatric risks that may occur if you refuse care and/or medication(s)

**Upon your refusal, the care providers may discontinue any treatment, procedure and/or medications associated with your refusal.**

## **MEDICAL DIETS**

Only medical staff can prescribe or cancel medical diets. Diabetic diets are ordered based on caloric need and include an evening snack for insulin-dependent diabetics only. Snack content is determined by the total amount of calories of the prescribed diet. Medical diets are not prescribed based upon personal food preferences. Food allergies are recognized when accompanied by written verification from your health care providers as to an actual allergy. A health care provider may be your own doctor, a clinic, or a hospital in which you may have received treatment for your allergic reaction.

## **MEDICAL GRIVANCE**

Complaints regarding medical services should be submitted on the kiosk under 'Inmate Grievance' form. You must submit a grievance within (5) calendar days of the incident being grieved.

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## **HYGIENE AND SANITATION**

### **SHOWERS**

You are expected to maintain personal body cleanliness and are required to shower at least once a week. **You must be fully dressed when going to and from the shower.**

### **PERSONAL HYGIENE**

The JCSO issued shampoo, comb, soap, toothpaste, and a toothbrush when you entered the facility. Additional personal hygiene products are available through commissary.

### **HAIRCUTS**

You will have access to hair clippers for your grooming needs. Another inmate may assist you with the haircuts, however payment, (commissary or other considerations), for this assistance is prohibited.

### **RAZORS & NAIL CLIPLERS**

Razors and/or nail clippers will be issued for use and returned. Razors and/or nail clippers will not be issued at the same time. You will be given a reasonable amount of time to shave but must return the razor immediately when ordered by a staff member.

#### **YOU MAY NOT ALTER RAZORS OR CLIPPERS IN ANY WAY**

If razors are not issued the night before you have court and you want to shave, you must make a written request to the module deputy the night before your court appearance.

## LAUNDRY EXCHANGE

Laundry will be exchanged on a regular schedule.

## USE OF WASHERS AND DRYERS

If your housing area is equipped with a washer and dryer, you may wash your own undergarments, uniforms, and towels. These items are to be washed and dried by placing them loosely in the machines.

Other garments such as bedding are to be laundered by using the Facility Laundry service (See Laundry Exchange). Only approved laundry soap is to be used in the machines.

## CLOTHING

You will be held responsible for clothing and other issued items while incarcerated in the facility. The replacement cost of any missing or damaged items will be deducted from your account or debited to a future account upon your release. You are responsible for making sure that your issued uniforms fit properly and that you maintain your issued clothing and linens in the same condition as you received them. Any damage you observe to clothing and/or linens shall be immediately brought to the Deputy's attention. Missing or damaged uniforms, beyond normal wear and tear, may result in disciplinary action, including damage to uniforms because of improper fit.

## HOUSEKEEPING

For the safety, health, and welfare of inmates housed in the facility and because of the close living conditions, you are required to keep your living area neat and sanitary. You are responsible for the cleanliness of your cell once you are assigned to it. To ensure compliance, staff members will conduct unannounced, daily inspections during each watch.

- Your bed will be properly made anytime you are not in your cell or on your bunk during dayroom time.
- Floors will be swept and mopped.
- Walls will be washed.
- Your toilet will be clean and flushed at all times.
- Your mirror will be wiped clean and dry.
- Cell windows will be cleaned.
- Trash will be removed from your cell each day.
- Trash such as plastics, wrappers, cloth, and clothing items as well as paper products other than toilet and tissue paper shall not be flushed down toilets.
- Clothing, books, paper, magazines, commissary, and other personal items, except for shoes, should be stored only in your issued tub and not on desks, window ledges, or bunks.
- Bedding and linens will be used for sleeping purposes only and are not allowed in the dayroom. Towels may be used when showering but are otherwise not allowed in the dayroom.
- Stickers, adhesive labels of any kind, toothpaste and soap are NOT to be used to adhere anything to any part of your cell. Removal of adhesive labels from commissary items alters the item, rendering it contraband and subject to confiscation.
- Items from meal trays and sack lunches will NOT be retained in your cell or housing area. (Once you have access to dayroom time in the main jail, you must dispose of sack lunch items.) To include paper bags, plastic wrap, stickers, or tape.

- Cellophane wrap is considered contraband and is not allowed to be retained in your possession or used to wrap headsets or radios, nor used for any other purpose. Cellophane wrap must be disposed of immediately.

## THE PROPERLY MADE BED

The mattress must be on your bunk. Sheets must be placed on top of the mattress; the blankets must cover the top of the bed. The blankets and sheets must be tucked under the end and both sides of the mattress to make a firm, smooth surface. The pillow must be centered at the head of the bed.

## CLEANING SUPPLIES & EQUIPMENT

Cleaning supplies are available during your out of dayroom time, including the hour out during a disciplinary sanction. All cleaning supplies and equipment must be returned to the proper storage cart after you finish using them.

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## PROPERTY

When you were booked into this facility, you were assigned a property number. Your clothing and personal items were inventoried and placed in your property storage. Property that does not fit within

the property bag will not be stored. You must have someone pick up your excess property, have it mailed out at your expense, or have it disposed of in accordance with JCSO Policy and Procedure. Property will be released during normal lobby hours.

You will not be allowed access to your property once it has been sealed and booked into the facility, except in emergency situations. A Booking Supervisor will verify the emergency after a kite has been submitted.

## PERSONAL PROPERTY

You are allowed only the following personal property items in your cell. Facility staff will confiscate excess property.

- Personal correspondence.
- 1 pair of personal eyeglasses (not sunglasses).
- Legal papers concerning your current case only. Due to cell and facility sanitation regulations and space limitations, your legal papers must fit inside one box measuring one cubic foot. This is consistent with the Department of Corrections policy.
- Education and vocational study guides (maximum of four (4) study guides).
- Four (4) books (any combination).
- Exception to the four (4) book limit will be allowed for active participation in educational, recovery, and faith-based programs that require written materials.
- Commissary items (See the Commissary Privilege section for details).
- Detention facility provided items.

If an item is not in use, it should be stored within the boundaries of your issued tub/locker. You should be able to carry your issued tub from one location to another without any stored items falling out.

\*ANY PERSONAL ITEM, INCLUDING COMMISSARY, THAT IS NOT IN CURRENT USE AND IS OUTSIDE OF AN INMATE'S TUB IS SUBJECT TO REMOVAL. \*

\*ANY COMMISSARY PURCHASED THAT DOES NOT FIT IN YOUR ISSUED GREY TUB IS SUBJECT TO REMOVAL AND DISPOSAL AS NUISANCE CONTRABAND. \*

## PROPERTY ACCOMODATIONS

One pair of prescription eyeglasses or contacts; approved medication(s); and prostheses may be accepted through the Lobby.

## PROPERTY VIA MAIL

Only pre-approved items are allowed to be received through the mail:

## PROPERTY PROHIBITIONS

Borrowing, lending, selling, purchasing, giving away or receiving personal property of another is prohibited.

## WRIT

If you leave this facility on an out-of-county writ, your personal property will be removed from your cell, bagged, and placed in storage. Any open commissary items that are not resealable will not be stored and will be disposed of.

You may only leave the facility with your legal papers when transferred on a writ.

**\*ANY PROPERTY, (EXCEPT LEGAL PAPERWORK), ACQUIRED WHILE OUTSIDE OF OUR FACILITY WILL NOT BE ALLOWED INTO OUR FACILITY. \***

## TRANSFER TO THE DEPARTMENT OF CORRECTIONS

If you are transferred to the Department of Corrections, the JCSO will not accept additional property for you prior to transfer. Property not accepted by the Department of Corrections or other agencies

must be released or authorized for mailing prior to your transfer or it will be destroyed. Property may be released during regular Lobby hours. The United States Marshal and Immigration Officers **will not** transport any property except trust fund money, medications, and legal materials.

## DETENTION FACILITY-PROVIDED ITEMS

Certain items are provided to you by the facility. You must maintain these items during your stay in

the facility. The replacement cost of missing or damaged items will be deducted from your account or debited to your account upon your release.

1 Hygiene Kit:	1 Clothing Set-Up:
1 roll toilet paper (exchange for emptytube)	2 uniform shirts
1 comb (one for one exchange)	2 uniform pants
1 toothbrush (one time only)	1 pair shoes
1 bar of soap	3 white underwear
1 tube toothpaste (one time only)	3 pairs of white socks
1 - 2oz. bottle shampoo (one time only)	

1 Bedding Set-Up:	In addition – Females:
1 blanket (May-Oct.)	3 white bras may be issued
...2 blankets (Oct.-May)	3 white t-shirts (not to
2 sheets	exceed a combined total of
1 mattress	3 garments)
1 pillow (DSU Modules Only)	(*Commissary Excess QuantitiesRule)
2 white bath towels	Sanitary Napkins – (Upon Req)
Other Items:	Inmate Workers—Males:
1 cup & 1 spoon	3 white T-shirts
1 flex pen (one for one exchange	(*Commissary Excess QuantitiesRule)
1 storage tub	

If you purchase hygiene items from Commissary (including shampoo, comb, soap, toothpaste, and toothbrush) you may not retain facility-provided items. **Anything in excess of the listed items is considered contraband.** Possession of these extra items may result in disciplinary action and removal of the items.

All facility-issued items, forms, indigent paper, flex pens, combs, and pre-paid envelopes are passed out during paper cart delivery every week.

## STREET CLOTHING

You are allowed only one set of street clothing in your property storage at any time. New street clothing will only be accepted when your clothes have been seized as evidence or for trial or sentencing. The clothing currently being stored must be released in exchange for the new items. You are only allowed to wear street clothing to court for **TRIAL OR SENTENCING**.

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## PROGRAMS AND SERVICES

You will not be called out of any program for a personal visit.

### PROVISION OF AUXILIARY AIDS AND SERVICES

The Inmate Resource Book, which you can request from the module deputies, lists all programs available to you in the facility.

**Note:** If you are deaf or hard of hearing and wish to attend programs and require the use of interpretation services or have other special needs, you must submit a Program Attendance Request form to the deputy at least 48 hours in advance of the scheduled program. The deputy receiving the request form will notify the counseling unit by phone and forward the request form to the counseling unit. The counseling unit will be responsible for scheduling an interpreter or making other arrangements.

## **COUNSELING SERVICES**

Counseling services are available through the Detention Counseling Unit. This unit provides individual and group counseling. They also make appropriate referrals and classification recommendations.

Please complete a kite if you would like to speak with your counselor. The counseling unit coordinates various educational groups and self- help classes such as Alcoholics Anonymous, Narcotics Anonymous, Anger Management, Parenting, Self-Esteem Building, and provides notary service upon request based on staff availability. \*Group and class availability is dependent on facility restrictions.

If you are a citizen of a foreign country, the counseling unit will provide the telephone number for your diplomatic representative.

## **RELIGIOUS SERVICES**

The facility provides religious services on a regularly scheduled basis. A religious program schedule is posted on the bulletin board in each module. Upon request, the Detention Chaplain will arrange for a volunteer or outside faith practitioner for one-on-one spiritual support as requested for inmates of

minority faith groups or for inmates who are not allowed to attend group religious activities. You may bring one (1) religious text, one (1) pen, and paper to the religious program you are attending.

Religious head coverings, after being approved by the Chaplain, can be worn as an inmate desires during daily activities without restriction. Inmates are subject to regular searches to include head covering.

No weddings are permitted or officiated in the facility. The Chaplain's Office will, however, provide blank copies of the Jefferson County Recorder's Marriage License Information sheet.

## **RELIGIOUS BOOKS**

The following primary faith texts are provided by the Chaplain via kite request. Inmates are permitted two from the following list:

- The Bible
- The Catholic Bible
- Quran
- Bhagavad Gita
- Dhammapada
- Book of Mormon
- Poetic Edda
- Tanakh
- Tao Ching
- Wiccan Inside

If your primary faith text is not listed above, additional requests may be made to the Chaplain who will evaluate requests on an individual basis. Religious book donations are actively pursued by the Chap-

lain. Donated books are placed on book carts. Requests for specific titles for book cart books or specific translations of the books on the above list cannot be honored.

## LIBRARY

Library and religious books are made available in each module during dayroom access periods. Book carts containing both leisure reading materials and religious reading materials are rotated through each housing module. English and Spanish materials are provided.

Recreational and leisure reading materials are also available on inmate tablets. Inmates have access to legal resources via housing unit kiosks and/or tablets.

## EDUCATION AND VOCATION RESOURCES

Education and Vocation resources are available. To request, send a kite to the Counseling Unit.

## LAW LIBRARY

Law library computers are used for viewing discovery only and have no research capabilities. If you wish to use the law library to view your discovery, you must make a request to the module deputy to be put on the Law Library (LLAW) list. In DSU, law library computers are available to view your discovery in the hallway on level 4 and level 5. YOU MUST check in with the module deputy before using them. Priority will be given to pro se inmates. Only one inmate will be allowed in the Law Library room at any given time.

**Note:** If you are pro se, you must submit a kite to the Administrative Sergeant with the applicable case number for verification to be placed on the pro se list.

All inmates are allowed to attend the Law Library for one (1) hour each day (midnight to midnight).

Pro-se inmates are allowed to attend the Law Library for two (2) hours once each day (midnight to midnight). Any inmate may be permitted additional law library time if no other inmate has signed up.

All law library research will be conducted via the legal application, currently FASTCASE, available on the module kiosk or on inmate tablets. Use of the tablet or kiosk will be conducted during dayroom hours or scheduled tablet distribution times. The module deputy or Administrative Sergeant will provide filing forms for criminal cases and civil rights claims upon request.

It is the policy of the facility to provide photocopies of prepared documents or computer-generated copies of legal/official forms if it assists inmates with their legal and personal affairs. The facility will not provide copies of statutes or case law as it is readily available in the law library. If you need photocopies, you must submit a kite, along with the item(s) to be copied, to the module deputy. In your request, you must clearly state what needs to be copied. If your request is denied, it will be returned to you. Module deputies will make approved copies and return them to you. For requests of copies over ten pages, a kite should be sent to a supervisor for approval.

- Inmates with legal counsel may be directed to make these requests to their attorney.

Abuse of the law library room or its equipment and materials may result in denial of access to the law library and possible criminal and/or disciplinary action. If you are not conducting legal research, you must return to your housing area. You can bring a pencil/flex pen and paper to the law library.

## RECREATION

Indoor and/or outdoor recreation facilities are available to inmates for use year-round. The recreation schedule is determined by classification and housing assignment. You are not allowed to bring anything with you to the recreation area.

## TELEVISION USAGE

Television usage is a privilege that may be terminated at staff discretion.

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## INMATE WORKER PROGRAM

Per Colorado Revised Statute § 17-26-107, sentenced inmate workers may receive extra good time in exchange for work performed during their incarceration. Under C.R.S. § 17-26-109, every eligible sentenced inmate receives statutory good time of one day for every fifteen (15) days on his or her sentence if the date of the offense is prior to March 1, 2022. Extra good time is in addition to statutory good time. The number of extra days you may receive depends on your sentence, job assignment, or training assignment. A variety of jobs are available based on jail needs.

Any offense committed on or after March 1, 2022, stipulates that every eligible sentenced inmate receives statutory good time at a seven (7) day deduction for each thirty (30) days served on his or her sentence which is calculated on a pro-rated basis. Extra good time is in addition to statutory good

time.

All sentenced minimum-security inmates are eligible for the Inmate Worker Program. It is not necessary to send a kite requesting worker status. All sentenced minimum-security inmates are reviewed regularly. Once selected, you will be briefed on rules, work assignments, and safety issues by an Inmate Worker Crew Lead.

The Medical Unit must clear you before you can be assigned to a job in the Inmate Worker Program. This physical examination will be given to you at no cost. The medical staff may remove you from a job assignment based upon your physical limitations.

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## ALTERNATIVE SENTENCING PROGRAM (ASP)

The Inmate/Outmate Program and the Work Release Program are currently monitored by the Intervention/ICCS contract. If you have been sentenced by the courts and are authorized to participate in the Alternative Sentencing Program, you will be placed on an eligibility list and will be transferred as soon as possible. You do not need to notify staff.

The Inmate/Outmate office is located at: 17301 W. Colfax Ave, Suite 265, Golden, CO 80401.

Work Release men reside at the ICCS West facility, located at: 11500 W. Security Ave, Lakewood, CO 80215.

Work Release women reside at the ICCS Kendall facility, located at: 1651 Kendall St, Lakewood, CO, 80214.

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## CONTRABAND

### DANGEROUS CONTRABAND

Under the provisions of Colorado State Statutes, the following items are deemed Dangerous Contra- band:

- Dangerous Instruments (C.R.S. § 18-8-203(4)).
- A dangerous instrument as used in this section means a firearm, explosive device, or substance (including ammunition), knife or sharpened instrument, poison, acid, bludgeon, or projective device, or any other device, instrument, material, or substance which is readily capable of causing or inducing fear of death or bodily injury, the use of which is not specifically authorized.

The introduction of dangerous contraband is a class 4 felony. (C.R.S. § 18-8-203(2)) Possession of dangerous contraband is a class 4 felony. (C.R.S. § 18-8-204.1(3)).

## CONTRABAND

Contraband is anything in your possession or under your control that is prohibited by the rules and regulations of this facility or the laws of the State of Colorado. (C.R.S. § 18-8-204)

If you are found with contraband items in your possession, the contraband will be confiscated and disposed of, and you will be subject to criminal and/or disciplinary action. Contraband includes:

- Any key, key pattern, key replica, or lock pick
- Any tool or instrument that could be used to cut fence or wire, dig, pry, or file.
- Any money or coin of United States or foreign currency or any written instrument of value.
- Any un-cancelled postage stamp or implement of the United States postal service.
- Any counterfeit or forged identification card.
- Any combustible material.
- Any drug other than a controlled substance as defined in C.R.S. § 18-18-102(5), in quantities other than those authorized by a physician.
- Any mask, wig, disguise, or other means of altering normal physical appearance which could hinder ready identification.
- Any drug paraphernalia as defined in C.R.S. § 18-18-426.
- Any material which is "obscene" as defined in C.R.S. § 18-7-101.
- Any chain, rope, or ladder.
- Any two-way communication device. (C.R.S. § 18-8-204 2).
- Controlled Substances as defined in CRS 18-18-102(5)
- Malt liquors, vinous liquors, or spirituous liquors and malt beverages as identified in CRS 44-103 or 44-4-103
- Marijuana or marijuana concentrate as defined in CRS 27-80-203
- Any article or thing that poses or may pose a threat to the security of the detention facility as determined by the administrative head of the detention facility if reasonable notice is given that such article or thing is contraband. You are hereby notified that electronic tablet batteries and broken plastic from electronic tablets are contraband.
- 2nd Degree Introduction and/or Possession of Contraband is a Class 6 Felony or Class 2 Misdemeanor.

## NUISANCE CONTRABAND

Nuisance contraband is anything which has not been provided or approved by the facility or any approved item which has been altered, changed, or misused, or any authorized items more than the allowed quantities.

You are prohibited from having in your possession or under your control:

- Any item that has not been issued to you or authorized for you to possess by staff.
- Any commissary item not purchased by you through your account or items not purchased through our commissary, except for headsets.
- Any item that is not in its original condition. Modifying or altering any item, whether issued or purchased, is not permitted.

- Any item in excess of those allowed quantities, whether issued or purchased.
- Any cardboard boxes, plastic, paper bags or any containers after the original contents are emptied.

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## **SAFETY**

Whenever you believe that your safety or that of another is in jeopardy, you should notify a deputy or other staff member immediately. Action will be taken to protect you or anyone else from violence or intimidation.

Facility staff, at their discretion, may transfer inmates from one location to another, place inmates into different classifications pending administrative review, and suspend privileges without notice whenever such action is necessary to preserve order or to protect persons or property from harm.

Emergency drills will be held periodically. These drills are for the safety of staff and inmates. You are expected to cooperate during all drills.

## **CANINES**

### **BEWARE: LAW ENFORCEMENT CANINES WILL BITE!**

Canine teams may be utilized to maintain security, safety, control, and general order of the facility.

At no time will an inmate act in any manner which would tease, mistreat, or deliberately agitate any canine; make any sudden or aggressive moves toward a canine or handler; attempt to entice a canine to disobey its handler; attempt to touch, pet or feed a canine.

A canine may bite when the handler commands the canine to do so, following a verbal warning is-

sued when possible; if an inmate attacks, attempts to attack, or acts as if he/she will attack the handler or canine, in such a situation the canine will attack without a command.

Any of the above violations may result in informal or formal disciplinary proceedings and/or criminal charges.

## **ADMINISTRATIVE SEGREGATION**

If it is determined that you present a serious threat to life, property, or to the security and orderly operation of the facility or that your well-being may be in jeopardy, you may be placed in Administrative Segregation. This action will be reviewed within 72 hours and the classification counselor will review your status every 7 days. This may be an in-person or a paper review.

## **“COOL OFF” PERIOD**

The “cool off” period is an informal process in which sanctions are imposed immediately for rule violations or when an inmate’s poor behavior/attitude could potentially affect the safety and security of the facility. The purpose is to allow the inmate time to calm down. The lockdown is implemented in one (1) hour increments and can last up to four (4) hours, depending on the inmate’s behavior. If there is no change in behavior after the four (4) hour period has concluded, a supervisor will determine the next course of action.

## **LOCKDOWN**

ROUTINE LOCKDOWN TIMES:

Watch Change/Population Count 6:00 AM and 6:00 PM Nightly Lockdown - Maximum 9:00 PM – 5:00 AM

Nightly Lockdown - Medium 10:00 PM – 5:00AM Nightly Lockdown - Minimum 11:00 PM – 5:00 AM Nightly Lockdown – AD Seg/Dis 8:30 PM – 5:00 AM

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## GRIEVANCE PROCEDURE

The purpose of the grievance process is to facilitate communication between staff and inmates/ detainees about problems in the facility. Electronic grievance forms are accessible via the kiosk in each module.

**PLEASE REMEMBER, MOST ISSUES CAN BE RESOLVED BY SUBMITTING A “KITE” (INMATE REQUEST FORM), TO THE APPROPRIATE UNIT.**

If submitting a kite does not resolve your issue, grievances are also available on the module kiosks. Your grievance must fully state the date, time, and location of the incident or situation, the name(s) of the person(s) involved and the details of the incident or situation. If you are visually impaired, you

may submit a verbal grievance to a staff member, who will transcribe your grievance on your behalf. The following rules apply to all grievances submitted:

- Each grievance must address only one topic or incident.
- You must submit a grievance within five (5) calendar days of the incident being grieved.
- A grievance can be related to any topic except the disciplinary process, which has its own administrative remedies or judicial acts, such as orders of the court.
- A grievance cannot be a group grievance or submitted on behalf of another inmate.
- A grievance cannot contain obscene language other than direct quotes.
- A grievance cannot contain threats toward Staff.

Facility staff have ten (10) business days, defined as Monday through Friday, to respond electronically to your grievance, not including legal holidays, advising you of the results of the investigation. (There may be exceptions to the ten (10) business day response rule due to scheduled staff vacations, staff

scheduled/unscheduled sick time or other unforeseen circumstances). Any disciplinary action taken against staff members will not be divulged.

If you are not satisfied with the disposition of your grievance, you may appeal that disposition electronically **within five (5) calendar days** of your receipt of the response to a Detentions Commander or appropriate unit manager. The Commander or manager or his or her designee will review the appeal and respond electronically to you within ten (10) business days. There may be exceptions to the ten (10) business day response rule due to scheduled staff vacations, staff scheduled/unscheduled

sick time or other unforeseen circumstances). There is no further appeal of a grievance after the Commander or appropriate unit manager responds to you.

Facility staff will investigate each grievance submitted and will respond electronically with the results of their investigation and one of the following dispositions:

- **FOUNDED** – During the course of the investigation, the staff member learned the information was accurate and true.
- **UNFOUNDED** – During the course of the investigation, the staff member learned the information was false or there was not enough evidence to substantiate the incident.

- **ADMINISTRATIVELY CLOSED** – The rules for grievances were not followed and therefore there will be no investigation regarding the issue submitted.

If you receive a disposition of **ADMINISTRATIVELY CLOSED**, your administrative remedies have not been exhausted. You may submit a new grievance, and it will be investigated if the rules are followed.

**NOTE: ANY INAPPROPRIATE USE OF THE GRIEVANCE PROCEDURE COULD RESULT IN RESTRICTIONS.**

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## **ADDITIONAL INFORMATION**

### **COLORADO LEGAL SERVICES**

CO Legal Services provides legal representation and advice to persons based on income guidelines as set by the U.S. Poverty Guidelines, as outlined by the federal government. Colorado Legal Services does not assist with criminal or traffic matters but can assist in most civil matters. If a client does not meet eligibility requirements or has a problem that Colorado Legal Services cannot handle, Colorado Legal Services will attempt a proper referral to another attorney or agency.

### **BONDING INFORMATION**

A bond will be set by the court for all new charges. The purpose of the bond is to assure your appearance in court. The amount of the bond is what it will take to release you from jail. Bond types are as follows:

- **CASH BOND:** Requires the full amount of the bond in cash, which may be returned by the court when court appearances are completed. Note: The funds are not returned if the inmate has the applied to fines, fees, and court costs.
- **CREDIT BOND:** Requires the full amount of bond on the credit card, which will be returned by the court when court appearances are completed.
- **PROPERTY BOND:** The equity in real property may be used to post a Property Bond. Property Bonds must be posted at the Court Clerk's office during regular business hours.
- **SURETY BOND:** Bond may be posted through the service of a state licensed bondsman of your choice. The bondsman may require a co-signer and/or collateral to secure the bond. Staff members will not recommend a bondsman.
- **PERSONAL RECOGNIZANCE BOND:** The Judge may grant a personal recognizance (PR) bond. A PR bond is a signature bond that involves no money or property as long as you appear at all future court dates. You will be released on your own signature. Your signature acts as your promise to appear in court.
- **PR BOND WITH CO-SIGNER:** The Judge may also grant a PR bond with a co-signer. You must find someone willing to sign your bond that meets the co-signer requirements. You and the co-signer are responsible for the amount of money for the bond.
- **BONDING FEE:** The Jefferson County Sheriff's Office charges a \$10.00 filing fee for each bond, including municipal and county bonds.

### **LEGAL RIGHTS RELATED TO POSTING MONEY BOND**

(Pursuant to C.R.S. § 16-4-102)

- Bond fees, booking fees, and other fees or debts never need to be paid to secure a person's release on money bond. A payor needs only to pay the bond amount to secure release.

- While never a basis to hold a defendant in jail, the following fees are chargeable as a debt to the defendant after release if the payor chooses not to pay the fees at the time of bonding: A \$10 bond fee; and a maximum 3.5% credit card payment fee. No other bond-related fees may be charged at any time, including any kiosk fees or fees for payment by cash, check, or money order.
- Bond payments are to be made out to the holding County and are never to be made out in the name of the incarcerated person.
- A sheriff must release a defendant within six (6) hours after a personal recognizance bond is set and the defendant has returned to jail; or within six (6) hours after a cash bond has been set and the defendant has returned to jail and the defendant or surety notified the jail that bond is prepared to be posted, unless extraordinary circumstances exist. In the event of a delay of more than six (6) hours, a surety and the defendant have a right to know what, if any, extraordinary circumstance is causing the delay. Supervisory conditions of release do not justify a delay in release; except that a sheriff may hold a defendant for up to twenty-four (24) hours, if necessary, to ensure a defendant is fitted with the required electronic monitoring.
- Anyone who posts a money bond has the right to receive a copy of the bond paperwork, including documentation of the next upcoming court date.
- A surety may never be asked to use posted bond money to pay a defendant's debts. Only when defendants have posted their own money bond may they be asked if they would like to voluntarily relinquish bond money to pay their debts. Relinquishing of bond money by a defendant to pay a debt is never required and is entirely a voluntary choice by the defendant.

## **OTHER COURT DATES**

If you have other court cases or proceedings in other jurisdictions that we are not aware of, it is your responsibility to make necessary arrangements and take the appropriate steps to ensure your appearance. A writ of habeas corpus ad prosequendum form is available from the module deputy. You may also write a letter to the court or have family, or friends contact the clerk of the court.

## **WARRANT VERIFICATION**

A thorough check for outstanding warrants was conducted when you were processed into the Facility. Another check is completed prior to becoming qualified for some inmate worker positions or prior to being transferred to the alternative sentencing program. A final check for outstanding warrants will be made prior to your release. We will not conduct a warrant check for you at any other time.

## **RELEASE INFORMATION**

Prior to your release, you will return all of the items issued to you. You can be charged for any missing items.

Release times will vary and cannot be predicted.

If you have returnable funds, they will be returned to you in the form of a debit card.

An RTD bus ticket is available to indigent inmates, upon request, when an inmate does not have sufficient funds to pay local bus fares - ONLY during the cold weather months (from October 1 until March 31).

## FURLOUGHS

Pursuant to Jefferson County Chief Judge Directive 2005-11, the JCSCO does not have the authority to permit furloughs for any reason, for any inmate under jail authority.

## COURT INFORMATION

### ADVISEMENTS

The first appearance before a judge who advises you of your rights, charges, and bond.

If you are booked into the facility before 0400 hours, Monday through Friday, your advisement will take place at 1000 hours that day. If you are booked in after 0400 hours Monday through Thursday, the advisement will take place at 1000 hours the next business day. If you are booked in after 0400 hours on Friday, the advisement will take place at 1500 hours on Saturday. If Monday is a holiday, then 1300 hours on Sunday. If you are booked in between 0400 and 1000 on Friday and Monday is a holiday you will be advised Friday at 1600.

If you are being held on a warrant for a jurisdiction other than Jefferson County (another county, municipality, or city) and have not a first or initial appearance before that court, you will be seen within 48 hours by a judge who advises you of your rights, charges, and bond.

If you are held on a municipal hold with any bond other than a personal recognizance bond, the municipal court must hold a hearing on your case within two (2) calendar days if the municipal court is in Jefferson County or four (4) calendar days if the municipal court is in another jurisdiction. C.R.S. § 13- 10- 111.5. This applies if you are held solely on municipal charges. C.R.S. § 13-10- 111.5.

## HELPFUL TELEPHONE NUMBERS, ADDRESSES AND STAFF CONTACTS

JCDF staff is open to communication via multiple platforms including face-to-face dialog, kites, and grievances. Additional helpful telephone numbers and addresses may be posted in your assigned housing area.

Question About:	Contact:	Communication Method:
ADA Assistance	Module Deputy; Counselors; Medical personnel	Face-to-face; Kite
Sexual Assault or Abuse Reporting	303-555-9875 Module Deputy; Counselors; Medical personnel	Local Call Face-to-face; Kite
TIPS Line	303-555-1234	Local Call
Counseling; Classification;	Counselors	Face-to-face; Kite
Sentence Calculations; Inmate Accounts; Indigent Kit Delivery; Bonding; Court Info	Inmate Services	Kite to ISU
Medical Care	Medical Personnel	Face-to-face; Medical Request Form
Telephone Services	Phone Services	Kite to Phone Services
Commissary	Commissary	Kite to Commissary
Meals and Food Service	Kitchen	Kite to Kitchen
Booking and Property	Module Deputy	Face-to-face; Kite

Inmate Mail and E-messaging, Digital Mail	Module Deputy	Face-to-face; Kite to Inmate Mail
Religious Services	Chaplain	Face-to-face; Kite
Law Library	Module Deputy	Face-to-face; Kite
Television	Module Deputy	Face-to-face; Kite
Inmate Worker Program	Module Deputy	Face-to-face; Kite
Alternative Sentencing Program;	Module Deputy	Face-to-face; Kite
Tablets	Module Deputy	Face-to-face; Kite
Rules; Rule Violations	Module Deputy	Face-to-face; Kite

## DEFINITIONS

**Dayroom** - A common area located directly outside your cell or sleeping area.

**Detention Operations** - Any activity undertaken for the safe and orderly operation of this facility, including but are not limited to module walk-throughs, razor distribution, medication rounds, barber, commissary distribution, service of meals, hygiene/ paper cart service, laundry, and mail distribution.

**Detention Programs** - Activities available to inmates in the facility, such as counseling, education, legal, recreation, religious, and visitation services.

**Disciplinary Segregation** - A designated housing area where inmates found guilty of specific rules and regulations violations are housed and their activities and privileges are restricted.

**Gestures** - Include but are not limited to indecent exposure, hand or body motions or movements.

**Indigence** - To qualify as indigent for any service provided by the facility, an inmate must have less than \$1.00 in their inmate account for a period of at least twenty-one (21) continuous days or never had a cash account established.

**JCSO** - Jefferson County Sheriff's Office

**Lockdown** - An order by any staff member to immediately go inside your assigned cell and shut the door or, if housed in the Direct Supervision Unit (DSU), to go to your assigned sleeping area and sit on your bunk. You are to lock down quickly and in an orderly manner at any time you are so instructed. Regularly scheduled lockdown times are conducted throughout the day. Lock down includes regular population counts, laundry exchange, maintenance work, emergency situations, nightly lockdown,

during staff watch changes, and per the dayroom access procedures.

**Properly Worn Uniform** - Inside the module, the uniform must consist of an appropriately sized

shirt, pants, underwear, shoes, and ID card. When outside of the module, the uniform must consist of an appropriately sized shirt, pants, socks, shoes, and ID card. Women must also wear an issued t-shirt and bra. Pants will not be rolled up past ankles, worn low on the body, have underwear showing, or be worn in a manner for which they were not designed.

**Sexual Harassment** - Any activity that is unwanted and is sexual in nature or intent, including but not limited to unwanted sexual advances, requests for sexual favors and other verbal or physical contact

of a sexual nature, indecent exposure, or placing or showing sexually explicit pictures, cartoons, or drawings where they may be visible to any person.

**Strip Search** - A procedure requiring the removal of all an inmate's clothing to permit a visual inspection of the genitals, buttocks, anus, or female breasts of the person searched.

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## **FACILITY LOCATION INFORMATION**

The Jefferson County Detention Facility is located at:

### **200 Jefferson County Parkway**

Which is located in the SW area of Golden.

## **DIRECTIONS**

If you take 6th Avenue West towards C-470, you should:

- Turn right (North) on Johnson Road
- Turn left (West) on Jefferson County Parkway
- Enter the first parking lot and enter Lobby

## **PHONE**

### **General Information Number: 303-271-5444**

The automated information system also provides directions to the facility. Follow the prompts to the heading "Location."

## **REGIONAL TRANSPORTATION DISTRICT (RTD) SERVICES**

For RTD light rail, bus routes and schedules, visitors may obtain information by the following:

- If you are within the Metro area, dial 303-299-6000. If you are outside the Metro area and require regional transportation, Dial 1-800-366-7433.
- Visit the RTD website at [RTD-Denver.com](http://RTD-Denver.com)
- If you are outside the Metro area and require regional transportation, Dial 1-800-366-7433.