

**THE KINGMAN COUNTY SHERIFF'S OFFICE**  
**JAIL**  
**INMATE HANDBOOK**

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**MISSION**

This jail is an adult detention facility at Kingman, KS. It is a detention facility operated by the Kingman County Sheriff's Office. The mission of the jail is to provide a facility, within reason, that is safe, clean, and sanitary for inmates awaiting court or serving a sentence.

**SYNOPSIS**

The purpose of this handbook is to explain to inmates the specific rules, regulations, policies, and procedures that must be followed while in custody at this facility. The handbook will also help provide a general overview of the rules and regulations and services of the facility and service. Each inmate will be held accountable for his/her actions while in custody at this facility. Therefore, it is each inmate's responsibility to become familiar with the contents of this handbook. A copy of this handbook is on the kiosk.

### **MAILING ADDRESS**

Inmate's first and last name  
c/o Kingman County Jail  
120 North Spruce  
Kingman, KS 67068

### **BASIC INMATE RESPONSIBILITIES**

It is the policy of the Kingman County Jail to treat inmates with dignity and respect while maintaining a safe, secure, and sanitary detention facility. It is expected that staff will receive the full cooperation of the inmate while he/she is waiting the processing of his/her case. In the simplest terms, the inmates are expected to:

1. Follow and obey rules, laws, policies, and procedures.
2. Obey all orders as given by staff members and officers.
3. Respect staff and other inmates at all times.
4. Respect County property and the property of others.
5. Keep their body, their clothing, and living area clean at all times.
6. Obey all safety, security, and sanitation rules, policies, and procedures.

If each inmate observes and complies with the above guidelines, they should have no problems while living at this facility. Staff members will address inmates in an appropriate manner.

### **INITIAL ADMISSION**

- A. Upon arrival, the inmate's clothes, personal property, valuables, and funds will be retained by the processing officer for safekeeping. Itemized receipts will be signed by the inmate for all clothing, personal property, valuables, and funds. For United States Immigration & Naturalization Service inmates, identity documents, such as passports, birth certificates, etc., will be inventoried, then given to a deportation officer for placement in the inmate's A-file.
- B. While at this facility, each inmate is permitted to retain:
1. Three pairs of underwear,
  2. Three white T-shirts
  3. Three pairs of socks
  4. One pair of prescription glasses
  5. One set of dentures
  6. Prosthetic device (as approved by Health authority)

The personal items retained must be stored neatly in the cell. No item is be attached to the bunk, wall, windows, intercoms, cameras, or left on windowsills.

The covering or draping of items over windows, bunks, lights, intercoms, or cameras will result in disciplinary action. Inmates are responsible for the loss of personal items not safeguarded or stored by the Jail.

- C. The inmate's initial issue of clothes shall be limited to:
1. One orange jail shirt
  2. One pair of sandals
  3. One orange jail pant
- D. The inmate's issue of personal hygiene items are:
1. Soap
  2. Shampoo
  3. Toothbrush
  4. Toothpaste
  5. Comb
  6. Inmate may request razor and cream (will be returned in 30 minutes).
- E. Writing material, bendable pens, and envelopes for the inmate's personal use may be purchased from commissary. Inmates who do NOT have funds to purchase writing materials may request up to three (3) stamped envelopes per week from Daytime Jail Staff Monday through Friday.
- F. To request personal hygiene items, or to replace them, the inmate must request the items from the Daytime Jail Staff, 7 days a week, 8:00 AM – 4:00 PM. Hygiene items will not be given out at any other times. The exception to this rule is feminine hygiene products.
- G. Personal property which the inmate is not allowed to retain when dismissed or transferred to another facility will be inventoried and boxed.
1. When funding is available, the personal property will be shipped at the inmate's expense to an address specified by the inmate.
  2. When funding is not available, the owner of the personal property will designate someone to pick up their property, prior to being transported and the following procedures will be followed.
    - a) If arrangements cannot be made for the property to be picked up, it shall be stored by the facility.
    - b) If the property has not been picked up within ninety (90) days, it becomes the property of the Kingman County Sheriff's office. At that time the property may be sold at auction or donated to a charitable agency.

## **CLASSIFICATION**

All inmates are classified upon arrival, before being admitted into the general population. The classification system will ensure that the inmates are placed in the appropriate category and physically separated from inmates in other categories. Each inmate will be housed and fed according to other inmates in the inmate's classification.

Current offense, past offenses, escapes, institutional disciplinary history, violent episodes/incidents, etc., males and females will be kept separate at all times. When space is available, violent offenders will be kept separate from non-violent offenders.

## **LIVING CONDITIONS**

Inmates are required to keep the jail, dayroom, and assigned living areas clean at all times. Blankets can be in the dayroom, but not on head or around neck. Sheets and mattresses are not allowed in the dayroom. It is in the inmate's best interest to maintain a clean living area and avoid many of the problems associated with unsanitary living conditions. Any violation of the above will result in disciplinary actions taken. These actions can be taken against the individual inmate or the entire pod.

Administrative Detention is intended for inmates with special housing requirements, such as:

1. Pending investigation/hearing of prohibited act(s);
2. Medical observation;
3. Pending a transfer or release within 24 hours;
4. Security risk;
5. Protective custody.

Disciplinary Segregation is a special housing unit for inmates who:

1. Are a serious disruption in general population;
2. Require additional physical confines;
3. Physical fighting

## **EVACUATION DRILLS**

Per local, state, and federal laws, we are required to perform evacuation drills. At this facility, we perform no less than one evacuation drill per year. These drills are not designed to inconvenience the inmate, but rather to ensure that each inmate knows where the exits are located in case of an actual danger such as a fire, gas leak, civil disaster, or other dangers. In each housing unit is a diagram showing the location of all fire exits and which exits to use.

## **MEALS**

All meals are nutritionally balanced, dietician approved, properly prepared, and served in wholesome, clean, and safe surroundings (on camera). The use of food, i.e., withholding of, or variation from the standard menu as a disciplinary measure, or reward, is prohibited. Special diets as required for medical reasons or adherence to religious dietary law, will be notated at the time of booking.

Each inmate will be issued an appropriate eating utensil(s) and napkin.

Breakfast will be served at 6:00 AM

Lunch will be served at 12:00 PM

Dinner will be served at 6:00 PM

Trays will be picked up one hour later. Inmates are NOT allowed to keep uneaten food or drinks. Hoarding these items shall result in disciplinary actions. Refer to “Hoarding” definition under “Cleanliness” section.

## **TOBACCO POLICY**

Smoking and all tobacco are prohibited in this facility. This includes chew and vape and includes all staff.

## **MEDICAL CARE**

If an inmate is ill or in need of medical attention, the inmate must put it on the kiosk with details of the medical problem. Inmate will be required to sign a release of information.

Inmates with a medical EMERGENCY are to notify a Jail Staff member IMMEDIATELY. The facility has an intercom system to notify staff of any emergencies.

An inmate Co-payment system will be used for medical services. Inmates will be charged for services through the Stellar Services, LLC system that is in place at the jail. Inmates having less in their account than the cost of the Co-payment, will have the money on their accounts deducted up to the cost of the Co-payment. If money is received, the balance will be deducted.

Costs are as follows:

1. Doctor or Dentist per visit: \$10.00
2. Nurse or Health Care per visit: \$5.00
3. Prescription: \$5.00 per prescription or refill (if filled by Kingman Drug)
4. Over-the-counter medication (Tylenol, aspirin, cough drop, etc.) \$.25 for 2 items
5. Diabetic test strips: \$1.00 each
6. Ear plugs: \$1.00 pair

Follow-up visits requested by the Health Care provider will not be charged to inmate.

### **EMERGENCY**

In an emergency, use the intercom system to notify Jail staff.

### **CLOTHING EXCHANGE**

Clothing exchange, for male and female inmates, will be made on a one-for-one basis according to the following schedule:

1. Outer garments can be exchanged twice a week, one for one.
2. Sheets, pillowcases, and towels can be exchanged twice weekly. Normal days are Saturday and Wednesday.

In order to ensure an adequate supply of clothing for all inmates, the hoarding of clothing is prohibited. Inmates are not permitted to wash clothing, bedding, or shoes or other items in their living unit.

1. Socks and undergarments will be washed on Wednesday night after lockdown and Saturday night after lockdown.

### **PERSONAL HYGIENE**

Each inmate will be living in a dormitory with other individuals, so personal hygiene is essential. Each inmate is expected to bathe regularly and to keep their hair clean. personal hygiene items for both male and female inmates, such as soap, toothpaste, toothbrushes, combs, and other items will be issued to each inmate upon admission. If an inmate should run out of an item, see the Daytime Jail Staff. Special personal and hygienic items for female inmates will be available upon request to the Jail Staff.

Inmates attending court will be afforded the opportunity to shave before reporting to court. This must be done at least one hour prior to court appearance.

### **CLEANLINESS**

ALL INMATES ARE REQUIRED TO SHOWER DAILY. Inmates are also required to keep all parts of the jail clean. This will be a shared responsibility of all inmates. No unsealed food or drinks are to be saved from meals. No more than 6 packets will be saved, i.e., salt, pepper, sugar. There will be no more than 1 Styrofoam cup and 1 spoon kept by each inmate.

Hoarding of these items is not allowed, items will be removed from the cell. If items are not thrown away or returned to Detention Officer, disciplinary action shall be taken.

## **BARBERING SERVICE**

1. Inmates held over 6 months and have funds may request a haircut.
2. Inmates going to jury trial may request a haircut before court.

Use of the hair clippers is a privilege, not a right. If the inmate has any kind of a disciplinary issue, the inmate will not have use of the clippers.

- Second Monday of each month on day shift.
- Detention officers' discretion and availability of booking for use.

For head and face only. No names or designs. Inmates can cut their own hair or have another inmate do it. No more than 2 inmates in booking at a time. An inmate has to be here at least thirty (30) days before eligible to use the clippers.

## **SLEEPING AREA/SANITATION**

Each inmate is required to keep their bed and immediate area clean and neat. The hanging of sheets, towels, blankets, or clothing from sash bars, overhead lights, cameras, intercoms, or beds is not permitted. Personal effects (to include hygiene items) are to be stored in the inmate's cell neatly. Do not place items on windowsills, windows, bunks, lockers, under a mattress, etc. These items will be confiscated and removed from the area when left in unauthorized areas. It will be the inmate's responsibility to identify and reclaim the items through the appropriate Jail Staff. Any items draped over the bunk, obstructing the Detention Officer's view of the inmate in the bunk will result in the inmate being told one time to remove the items. If this action continues, the items shall be confiscated by the Detention Officer. Further disciplinary action may be taken if these acts continue.

Lighting: Lights will be turned on at 6:00 AM and off at 11:00 PM

## **DAMAGE TO PROPERTY**

Inmates will not write on walls, tables, or bunks nor do any form of destruction to any property not belonging to the inmate. No property that belongs to the Kingman County Jail will be marked or damaged. This includes cutting or tearing up towels, sheets, blankets, or jump suits. Violations of this rule will result in disciplinary action and/or filing of criminal charges.

## **NOISE**

There is to be no "Pod to Pod" talking, yelling, inappropriate booing, whistling, shouting, or other disturbing noises that are not permitted. Violation of this rule may result in disciplinary action.

1. First offense – verbal reprimand

2. Second offense – Shift lockdown
3. Third offense – 24 hrs. lockdown

### **OBSCENE PICTURES, REMARKS, GESTURES**

No inmate shall have in their possession or under their control any pictures, or any indecent material, items, or devices. Inmates will at no time make obscene remarks or gestures to any officer or other inmates.

### **FINANCES**

After booking, if the inmate has any money on hand, it will be deposited into the Stellar Services, LLC accounting system. The Detention Officer will deposit the money for the inmate. Throughout the inmate's stay, if they purchase commissary, over-the-counter medications, or phone cards, the amounts due the jail will be automatically deducted from their Stellar Service account.

Inmates' family or friends can deposit money for the inmate through the Kiosk located in the lobby of the Law Enforcement Center or going to [www.jailatm.com](http://www.jailatm.com) or [www.jailfunds.com](http://www.jailfunds.com).

### **ACCESS TO TELEPHONE**

Telephones are provided for use in each Pod.

When telephone demand is high, each inmate is expected to limit their phone calls to 15 minutes to permit others the same telephone privileges. The telephones are available for the inmates' use during these hours:

6:00 AM to 11:00 PM

In case of an emergency, such as serious illness or death in an inmate's family, the Jail Staff can assist the inmate in making telephone calls when access to telephones would not normally be available.

Routine telephone calls to attorneys are not considered to be emergencies. Inmates may request to call their attorney via facility phone by request to Daytime Jail Staff Monday through Friday 8:00 AM to 4:00 PM.

Phone time may be purchased over the phone through the Stellar Services, Inc. system.

### **RELIGIOUS SERVICES**

All inmates shall have access to religious resources and counseling on a voluntary basis. All inmates shall be extended the greatest amount of freedom and opportunity for



pursuing any legitimate religious belief or practice within the constraints of security and safety considerations.

There is a Bible Study held every Tuesday at 10:00 AM.

There is a Substance Abuse Educational held every Monday at 9:00 AM.

### **COMMISSARY PRIVILEGE**

Inmates may have the opportunity of purchasing certain items from the Stellar Services, LLC if they have sufficient funds. The items which are available are listed on the Commissary request form located by the phones in the jail or on the kiosk. The inmate is responsible for phoning in the order. If there is not any money in the inmate's account, the system will not permit the inmate to place an order. If the total of the order that is called in is more than the amount in the inmate's account, the order will be filled with hygiene items ordered BEFORE it is filled with the other items requested. There will be no passing of items or food between Pods.

Orders need to be in by lockdown each Sunday evening. Orders will be sent to the Stellar Services at 4:00 AM each Monday morning, and they should be delivered at the jail on Wednesdays.

Jail Staff will not make any purchases for inmates.

### **LIBRARY PRIVILEGE**

The library at this facility contains limited materials. The inmates are permitted to check out books during the day as there is Jail Staff availability. It is important that the inmates take care of the books and return them timely so other inmates have the opportunity to read and enjoy them. Inmates will be limited to 3 books and 1 Bible in their cell at any time. Inmates are allowed to go to the library Monday-Friday 8:00 AM to 9:00 PM.

Requests are to be made during staff routine rounds or via intercom.

### **VISITATION PRIVILEGE**

Any disruptive conduct by either party will result in the termination of the visit and may have an adverse affect on future visits. If the inmate's visitor(s) bring children (17 years of age or under), they are expected to remain under the direct supervision of the adult visitor(s) so they will not disturb others who have visitor(s). Children 17 and under shall be accompanied by their parent. Visitors must be in acceptable clothing and dressed appropriately. The inmate and all visitors shall remain fully dressed at all times. Profanity or disruptive conduct will terminate the visit. No more than three (3) visitors are allowed at a time per inmate. Each inmate is not allowed to accept any items from a visitor unless approved by appropriate supervisory personnel beforehand. Each inmate

should discourage their visitors from bringing large quantities of hand-carried parcels or other items, to include packages. The visitor(s) may be required to leave such items in their vehicle. All of the inmate's visitors and any handheld item(s) are subject to a search. Inmates will not be allowed visitors who are on probation, parole, or have criminal charges pending.

Visitation is each TUESDAY between the hours of 1:00 PM to 3:00 PM. 20 minutes will be allowed per inmate.

Visitors may call ahead for an appointment for visitation time during office hours, at 620-532-5133. No walk-in visitors are allowed, without an appointment and visitor will be turned away. Visitors must schedule the appointment. It is not acceptable for the inmate to set up visitation through the Detention Staff.

### **ATTORNEY/CLERGY VISITS**

Legal representatives or paralegals may visit inmates at reasonable hours. If necessary, each inmate will be given the option to meet with their legal representative during meal hours and each inmate will be provided with a meal tray.

If an inmate has made an appointment to meet with their attorney, legal representative or paralegal from an organization, legal firm, or other association or company, it is the inmate's responsibility to cancel the appointment if they do not intend to keep the appointment. Appointment cancellations will not be accomplished on the inmate's behalf by, or through, an officer or another inmate.

Clergy visits may be made through the Sheriff or the Minister.

### **SEARCHES**

Searches are routine requirements when entering the housing units or when leaving the visiting area after a visit. Routine unscheduled searches of the facility, inmate's persons and property will be conducted as deemed necessary. There are occasions when random searches will be conducted as they enter or leave a building or area. All searches are used as a means of interdicting contraband and ensuring safe and sanitary conditions exist within the facility. Searches are not punitive in nature.

### **CORRESPONDENCE PRIVILEGE**

Each inmate may send or receive mail to or from anyone they know personally or for legal purposes. There will be no correspondence with victims or witnesses in any open cases the inmate may have. Any attempt to have correspondence with victims or witnesses, will result in the correspondence not being mailed. The only exception to this rule is if the correspondence has been authorized by the County Attorney. Each inmate must leave the letter unsealed regarding their outgoing mail and give the mail to the Jail

Staff unless it is to their attorney. DRAWING ON THE INMATE'S OUTGOING ENVELOPES IS PROHIBITED. The full name of the person the mail is being sent to must be on the envelope. Outgoing mail may be opened and inspected in the inmate's presence. Legal (marked from licensed Attorney, Courts, or Government official) mail may be opened in the inmate's presence to inspect for contraband. If the inmate does not accept the letter or permit the letter to be inspected, it will be returned to the sender. NO stickers, stamps, or other items will be allowed in by mail. Only preapproved subscriptions from newspapers or magazines will be allowed. Inmate personal items in the cell will be limited. This does not include the inmate's legal mail/papers. Any excess will be stored in the inmate's locker or sent back to sender. Items that show signs of alteration or wet marks will not be allowed.

Inmates are not allowed to receive packages. Inmates will not be allowed to send packages without advance arrangements approved by the Sheriff or his designee. The postage for sending packages and oversized or overweight mail will be paid by the inmate. The contents of all incoming or outgoing packages will be inspected in the inmate's presence. When the inmate departs the facility, the inmate's mail will be sent to a forwarding address for one week. If the inmate does not provide a forwarding address, the mail will be endorsed, "No Forwarding Address, Return to Sender". All such mail will be returned to the Post Office.

### **INMATE DISCIPLINE**

In a facility where many individuals live together in a relatively small amount of space, it is extremely important that order and discipline be maintained. Discipline and order are not only for the benefit of the staff, but also for the safety and welfare of the inmate and all other inmates. While many problems can be solved informally through counseling, disciplinary measures must occasionally be imposed.

All disciplinary action will be up to the Jail Staff observing or discovering the violation of the rules, or a Supervisor. Discipline will be administered depending on the seriousness of the violation. Some examples of disciplinary actions are:

- Loss of phone privileges
- Loss of commissary
- Loss of activity privileges re: Bible Study and Substance Abuse Class
- Loss of TV
- Loss of property
- Loss of visitation
- Loss of bedding, sheets, blanket and/or pillow

Violent behavior or repeated violations of the rules will result in the following:

- Cause the inmate to be moved to the holding cell and be automatically locked down for 24 hours or more. 24-hour lockdown will be reviewed by the Jail Staff Supervisor in each 24-hour period.

Violation of Federal, State, County, or City laws may lead to criminal charge(s).

### **GRIEVANCE PROCEDURE**

No harassment, punishment, or disciplinary action will result to an inmate who seeks resolution of legitimate complaints in good faith. However, if the inmate demonstrates a pattern of abuse of the grievance system, resulting in unnecessary burdens at the expense of legitimate complaints, such grievances will be returned unprocessed. Continued abuse may result in an adverse action initiated against the inmate. A copy of the inmate's grievances will be maintained in the inmate's detention file for a period of three (3) years.

The inmate can file a grievance on the Kiosk.

### **RECREATION FACILITIES**

Inmates will be given the opportunity to go to the TV room each day. The following rules apply for Dayroom TV.

1. Volume of television shall be kept at a reasonable level so as to not disturb other inmates or other facility operations. Violation of this will result in the TV being shut off.
2. Inmates are cautioned not to begin viewing a program that will end after the designated viewing hours, as the television will be turned off at the designated time (usually 11:00 PM).

### **INMATE DRESS CODE**

Inmates are required to keep themselves clean, wear proper clothing/footwear during all activities. Inmates are reminded that poor hygiene, poor sanitation, and not wearing proper clothing and footwear can cause potential conflict with their peers and others and can have a negative impact upon the health and safety of them and others.

Failure to comply with the dress code and grooming standards will ultimately become an issue that requires staff intervention in the form of appropriate disciplinary action to correct the situation.

1. Ordinarily, inmates may wear any hairstyle with the following exceptions:
  - a. For safety and hygiene reasons, community workers operating machinery will keep their hair in a neat, clean, and commonly acceptable style.
  - b. The hairstyle will not interfere with the safety and hygiene requirements.
2. Ordinarily, facial hair may be grown without restriction with the following exceptions:

- a. For safety and hygiene reasons other manner. These requirements are essential to ensure compliance of Security, Hygiene, and Conduct within the realm of propriety for all people.
3. Clothing must be clean and not torn when worn. Inmates shall not cut or remove sleeves from t-shirts. Any t-shirts found to have sleeves removed will be confiscated and placed in the inmate's lock and will be returned upon their release from the facility.
4. The wearing of mixed colors is not authorized for outer garments. In addition:
  - a. Undergarments may be worn without outer garments only while inside the sleeping quarters at night. NO EXCEPTIONS!
  - b. Shoes will be worn at all times when outside the cells.
  - c. Hats or other head covers will not be authorized. Workers will be issued the proper head cover when required and will be worn only while performing work related duties.
  - d. The orange shirt is not required when inmate is in Pod.
5. Inmates will wear a complete uniform (shirt, pants, jumpsuits, shoes) at all times for medical visits, court, and during all visitations.
6. Pants will be worn at a point about the waist that prevents the crease of the buttocks from showing, despite the length of the shirt.
7. Inmates are not to walk about the facility with their hands inside waistband of pants regardless of weather conditions.
8. No article of clothing will be worn in a manner not normally intended for that item (using a shirt as a head band/head cover, etc.)

### **CONTRABAND**

Items which are considered to be a detriment to the safe and orderly operation of the facility are prohibited. Disciplinary action within the facility or Criminal Charges will be filed with the County Attorney for any violation regarding contraband. Contraband items include, but are not limited to:

1. Any dangerous drug, narcotic drug, marijuana, intoxicating liquor of any kind, deadly weapons, dangerous instruments, explosives, or any other article that, if used or possessed, would endanger the preservation of order in the facility.
2. Any items which could be used as an aide to escape.
3. Any item which could be used to disguise or alter the appearance of an inmate.
4. Any article of clothing or item for personal use or consumption, which has not been cleared first through the Sheriff.

5. Cameras, video, audio, or related equipment that can be used to make unauthorized photographs or audio, or audio/video recordings of inmates, staff, or government property.
6. Any tobacco product.
7. ANY ITEM NOT APPROVED BY THE SHERIFF.

### **UNAUTHORIZED PROPERTY**

Items not inherently illegal, which are considered contraband when possessed by an inmate or visitor within the facility including but not limited to any approved item which, though approved, is more than the quantity allowed is considered unauthorized property. Any possession of these items will result in them being confiscated. If the inmate purchased these items on commissary, they will be placed in inmate's locker and returned upon release.

### **DISMISSAL**

When an inmate is dismissed and the inmate is transferring to another law enforcement facility, a check will be written for the balance that is in the inmate's account.

If the inmate is dismissed, and they are not going to another facility, the balance of their account will be given in the form of a debit card the inmate can use.

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### **RIGHTS AND RESPONSIBILITIES OF THE INMATES IN THE KINGMAN COUNTY JAIL**

1. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the facility.  
*You have the responsibility to know and abide by them.*
2. You have the right to freedom of religious affiliation, and voluntary religious worship.  
*You have the responsibility to recognize and respect the rights of others in this regard.*
3. You have the right to health care which includes nutritious meals, proper bedding, clothing, a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical treatment.  
*It is your responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean-living quarters, and to seek medical care as needed.*
4. You have the right to have family members and friends visit with you in keeping with the facility rules and schedules.

- It is your responsibility to conduct yourself properly during visits and to not accept or pass contraband.*
5. You have the right to unrestricted and confidential access to the courts by correspondence.  
*You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.*
  6. You have the right to legal counsel from an attorney of your choice by means of interviews and correspondence at no cost to the United States Government.  
*It is your responsibility to obtain the services of an attorney honestly and fairly.*
  7. You have the right to have access to reading material for your own enjoyment. These materials may include approved magazines.  
*It is your responsibility to seek and utilize such material for your personal benefit without depriving others of the same benefits.*
  8. You have the right to a wide range of reading material for educational purposes and for your own enjoyment. These materials may include newspapers sent from the publishers.  
*It is your responsibility to seek and utilize such material for personal benefit, without depriving others of their equal rights of to the use of this material.*

### **IMMIGRATION INMATES**

1. You have the right to an administrative hearing before an Immigration Judge to determine your status in the United States.  
*It is your responsibility to seek and provide evidence for your defense.*
2. If you are not an exclusion case and eligible, you have the right to be released on bond until your scheduled administrative hearing.  
*It is your responsibility to seek methods of payment for your bond.*
3. You have the right to apply for political asylum if you believe that you will be persecuted because of your race, religion, nationality, membership of a social group, or political opinion.  
*It is your responsibility to prepare and submit the proper forms accurately.*
4. You have the right to request voluntary departure, if statutorily eligible, prior to a hearing but if you request voluntary departure, you waive that right to a hearing.  
*It is your responsibility to inform an INS Officer that you request voluntary department.*

## **MISCELLANEOUS**

There are both video and audio monitors used 24 hours a day in this facility.

Day hours are Monday through Friday 8:00 AM to 4:00 PM, excluding holidays.

Requests need to be made to Jail Staff in an orderly and timely fashion. There is no room service. Make no mistake that this is a jail and not a hotel.

All final rulings and interpretations will be made by the Sheriff.