
INMATE HANDBOOK



UTAH COUNTY JAIL

UTAH COUNTY SHERIFF'S OFFICE
CORRECTIONS BUREAU
3075 NORTH MAIN
SPANISH FORK, UTAH 84660

UPDATED 01/10/2026

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1. INTRODUCTION:

The philosophy of the Utah County Jail is:

- Incarceration is punishment in and of itself.
- All inmates and staff will be held responsible for their actions.
- The opportunity for community re-integration is founded in humane treatment and services.

While you are here, you will be treated fairly. All rules, schedules, and routines will be posted or explained to you. If you have questions, direct them to your housing unit deputy. Some of the rules may seem strict, but they are for your safety and the safety of others. Ultimately, these rules exist to keep order in the jail. This is a direct supervision, behavior-based system. You will be housed and given privileges and access to programs according to your positive or negative behavior. Disciplinary action for rule violations will be carried out by jail staff.

The Utah County Jail provides:

- Emergency and necessary medical, mental, and dental care
- Nutritious meals
- Clean bedding and clothing
- An opportunity for regular exercise
- Basic hygiene/toiletries for all indigent inmates and inmates leaving the intake units
- Access to showers
- Visitation periods for attorneys, clergy, family, and friends
- Access to the U.S. Postal System
- A variety of rehabilitative and religious programs

2. EXPECTED BEHAVIOR:

You are expected to know and follow **all** the rules while you are here. If you disobey rules, you will be held accountable and subject to our disciplinary process. All rules apply to all inmates. These rules include, but are not limited to:

- Follow staff orders and requests without discussion
- Keep your sleeping area and common area clean
- Maintain personal hygiene
- Behave in a mature, responsible manner
- Report anything you see or hear that may affect the life or safety of others
- Display an attitude of respect towards others (treat them as you would like to be treated)
- Refrain from using profane language, demeaning language, ethnic or racial slurs, or other discriminatory language
- Do not physically touch other inmates, jail staff, or volunteers. Assaults by

inmates is criminally chargeable as a 3rd Degree Felony pursuant to Utah Code Annotated 76-5-102.5.

- Do not damage or destroy jail property (clothing, bedding, mattress, etc.), which is criminally chargeable as a 3rd Degree Felony pursuant to Utah Code Annotated 76-8-418. You may also be held financially responsible for the damage.

Inmate Rights and Responsibilities

- You have the right to be informed of the rules, procedures, and schedules concerning the operation of the facility.
- You have the right to freedom of religious affiliation and voluntary religious worship.
- You have the right of freedom from discrimination based on race, religion, national origin, sex, handicap, or political beliefs.
- You have the right to health care, which includes nutritious meals, proper bedding and clothing, a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, regular exercise times, toilet articles and necessary medical treatment.
- You have the right to have family members and friends visit you in accordance with jail standards.
- You have the right to unrestricted and confidential access to the courts by correspondence.
- You have the right to access reading materials for your own enjoyment.
- You have the right to protection from personal abuse, corporal punishment, unnecessary or excessive use of force, personal injury, disease, property damage, and harassment.
- You may pursue a grievance in accordance with written procedures.
- You have the right to file an Appeal to disciplinary action.
- You have the right to correspond with persons or organizations, consistent with safety, security, and the orderly operation of the facility.
- You have the right to due process, including the prompt resolution of a disciplinary matter (in accordance with the rules, procedures, and sanctions provided in this Inmate Handbook).

If you observe and comply with the above guidelines, you should have no problems while living at this facility. When addressing uniformed staff, you should **not** refer to them by first name or a nickname created by others; refer to uniformed staff by their rank and last name. Civilian staff, i.e., nursing and classification staff, are to be addressed by their first names.

3. FACILITY EMERGENCIES:

In the event of a fire or other facility emergency, your responsibility is to remain quiet, calm, and to follow the instructions of the deputy assigned to your housing unit.

4. TOBACCO USE/SMOKING POLICY:

The Utah County Jail is a tobacco free facility. You are not allowed to possess or bring any tobacco products into the jail.

5. TELEPHONE ACCESS:

Telephone PINs are assigned during the booking process. Sharing telephone PINs with other inmates is not allowed and is subject to disciplinary action. All non-legal phone calls will be monitored and/or recorded. Calls can be paid for from your prepaid phone/visiting account. Funds for your telephone account can be transferred from your jail commissary account. Collect calls are allowed to land lines only.

The cost of a phone call to a specific number is listed on the bulletin board in the housing area.

Personal Telephone calls, use, and access is a **privilege**—not a right, all personal phone calls will be recorded and monitored.

Attorney phone calls are not recorded.

You may use the day room telephone during day room hours. Phone calls are limited to **20 minutes**. Remember: others are waiting to use the phone. If you have ordered and received earbuds with microphone from commissary, you may be able to use your tablet for telephone calls at times other than day room hours. You cannot receive incoming calls. 3-way calls are not permitted when using the phone system. Abuse of the phone itself or phone privileges may result in disciplinary action.

NOTE: Day room phones will be turned off during medication pass and when other civilian staff are present in the housing unit. Day room phones may be turned off at any time and without notice. Tablets access will be turned off during mealtimes and for headcounts.

Emergency Phone Calls: Emergency phone calls that cannot be made on the inmate phone system will be arranged by the housing unit deputy through the assistance of the security deputy. Emergency calls are requested through the housing unit deputy, who screens the request. Almost all non-emergency phone calls need to be made using the regular inmate phone system.

Definition of an Emergency: Per telephone procedures, an emergency is the verified death or serious illness of an immediate family member; parent, child, spouse, or sibling.

Other situations considered valid for emergency phone calls are at the discretion of the deputy screening the call. Arranging bail is not an emergency and needs to be done on the regular inmate phone system.

6. INDOOR RECREATION:

DAY ROOM HOURS: Generally, unless an unforeseen circumstance exists or arises, day room hours are 8:00 a.m. to 11:00 a.m., 1:00 p.m. to 4:00 p.m., and 7:00 p.m. to 10:00 p.m. However, these times are often shared (split) by tiers within the unit.

TELEVISION: Television and other day-room activities (playing card or board games) are a privilege, not a right and are available during open day room hours.

The following rules apply for television viewing:

- a. Channel selections are monitored by the deputy. Television selection is the responsibility of the deputy. To ensure fairness to all inmates, the housing unit deputy will rotate the programming schedule on a regular basis.
- b. Televisions will be turned off during official counts, cleaning of housing areas, medication pass and when it will interfere with other facility operations.
- c. Volume of television shall be kept at a reasonable level to not disturb other inmates or other facility operations.

You are cautioned not to begin viewing a program that will end after the designated viewing hours, because the television will be turned off at 10:00 pm. Any requests for special scheduling shall be up to the Sergeant for consideration.

WORKING OUT: Inmates are allowed to work out in the day room; however, you are not allowed to use the stairs to do pull ups, use tables or chairs to do pushups, or use another inmate for weightlifting purposes. Inmates making or using weight bags out of storage bins, garbage cans, books, sheets, etc. will be written up for contraband. Jogging and running is limited to the recreation yard and not allowed in the day room.

7. TABLETS:

Schedule:

Tablets can be checked out each morning (usually by 7:30 a.m., but not until breakfast and morning cleaning is complete). They will automatically be disabled at 9:30 p.m. and the device must be placed in the charging station for the duration of the night.

Usage Hours: 7:30 a.m. to 12:00 p.m. (except telephone access does not begin

until 9:00 a.m.)

- Facility Lunch: 12:00 p.m. to 1:00 p.m. (Applications will be automatically disabled during meals and facility count times).
- Usage Hours: 1:00 p.m. to 4:00 p.m.
- Facility Dinner: 4:00 p.m. to 5:00 p.m. (Applications will be automatically disabled during meals and facility count times).
- Facility Count: 5:00 p.m. to 6:30 p.m. (Applications will be automatically disabled during meals and facility count times).
- Usage Hours: 6:30 p.m. to 9:30 p.m.

Tablet Rules:

The rental of an electronic tablet is set up by a third-party vendor.

1. Tablets can be checked out at approximately 7:30 a.m.
2. All tablets will automatically be disabled at 9:30 p.m. and the device must be turned in each night for charging, no exceptions.
3. Earbuds are required for sound. Earbuds can be purchased through commissary.
4. Don't loan or borrow a tablet. If you do you may be subject to disciplinary action.
5. Tablets are not allowed at a working assignment, except for laundry. Tablets are not allowed in the recreation yard.
6. Any misuse of the tablet will result in a loss of privilege with no refund. If you do you may be subject to disciplinary action.
7. If you intentionally break a tablet, you will be responsible for the cost of the tablet. If you do you may be subject to disciplinary action.
8. Any alteration of the tablet (including removing its protective cover) or its programming will result in the permanent loss of tablet access. If you do you may be subject to disciplinary action.
9. Tablets may also be used as a telephone, rules for the use of the telephone still apply, except that telephone calls may be made on tablets at times when telephones in the day room are not accessible (i.e., 11 am - 12 noon, split tier, etc.).

10. If you commit a disciplinary offense, you will have your tablet access suspended and no refund will be applied.
11. Tablets will be provided to general housing inmates through the phone provider. Inmates serving disciplinary time will not be allowed to use the tablet. Each inmate in general housing may be assigned a tablet. In addition, most inmates, not in general housing may be assigned a tablet after being in the jail for 7 days. Tablets are a privilege, not a right and will be distributed based on behavior.
12. Tablet Rental Subscription – While several features are accessible at no charge, Make Mine is \$5.00 first day, plus up to 29 more days without charge.
13. You are not required to have a tablet, so if you do not want to have one, please advise your housing deputy.
14. Except for the unit housing Kitchen Inmate Workers, once tablets are distributed in the morning, the charging cabinet will be moved out of the unit and tablets will not be accessible until the next morning. If your tablet was placed on the charging cabinet overnight, but did not properly charge, advised the housing deputy promptly, do not expect corrective action if you wait until later in the day.
15. If you notice that the cable for your bunk in the charging cabinet is not working properly, please advise the housing deputy so corrective action can be taken.
16. In most instances, once issued a tablet, you may keep using it each day until you are released, even if you are moved to a housing status that may not normally be issued (i.e., returned to Intake for reclassification, placed on Mental Health Observation due to being sentenced to prison, etc.). After 7 days, anyone on Mental Health Observation can receive a tablet.
17. Inmates on High-Risk status will not be allowed to have a tablet unless authorized for specific purposes (i.e., legal information, attorney communication, etc.).
18. Some of the applications (apps) available on the tablets at no cost to the inmate include:
 - a. Connect Me, an app that allows telephone calls to be made using the tablet, but earbuds with microphone are necessary to use this app. (While access to the app is free, regular jail telephone charges apply for use of this service). This app is not accessible until after 9:00 a.m. each day.
 - b. DMC, the app used to view most of the incoming inmate mail that is received from the U.S. Postal Service for you by the jail (does not include legal mail). This feature is also available on the visiting kiosks.

- c. eMessaging, an app used to receive email like messages. (Messages can also be sent, but charges apply for this service.) This feature is also available on the visiting kiosks.
- d. eCard, an app used to receive digital greeting cards. (Digital cards can also be sent, but charges apply for this service.) This feature is also available on the visiting kiosks.
- e. Commissary, an app that can be used to place commissary orders (an alternative to placing orders on the black kiosks).
- f. Law Library, an app that provides access to FastCase, a legal research service.
- g. Lightning Law, an app through Securus that provides confidential communication with your attorney and a means for viewing documents, images, videos, etc, provided by your attorney. Your access to Lightning Law **must** be initiated by your attorney. (Upon your release from custody, you should be provided the information that will allow you to continue accessing Lightning Law online for a limited time after your release.)

19. Apps not accessible at the current time will not appear on the tablet.

8. **MAIL:**

Mail is picked up and delivered Monday through Friday, except holidays. All incoming and outgoing mail must go through the U.S. Postal System. Per the Chief Deputy, all incoming and outgoing personal mail will be screened for contraband to ensure the safety and security of the facility. Therefore, make no assumption of privacy in using the mail system. All incoming mail may be read to maintain the security of the facility except for legal mail; nearly all incoming mail will be scanned and available for viewing on the inmate's tablet or on a visiting kiosk (not the black commissary one). The items will then be placed in the inmate's property, which will be given to the inmate upon release. Except for legal mail, all outgoing personal mail must be left **unsealed** and have the intended recipient's first and last name. Incoming legal mail may only be opened in the presence of a deputy. Outgoing legal mail may be sealed and must be clearly marked as "LEGAL MAIL." Legal mail includes letters to or from attorneys, courts, Department of Corrections, Adult Probation and Parole, law enforcement agencies, and legal aid agencies.

An inmate may receive one envelope (which can be mailed at no cost to the inmate) within the first 14 days of incarceration.

Your mailing address is: **First and Last Name**

**Booking Number
Utah County Jail
3075 North Main
Spanish Fork, Utah 84660**

You **must** use this complete address as shown above as the return address on the mail you send out, or it will not be mailed. Incoming mail **must** include the sender's first and last names, otherwise it will be returned to them. Mail received without a proper return address will not be given to the inmate but will be placed in the inmate's property.

NOTE: Unless you are housed in Aspen, Brighton 3, or Canyons 1, deputies will not pick up mail at your cell/dorm doors. If you intend to have mail sent through the postal system, you must place your mail in the mailbox during dayroom time before 11:00 a.m. on weekdays. There will be no outgoing mail on federal or state holidays.

Writing materials may be purchased from Commissary. If you do not have any money to purchase writing materials, they will be provided to you through commissary operations, by way of an indigent pack ("Utah Welfare Kit"). Housing unit deputies may provide a one-time issued envelope and paper to indigent inmates within the first two weeks of their incarceration if needed.

Mail Regulations

- Correspondence with other inmates within this jail is prohibited.
- Correspondence with inmates in other correctional facilities is prohibited.

Limitations on Correspondence: Inmates are not restricted with whom they correspond, except under the following conditions:

- 1) Inmates cannot correspond with other inmates within the jail or to inmates in other correctional institutions without administrative approval. Exceptions will be based upon:
 - A) the relationship between the inmates (immediate family members– including having a child in common– may be considered).
 - B) the length of time the inmates have been incarcerated **and** their behavior during that time.
 - C) the length of time both inmates are *expected* to be incarcerated.
 - D) proof of relationship can be a birth certificate, marriage license, or some other legal court paperwork showing such relationship. Proof of relationship does not guarantee you will be allowed to correspond with that person.

- 2) Inmates **may not** correspond with inmates in other correctional institutions **unless** they are immediate family members. In the case of family members, the same exceptions will be considered as listed above. Such correspondence requires administrative approval from **both** facilities.
- 3) When the above exceptions are met, explained by you in a request form, and then approved, all incoming and outgoing mail will be read.

Other Mail Regulations:

- The number of legal mail items you may keep in your cell/dorm are not limited; however, you are strongly encouraged to have excess legal mail placed in an inmate property locker until your release.
- Legal mail may be opened only in the presence of Jail staff.
- New soft cover books may be received if sent directly from the publisher or a bookstore. Soft cover books delivered for an inmate that has been released will be discarded and not forwarded.
- **You may receive money orders and cashier's checks. These funds will be placed on your inmate account. If you refuse to endorse the check or money order, it will be returned to the sender. Personal checks will not be placed in your account but returned to the sender.**
- You may not receive books or materials containing sexually explicit pictures or photographs.
- Newspapers, magazines, pamphlets, calendars, phone cards, and/or food items will not be accepted and/or returned to the sender.
- Outgoing mail without a proper name for the intended recipient and return address will be returned to the housing unit deputy.
- Outgoing mail that is returned to the jail due to an improper address will not be returned to you but will be placed on your property. You will be notified if this occurs.
- Writing materials and stamps must be obtained through the commissary. These will not be accepted through the mail.
- Outgoing mail should be placed in the mailbox in your housing unit during dayroom time. Do not ask the mail clerk to pick up mail for you.

9. COMMISSARY:

A commissary list (including prices) is available on the housing unit black kiosks and the inmate tablets for the purchase of items not provided by the jail. A limit of \$125 may be spent on each weekly order. You must have enough money in your account to cover your requested purchase prior to placing the order. Do not submit an order while waiting for a deposit to be made.

Commissary may be ordered through the commissary (black) kiosks located in each housing unit or on the inmate tablets. Commissary orders must be placed before 10:00

p.m. on Tuesdays unless you are informed otherwise by your housing unit deputy. Late orders will not be accepted. If you make a mistake on your order, you cannot make an exchange. If the cost of your order is more than the money available in your account, the remainder of the order will not be filled. **Medical co-payments and other fees will be deducted from your account before your commissary order is processed.** Inmates who have money in their account are expected to purchase OTC medication for their own use as needed, instead of getting it from the med cart at med pass.

An inmate who owes jail fees will have a portion of any money deposited into an inmate account applied to outstanding jail fees until your debt is paid in full. This does not apply to accounts that have been sent to collections. However, despite your debt, your family may order basic hygiene items and stationery directly from the jail commissary provider at 1-870-627-5476 or at JailATM.com.

Indigent: You are considered indigent if you have \$1.00 or less in your account for a minimum of 14 days. **Any inmates that have funds (\$ 1.00 or greater) in their account are not considered “indigent.”** Indigent commissary can be ordered each week, and consists of paper, a pencil, envelopes, soap, shampoo, a toothbrush, and toothpaste. In addition, inmates may receive one thermal shirt during the winter months only. To receive a thermal shirt, ask your housing unit deputy.

You may only order items from the commissary that are approved for your **currently** assigned housing unit, not where you anticipate being when the order arrives. You must keep the receipt from your commissary. Buying, sharing and/or storing commissary for another inmate is prohibited. Commissary for which you do not have a receipt is considered contraband and will be confiscated.

You are limited to having no more than two pillows (ordered from commissary) in your possession at any time.

Putting money on someone else’s account to have them buy your commissary is against the jail rules.

Commissary is passed out and signed for in the day room of each housing unit. Once an inmate leaves the day room with commissary and returns to his/her cell/dorm, there will be no disputing commissary order discrepancies.

If you are released from jail and have placed an order but have not received it your money will not be refunded. You will have 4 working days to pick your commissary order up. This must be done at the Corrections Division Administration entrance on the southwest side of the building on Tuesday through Friday from 8:00 a.m. to 4:00 p.m. Food ordered from commissary must be eaten within two weeks of receiving it. After 14 days, receipts for food items will be considered void.

10. FEES FOR COPIES AND COMPUTER PRINTOUTS:

To receive photocopies of **legal materials only**, inmates will request an account summary form.

On the form, the inmate will state *how many* copies are to be made **and** provide the *material to be copied*. We do not send faxes to the courts on behalf of the inmate. Copies are **\$.25** per page. Medical records copies are \$.25 per page.

11. VISITING:

Off-Site Visiting hours (Visiting hours subject to change without notice)

Visitors have the option to visit an inmate/detainee through their own computers, smart phones, tablets, or other devices capable of internet connection. There will be a charge per 25-minute visit (check the telephone provider's website for the amount). The visiting kiosk will have information on how visitors can set up these visits. Remote visits are available 7 days a week (including holidays), 8:00 - 11:00 a.m., 1:00 - 4:00 p.m. and 7:00 - 10:00 p.m.

Inmates on Mental Health Observation or Non-acute Suicide Watch and inmates housed in Alta 1, Alta 2, Brighton 3, Brighton 4, Canyon 1, Canyons 3, and Vail 3:

See your housing deputy for visiting times and restrictions. A visit is scheduled during a non-approved time, you will not be allowed to have that visit.

All other housing units have scheduled times set for visiting. However, you will not be pulled out of a religious service or program for a visit. In nearly all cases, inmates will not be allowed while on a work assignment (Kitchen, Laundry, etc.)

You may receive personal visits after you leave the Intake Classification Unit (Alta 1 & 2 and Brighton 4) and are housed in general population. Inmates who have not yet been classified but are housed in Aspen, Brighton 3, Brighton 4, Brighton 5, Canyons 1, and Canyons 3, and Vail 2 may be allowed visits after being incarcerated for 7 days. Visiting hours may differ for various housing units. Hours are posted with other visitor information in the public lobby and in your housing unit. You may not receive visits if you are on disciplinary restriction.

No one may visit at the jail who has been booked into the county jail in the previous two years or who is currently on probation or parole. The only exceptions will be immediate family members approved by the jail administration.

There is to be only one inmate per visit. Inmates are not allowed to communicate with a person that another inmate is visiting. Doing so will result in disciplinary action.

Visitors have the option to visit an inmate through their own electronic devices (computers, tablets, smart phones, etc.). These visits are offered at a cost as outlined by the telephone provider.

You, your visitors, and your visit are being monitored. Inappropriate behavior from either party is prohibited and may result in termination of the visit and/or the loss of visiting privileges.

Only you are allowed at the visitation monitor; no other inmate is allowed to share a visit with you. Doing so is considered a rule violation.

Attorney and Clergy Visitation: Attorneys may visit from 9:00 a.m. to 10:00 p.m. daily except during mealtime and headcount. Attorneys and clergy must bring documentation identifying their position. You may take your legal paperwork with you when you visit your attorney.

Attorney Visitation Schedule: (Except during mealtime and headcount)

- 8:00 a.m. to 11:00 a.m.
- 1:00 p.m. to 4:00 p.m.
- 7:00 p.m. to 9:00 p.m.

Clergy may visit during those same hours on Tuesday, Thursday, and Saturday. Inmates will only be called out of any program for attorney or clergy visits. The inmate must stay back from the program if they have a family or friend visit during the class time. The other option is to have their visitor schedule when they are not in class.

12. **HEALTH SERVICES:**

The jail provides licensed medical personnel 24 hours per day to provide necessary medical care and emergency services. To obtain medical care, speak with the nurse during morning and evening medication pass in your housing area and request services using the Medical Request Form available from the nurse. The request should include your name and housing unit along with a brief description of the problem. The medical request form is to be used for medical questions only! When the form is completed, give it directly to the nurse (not your housing unit deputy) during medication pass in your unit. The nursing staff will schedule your treatment according to the urgency of the problem. **Emergency health problems** should be reported immediately to the housing unit deputy.

The Utah County Sheriff's Office takes the issue of inmate suicide attempts very seriously. If you ever suspect another inmate may be suicidal, **please immediately notify a staff member** (your assistance is appreciated). The following are risk factors or behaviors often exhibited by persons with suicidal intentions:

Previous suicide attempts	History of mental disorders including depression
History of Alcohol/Drug abuse	Family history of suicide
Feelings of hopelessness	Coping with a loss (relationships, work, financial)
Feeling isolation	Sleeping difficulties
Walking or moving constantly	Indifference toward personal appearance
Hygiene	Loss of appetite
Slumping when walking or sitting	Sitting quietly in a fetal position
Staring at nothing/emotionally flat	Simply rocking back and forth
Self-injury or self-destructive behavior	Requesting religious materials
Crying frequently	Mood of depression or despair
Socially withdrawn	Giving away personal possessions
Speaking/asking questions about death	Expressing suicidal thoughts or plans
Composing a suicide note	Talking of death/afterlife
Recently receive long prison sentence	Highly agitated, afraid, or angry
Severe guilt, embarrassment or shame	Psychosis, loss of reality, paranoia,

Medication Pass: Medical staff will come to each housing unit to pass prescribed medications two times each day. You must take your medication with your own cup of water. Medications will be poured into your hand and should be placed directly into your mouth and swallowed in front of the nurse and housing unit deputy. You must open your mouth and show the deputy that the medications have been swallowed. Non-prescription medications are dispensed twice daily—once in the morning and once in the evening. Prescription medication may be taken three times a day if prescribed by the medical provider.

If you have a prescription medication that is prescribed by the medical provider, you **must** come to the medication cart to either receive or refuse your medication.

Refusal of medication will take place at the medication cart. The nurse will ask you and document the refusal, so the medical provider is aware of refusal. Repeated refusal of a medication may initiate a review of whether a medication will be continued or discontinued.

NOTE: During the medication pass, inmates are prohibited from touching the medication cart. Only one inmate at a time should be at the medication cart. Inmates wearing thermal tops are required to roll-up their sleeves before approaching the medication cart. There is to be **no talking** while the inmates are standing in line. Each housing unit has a yellow and black striped tape marker indicating where inmates should line up for medication pass. Finally, inmates are required to have water in their cup once it is their turn to visit with the nurse. Inmates not receiving medications are to go to their cells or dorms while the nurse is on the unit.

Over the Counter (OTC) Medications: All medications, including over the counter

(OTC) medications, must be prescribed by the medical provider, with the exception of medications ordered through the commissary system, contact lens solution, and denture adhesive. Exceptions may be considered for inmates who have a demonstrable medical need, as determined by the nurse. Those suspected of abusing the OTC medication program may be suspended from access to OTC meds until assessed by the medical provider.

OTC medications include ibuprofen (Motrin), acetaminophen (Tylenol), phenylephrine (Sudogest), omeprazole (Prilosec OTC), allergy medication, fiber supplements, antacids, dandruff shampoo, contact lens cases and solution, as well as various lotions, ointments, etc. For a complete/current list, see the commissary system.

Inmates may keep up to one week's supply of medication in their possession. Unused medication must remain in the original packaging until consumed. Inmates must retain their receipt to prove ownership. Failure to do so will result in the medication being confiscated as contraband.

A one-week supply is as follows: ibuprofen or acetaminophen, 14 packets; Prilosec OTC, 7 tablets; allergy medication, 7 tablets; Ointments, 7 packets; Fiber, 14 tablets; Contact Lens solution, 1 bottle; 1 Contact lens case, and allergy medication, 7 tablets.

Indigent inmates, inmates in the intake housing areas, and inmates who have run out of or failed to order OTC medications from commissary will be required to see the nurse at med pass for each and every single dose of OTC medication and will be subject to a \$1 medication administration fee for each and every single dose of OTC medication administered by the nurses. These charges will be assessed to the inmate's commissary account, even if the inmate is currently indigent.

Medical Co-Pay: A co-pay may be required on all medical, mental health, dental, secretarial, and nursing services. Consult the Medical Co-pay information sheet posted in your housing area. The jail will provide these services for indigent inmates. No inmate will be refused medical treatment due to an inability to pay.

Medical Assessment: All inmates who will be housed at the Utah County Jail will receive a medical assessment at intake. This will occur prior to being transferred from Booking to Housing.

Lower Bunk Pass: If you have a lower bunk pass, you might not be allowed to participate in any work programs, depending upon the reason for the issuance of the pass. For example, inmates with a history of seizures will be housed on a lower bunk for the duration of their stay but may be eligible for work clearance. Lower bunk passes may be issued by the nursing staff on a permanent or temporary basis.

Eye Exams and Glasses: The jail does not provide routine eye exams or eyeglasses of any kind to the inmates of the Utah County Jail. You can have family members or others

bring personal glasses to the jail for your use. You are allowed to have two pairs of glasses with you in your cell/dorm and may have an additional back-up pair in your property. If you request an eye exam or glasses, you will be responsible for the cost of the eye exam, eyeglasses will be determined by the Eye Doctor, and the transportation fee (currently \$150.00). You must have the funds in your account before you request to have an eye exam scheduled. If you have a negative balance on your account, you can request an eye exam but must request an eye exam before having funds put on your account for that purpose. If you follow this procedure, the jail will set aside those funds when they are received for the exam cost. Exams will not be scheduled until sufficient funds are in the inmate account.

Work Clearances: DO NOT submit a medical request asking to be medically cleared for work. When you are deemed eligible for any inmate work programs, staff will contact medical to have your medical clearance determined.

13. **FOOD SERVICES:**

Utah County Jail Food Services prepares three meals daily. Inmates will be given adequate time to eat their meals. The **approximate** meal delivery schedule is:

Breakfast: 6:15 a.m. - 6:45 a.m.
Lunch: 12:00 p.m. - 12:30 p.m.
Dinner: 4:15 p.m. - 4:45 p.m.

Meals will be served by a housing unit Pod Worker under the supervision of the deputy. You must state your name to the deputy prior to receiving your meal. Food items from meal trays, including condiments, are not to be left or stored in your cell/dorm area after you have eaten. Uneaten food items must be thrown away. **Sharing or trading food items is prohibited.**

Once you have finished your meal, you are required to return to your cell/dorm unless it is your designated cleaning time, or you are on the cleaning crew.

Medical Diets: Special diets for medical and dental reasons will be provided upon authorization from the **Health Services Administrator** or his designee, under the direction of the facility physician. Written orders will be forwarded from the Health Services staff to the Food Services immediately after approval. These diets will be initiated within 24 hours of receipt by the Food Service staff. **The jail does not order special diets for food allergies, sensitivities, or preferences. It is the inmate's responsibility to avoid any food that causes a reaction.**

Religious Diets: Requests for religious diets will be initiated by messaging the Chaplain

on the black commissary kiosk. Special religious diets will be coordinated by the facility Chaplain upon receipt of documentation of the reason for the diet from the inmate's minister or recognized religious representative.

14. **PERSONAL PROPERTY:**

Releasing Property: Personal property, including money, may be released to another person who is not in custody. You may release property once every 30 days. A balance of \$50.00 must remain on your account unless it is to be used for posting bail. The person receiving your property is required to have photo identification. When the person who is picking up your property arrives, you will be required to sign a property release form authorizing the release of property. This form will then be placed in your file. Unless you are being transported to the Utah State Correctional Facility, do not fill out a property release form until the person picking up the property is actually at the jail.

Receiving Property:

- Personal clothing may be taken to the attorney's office 24 hours before the start of a jury trial.
- Inmates are prohibited from lending or borrowing property from other inmates.
- Property not being used must be stored in the inmate's property bin.
- Personal items such as phone numbers, and court paperwork may be retained with you and stored in your property bin when you are sent to Housing from Booking.
- Inmates that are sentenced to prison are not allowed to take any property. They must fill out a special Property Release Authorization Form upon being transported and have someone pick up their property from the jail. Property will be disposed of 30 days after an inmate has been released if it is not claimed.

15. **INCOMING FUNDS:**

Money may be deposited to your account at the jail or received through the mail. Only United States currency will be accepted. Deposits may also be made online through the commissary provider's website (JailATM.com). Only checks from the following sources will also be accepted for deposit to your account, if properly endorsed:

- Checks from correctional institutions
- Money orders
- Cashier's checks
- Income tax refund checks

Transferring Funds to Other Inmates: You may only transfer money to another inmate if that inmate is your spouse, parent, or child. This must be requested and approved using the Inmate Request Form. Putting money in another inmate's account to have them buy your commissary is prohibited.

16. LAUNDRY:

You will initially be issued:

- One jumpsuit OR one shirt and one pair of pants, underwear, and a pair of socks (and one bra for females)
- One sheet, one mattress cover, two blankets, and one towel
- A plastic or rubber drinking cup
- One fork and one spoon
- One pair of sandals

After you leave the intake Classification Unit, you will be issued additional items. If you remain in the unit for more than 3 days, you will be given the opportunity to exchange your clothing.

You are responsible for the condition of all items issued to you. These will be checked for damage during each laundry exchange. You will be charged for damaged items, and disciplinary action will be taken. If you are issued items that are already damaged, report this immediately to your housing unit deputy and undamaged items will be issued to you.

Laundry Exchange: Laundry exchanges will be done twice weekly. Consult the schedule posted in your housing unit. Females will be issued one pair of pants and one shirt. Males will be issued one pair of pants and one shirt OR one jumpsuit. You may receive as many as four pairs of socks, four pairs of underwear, (depending upon when your next clothing exchange will take place) four bras (for females), and four towels. All extra clothing must be returned to the laundry. Dirty clothing (shirts, pants, and jumpsuits) must be returned to the laundry at clothing exchange and not saved to change into later (i.e., after a shower).

17. PROGRAMS:

A variety of programs are available to all general population housing areas. Inmates in the Medical Unit, the Intake Classification Unit, Disciplinary Detention, and Administrative Segregation are not eligible for programs until placed in general population. Programs include but are not limited to: Substance Abuse Treatment and Adult Education GED Preparation.

Intensive On Unit Treatment Program (OUT Program): You must be in need of substance abuse treatment to participate in the OUT Program. Participating in the program is a privilege so you must also have good behavior. If you have had a major violation, you will have to wait 30 days after completing disciplinary time to participate. If you have had a minor violation, you will have to wait 14 days after completing disciplinary time to participate. There is often a waiting list, so please don't put in more than 2 applications. Other charges or factors may be disqualifying, refer to the bulletin board for the list.

Inmates wishing to participate in the OUT program must be serving at least a 180-day sentence.

If you are interested in this program, talk to your housing unit deputy, and/or request an OUT-Program request form at evening headcount.

Religious programming: A variety of religious programs are provided throughout the week in most housing units. The deputy will make an announcement that a religious program is being offered. If you wish to talk to the Chaplain or another religious representative, please submit a religious request on the black commissary kiosk in the housing unit.

Inmate Worker Program: In addition to the educational and other social programs administered in the jail, there exists the possibility to participate in the Inmate Worker Program. Opportunities for *inmate worker* status include, but are not limited to, working in the kitchen (male inmates) custodial staff (both female and male inmates [but not together]), and laundry (male inmates). A minimum 30-day commitment is required for each assignment if you intend to be accepted as an inmate worker. Written applications are not accepted for Inmate Worker Programs or Jail Industries, nor are applications on the (black) Commissary Kiosk for Inmate Workers. The Inmate Worker Coordinator will visit the housing units and visit with eligible inmates each week. Any questions about the Inmate Worker Program should be directed to your assigned housing deputy.

Prior to being accepted into Inmate Worker Programs, an inmate's medical records are reviewed, and the inmate may be subject to an assessment by the medical staff. Medical clearance is determined by current conditions and medical history. Inmates may be required to sign a release so that the jail may obtain medical records as part of the clearance process. The jail medical provider does not conduct physical exams related to work clearance. Certain medical conditions (such as back pain, certain back surgeries, certain chronic illnesses, and disabilities), or a history of the same, may disqualify the inmate from being medically cleared for work. When in doubt, the medical staff will err on the side of caution and deny medical clearance.

Disqualification from an Inmate Work Program cannot be grieved, as Inmate Worker Programs are a privilege, not an inmate right. Prior acceptance into Inmate Worker Programs does not guarantee acceptance into the program in the future.

Inmates with a history of seizures may be required to be seizure-free in jail for various time frames. This decision will be based on the medical provider's orders and the individual's medical history criteria. Decisions on the time before a clearance is considered. Each decision is also made on a case-by-case basis.

18. **LIBRARY:**

A variety of books will be kept in each housing unit's day room. You are allowed up to

six (6) books in your cell/dorm or possession at one time. Each book possessed by an inmate in their cell/dorm will count for the purposes of determining whether the inmate has exceeded the number of books in their possession (6). When an inmate receives a new book causing the number of books allowed in their cell to exceed six, the inmate must either release excess books to a family member/friend (on Saturday mornings), discard the excess books, or donate them to the library.

On Saturdays between 9:00-11:00 a.m. an inmate's family may come in and pick up their property. This includes any books that are the personal property of the inmate that they want to send home with their family. The inmate will have to fill out a property release form when the family member shows up to get the books. Inmates attempting to release books that are the property of the jail or another inmate's property will be written up for a major violation.

All books will be rotated regularly to provide a variety of reading material. Only one library book (not including personally owned books) may be taken from one housing unit to another during reclassification or other movement between housing units. You may be charged for damage or loss of library materials. Any book/ magazine with pages torn out will be considered contraband and disposed of. Newspapers and magazines are not allowed to be taken into cells or dorms and must remain in the day room.

Law Libraries and Legal Assistance: The Law Library will only be used for legal use. Using the Law Library for personal correspondence is prohibited. Access to courts requires inmates to have access to an adequate Law Library or adequate assistance from a person trained in the law for the purpose of petitioning new trials, habeas corpus actions for release from incarceration, when representing themselves in a criminal case, and in civil rights claims. Utah County has chosen to provide a legal library to meet this requirement. Inmates are instructed to submit a "Legal Library Request" form to access the legal library. This request must include:

- a. a stated purpose for the request
- b. the law materials requested; and
- c. If it is for a civil or criminal matter, the subject of the matter, and whether an attorney represents the inmate in litigation.

Inmate requests for legal access will be forwarded to the Programs Sergeant. An inmate whose request meets the above criteria will be allowed access to the Law Library as coordinated through the Housing Sergeant.

The law library is not allowed for inmates that have an attorney.

Access to the Law Library may be restricted due to negative behavior or any reason that compromises the safety and security of the jail.

19. HOUSING UNIT ROUTINE:

Your living area includes your assigned sleeping area and the common area of your housing unit. Housing unit rules:

- You are not permitted to enter any cell or dorm to which you are not assigned.
- Keep your living area clean and orderly.
- Beds must be made by 6:15 a.m. and remain made until 7:00 p.m. Your bed must be made during the day when you are not in it.
- Cell lights **will** be turned on and remain lit from about 5:45 a.m. until 10:15 p.m. Cell lights will automatically be turned off at about 10:15 p.m. Inmates are allowed to read a book, draw, or walk in their cell/dorm after lights out if they are quiet and do not disturb others.
- Floors and empty bunks must be kept clean with nothing stored on them. Store all items in your bin.
- Do not keep any items in your cell (except bedding) that you can't store in your property bin.
- Do not store anything between your mattress and the metal bed.
- Do not put photographs, artwork, etc. on walls, windows, windowsills, doors, furniture, lights, fixtures, or vents.
- Vents must be cleaned daily. Plugging or blocking vents in any way is prohibited.
- Writing on the walls and/or defacing the cell/dorm walls will result in disciplinary action **and** criminal charges will be filed. **NOTE:** Destruction of **and/or** damaging jail property is a 3rd Degree Felony pursuant to Utah State Code Annotated 76-8-41.
- Cleaning of the day room, showers, and common areas is a group effort. All inmates will participate.
- Sitting on tables, desks, bookcases, sinks, or counters is prohibited.
- Plastic chairs may not be placed on top of stools. Except for ADA cells, if there is a metal stool in a cell, only one (1) plastic chair is allowed in each cell. ADA cells* may have two (2) plastic chairs. Two (2) plastic chairs are allowed in dorms. *The number of chairs allowed for the medical cells will be determined by the medical staff. Chairs are not allowed in Canyons 1 or Brighton 3.
- An inspection of all areas of the housing unit will be done daily. During inspection, you are to be fully dressed and stand by your bunk. Failure to pass an inspection will result in disciplinary action until an inspection is passed. If an inspection fails, the housing unit will be cleaned to meet the standard.
- When you leave your cell or dorm for any reason, you must be fully dressed (with all snaps done up) before you leave. This includes going to and from the shower and while in the recreation yard.
- Clothing must be worn properly. **NO inside-out** or substantially oversized wearing of clothing will be permitted. Pants are not to be rolled up above the ankle or pegged (stuffed into socks).
- Do not use clothing, or laundry items for anything other than its intended purpose.
- If you wear a thermal top, it must be tucked into your pants.

- The waistband of your pants must be worn at the waist--**no sagging pants.**
- Sandals or shoes must be always worn.
- Horseplay of any kind is prohibited.
- Female inmates will keep their uniform shirt on during the hours of 6:00 am to 10:00 pm. each day. **A thermal top is not considered a uniform shirt.**
- Inmates must have their heads visible while they are sleeping; you may cover your eyes with a towel, but not with your blanket.
- **Call buttons are to be used for emergencies only.**
- **When lock down is announced, go to your cell/dorm immediately and shut your door.**
- Inmates need to rack-in immediately when civilian staff (nurses, classification officers, barber, volunteers, etc.) are in the unit.
- Only those persons housed on the tier are allowed there (including showering), except when using the visiting kiosk.
- Sitting or loitering on stairs or the tier is prohibited.
- Hanging, sliding, or leaning against railing is prohibited.
- Restricted areas: Do not cross the carpet lines or tape surrounding the deputy station.
- Housing unit equipment and furniture are to be used for its intended purpose only.
- Inmates are not permitted to communicate with inmates from other housing units. This includes gang signs **and all other** non-verbal communication.
- Do not communicate with inmates on lock-down status in your housing unit, including those not currently allowed in the dayroom.
- Inmates are **not permitted** to touch other inmates **including** greetings that involve physical contact.
- Inmates are prohibited from engaging in sexual activity of any kind.
- Phone and television use is prohibited during meals and while cleaning.
- Stand quietly in single file for meal and medication pass, lining up at the spot indicated by the yellow and black striped marker. Approach the medication and meal cart when instructed to do so.
- Games and game pieces must remain in the day room. Games and game pieces may not be taken to inmate cells/dorms.
- Only legal material is allowed to be taken with you to court. Anything else will be considered contraband and will be thrown away.
- Ear plugs may NOT be worn (both in and out of your cell/dorm) from 6:00 a.m. to 10:00 pm.

Instructions for Making and Caring of Your Bed:

- Slide the mattress cover over the mattress
- Place the sheets over the mattress cover
- Tuck the sheets in on all sides
- Place the blanket over the top of the sheet and tuck in at the foot and on both sides.
- **Tying knots in the mattress covers, sheets, or blankets is prohibited.**

Headcounts: There will be formal headcounts twice each day (at 6:00 a.m. and 6:00 p.m.) and other scheduled and unscheduled counts throughout the day. When a headcount is announced, it is your responsibility to return to your assigned cell or dorm and shut the

door. Talking to or otherwise distracting staff while doing headcount will result in disciplinary action. During formal headcounts you must be fully dressed and stand by your bunk if you live in a dorm or by your door if you live in a cell. **The Lights must be on.** You **must** *show your identification bracelet and state your name.*

Security and Area Searches: There will be unannounced inspections and searches of your housing unit and assigned cell/dorm. This is for the safety and security of inmates, staff, and the facility. All contraband and unauthorized items found during a search will be removed. You are expected to cooperate fully with staff during searches. You do not have the right to be present for searches of your dorm/cell. All inmates in possession of contraband will receive disciplinary action.

Contraband: Contraband is anything not issued by the jail, purchased from the commissary, or otherwise officially approved, **or** any authorized or issued item used for other than its intended purpose. Possession of contraband will result in disciplinary action and may be cause for immediate reclassification into a more restrictive housing area. Criminal charges may also be filed based on the nature of the contraband.

Recreation Yard Privileges: Inmates are prohibited from taking anything to the recreation yard, including towels, tablets, books, and water bottles. Extra socks are not to be rolled into a ball and used to throw around. Recreation yard privileges may be suspended due to bad weather (including extreme cold, sustained rain and/or snow). Generally, you will receive access to the recreation yard seven days a week for a minimum of an hour per day. While in the recreation yard, you are expected to remain fully dressed.

Evacuation Drills: Per local, state, and federal laws we are required to perform evacuation drills. At this facility, we perform no less than one drill per month. These drills are not designed to inconvenience you, but rather to ensure that you know where the exits are in case of a fire, gas leak, civil disaster, or other dangers. In your housing area is a diagram showing you the location of all fire exits and which exits to use. Study this diagram, located in your housing area, carefully, as your life may depend upon it. Your deputy will instruct you as to where to go during an emergency.

20. PERSONAL HYGIENE:

Personal hygiene is important to your health and the health of others. You must keep yourself neat in appearance and maintain acceptable standards of personal hygiene. This includes:

- brushing your teeth
- showering at least three times each week AND when directed by a deputy.

- washing and combing your hair
- keeping your fingernails neat and trimmed

Basic hygiene items will be provided to you upon arrival. After the first distribution of these items, you will be expected to purchase them from the commissary. If you are indigent, these items may be replaced for you. You must show the worn toothbrush to the Deputy **before throwing it away in the trash** can to be provided with a new one. This also applies to replacement deodorants.

Razors: Inmates are given an opportunity to shave three times each week, usually on Sunday, Tuesday, and Thursday evenings. Razors will be issued just after the formal count at 6:00 pm is cleared and **collected before evening recreation begins**. Each inmate is issued only one razor (except inmates with beards that are newly assigned to the Kitchen, which, if necessary, may be issued another razor after returning the first one). Sharing razors is prohibited. Inmates on Non-Acute Suicide Watch status shall **not** be given razors. Inmates on Mental Health Observation may only be issued razors at razor pass if requested the day or two prior to a verified court date. If you have a jury trial, you may request to have a razor issued to you before you go to court. Deputies can restrict individuals from obtaining a razor based on behavior.

Haircuts: Haircuts are available each week. The cost will be posted in your housing unit. Haircuts may be requested at the black commissary kiosk. Free haircuts are available once every two months if you are indigent. Inmate Workers (Kitchen and Laundry), and Jail Industries workers may receive a free haircut once a month. The barber's schedule varies. The housing unit deputy will notify you when the barber is coming into the housing unit. Haircuts are scheduled until 10:00 pm. Any remaining haircuts will be completed the next scheduled day for haircuts).

21. INMATE REQUEST AND GRIEVANCE SYSTEM:

GRIEVANCES: You are expected to try to resolve conflicts and problems with the housing unit deputy before using the grievance system. Grievances are completed in the commissary (black) kiosk. You will receive a written response through the commissary kiosk. You will have seven (7) days from the time the actions causing your grievance were known or should have been known to you, to submit the grievance on the kiosk.

If you are not satisfied with a **grievance** response, you may appeal to the next higher level within the jail administration within 7 days of receiving the initial response to the grievance. This appeal should state the previous step(s) taken to resolve the issue prior to appealing to the higher level. Again, a written response will be returned through the commissary kiosk.

Assistance in Filing: Although inmates do not have a right to legal or other assistance in filing a grievance, an inmate who cannot communicate by reason of disability, language

barrier, or any other reason, will be afforded assistance to enable the grievance to be reasonably articulated, either by jail staff or with the help of another inmate. If help is provided by jail staff, they will not censor the grievance.

NOTE: Inmates are permitted a maximum of three grievances per week. For the purposes of grievances, the jail week begins on Tuesday and ends on Monday. Also, the messaging system only allows two (2) messages (including grievances) to be pending (unanswered) at a time.

Retaliation by any staff member against inmates for filing a grievance is strictly prohibited.

NOTE: Abuse of the request and grievance system WILL result in a major violation. Abuse of the *Inmate Request and Grievance Policy* includes, but is not limited to, frivolous and malicious grievances. Disciplinary action for abuse of the grievance system is not considered retaliation.

REQUEST FORMS:

Depending upon the subject, request forms are available on the housing unit commissary (black) kiosk or from the Housing Unit Deputy at 6:00 p.m. headcount. All duplicate paper request forms are to be **given directly to the housing unit deputy** prior to 10:00 p.m. All other request forms (including OUT Program, etc.) should be placed in the housing unit mailbox.

Whenever possible, you are expected to try and resolve any problems you're having with the housing unit deputy before using the request form system.

Assistance in Filing: Although inmates do not have a right to legal or other assistance in filling out a request form, an inmate who cannot communicate by reason of disability, language barrier, or any other reason, will be afforded assistance to enable the request to be reasonably articulated, either by jail staff or with the help of another inmate. If help is provided by jail staff, they will not censor the request.

If you become a victim of a sexual assault, report the incident immediately. Tell any staff member that you trust or follow the information that is posted on the bulletin board or on the posters in each housing area.

Paper request forms are available at your request to the Deputy in your unit.

RISE Program: Only women in Brighton 1, 2, and 5 can apply for the RISE Program. Only men in Vail 1 Can apply.

Requests made in the Kiosk:

- Religious us "Religion"

- Request for missing commissary use “Other”
- Property requests use “Property”
- Mail requests use “Mail”
- Records request use “Records” or “Other”
- Classification requests use “Classification” or “Other”
- Haircut requests use “Other”
- Visitation requests use “Visitation”

22. **G.P.S. PROGRAM:**

DO NOT APPLY FOR G.P.S. DIVERSION IF YOU DO NOT MEET ALL OF THE FOLLOWING REQUIREMENTS!!

- A. All of your judges must have granted you G.P.S. Diversion. If you have multiple cases in several courts, each judge over those cases must grant you G.P.S. Diversion.
- B. **You may not be accepted if you are accused of any of the following:**
- Aggravated crimes
 - Assault on a Police Officer
 - Sex crimes
 - Crimes against children
 - Behavioral problems in the jail
 - Previous removal from the G.P.S. or Work Diversion
- C. **You will not be accepted due to the following:**
- A major write-up in the past 30 days.
 - Recent escape charges (past 10 years).
 - Behavioral issues while housed in the jail.
- D. **On the day you enter the program you must:**
- **Have \$100.00 on your books or in a money order**
 - Provide a clean UA.
 - Blow a .000 on the portable breathalyzer.
 - Have a ride to a permanent residence.
 - Have a cell phone or a landline.
 - Meet all other requirements as explained to you.
- E. **Violations specific to the G.P.S. Diversion Program:**
1. Leaving your assigned zone without permission
 2. Failure to pay service fees when due
 3. Failure to provide a Urine sample
 4. Failure to maintain a telephone
 5. Loss of residence

6. Termination of employment for cause
7. An arrest for a new crime or warrant
8. Failure to provide a pay stub or documentation of income
9. Failure to comply with any work program rule(s)

23. JAIL INDUSTRIES:

Jail Industries is a paid work program for inmates to help them reintegrate back into society. Qualifying inmates are housed in the Jail Industries facility and transported to and from work at participating companies. Inmates who are not yet cleared to leave jail grounds by their judge may work on jail grounds or in the jail garden until clearance is received. Inmates must have a total bail of less than \$10,000 or less with no un-bailable warrants to be eligible for JI. Inmates must have at least 60 days left in their sentence to qualify. Inmates must be cleared by Medical prior to being accepted. See bulletin board posting for other Jail Industries criteria.

Written applications (including applications on the commissary kiosk) are not accepted for Jail Industries. Rather, the Inmate Worker Coordinator, along with Jail Industries staff, will visit with potentially eligible inmates each week. Inmates may be required to work in the Kitchen for a time prior to being moved to Jail Industries.

24. DISCIPLINARY ACTION:

The purpose of disciplinary action is to correct negative behavior and to teach rules, expectations, and appropriate ways of dealing with problems and emotions. As often as possible, inmate behavioral and rule violation issues will be handled informally by the deputy present. This process will begin as soon as the problem, or potential problem, is recognized. For disciplinary actions, violations will fall within the following categories:

- verbal warnings
- minor violations
- major violations
- criminal violations

Action taken for minor violations may be informal and immediate. Action taken for major violations will result in a formal disciplinary hearing. Criminal violations will be handled as major violations within the jail and will result in criminal charges as well.

Minor Violations are violations that are not criminal and do not fall within the criteria of a major violation but result in damage to the facility or disruption of operations.

Penalties for Minor Violations may include one or a combination for each violation:

- counseling of the offender by staff
- a verbal warning, written warning, or a verbal contract with the staff

- temporary loss of commissary, personal telephone calls, personal visits, or other privileges for up to 7 days
- up to 48 hours of isolation
- restitution for damages
- fines for inmates participating in work programs
- removal from work programs
- removal from a privileged housing unit to a non-privileged housing unit

Minor Violations include but are not limited to the following:

- Abuse of educational privileges
- Abuse of recreational privileges
- Abuse of telephone privileges (including sharing telephone PIN numbers)
- Abuse of visiting privileges
- Abuse of television privileges
- Bedding items that are taken into the day room.
- Being in an unauthorized area
- Defacing the jail building or jail property
- Deputy shopping (asking different deputies the same question hoping for a different answer)
- Disorderly conduct (disorderly/uncooperative behavior that falls short of a major violation)
- Failure to abide by any of the general living rules
- Failure to keep personal living area clean
- Failure to help in keeping the main living area clean
- Failure to perform assigned duties
- Failure to pick up a meal
- Failure to get up for headcount (6:00 a.m. and 6:00 p.m.)
- Grooming other inmates (braiding or styling hair, shaving heads, etc.)
- Horseplay or participation in contact sports
- Littering
- Misuse of jail property
- Noise after lockdown
- Obstructing view of cell or of bunk
- Obstructing light or the flow of air in individual cells
- Passing items between housing areas
- Pegging of pant legs (tucking pants inside of socks)
- Possession of minor contraband (items which do not pose a threat to the physical, mental, or emotional well-being of safety or any person within the facility)
- Possession of or transportation of privileged items into a restricted or otherwise non-privileged area
- Possession of sexually explicit material
- Possession of unauthorized items in the recreation yard
- Shading of cell/living lights or windows
- Trading food or saving food from meal trays to be eaten later

- Throwing food or drink
- Unauthorized communication
- Unauthorized use of or relocation of jail property
- Unauthorized use of others' property
- Using homemade makeup
- Visiting rule violations

Major Violations are:

- actions (including verbal statements) that threaten or jeopardize the safety and security of the facility
- actions that threaten or cause injury to another
- actions which violate a written agreement between jail personnel and an inmate
- actions resulting in injury or damage to jail property
- abuse of the *Inmate Request and Grievance Policy*
- any repeat of the same minor violation three or more times during the same jail stay.
- any three or more minor violations within a seven-day period
- any failure to comply with a staff request or order that applies to jail rules, regulations, safety, or security.

Penalties for Major Violations may include one or a combination of the following:

- loss of accrued good time up to the date of the violation
- loss of inmate work positions
- up to 30 days of isolation per violation
- loss of commissary, personal visitation, personal phone calls, and/or the holding of personal mail for up to 14 days
- loss of recreation and/or programs for up to 14 days
- restitution for incurred damages and/or additional work assignments
- fines for inmates participating in work programs
- loss of day room privileges and confinement to cell or dorm
- suspension or loss of work program release, or attending any programs outside the facility
- fine of \$5.00 for tampering with or removing inmate ID wrist band

Major violations include but are not limited to the following:

- aiding in an escape or in an attempted escape
- Any threat or malicious act directed towards any staff member, or the overall safety and security of the jail
- any repeat of the same minor violation three or more times during the same jail stay.
- any three or more minor violations within a seven-day period
- abuse of the *Inmate Request and Grievance Policy*
- abuse of the mail, email, or text system

- abuse of the commissary system/depositing or having deposited money onto the account of another inmate
- theft or use of another inmate's PIN number without permission
- arson
- assault or attempted assault
- conspiring to escape
- damaging mattresses
- destruction of or damage to jail building
- destruction of jail property (including intentionally clogging toilets)
- destruction of Securus' or Summit's Property
- disruption of monitoring system (video and/or audio)
- escape or attempted escape, including work programs
- foul and abusive language directed at the staff
- failure to submit to a pat, cell, or a strip search
- failure to lock down when directed to do so
- failure to comply with terms and conditions of court ordered release time
- failure to return or alter a jail issued razor
- fighting, threatening, intimidating another inmate
- gambling, selling, or bartering of anything
- giving false information to a deputy or any jail staff member
- headcount violation (anything which interferes with the deputy's responsibility to gather and report a correct headcount excepting failure to get up for headcount)
- hoarding or unauthorized possession of prescription or OTC medication, or any controlled medication dispensed by the medical staff
- homicide
- inciting disorder
- inciting or participating in a riot
- lewdness, exhibitionism, or obscene behavior
- manufacturing a weapon or possession of a weapon, razor blades or any sharpened object
- participation in or creating an inmate organization
- positive urine sample for illegal or non-prescribed drugs
- possession of, production of, or consumption of any alcoholic liquid
- possession of an escape device
- possession of an illicit drug
- possession of drug paraphernalia
- possession of matches, lighter, or any device capable of igniting a fire
- possession or use of any type of tobacco product or tobacco substitute
- possession of tobacco-related paraphernalia
- possession of tattoo paraphernalia
- preventing staff from fulfilling their duties
- refusal to comply with a direct order given by jail staff
- refusal to promptly answer jail staff inquiries
- refusal to provide a urine sample
- self-mutilation or tattooing self or others

- sexual abuse of any type
- sexual harassment
- smoking of any substance
- smuggling contraband into the facility or from one area of the facility to another
- soliciting sex acts or participating in any sex act
- starting a fire
- striking or attempting to strike a jail staff member
- taking a hostage or threats to take a hostage
- tampering with jail food during its preparation or while it's being served
- tampering with any security device, including any door lock
- tampering with or removing the Inmate ID wrist band
- theft, including theft of commissary and/or meal trays
- threatening to strike or harm a jail staff member
- throwing feces, urine, or other bodily fluids

Criminal Violations: Violations of state, federal, or local laws. Criminal violations are also considered major jail violations. Jail disciplinary action and criminal prosecution will be processed independently of each other, with neither action depending on nor limiting the other.

25. **GOOD-TIME INFORMATION:** Good-time may be awarded for felony and misdemeanor commitments. Per Utah State statute, good time will **not** be given on commitments of less than 10 days. Good time will only be given on time spent in this facility. Good time is earned for program/class attendance, good behavior, and participation in inmate work or intensive treatment programs. The custodial authority (Utah County Jail) may at its discretion and upon good behavior of the inmate allow up to 10 days credit against the sentence to be served for every 30 days served, **or** up to 2 days credit for every 10 days served when the period to be served is less than 30 days. (Sentences for multiple cases being served concurrently may not be combined to increase good time.) You may be denied good time by the judge. ***If the judge has entered an order to deny good-time, “NO GOOD-TIME WILL BE GIVEN.”*** Do not submit a request for good time. We will notify you prior to your release date.

WARRANTS CHECKS: Inmates may not request to have a warrants search performed. A warrants check will be done the day you are scheduled to be released from jail.

26. **CLASSIFICATION:**

After you have been dressed in and moved to an intake unit, you will be charged a processing fee of \$15.00 per stay. This money will be taken from your account.

Most inmates will remain in the intake unit for 3-5 working days or until they have been classified. At your initial classification, you will be assigned a classification level. Your

level can be changed according to your behavior, attitude, and participation in programs. Further details can be found on the classification information sheets that are posted in the housing units.

If you are placed on Administrative Segregation and feel this is an error, you have the right to appeal this decision within 3 business days. To do this, you need to fill out a Request form on the black commissary kiosk.

Level 1 - Conditions and Restriction: High Risk or administrative segregation inmates or any inmate that poses a security threat to the jail. Inmate serving disciplinary time.
Housing Areas: Canyons 1, Brighton 3, Aspen, Vail 2, Vail 3.

Level 2 - Conditions and Restrictions: Intake inmates, all inmates with less than 30 days in the jail. (However, their level can be reviewed at an earlier date if the inmate is requested for a work program). Inmates that are a management problem.

Level 3 - Conditions and Restrictions: Eligible to be considered for Inmate Worker Program or Jail Industries Program, or inmates who have shown compliance with jail rules for a period of observation.

Level 4 - Conditions and Restrictions: Jail Industries Program and inmate workers. Inmates who are allowed to work outside of the building. See Jail Industries for more information. Housing Areas: Annex and Snowbird 2 (wherever Jail Industries inmates are housed)

Level 5 No longer exists

Level 6 -Conditions and Restrictions: Custodial crew, painters, kitchen workers, laundry workers.

Classification Appeals: Inmates may appeal classification decisions by submitting a written request to classification explaining the reason(s) the decision should be reconsidered.

- a. Appeal requests will be forwarded to the Classification Sergeant.
- b. The Classification Sergeant will review the appeal and return the appeal with his decision in writing to the inmate.
- c. If the inmate still disagrees with the decision, the inmate may submit a written appeal to the Division Commander for a final review.

27. INMATE FEES:

Inmate processing fee	\$15.00 per stay
GPS fees	variable (\$170.00 Initially,70.00 wk)
Work diversion	\$25.00 per month
Transportation fee	\$180.00 per event
Medical records	\$.25 per page
Dentist/Doctor (co-pay)	\$15.00 per visit
Mental health (co-pay)	No Co-pay
Nurse (co-pay)	\$5.00 per visit
Prescription (co-pay)	\$5.00 per medication
Over the counter meds	\$ 1.00 per dose if you are not indigent
Research Records / copy	\$3.00 per search
Damage restitution	Value of Damage
DNA sample collection	\$150.00 once a lifetime
Emergency care (self-inflicted)	Actual cost per incident
Copy Fees	\$.10 per page

These Fees are included in the Utah County Fee Schedule which may include additional fees applicable to inmates.

* Note: copies and printouts will not be provided if you do not have funds available

28. CONCLUSION: You are expected to know and comply with the rules and regulations contained in this handbook as well as reasonable verbal directives given by staff members. You will be held responsible for all non-compliant actions and behaviors. Good behavior may result in better housing, increased opportunities for programs and work positions, and increased accumulation of good time.