

INMATE HANDBOOK

(Local Supplemental)



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

EDITION

October 2016

Table of Contents

Section		Page
A.	Introduction	3
B.	Inmate Identification Card	3
C.	Inmate Movement.....	3
D.	Personal Property	4-5
E.	Personal Money.....	6
F.	Visiting	7-9
G.	Mail	9-11
H.	Commissary.....	11
I.	Housing Assignment	11-13
J.	Clothing	13
K.	Personal Hygiene.....	14
L.	Meals	14
M.	Health Services.....	15
N.	Work Assignments.....	15-17
O.	Pre-Trial Release Program	17
P.	Court or Case Status.....	17
Q.	Law Library	17-19
R.	Safety and Security	19
S.	Contraband.....	19-20
T.	Inmate Communications	20-21
U.	Programs and Activities.....	21
V.	Inmate Grievances.....	21-23
W.	Conduct and Discipline	23-24
X.	Violations and Range of Discipline	24-28
Y.	General Pod Rules.....	28-29
Z.	Inmate Sexual Assault Prevention & Response.....	29-30
AA.	Release from Facility	31
	Conclusion.....	31

A. Introduction

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

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

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

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

B. Inmate Identification Card

The identification card that has been issued to you serves several purposes. Its primary use is for identification; however, you must have the card in your possession in order to receive meals, receive medication, purchase commissary, receive indigent supplies, or leave the pod. Destroying or tampering with your identification card is strictly forbidden. If you destroy your identification card, the cost of a replacement will be deducted from your inmate trust account.

Inmates classified as ICE detainees may request an ICE certified copy of any of their identity documents that are in their respective A-Files maintained by ICE.

C. Inmate Movement

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

A formal count of the facilities inmates will be conducted three (3) times per day. Count will be conducted at the beginning of each shift.

The formal count will require a complete lockdown of the facility and each officer will visually check each and every inmate and inmate ID, ensuring that their visual count corresponds with their daily roster.



D. Personal Property

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

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

You may release the contents of your personal property bag to a friend or family member Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m., excluding holidays. Except for one set of personal clothing, the person you designate to receive your property must take all of your property. Consult your pod officer regarding the process to release the contents of your personal property bag.

The following is a list of items which are allowed in your room. The list will be used as a guideline by officers when conducting inspections. All items found in your cell which are not on this list will be considered contraband and will be taken. All items are to be stored in a neat manner. Any open commissary items which are uneaten must be discarded in the trash for sanitation reasons. Your bed is to be properly made up when you are not occupying it. Dirty laundry must be kept off the floor.

1. Two (2) shirts.
2. Two (2) pants.
3. Two (2) sets of socks.
4. Two (2) sets of underwear.
5. Hygiene kit including multi-purpose bar soap, toothbrush and toothpaste, and comb. Note: When item containers are emptied, the containers must be discarded, not used to store other items.
6. Laundry sack.
7. Commissary items.
8. Legal material (must fit in two manila envelopes). One additional legal size envelope for personal letters. (Three legal-size envelopes total).

9. Ten (10) personal photographs no larger than 8" x 10". Instamatic, Polaroid, or laminated photos are prohibited.
10. Five (5) books to include only one (1) County library book, paperback only.
11. One (1) Bible, Koran, or similar religious text (facility provided only).
12. A reasonable amount of religious material.
13. Dentures and related adhesives.
14. One pair of prescription glasses, with no tint.
15. Wheelchair, crutches, prosthetic device, if approved by the medical unit.
16. One (1) tan 8 oz. tumbler (issued at dress-in).
17. One (1) tan or orange spork (issued at dress-in).

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

1. Any item or material that is not issued or allowed by the Sheriff's Office.
2. Any item or material issued or allowed, but used in a manner not intended, such as a sheet used as a rag or head covering or food used to make alcoholic beverages.
3. Any item which the possession of is prohibited by law including marijuana or any controlled dangerous substance or drug paraphernalia.
4. Money, currency, or change.
5. Any alcoholic beverage.
6. Any tobacco product or device used to smoke a tobacco product.
7. Any item or material deemed offensive or racist by legal or community standards, including pornography, racist material and items related to former victims.
8. A weapon of any kind.
9. Instamatic, Polaroid or laminated photos.
10. Any other item creating a security risk or danger to inmates or personnel.



E. Personal Money

Any money you had with you at the time that you were booked into this facility was deposited in an account under your name. There are several types of fees which will be charged to your account. Should you require a medical visit during your stay at the facility, you will be charged an \$8 co-payment. Should you require medication during your stay at the facility, you will be charged a \$3 co-payment. Upon your release, the balance in your account, if any, will be returned to you in check or debit card form.

If you are transferred to another agency, any money in your account will be sent with you in the form of a debit card or check, dependent on the type of transfer.

While you are in the facility, you may release money from your account to anyone you choose, except another inmate. An inmate may release only an amount equal to the beginning balance at time of booking, unless authorized by the Detention Chief or Detention Major. If you wish to release your money, you must do so in writing. Consult your pod officer regarding the process to release the funds in your inmate trust account.

Your family and friends are permitted to deliver cashier's checks or money orders, by mail, for deposit into your account. All cashier's checks or money orders should be made payable to the Tulsa County Inmate Trust Account. The amount of the cashier's check or money order will be deposited in your account. When the cashier's check or money order is received in the mail, the amount of the cashier's check or money order will be deposited in your account and you will receive a receipt for the full amount deposited. Family members may also deposit funds into your account utilizing the kiosk machine in the front lobby of the jail.

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

Inmate Accounts
300 North Denver
Tulsa, OK 74103

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

You are not permitted to have money on your person or in your cell while you are housed in this facility. You are not allowed to transfer money from your account to the account of another inmate.

Inmates will be classified with an indigent status if, after 30 days in jail, there is a lack of balance on their commissary accounts, lack of spending in the last two purchase sessions and less than five dollars on their inmate trust account. These inmates may receive certain writing, legal, and hygiene items free of charge.

F. Visiting

Days Tuesday, Thursday & Saturday
Times 8:00 am – 06:30 pm
Units F17, F18, F22, J1, J2, J5, J6, J9, J10, J14,
Special Housing

Days Wednesday, Friday & Sunday
Times 8:00 am – 06:30 pm
Units F19, F20, F24, J3, J4, J7, J8, J11, J12, J16,
Medical if approved

Visitors must check in no later than 6:30 pm. If visitors arrive for visitation after 6:30 pm, they will be asked to wait until the next visitation day. Visitors must provide for their own transportation to and from the facility.

Visitors under the age of fourteen years of age must schedule a special visit through the Chaplains office. The Chaplain will arrange for visitation by the visitor under the age of fourteen when staffing levels of the Tulsa County Sheriff's Office permit such a visit. Visitation may be denied for security risks and the crime that the inmate is charged with.

All visitors under the age of eighteen years of age must be accompanied on a visit by a parent or guardian and have photo identification such as driver's license, state identification card or school ID card, proof of guardianship, such as birth certificate or court order must be provided at sign-in.

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

Each inmate is allowed one visit per allowable visitation day, of one person, unless visitation privileges are suspended in writing. Bondsperson, attorney, clergy, process server, and media visits do not count toward your visitation privilege.

The length of a visit will be limited to 30 minutes and will be non-contact in nature.

Visitors must remain seated at all times during the visit. Visitors and inmates must conduct themselves in an appropriate manner. Profanity, loud or disrespectful comments, disruptive behavior, threats of any kind, or other inappropriate behavior will result in termination of the visit and may result in a suspension of future visitation privileges.

When visiting an inmate, visitors may not wear:

- Gloves, coats, jackets, hats, caps or other head coverings of any kind can be worn past the lobby area, except for those worn for religious purposes. Visitor's wearing religious head covers may be asked to remove it and are subject to search by an officer of the same sex. Should any head covering obscure the view of a visitor's facial feature, they may be asked



to remove them while in lobby area;

- Clothing that resembles law enforcement uniforms in any way;
- Clothing that unduly exposes the stomach, back, shoulders, chest, midriff, or underarms;
- Dresses, skirts, or shorts which are more than three inches above the knee when seated;
- Clothing unduly provocative, suggestive, or revealing;
- Clothing associated with street gangs, or which bears obscene or distracting messages, shapes or designs; or
- Other type of clothing that would interfere with the security of the facility.

Visitors must declare the name of the inmate they intend to visit at sign-in. Any visitors found to be visiting an inmate other than the one named at sign-in will have their visitation privileges suspended.

Inmates who “switch out” with other inmates in order to receive a visit may be subject to a suspension of visitation privileges.

Only out-of-state visitors may request a one time only special visit outside normal visitation hours with authorization from the Watch Commander and with a 24 hour notice.

Visitation privileges of a visitor may be suspended when the visitor violates or attempts to violate visitation rules, visitor behavior necessitates the termination of a visit or employees become aware of an actual or perceived threat the visitor may pose to the security of the facility. Visitor privileges may be suspended for a specific period of time or indefinitely. Any person who falsely represents their identity by using another name, an alias, or false identification will be permanently prohibited from visiting any inmates housed at David L. Moss.

Inmates are responsible for notifying potential visitors of pod changes. Pod change will not be reason enough to request a special visit.

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

You may refuse or terminate a visit at any time by notifying your pod officer. You may also specifically refuse to authorize certain individuals from visiting you by completing an Inmate Request Form stating the name of the person(s) you wish to deny. If you change your mind after making such a request to deny, you must complete another Inmate Request Form stating so. You must wait 30 days from the date that you denied authorization before the person(s) will be allowed to visit you again.

Attorney and clergy visits will occur in the contact visitation rooms unless a non-contact visit is requested.

Attorney and clergy wishing to see a member of their family, in an unofficial capacity will follow the same procedures as the general public. Attorney and clergy wishing to see a member of their family in a professional capacity must first seek approval from the facility administrator. Should an attorney or clergy conduct an official visit, without receiving prior approval, the attorney or clergy may be banned from any further visitation privileges.

Attorneys will not be limited as to the number of inmates that can be visited in a day. Visits must be made with one inmate at a time. Attorney visits will not count toward an inmate's weekly visitation privilege.

Clergy visits will not count toward an inmate's weekly public visitation privilege, unless the clergy member and the inmate are related. If related, the clergy visit will count as a family visit. Each inmate is allowed only one clergy visitation per week.

Only legal papers bearing no staples, paper clips or other binding devices will be allowed to be taken from the visitation room by an inmate. The papers will be searched for contraband prior to the inmate returning to the housing unit.

Inmates are not allowed to take pens, pencils, paper clips, or other such supplies from the visitation room.

G. Mail

Regular Mail

All incoming and outgoing mail except legal, religious or official mail, regular letters or plain white postcards, no larger than 5.5" by 8.5". Personal mail containing official documents or documents that the inmate needs to complete and return, will be forwarded to the inmate with instructions, if included in the envelope.

Family and friends may mail either regular letters or plain white postcards or postcards that contain approved computer generated images.

As with all mail, postcards being sent out must be properly marked with the inmate's first and last name and DLM# in the return address section. Postcards coming in must be correctly filled out, listing the inmate name, both first and last, and the DLM#. Mail that is not labeled correctly will not be delivered.

Money orders or cashier's checks may be mailed to the inmate in an envelope addressed to:

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

Mail will not be accepted if they:

- Are defaced or altered, except for approved computer generated pictures;
- Are plastic or wrapped postcard;



- Are marked with paint, crayon or marker;
- Have labels or stickers;
- Have watermarks or stains;
- Have biohazards including lipstick or perfume;
- Have computer printed pictures depicting nudity, weapons or gang references;
- Glitter.

Special Occasion Cards

Inmates may send and receive holiday or special occasion cards two weeks prior to and two weeks after the following occasions:

- Christmas
- Easter
- Valentine's Day
- Mother's Day
- Father's Day

Inmates may purchase special occasion cards from the commissary vendor.

ICE detainees are permitted to send and receive personal letters and/or postcards. Personal letters will be reviewed and checked for inappropriate content and contraband. Letters containing inappropriate content or contraband will be returned to the sender.

Official mail is defined as mail received from or sent to an agency or individual affiliated with an agency, but does not contain legal documentation. Agencies that fall under this category include, but are not limited to the following:

- Consulates
- Media
- Government Agencies

Official mail will be opened at the DLM Mail Room and scanned before being delivered to you.

Mail that is not personal in nature but needs some type of attention from you, such as job applications, surveys, questionnaire or other type of documentation will be forwarded to you with the instructional letter, if included in the mailing.

Personal letters sent with such materials will be held as contraband.

Legal Mail

Legal mail that is not properly marked will be opened at the DLM Mail Room and scanned before being delivered to you. Items of a personal nature will be held as contraband.

Legal mail, properly marked will be taken to you and opened in front of you. It

will be inspected for contraband, but will not be read unless reasonable suspicion exists of abuse of legal correspondence and not unless authorized by the facility administrator. If the envelope contains any correspondence that is not legal or some type of legal documentation, that part of the correspondence will be held and returned to the sender as contraband and all other contents will be given to you.

Mail being sent out will be handed to the mail room officer, with you present, unsealed for scanning of content. Any documentation of a personal nature, the mail will be denied legal status and be returned to you.

Once mail has been verified as legal mail, the mail room officer will seal the envelope and accept it for pick up.

Books

Inmates may receive:

- Books that are new and in paperback form only.
- Books that have been purchased from a bookstore distribution site, such as Amazon.com or Barnes & Noble.
- Books that are delivered through UPS, FedEx, US Postal Service or other known delivery services, or sent by a bookstore or distribution center.

Books that are sent to an inmate from an individual that are used, hardback bound or contain contraband will be returned to the sender.

Books that contain information that may lead to inciting of a riot, protest within the jail or other issues causing concern for the safety and security of the facility will be returned to the sender.

H. Commissary

Inmate commissary will be available to you twice every week. The cost of each item purchased from commissary will be deducted from your account. Commissary purchases will not exceed \$95.00 per week.

Please utilize the inmate kiosk request or, if the kiosk is not available, see your pod officer for a commissary order form.

I. Housing Assignment

If you remain in custody in this facility, you will be assigned to one of several housing units, known as “pods”. There are many cells inside a pod, and one of them may be assigned to you. You do not choose your cell assignment; this is performed by the classification unit.



Once you are booked into the jail, you will be classified and assigned a security level. This classification involves a review of your current charges and bond amounts, your past criminal history, your past behavior during any incarcerations, and any information about you provided by other agencies. Once you are assigned a security level, you will be interviewed by classification personnel and assigned a housing unit, cell, and bed number. You may be placed in restrictive housing, close custody, or general population, as determined by classification personnel.

Classification Levels

- DLM Levels 1, 2, and 3 = ICE Level 3
- DLM Levels 4, 5, and 6 = ICE Level 2
- DLM Levels 7 and 8 = ICE Level 1

ICE classification levels will be determined by the ICE agents in the detention facility. These levels are equivalent to the classification levels of other inmates being housed in DLM, as shown above. Your classification level is determined by criminal history, present charges, past incarcerations, and any additional information developed during your present incarceration.

DLM Levels 1, 2, and 3 / ICE Level 3 qualify as high security inmates requiring closed custody or restrictive housing, dependent on the totality of the reason for those levels. Inmates with these levels may participate in various programs, but will be secured and escorted anytime they leave the housing unit, except when housed in restrictive housing at which point the inmate will not participate in any programs.

DLM Levels 4, 5, and 6 / ICE Level 2 qualify as medium security inmates whom are allowed to house in the general population housing units. Inmates qualifying with these levels may participate in the various programs made available and may move within the facility without escort. These inmates are allowed to participate in work programs, however with this level the inmates can only be assigned to work groups within the secure area of the facility.

DLM Levels 7 and 8 / ICE Level 1 qualify as low security inmates and are housed in general population housing, to include dorm style housing. These inmates qualify to work groups that are allowed to leave the secure perimeter of the facility with a guard to supervise their work detail. **ICE inmates will not be permitted to work**

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

You are responsible for the condition of your cell. You are required to make sure that your cell remains in the same condition it was on the day you first occupied

it. Any inmate who knowingly damages his/her cell will be prosecuted.

You are required to keep yourself, your cell and your dayroom neat and clean at all times. Cleaning supplies will be available for your use each day. You are also required to participate in the daily housekeeping of your pod. Your bunk must be made when it is not occupied.

You will not come closer than the tape mark on the floor in front of the pod officer's desk without permission from the pod officer. At no time will you lean on or over the pod desk or enter the work station area of the pod desk. You will respect the rights and property of other inmates. The only cell you may enter is the one assigned to you. It is a violation to stand in front of or to peer through the window or knock on the door of another inmate's cell.

A day room and recreation yard are provided in each pod. They are available for your use during inmate free times. Inmates can remove their uniform shirt while on the recreation yard, as long as they have a T-shirt on. Combs, paper, and commissary items are not allowed in the recreation yard.

Televisions have been provided in general housing day rooms. They will be turned off during head counts, meals, and at the discretion of the pod officer. The pod officer is the only person authorized to operate the televisions. Any attempt to adjust or control a television is a violation of facility rules. Standing in front of or beside the television is forbidden. Chairs will remain in their assigned areas at all times.

Anytime a pod officer calls "Lock Down", you will immediately return to and enter your cell. If the door is locked, you will stand in front of your door quietly.

All inmates are required to stand for headcount when ordered to do so. All inmates who fail to stand for headcount, if so ordered, will be subject to disciplinary action.

J. Clothing

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

You are prohibited from tearing, altering, or defacing the clothing in any way. Any damage to issued clothing, and inmate will be charged for replacement costs

Inmate clothing will be replaced with clean clothing three times per week. Some work assignments may necessitate more frequent clothing exchanges. Such exchanges will be conducted at the discretion of the detention staff.

Personal clothing items must be marked by each inmate. Laundry markers are available from the pod officer. Personal laundry may not be traded or given to other inmates.

K. Personal Hygiene

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

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

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

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

Razors will be distributed on Sundays, Tuesdays and Thursdays during day shift. Inmates will not be given a razor without an inmate identification card. Pod officers will collect each inmate's identification card in exchange for razors. (Up to two per inmate) The same shift will collect all razors distributed before the end of the same shift.

If an inmate is found to be returning a razor that has been tampered with or is missing a blade, disciplinary procedures will be initiated.

Tumblers and sporks, issued at dress-in, will be your responsibility. Each item should be cleaned after each use using the soap and water provided within your cell.

L. Meals

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

The pod officer will assign seating during meal distribution.

No food items from outside sources (mail or visitors) will be allowed into the facility.

Commissary or reading materials will not be distributed during meal distribution. Inmates requiring a special diet, such as for medical or religious reasons, must make the appropriate request using the inmate kiosk or by completing an Inmate Request form and addressing it to the appropriate person. An example would be to address the request form, whether completed on paper or using the kiosk, to the chaplain for religious meals and to medical for dietary meals.

M. Health Services

If you need medical, dental, or health care, utilize the inmate request kiosk or if the kiosk is not available, please fill out a health service request form and give the finished form to the sick call nurse. In the case of an emergency, notify the pod officer immediately.

Should you require a medical visit during your stay at the facility, you will be charged an \$8 co-payment. Should you require medication during your stay at the facility, you will be charged a \$3 co-payment. If you do not have funds in your account, a hold will be placed on your account and the fees withdrawn when funds are deposited in your account.

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

N. Work Assignments

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

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

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

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

Inmates sentenced to more than 5 years in the custody of the Department of Corrections (D.O.C.) are not eligible to participate in the inmate work program. Inmates sentenced to less than 5 years in the custody of the D.O.C. will only be allowed to work in the kitchen, restrictive housing units and as pod workers.

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

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

An inmate assigned to a job cannot quit, transfer or be terminated without classification action. Inmates may be temporarily removed from a work assignment if they pose a security risk. This action is in addition to any pending disciplinary action that may be taken.



Inmates must remain in their work assignment for 90 days before requesting a change in assignment. Requests for a change in work assignment should be made using an Inmate Request Form or kiosk system and forwarded to the Inmate Work Program Coordinator.

Each inmate worker must report to work wearing a clean uniform consisting of at least a shirt, pants, and shoes.

Inmate workers will be held responsible for their own personal hygiene as well as for cleaning their work areas and housing units.

Inmate workers are prohibited from lingering around housing units or socializing with inmates not assigned to the inmate worker program.

Inmate workers are not allowed in general population areas unless authorized by their detail supervisor or officer.

Inmate workers are prohibited from entering areas to which they are not assigned, such as the kitchen or laundry, unless supervised by their detail supervisor or officer.

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

Inmate workers are prohibited from placing any item or removing any item from a housing unit except at the direction of detention personnel.

Inmate workers assigned to work outside of secured areas must remain under direct visual supervision of detention personnel at all times.

Inmate workers will be searched before beginning their duties, upon entering the secure area of the facility, and before returning to their housing units.

Any inmate worker found in possession of contraband of any kind will be subject to criminal action, disciplinary action, loss of worker status, and loss of other privileges.

Inmate workers are prohibited from possessing undiluted hazardous materials and will be permitted to use diluted hazardous materials only under the direct supervision of detention personnel.

Inmate workers must advise detention personnel any time they become contaminated with, or suspect they have been contaminated with hazardous material or body fluids.

Inmate workers assigned to food services must satisfactorily complete the food handler's orientation prior to assignment.

Inmate workers assigned to food services are prohibited from removing from the kitchen area unless authorized.

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

O. Pre-Trial Release Program

Inmates meeting certain criteria will be screened for eligibility in the pretrial release program. This program allows certain inmates to be released from custody until they must appear in court. An inmate can be pretrial released only if he/she complies with certain conditions of the program. There are many criminal charges that automatically prevent an inmate from being eligible for pretrial release. Eligible inmates will be contacted by staff.

P. Court or Case Status

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

It is your responsibility to know when your court proceedings are scheduled. Pod officers are not required to track your court appearances. If you are scheduled for court and not removed from the pod for court transportation, it is your responsibility to notify the pod officer that you should be going to court. The pod officer will confirm the information and, if necessary, arrange for your transportation to the courthouse.

Q. Law Library

The law library is an e-library. The law library will be opened Monday through Friday from 07:00 a.m. to 3:00 p.m.. Computer training will not be available. Nexis Lexis and West Law are available on four (4) computers for research on criminal and immigration laws.

Access to the law library must be requested by submitting a request through the inmate kiosk system, located at the officer's station in each general population and dorm style pods. Court appointed Pro Se inmates will take priority over inmates with representation. The need for safety and security of the facility will take priority; therefore, the paralegal charged with operation of the law library may refuse access to specific inmates based on security risks.

Each session in the law library will be limited to one (1) hour in length. The



number of times an inmate may access the library will be dictated by the safety and security of the facility, but shall be no more than five (5) times in a one week period. Should the inmate need to access the law library for additional periods of time, an additional request should be submitted to the paralegal and the proper consideration will be given. The inmate will be able to save his/her work on a flash drive which will remain in the law library. Items that the inmate would like printed will be presented to the paralegal in the law library after it has been saved on the flash drive. The inmate will be charged \$0.10 per sheet printed.

Each inmate is limited to a copy of five cases drawn from law books requested per weekday. The allowed cases will be copied by the paralegal and given to the inmate.

Some legal material must be typed for the court. If an inmate has a document that must be typed they will fill out an inmate request form. The law library officer will verify the request and make arrangements for the inmate to go to the library and use the appropriate computer.

The law library officer will make a reasonable effort to fill requests for legal materials within 48 hours upon receipt of the request.

The law library will provide inmates with photocopies of legal materials at a cost of \$0.10 per copy to the inmate.

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

The Watch Commander and Life Safety Officer are authorized to determine excessive amounts of legal papers in a housing unit based upon safety and security considerations. It will be the inmate's responsibility to comply with instructions to remove excess amounts of legal materials.

Processed inmate requests for legal materials or forms from previous years are stored in the detention records archives, maintained by the Support Services Division of DLMCJC.

Inmates desiring legal material will place a request for such items using the inmate kiosk system. If the inmate is in a pod which does not allow the use of a kiosk system, the inmate will request a form from the pod officer. The inmate should then fill out the form ensuring that each section of the form is filled in with the appropriate information.

If the inmate is facing a specific court deadline or a statute of limitations, the inmate should notify the law library officer by documenting the deadline and reason on the form or the kiosk system. Upon completion of the paper request, the inmate should return the form to the mailbox for delivery to the law library officer.

The law library officer will make a reasonable effort to obtain the requested materials for the inmate facing the deadline or limitation, usually by processing

those requests before general requests without deadlines.

The law library officer will pick up the inmate requests forms daily from the mailroom.

If an inmate's request is outside the scope of the law library, the law library officer will attach a law library Return Status form to the request form and return the forms to the inmate. If the request came through the kiosk system, the law library officer will notify the inmate on the kiosk system.

If an inmate request is incomplete, such as no case or statute citation, the law library officer will nevertheless process the request if able. If the officer is not able to process the request from the information provided, a law library Return Status form will be attached or the response will be sent on the kiosk, directing the inmate to provide a citation number. Indexes may also be requested by the inmate, subject to availability.

Unrepresented illiterate or non-English speaking detainees who wish to pursue a legal claim related to their immigration proceedings or detention and indicate difficulty with the legal materials will be referred to the on-site ICE SDDO for assistance.

R. Safety and Security

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

All inmates in all areas of the facility are subject to being searched at the discretion of detention personnel. You are expected to cooperate with any officer who advises you that you must be searched.

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

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

S. Contraband

Contraband is anything in your possession that is prohibited by the policies, procedures, rules and regulations of the Tulsa County Sheriff's Office, as well as items prohibited by law to be brought into a jail. You are prohibited from having in your possession or under your control any items which are not:

1. Issued to you by the detention facility staff.
2. Purchased by you from the commissary service.
3. Authorized by the detention facility administration.



4. In their original condition (modifying or altering any items, whether issued or purchased is not permitted).

Possession of Nuisance Contraband: having in one's possession items which do not belong in inmates' hands, including item(s) not specifically listed in the major offense category, items which cannot be considered as weapons, and items whose possession is not illegal or deemed to be a threat to the safety of the facility. Such items would include extra clothing or mattresses, altered personal property, commissary without a receipt, or kites. Your possession of contraband is a serious offense. In addition to any items which may have been listed as contraband elsewhere in this handbook, other items considered contraband are: any alcoholic beverages, all drugs and narcotics, all weapons or items that could be used to inflict injury, keys, non-regulation clothing, hard combs, gasoline, lighter fluid, razors at unauthorized times, gum, glass, metal containers, pornographic books, pictures and drawings which are sexually explicit or suggestive in any way, or pictures, drawings, writings, and/or signs alluding to any type of gang affiliation. Possession of the above listed items could subject you to disciplinary actions and/or additional criminal charges.

T. Inmate Communications

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

There are specific people to contact regarding your various needs and problems. If you have a special problem or need information, the pod officer will assist in directing your request to the appropriate person.

ICE detainees will have access to communicate with ICE officials, concerning issues such as their personal information, information pertaining to the individual case or concerning their confinement conditions, at anytime and may request such communications using the inmate request kiosk system or the paper system, by which the pod officer will submit the completed request to the ICE office personnel.

You will not be permitted to receive telephone calls in this facility. Telephones are available in each pod for your use during free time. All phone calls will be made "collect". Three-way or "piggy-backed" calls are not allowed. Sheriff's Office personnel will not accept messages for you, with the exception of a verifiable emergency, or an emergency call from your attorney. In such cases, a message will be taken and you will have to call the person back. The chaplain or a supervisor may allow you the opportunity to make a non-collect telephone call. This will be at their discretion, and taken on a case by case basis. You are forbidden to call the victim of the crime for which you are accused. Failure to comply with this rule may result in criminal prosecution against you. You are forbidden to call any persons who have requested that you not contact them by telephone.

Steps may be taken to control the possibility of fraudulent use of the inmate telephone system and harassing phone calls. Such steps include use of monitoring equipment to identify and prosecute persons involved in fraudulent activities, and

the blocking of phone numbers to deter fraud, non-payment or harassment.

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

Telephones will be turned off during head counts, meal times and any time the pod officer believes it is necessary to do so.

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

U. Programs and Activities

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

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

Religious programs include bible studies and worship services. Schedules for these services will be available in your pod. Bibles are available upon request from the programs staff. Bibles will be provided by religious staff at David L. Moss Correctional Facility. No personal bibles will be allowed.

Library services are also available, to include access to the Law Library. The Law Librarian will be available 5 days a week, excluding holidays and will print the materials requested in a timely fashion so long as you complete the proper request form, making sure to list the subject matter that you are interested in, the title and section number of the statute or other laws. If you need assistance with completing the form, see your pod officer. Inmates requesting legal materials will be charged \$.10 (ten cents) per copy.

V. Inmate Grievances

Grievances and requests will be filled out and completed on the inmate kiosk system. The inmate's DLM number and pin number must be used to access the kiosk system. ICE detainees may direct their grievances directly to ICE agents by selecting the appropriate option on the kiosk system. ICE detainee grievances of an emergency nature shall be submitted to the pod officer.

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



For situations when the kiosk is not available, inmates may complete a paper grievance and submit to the pod officer of drop into the mailbox for each pod.

Inmates may initiate a grievance for the following reasons:

1. An alleged violation of civil, constitutional or statutory rights;
2. An alleged prohibited or criminal act by facility staff;
3. Unjust denial or restriction of inmate privileges.

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

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

The pod officer will have the initial responsibility in addressing inmate grievances. If an inmate informs a pod officer of a complaint involving an issue that constitutes a grievance, the pod officer will attempt to resolve the grievance at that time. If a resolution is not immediate, the pod officer will provide you with instructions on how to access the inmate request kiosk or if the kiosk is not available he or she will furnish an Inmate Grievance Form to the inmate and will assist the inmate in the proper completion of the form, when necessary.

If the incident being grieved involves the pod officer, the inmate may request to speak to the housing sergeant.

The inmate will return the completed form to the pod officer for processing.

The pod officer will sign, date and note the time of receipt on the form and will forward the form to the housing sergeant for review and response, if appropriate.

The housing sergeant will review the grievance and determine whether it is valid. If the inmate grievance is valid, the form will be forwarded to the housing captain.

The housing captain, or designee, will be responsible for taking appropriate action with regard to the grievance and for completion of the "Response" section of the grievance form.

Responses to inmate grievances will be returned to the inmate filing the grievance within 72 hours of the submission of the grievance as noted by the pod officer. If additional investigation is required beyond the 72-hour period, the housing captain will note on the form that an investigation is ongoing and that the inmate will be notified of the response following the end of the investigation. The housing captain will also note the expected investigation completion date.

A grievance may be appealed to the Detention Major only after a response has been issued by the housing captain, or designee.

If a grievance, filed by an ICE Detainee, is not suitably dealt with through an appeal to the Detention Major, the Detainee may appeal that decision to the on-site ICE office, using either the kiosk system or the paper grievance system.

A detainee may file a complaint about officer misconduct directly with the Department of Homeland Security, Office of Inspector General (OIG) via the pro bono phone system.

An inmate may withdraw a grievance at any time.

If an inmate is released while a grievance is still pending, the inmate loses all standing for remedies of the grievance.

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

All written grievances are considered confidential and copies of grievances are disclosed only upon authorization of the Detention Major.

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

Grievances of an emergency nature shall be submitted to the pod officer, who will ensure that the immediate situation is dealt with and then will notify ICE as to the nature of the grievance and any corrective action taken.

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

W. Conduct and Discipline

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

All incidents of misconduct will be recorded and reviewed by staff. All incidents of misconduct are subject to sanction, within certain limitations based upon the severity of the violation or offense.

Normally, violations or offenses will be addressed immediately by the pod officer. When necessary, the pod officer may refer the matter to the shift supervisor for review and additional sanction. For reviewed violations or offenses, the shift supervisor or disciplinary officer will notify the inmate of the recommended sanction to be imposed. If the inmate wishes, the inmate may either agree to the sanction and sign the form noting such, or may request a hearing with the supervisor. The reviewing supervisor will meet with any inmate requesting a review hearing. The inmate will be afforded the opportunity to present documentary defensive evidence when not unduly hazardous to institutional safety and facility goals. The reviewing supervisor will also make provisions to speak with any relevant



witnesses offered by the inmate, if the inmate offers a list of witnesses at the time that the hearing is requested.

Inmates may request an appeal hearing for sanctions imposed for violations by utilizing the following procedure;

1. The inmate is to appeal to the supervisor over the unit. If the inmate wishes to appeal that decision, then;
2. The housing captain will review the sanction. If the inmate wishes to appeal that decision, then;
3. An impartial person or panel of impartial persons, i.e. administration officers or officers outside of housing units will review the sanction. Their decision is final and may not be appealed.
4. Disciplinary action taken against inmates shall NOT be inconsistent, frivolous, or retaliatory.
5. All inmates shall be treated equally and disciplined by all jail personnel firmly, fairly and in a consistent manner without regard to race, national origin, religion, age or sexual orientation.

With regard to major offenses, any major infraction will be reported to the Classification Sergeant. The Classification Sergeant will determine to discipline for each major infraction. The Housing Captain may consult with other personnel prior to imposing discipline. The discipline imposed by the Classification Sergeant may be appealed to the Detention Division Chief who will either affirm or reverse the decision and will notify the inmate of the decision within 15 days of the appeal.

X. Violations and Range of Discipline

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

While it is impossible to define every possible prohibited act or rule violation, the following acts are prohibited by the Sheriff's Office. Committing, attempting to commit, aiding in the commission of or making plans to commit one or more these acts will result in discipline or lawful prosecution. Each category of offense has a range of discipline to which the violator is subject. **The specific type of discipline imposed will be at the discretion of the pod officer and/or the housing sergeant conducting the disciplinary review.**

Minor Infractions:

Disorderly Conduct: Behavior such as loud talking or yelling, pushing, which creates a disturbance and/or disrupts the orderly running of the facility.

Use of Abusive, Vulgar, or Obscene Language: Use of words and/or phrases that are vulgar, abusive or obscene.

- Failure to Maintain Personal Hygiene: Not having a clean body and clothes.
- Possession of Gambling Paraphernalia: Having in one's control, items for use in operating or acting in any game of chance involving betting or wagering of goods or other valuables.
- Refusal of Work: When a person refuses to perform an assigned job.
- Present in an Unauthorized Area: Being in an area that is designated through verbal, written or posted orders as off limits to a specific inmate or inmates in general.
- Self Mutilation: Inflicting injury on one's self. Cutting on one's own body or tattooing.
- Unsanitary and Disorderly Housing Conditions: Not keeping a clean, neat living area. The area should be kept in a manner so that all possessions are stored in an organized manner in areas designated for such. The area should be free from dirt and clutter.
- Smoking or Possessing Tobacco: Smoking of any form or having in one's possession tobacco.
- Possession of Nuisance Contraband: Soap Sculptures, necklaces, etc.
- Failure to Follow Verbal or Posted Rules and/or Orders: Not following specific rules and/or orders which have been designated for the clean, safe, orderly operation of the facility after being advised of rules and/or rules. This includes the failure to follow the facility procedures for taking count.

Range of Discipline:

These violations will normally be addressed by the pod officer through:

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

The officer may impose up to two of the listed sanctions.

The pod officer **MAY** refer such violations for disciplinary review by the Classification Sergeant if the officer feels that the nature of the violation warrants discipline beyond in-cell restriction.



The Classification Sergeant conducting the disciplinary review may opt to concur with the discipline already imposed by the pod officer, remove additional privileges, or confine the inmate in disciplinary restrictive housing for a period of a minimum of 1 day and a maximum of 15 days with complete loss of privileges for up to 30 days.

The decision of the disciplinary hearing officer with regard to minor infractions may be appealed to the Watch Commander. If the inmate wishes to appeal that decision, then the Chief Deputy will review the sanction. Their decision is final and may not be appealed.

If applicable, the offense may be referred for criminal prosecution.

Major Infractions

Murder: Any act of which the end result is the death of any person including inmates, staff or civilians.

Assault: an attack upon the body of another person. This includes rape.

Fighting: Engaging in a physical conflict with another person.

Sexual misconduct: This includes, but is not limited to:

Taking part in sex act(s) where all parties agree to take part;

Exposing the genitals or buttocks to any person;

Masturbation in the view or presence of another.

Arson: Starting or causing the start of a fire which could or does cause damage to persons or property.

Escape: Leaving the grounds of the jail or from the custody of an employee outside the facility without permission.

Possessing a Contraband: Having in one's control any item which has not been approved by the facility – including weapons or any item which has been altered, for use as a weapon, intoxicant, and drug paraphernalia.

Unauthorized Use of Drugs or Intoxicants: Use of any drug or intoxicant which has not been prescribed or approved for the inmate use.

Insurrection: Participation or encouraging others to participate in unauthorized activity such as rioting or a work stoppage.

Counterfeiting, Forgery or Unauthorized Reproduction: Unauthorized reproduction of any document, article, identification, money, security or official paper.

Hindering an Employee in the Performance of their Duties: Acting in such

a way to interrupt an employee during their work time such as causing delays, or giving false information.

Gambling: Operating or acting in any game of chance involving betting or wagering of goods or other valuables: or possess gambling paraphernalia.

Destruction, Alteration or Damage to Property: Destroying, changing or hurting property of the Tulsa County Sheriff's Office or any other person.

Theft: Unauthorized taking of something that belongs to someone else.

Threatening Another with Harm: Telling someone, through actions or words, that harm will come to them.

Unauthorized Receipt of Any Item of Value: Receiving an item which has any value, through false pretenses, threats or stealing.

Unauthorized Use of Mail or Telephone: Using the mail or telephone to commit fraud or theft. This includes using the mail or telephone in manner in which it was not designed or at unauthorized times.

Possession of Stolen Property: Having in one's control, any item which has been stolen from any other person.

Attempt/Conspiracy: This is an offense for inmates who do not actually commit the offense, but participate in the following ways:

Attempts to commit the offense;

Solicit another or others to commit the offense;

Conspires with another or others to commit the offense;

Facilitates the action of another or others in committing the offense.

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

Smoking or Possessing Tobacco: Smoking of any form or having in one's possession tobacco.

Range of Discipline:

Any inmate committing a major violation may immediately be placed in disciplinary restrictive housing.

The Classification Sergeant may opt to confine the violating inmate in disciplinary restrictive housing for a minimum of 1 day and a maximum of 30 days for a single offense; multiple offenses will result in a minimum of 31 days to a maximum of 60 days with the approval of the Detention Division Chief or designee.

The discipline imposed by the Classification Sergeant may be appealed to the



Detention Chief who will either affirm or reverse the decision and will notify the inmate of the decision within 15 days of the appeal.

If applicable, the offense may be referred for criminal prosecution.

Y. General Pod Rules

1. Keep cell doors secured closed at all times.
2. Always keep bunks made when not occupied. Do not hang anything from your bunk. Do not obstruct the window of your cell door. Keep your cell neat at all times.
3. Do not cover your head or face at any time.
4. Never enter another inmate's cell or loiter at another inmate's door. Do not allow another inmate, not assigned to the cell, into your cell.
5. Keep toilets flushed. Only tissue paper will be disposed of in the toilets.
6. Keep noise level to a minimum. Acceptable noise level will be determined by the pod officer.
7. Never enter the recreation yard or beverage area without prior permission from the pod officer.
8. No items will be taken into the recreation yard.
9. Uniforms must be worn properly, as described in this handbook.
10. You are required to wear shoes and socks in the dayroom and recreation yard, unless you are authorized not to wear shoes by the Medical unit or Housing Captain. Shoes must be worn properly.
11. No contact sports. Handball is allowed at the discretion of the pod officer.
12. You are required to keep yourself, your cell and your dayroom neat and clean at all times.
13. No combs, picks, pens or any other item stuck in your hair.
14. You are not allowed to lean back in or put your feet on the chairs. Keep chairs in assigned areas only.
15. Shoes and socks will be removed while sitting outside the shower area. Clothes will be removed and put inside the shower with the shower door closed.
16. You are not allowed to touch or stand near the TV.
17. When approaching the pod officer's desk, you must stop at the marked line and, once approved to approach, you must remain at least an arm's length



from the pod desk. This is required for addressing the pod officer, as well as for pod activities (medical call, meals, recreation yard, beverage area, etc.). Do not approach the desk until acknowledged by the pod officer and granted permission.

18. No trading, giving or loaning any property or food items.
19. No passing of notes, items, or underground mail.
20. You must stand while using the telephone.
21. Do not put feet on tables, walls, columns, or rails.
22. All games in the dayroom will be played away from the TV. No slapping dominoes or cards on the table.
23. Do not lean over, hang or sit on any railing.
24. Wait at the pod entrance until acknowledged to enter by the pod officer.
25. Do not leave your property unattended in the dayroom or beverage area.
26. Do not block vents in your cell.
27. Do not spray cleaning fluid in vents or on the floor.
28. Do not throw items in the dayroom.
29. When “lockdown” is called, go directly to your room. Do not ask the pod officer questions or for forms, etc., at lockdown time.
30. Stand quietly by your door and wait for it to be opened.
31. When approaching the medication cart, do not touch the cart or anything on the cart.
32. When moving in the main hallways, walk in single file on the right side of the hallway, within an arms length of the wall.
33. When moving in the main hallways there should be no talking, yelling, singing, whistling or other noise making.

Z. Inmate Sexual Assault Prevention and Response

1. Definitions:

Rape and Sexual Assault: For purposes of this policy, sexual assault and rape includes the carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of an inmate when such act(s) is:



- a. Achieved forcibly or against the victim's will;
- b. Perpetrated on an inmate who is incapable of giving consent because of his or her youth or his or her temporary or permanent mental or physical incapacity;
- c. Achieved through the exploitation of the fear or threat of physical violence or bodily injury;
- d. Achieved with or without consent of the victim when the perpetrator is an employee of the Sheriff's Office or a vendor, contractor, volunteer, or other person exerting authority over an inmate housed in the David L. Moss Criminal Justice Center.

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

2. Prevention. Detention personnel will be alert to inmates who may be displaying signs of sexual aggressiveness and will respond to such behavior, or other sexual misconduct, promptly through the use of the inmate disciplinary system. If you feel that you are in danger or have been a victim of rape, sexual assault, or sexual misconduct, you are encouraged to report such incidents as soon as possible to any detention personnel so that immediate action can be taken.
3. Response. If you have been a victim of rape or sexual assault, you will:
 - Be advised that detention personnel can help you;
 - Be advised that it is not required that you identify the perpetrator to get help, if you are in fear of being labeled an informer;
 - Be advised that you can be moved to another housing unit or request protective custody;
 - Be given an explanation of the criminal and internal disciplinary processes involved if you decide to identify the perpetrator;
 - Be given an explanation of services available to you for getting help to deal with the offense, such as mental health and/or spiritual counseling;
 - Receive assistance in determining what services you need;
 - Receive assistance in arranging for the delivery of the services you agree upon.
4. If an investigation concludes that the rape or sexual assault claim was fabricated or that you inflicted or attempted self-injury, investigating personnel may recommend disciplinary action against you.

AA. Release From Facility

1. Items that were issued to you during the dress-in process will be returned during the dress-out process, such as the 8 oz. tumbler and spork.
2. When notified to report to the release room you will need to follow the orders of the pod officer on where to place items such as your mattress, blanket, sheet, clothing, 8 ounce tumbler and spork.
3. Personal items will be taken with you or thrown into the trash and are not to be left in the cell that you are leaving or distributed among the other inmates.
4. Commissary items will be taken with you, not left in the cell that you are leaving or distributed among other inmates.
5. Library books should be returned to the pod officer for forwarding to the library, not passed on to other inmates within the pod.
6. Any mail received for you at the facility after your release, will be returned to sender provided a return address is indicated on the envelope.
7. Inmates posting bond must remember that they are entering into a contract with a private business. It is the responsibility of the inmate to know the terms, costs, and responsibilities of the contract they are signing.

Conclusion

Beyond the provisions outlined in this handbook, be advised that the facility administration may move any inmate from one location to another, place an inmate under more strict custody classifications, or suspend an inmate's privileges without notice whenever such action is deemed necessary to preserve order, or protect persons or property from harm. Any rule infraction may result in a temporary reclassification of an inmate. A temporary reclassification will remain in effect until the formal disciplinary process is completed.



REPORTING SEXUAL MISCONDUCT

DAVID L. MOSS
CRIMINAL JUSTICE CENTER
300 North Denver
Tulsa, OK 74103



SEXUAL MISCONDUCT AGAINST INMATES

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

WHAT ARE WE TALKING ABOUT?

Sexual Misconduct - shall include but not be limited to, all sexual behavior directed toward an inmate in the custody of the David L. Moss Correctional Center. Sexual misconduct includes acts or attempts to commit acts of sexual contact, sexual abuse, and sexual harassment. Furthermore, sexual misconduct included conversations or correspondence which demonstrate or suggest a romantic or intimate relationship between an inmate and Sheriff's employee or contractual employee, volunteer or any other individual in a position of authority over inmate. All sexual contact between these persons is sexual misconduct regardless of consent.

Allegations - Events which are said to have happened, but which have not been verified.

Sexual Contact - Shall include, but not be limited to, all forms of sexual contact as well as the intentional touching, either directly or through clothing, of the genitalia, anus, groin, breast, inner thigh, lips, or buttocks, of any person with intent to abuse, humiliate, harass, degrade, or arouse, or gratify the sexual desire of any person.

Sexual Abuse - Shall include, but shall not be limited to, subjecting another person to sexual contact by persuasion, inducement, enticement, or forcible compulsion; subjecting to sexual contact another person who is incapable of giving consent by reason of their custodial status; subjecting another person to sexual contact who is incapable of consenting by reason of being physically helpless or restrained, or mentally incapacitated; and raping, molesting, prostituting, or otherwise sexually exploiting another person.

Sexual Harassment - Shall include, but shall not be limited to, unwelcome sexual advances, requests for sexual favors, disrobing or requesting that another person disrobe without a legitimate penological objective, making sexually offensive comments or gestures, or other verbal or physical conduct of a sexual nature.



REPORTING

INITIAL NOTIFICATION BY INMATE

1. Inmates may confidentially disclose incidents of sexual misconduct, sexual contact, sexual abuse and sexual harassment to any Sheriff's Office employee, either verbally or in writing. Inmates may file a sexual misconduct complaint through the grievance system. Report to an officer, grievance process, DVIS #59. This process allows for confidential reporting by inmates. Such grievances will be handled immediately by the Shift Commander during non-business hours. Any inmate who reports an incident of sexual misconduct, sexual contact, sexual abuse or sexual harassment may request and be treated as an anonymous informant.
2. All interviews will be conducted thoroughly in a professional, non-abusive and non-threatening manner. Staff will make no predetermined judgment regarding whether the reported incident occurred or not, but will proceed with notifying the appropriated individuals based on the nature of the report.
3. TCSO employees and any individual in a position of authority over an inmate shall not retaliate against the alleged victim and/or complainant and/or inmate witness for making allegations of sexual misconduct, sexual contact, sexual abuse or sexual harassment. Such retaliation may include, but is not limited to, threats regarding parole, bail, or probation, denial of privileges, subjection to disciplinary or adverse administrative action, negative comments or recommendations to any parties or organizations. No TCSO employee shall lead the complainant, view, or witness to believe that such retaliatory actions can or will be taken to induce statements or other cooperation. This in no way shall limit ability to take appropriate disciplinary or prosecutorial action where inmates make untruthful allegations.
4. Investigations of sexual misconduct, sexual contact, sexual abuse, and sexual harassment shall be conducted by an investigator who has experience and training investigations and appropriate and effective interview techniques.

APPEALS

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

REFERRAL COUNSELING/MEDICAL TREATMENT

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

REMINDER

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

CONTACTS

- Inmate Program Officer or Inmate Chaplin
- Department of Human Services Mental Health Counselors assigned to the jail.
DVIS #59
4300 S. Harvard Ave.
Tulsa, OK 74135
- All reports are confidential.

ZERO TOLERANCE

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

- 1. Report to Officer**
- 2. Grievance Process**
- 3. DVIS 218#**

**4300 S. Harvard Ave.
Tulsa, OK 74135**



