

DALLAS COUNTY
SHERIFF'S
DEPARTMENT



DETENTION CENTER
MANUAL

MIKE RACKLEY SHERIFF

MEDICAL/DENTAL

1. MEDICAL ATTENTION

In the event of a medical emergency, medical attention will be available to all inmates of the Dallas County Detention Center. In the event of an illness the inmate will be transported to a local treatment facility. If it is not "an emergency," medical treatment will be scheduled with a local medical treatment office during business hours. All medical treatment will be accessed back to the inmate jail costs, this will also include the cost of medications

2. DENTAL ATTENTION

Inmates will be taken to a dentist according to the severity of their dental needs. The jail has limited access to the dental facilities. Inmates will be taken at times when access can be gained. Inmates will only go to the dentist when a tooth is needing to be pulled. No corrective or appearance enhancing type dental service will be provided.

3. TRANSPORT OF INMATES TO OUTSIDE MEDICAL FACILITIES

Inmates being transported to any medical or dental facility outside of the jail will be placed in full restraints prior to exiting the jail. Inmates will remain in restraints until returned to the jail.

B. Inmates will not converse with anyone other than escorting officer or medical/dental personnel directly involved in that inmates treatment.

4. MEDICAL DISBURSEMENT

Medication is administered on a schedule determined by the physician according to normal prescription requirements. Commonly used nonprescription medications can be administered as needed.

B. Prescription medications either brought to the jail by the inmate or his family (recent prescriptions), will be administered until the next doctors visit and will be continued if approved by the doctor.

C. Inmates are required to take medication immediately upon issuance and in the presence of the issuing officer. (NO EXCEPTIONS).

D. All medical and dental expenses will be added to the inmate court cost. This includes the cost of medications. As per 221.120 of Missouri Revised Statutes.

CELL ASSIGNMENT

Inmates will be assigned to a cell by the booking officer. No inmate will move to another cell unless authorized by Dallas County personnel. It is prohibited for any inmate to go into another inmate's assigned cell

EXERCISE AREA

A. An exercise area will be provided by the Dallas County Detention Center which provides fresh air, sunlight, and ample room for physical exertion.

B. Privileges of the exercise area will be determined by the Sheriff/Jail Supervisor.

C. There will be no profane language, or lewd gestures allowed in the exercise area.

D. All inmates must wear the jail clothing completely and properly at all times while in the exercise area.

D. There will be no arguing or fighting among inmates in the exercise yard.

F. Inmates will obey all orders given by detention personnel.

G. Inmates will not engage in games where there will be physical contact.

H. Inmates will not leave any items in the exercise area after exiting the area.

I. Failure to comply with the above rules could result in the termination of privileges or disciplinary action being taken.

DAY ROOM PRIVILEGES

1. TELEVISION

A. Television will be provided in day room. No inmate television will be allowed.

B. Television privileges will be controlled by the Sheriff. Failure to abide by the rules will result in the loss of this privilege.

2. TELEPHONE

A. Use of the telephone is available to inmates in the DAY ROOM during no lock down hours.

B. Witness/victim tampering by use of the telephone system will not be tolerated.

C. Use of telephone for obscene or threatening purposes will not be allowed.

D. Any complaint from outside sources may result in the loss of telephone privileges.

E. All calls are collect.

F. Telephone calls are limited to 15 minutes.

3. READING MATERIAL

A. Inmates will have access to reading material when available.

B. Inmates will have access to an adequate law library. (Missouri State Statutes) These should be read in DAY ROOM and put back in the library after use. These books will not be taken to your cell.

C. One book besides the Bible may be taken to the cell for reading but should be returned after use to the library.

INMATE MEALS

1. INMATE DINING

A. Inmates will be served three meals per day that are nutritionally balanced and meet all recommended daily allowances.

B. Inmates will be served and eat their meals in the day room.

C. Inmates that are locked down for security or other reasons will be served their meals in their cells.

2. DINING FACILITY RULES

A. At mealtime inmates will be seated at dining tables in the day room. Inmates will conduct themselves in an orderly manner in the dining area.

This means no loud talking, cursing, or running. No food items are to be thrown.

B. Inmates will not cause or attempt to cause damage to any trays or utensils or remove any of these items from the dining area. All food must be consumed in the dining area.

3. SPECIAL DIET

Inmates requiring special diet due to a medical condition must have an order or prescription for that diet from a physician.

INMATE MAIL

1. OUTGOING MAIL

A. Mail will be collected once each day when officers make their rounds. Mail will then be placed in a proper mail receptacle by the officer. All letters must have the proper postage applied. All mail must be properly addressed. This includes the inmates full name on the return address. Letters addressed to another jail or penal institution will not be mailed unless special approval has been granted by the Sheriff or Supervisor. Gang symbols or obscene language will not be allowed to be displayed on the envelope

2. INCOMING MAIL

A. Mail will be opened and inspected for contraband articles. The only exception to this is correspondence from attorneys, judges, or congressman which can be opened and inspected in the presence of the inmate. Any contraband found will be confiscated and placed in the inmates property, provided it is lawful. Any unlawful articles mailed to or brought to the Dallas County Detention Center to an inmate will be seized as evidence and the person mailing or bringing the items will be filed on by the prosecuting attorney for a felony.

B. Due to limited storage, packages and other articles may be returned to the sender if the Sheriff so decides.

3. MAIL LIMITATIONS.

No more than four photographs per each inmate in the cell. No pornographic photographs.

B. The Sheriff will decide if the inmate can receive

magazines or newspapers.

C. Mail that has been already read by the inmate will either be thrown away or put in the inmates property to maintain a clean cell.

SANITATION OF INMATES AND DETENTION CENTER

1. PERSONAL HYGIENE

A. Jail issued clothing, shoes and linens are to be collected for cleaning two times per week. All issued clothing and shoes will be worn in the normal fashion. There will be no alternations of the uniform of any kind.

B. Showers are mandatory on the same day that clean uniforms are issued. During this mandatory shower a conditional use item of a razor is available. This razor will be returned to the officer after use

C. Necessities will be given out Monday through Friday between the hours of 6:00 a.m. to 2:00 p.m., anyone needing toilet paper, toothpaste, etc., needs to ask for these items during these times..

2. DETENTION CENTER

A. For sanitation reasons the officer on duty will supervise the routine cleaning of each cell. Officers may inspect each cell daily to make sure this rule is being followed.

B. Personal property is not to be left in the day room during lock down. Cleanliness and neatness is to be observed in the Detention Center at all times. Failure to observe these rules will result in privileges being taken away from the inmates.

C. Plastic containers are provided for each inmate for each cell. All personal property is to be placed in these containers when not in use. No item, but the cup, eating utensils, and toilet paper are to be left out of this plastic container. Any inmate who has more property than can be kept in the container must have an officer place it in the property room or have their family pick up their property.

VISITATION FOR INMATES

1. PERSONAL VISITATION

A. Personal visitation will be allowed according to the following schedule:

B. Inmates are allowed to receive up to three visitors for a total period of fifteen minutes unless determined otherwise by the Sheriff.

C. Authorized visitors are limited to immediate family only such as, spouse, mother, father, brother, sister, son, daughter, or grandparents. Other visitors must receive prior approval from the Sheriff. Visitors can be asked for identification and must sign the visitors log.

NOTE: Any person 16 years of age or younger must be accompanied by a parent or legal guardian before they are allowed to visit and this will be counted as one of the three visitors.

D. Special visits may be granted by the Sheriff in cases of emergency.

2. ATTORNEY VISITATION

A. Attorney visitation is the only contact visitation allowed by the Dallas County Sheriff's Department.

B. Attorney visits are allowed during reasonable hours as long as it does not cause disruption and threaten the security of the jail. Reasonable hours are from 8:00 a.m. to 4:00 p.m., unless authorized by the Sheriff. Attorneys should notify the sheriff's office or make an appointment to visit inmates

CONTRABAND

1. Contraband is any item not allowed or purposely stated as being allowed by the inmates in the cell block area. No jewelry, lighters, cigarettes, controlled substances or any other like items will be allowed.

2. Inmates violating this rule may have felony charges filed on them for bringing, or attempting to bring these items into the jail.

3. Any inmates family or friends who attempt to smuggle or bring in any prohibited item to any inmate may have felony charges filed on them by the prosecutor of Dallas County.

PERSONAL PROPERTY AND MONEY OF INMATES

A. When inmates are booked into the Dallas County Detention Center, all personal property is seized and logged onto a personal property form by the booking officer. All inmates are given a jail uniform, and bedding. The following items are allowed to be taken into the jail: 1 Bible, 1 book of choice, excluding pornographic material, legal papers needed for case preparation, addresses and writing material, and up to 4 personal pictures, 6 shorts and 6 socks. Women: 3 brassieres and 6 panties.

B. Inmates personal property or money may be released to a person outside of the jail, but this transaction may only be done through an officer with permission of the inmate. When this transaction is done, it is to be recorded on the dispatchers log and signed by the receiving party.

C. When the inmate is released, his personal property is released to him. At this time the inmate will sign the property form. Any property left at the jail will be discarded in 30 days.

D. Personal property sent in the mail will be put in inmates personal locker or given to them if approved by the Sheriff.

E. Items for inmates may be left at the jail Monday through Friday between the hours of 8:00 a.m. to 4:00 p.m.

PREFACE

1. PURPOSE

A. This manual is published to inform inmates and staff of the rules and standards which have been established for persons incarcerated at the Dallas County Detention Center

B. This manual is designed to inform inmates of privileges

afforded them while incarcerated.

C. To provide information on discipline and penalties for violations

2. RESPONSIBILITIES

A. The Dallas County Detention Center Staff have the responsibility of housing, feeding, providing reasonable medical attention, assuring custody and control of the inmates confined here.

B. Members of the staff are not attorneys and will not render legal advice nor assume disposition of your case before the court.

C. During inmates stay at the detention center they will be responsible for obeying the rules and the regulations contained in this manual.

DESTRUCTION OF DALLAS COUNTY DETENTION CENTER PROPERTY

1. Destruction of jail property is now a felony in the State of Missouri. Any inmate destroying, marking, altering without permission, or defacing any jail property will be charged with a felony. NO EXCEPTIONS.

2. Jail property will be classified as any part of the building, cells, doors, tables, bunks, and mattresses. This also includes all property issued to inmates.

D. If an inmate is found to have stored any form of issued medications in either his/her cell or on their person disciplinary action will be taken. The storing, trading, or sale of medication is strictly prohibited.

GRIEVANCE/COMPLAIN PROCEDURE

1. Inmates having a complaint, that they wish to be known, must put it down in writing. A grievance form should be requested from the officer on duty, and will be provided with an envelope. The grievance should be signed by the inmate making the complaint, and state what remedy he/she is seeking. It should be sealed in the envelope and addressed to the Sheriff or Supervisor. When the inmate has done so, the request is to be given to the officer on duty.

2. If the complaint requires immediate attention the officer will contact the Sheriff as soon as possible. Otherwise the complaint will be reviewed by the Sheriff later and he will decide if any action will be taken.

SECURITY FOR THE JAIL

No windows, lights, or cameras will be covered with paper or other items. The Sheriff can remove the privilege of these items, for this Security Violation.

Toothpaste is to be used to brush inmates teeth, not as glue to paste items to the walls.