

DENVER SHERIFF DEPARTMENT

Inmate Handbook

CITY AND COUNTY OF DENVER

**A GUIDE TO HELP
YOU ADJUST TO THE
JAIL ENVIRONMENT**

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INTRODUCTION

This booklet has been prepared by the Denver Sheriff Department to familiarize inmates with the various department facilities and instruct them on how to communicate, receive needed services and perform other functions. It contains information on available activities, programs, services, etc, and provides assistance by answering basic questions.

The jail rules, regulations, and prohibited acts are published here to clarify expected behavior and explain the procedures of the inmate discipline system. Discipline ensures good social behavior that is necessary for community living. This includes the behavior inmates can expect from uniform staff and civilian employees.

The purpose of this book and the inmate disciplinary process is to achieve and maintain order, eliminate disruptive behavior, and to enable the inmates to live in a safe and orderly environment.

THE LAW AND YOU

In addition to the rules and regulations of the jail, there are certain laws which specifically apply to inmates and must be obeyed while you are in jail. Any person who violates any of these laws **will** be prosecuted.

INMATE RIGHTS VS. INMATE PRIVILEGES

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

Rights include, but are not limited to:

1. A balanced, nutritional diet
2. Access to, courts, attorneys and legal materials
3. Religious freedom
4. Contact with family and friends via mail
5. Safe, clean, and sanitary living conditions
6. Disciplinary due process
7. Medical care and services

A **privilege** is a benefit granted by the Division Chief that can be revoked due to poor behavior, security, risks, or emergency situations

Privileges include, but are not limited to:

1. Attendance in programs
2. Access to and use of the inmate telephone system
3. Access to recreational and non-legal reading materials
4. Visits with family and friends
5. Purchase of commissary items
6. Television
7. Movies
8. Additional free time outside of your cell/housing area beyond the standard
9. Freedom in personal grooming

INMATE RIGHTS VS. INMATE PRIVILEGES

The Denver County Jail (COJL) and the Downtown Detention Center (DDC) utilizes an objective classification system to house inmates. The system uses a variety of factors to determine the custody level for each inmate. The factors include but are not limited to current charge, prior charge and arrest history, escape history, institutional behavior history, etc. The number of privileges you receive while in jail will be based upon the custody level you are placed in. Inmates who exhibit good behavior while in custody may have their custody levels changed so they receive a greater number of privileges. Inmates may also have their housing level and privileges reduced by exhibiting behaviors which violate jail rules and regulations. Those rules and regulations are defined under **JAIL RULES AND REGULATIONS**. Privileges will vary between custody levels.

INMATE RESPONSIBILITIES

The following guidelines are to assist you, the inmate, with regard to behavioral expectations of inmates and staff.

1. You can expect that your crimes or situations will not be discussed with other inmates by any staff member.
2. You can expect your treatment to be non-discriminatory with regard to sex, gender, religious beliefs, sexual orientation, race, color, creed, national origin, political opinion or political affiliation.
3. You are expected to comply with the orders/directives of the staff.
4. You can expect fair and firm treatment within the limits of the law. You are expected to abide by the rules as described in the Inmate Handbook.
5. You can expect not to be subjected to cruel and unusual punishment.
6. You can expect to be free of threatening or harassing behavior from staff or other inmates. It is also expected that you will contact a staff member for assistance.
7. Your expected voluntary compliance with staff directives will minimize the physical contact or use of force that staff must use during your incarceration.
8. You should be aware that the use of stun devices is authorized (as are other less lethal weapons) to maintain the security, control and orderly operation of the facility. You should also be aware of the fact that deadly force may be used if the situation reaches a life threatening stage.
9. You can expect to be treated with respect and you must show that respect in return to staff members.
10. You cannot expect staff members to differentiate between physical horseplay and fighting with other inmates. You shall refrain from any physical horseplay with both staff and other inmates. Disrespectful language will also not be tolerated by inmates or staff.
11. You can expect to be under constant staff supervision per established policies and procedures.
12. You are expected to direct your questions or concerns to the Housing Officer for solutions and assistance and then, if needed, to a Sergeant.
13. You are expected to follow the schedules for activities promptly, and in an orderly fashion.

INMATE RESPONSIBILITIES

14. You can expect electronic monitoring and/or videotaping within the secured areas of the jail or holding facilities to occur.
15. You can expect that trained K-9 (canine) Unit dogs may be used to ensure safety and security within the COJL, DDC and the Lindsey-Flanigan Courthouse (LFC). **Do not, at any time:**
 - Attempt to tease, mistreat, or deliberately agitate any canine
 - Make any sudden or aggressive moves toward a canine or handler
 - Attempt to entice a canine to disobey its handler
 - Attempt to touch, pet, or feed a canine
 - Attack, attempt to attack or act as though you will attack the handler or canine. ***In such a situation, the canine may attack and bite in defense without command.***
16. You are expected to have your jail issued I.D. on your shirt pocket whenever you are outside of your housing unit. Females will wear their I.D. on the top left portion of their v-neck shirt.
17. Sexual harassment is strictly prohibited. Sexual harassment includes but is not limited to the following: Unwanted sexual advances, request for sexual favors and other verbal or physical contact of a sexual nature, indecent exposure, placing or showing sexually explicit pictures, cartoons or drawings. Should any of the above occur, you should contact a staff member immediately.
18. If you have any special needs based specifically on your religious beliefs, you need to send a kite to the Chaplain requesting a Declaration Form. **INMATES MUST MAKE ANY AND ALL RELIGIOUS DECLARATIONS UPON ENTRY TO THE FACILITY. ALL DECLARATIONS MUST BE VERIFIABLE THROUGH A SOURCE OUTSIDE OF THE JAIL (CLERGY, RABBI, IMAN, ETC.)**

The above listed expectations will make the operation of the jail easier and help create a more stable and safe environment for staff and inmates.

JAIL RULES AND REGULATIONS

PRISONERS sentenced to the Colorado Department of Corrections who are being held by the Denver Sheriff Department: Under Colorado State Sentencing Law, your time here with the Denver Sheriff Department shall be considered. However, **ANY VIOLATIONS OF JAIL RULES WHILE YOU ARE HERE WILL BE REPORTED TO THE DEPARTMENT OF CORRECTIONS AND WILL AFFECT YOUR GOOD TIME CREDIT.**

The following rules will explain what is expected of you while you are here. They are intended to ensure safe custody, decent living conditions, and fair treatment of all inmates.

If you are on the Work Release Program, Community Corrections or some other special program, you will also be subject to the special rules of those programs. Violations of those rules will be addressed by the staff of those programs and may result in your removal from that program. Be aware that in addition to any program rules, you also remain accountable for your behavior under the jail rules listed below.

The Denver Sheriff Department's Rules and Regulations and the inmate discipline system are administered by the Division Chief and staff at both facilities. If you do not understand the rules, ask your Housing Officer to explain them.

JAIL RULES AND REGULATIONS

Inmate discipline may include counseling, constructive work assignments, temporary restriction from out-of-cell time, or being sent by the Housing Officer to your cell for a two-hour “cooling off” period. This will not be considered a disciplinary action and is not subject to consent or grievance.

PROHIBITED ACTS

The following acts are expressly prohibited. Inmates found guilty of the commission of any of these acts shall be subject to the punishment listed herein:

<u>CLASS 1</u>	<u>OFFENSE</u>
1.1	Assaulting any person.
1.2	Fighting.
1.3	Extortion, blackmail, demanding or receiving money or anything of value in return for protection.
1.4	Engaging in sexual acts with others.
1.5	Escape or attempting or planning escape.
1.6	Setting a fire (arson/ attempted arson), falsely pulling a Fire or Emergency Alarm.
1.7	Possession, manufacture or introduction of an explosive or any ammunition.
1.8	Possession, manufacture or introduction of a gun, knife, sharpened instrument, dangerous weapon, poison, acid, unauthorized or dangerous chemical or unauthorized tool.
1.9	Possession, manufacture, introduction or use of any narcotic paraphernalia, intoxicants, including alcohol or drugs not prescribed for the individual by the Health Services staff or purchased through the commissary.
1.10	Rioting or encouraging others to riot.
1.11	Resisting, interfering, or violently threatening a Deputy Sheriff or Sheriff Department staff member.
1.12	Non-compliance with a Direct Order during an emergency.
1.13	Gang recruiting.
1.14	Inappropriate behavior toward a canine or handler which includes, but is not limited to attack, attempted attacks, or acts which give the appearance or impression that there is intention to attack the handler or canine; attempt to tease, mistreat, or deliberately agitate any canine, making any sudden or aggressive moves toward a canine or handler, attempt to entice a canine to disobey its handler, attempt to touch, pet or feed a canine.

PUNISHMENT

If found guilty after a hearing before the Conduct Adjustment Board, a violation of a **Class 1 Rule** could result in separation from the jail population, and/or loss of specified privileges for not less than 10 days, or more than 60 days for all violations arising out of one incident. All or part of the punishment may be suspended for a period up to 60 days. If corrective confinement is ordered, there shall be an Administrative Review within seven to 10 days after the hearing. Continuous confinement for more than 30 days shall require the review and approval of the Division Chief or designee.

PROHIBITED ACTS

CLASS 2 OFFENSE

- 2.1 Threatening another with bodily harm or any threat against a person or property. Making malicious statements regarding other inmates.
- 2.2 Making sexual proposals or sexual threats to another.
- 2.3 Destroying or damaging jail property or property of another person or stealing. You may also be criminally and monetarily charged for damage and theft.
- 2.4 Tampering, pushing, controlling, or blocking any locking, surveillance or security device, including intercoms and doors.
- 2.5 Adulteration of any food or drink.
- 2.6 Disrupting or interfering with the security or the orderly operation of the institution or encouraging others to do so.
- 2.7 Refusing to obey a direct order of any staff member.
- 2.8 Counterfeiting any official document or paper (includes receipts).
- 2.9 Possession of contraband other than those listed in 1.7, 1.8, and 1.9, including contraband items listed in CRS 18-8-204.
- 2.10 Flooding of a cell, pod, or housing unit, or the tampering with a fire sprinkler head.
- 2.11 Misuse, abuse, or alteration of any inmate communication, video or electronic device.

PUNISHMENT

If found guilty after a hearing before the Conduct Adjustment Board, a violation of a **Class 2 Rule** could result in separation from the jail population, and/or loss of specified privileges for not less than 10 days, or more than 40 days for all violations arising out of one incident. All or part of the punishment may be suspended for a period up to 60 days. If corrective confinement is ordered, there shall be an Administrative Review within 7 to 10 days after the hearing. Continuous confinement for more than 30 days shall require the review and approval of the Division Chief or designee.

PROHIBITED ACTS

CLASS 3 OFFENSE

- 3.1 Possession of unauthorized clothing or property belonging to another person.
- 3.2 Loss, alteration or misuse of issued jail property including clothing, bedding and I.D. Cards. You may also be charged for damage.
- 3.3 Using loud abusive or obscene language towards a staff member. Being disrespectful toward or harassing a staff member.
- 3.4 Using any equipment, machinery or telephone which is not specifically authorized.
- 3.5 Interfering with taking of the count. The unauthorized changing of bunk or housing location.
- 3.6 Correspondence or contact with a visitor in violation of regulations.
- 3.7 Giving or offering any official or staff member a bribe or anything of value.
- 3.8 Gambling. (with previous conviction)
- 3.9 Indecent exposure. (with previous conviction)
- 3.10 Mail offense. Use of mail received in the jail for passage of Infectious Hazardous Waste as defined in Colorado Revised Statute Title 25, Article 15, Part 4, Section 402 (CRS 25-15-402) and as to the related violation described in CRS Title 18 (Criminal Code), Article 13 , Part 112 (CRS 18-13-112).
(III) Human blood and blood products and body fluids consisting of serum, plasma and other blood components, cerebrospinal fluids, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid and amniotic fluid.
- 3.11 Unauthorized visiting, (including being in another area or housing unit other than your own.)
- 3.12 Smoking, second offense.

PUNISHMENT

If found guilty after a hearing before the Conduct Adjustment Board, a violation of a **Class 3 Rule** could result in separation from the jail population, and/or loss of specified privileges for not less than 5 days, or more than 20 days for all violations arising out of one incident. All or part of the punishment may be suspended for a period up to 60 days. If corrective confinement is ordered there shall be an Administrative Review within 7 to 10 days after the hearing.

PROHIBITED ACTS

<u>CLASS 4</u>	<u>OFFENSE</u>
4.1	Indecent exposure (first violation).
4.2	Unauthorized contact with the public or other inmates, correspondence or attempted correspondence by use of gang signs, notes, telephone, computers, or using other inmates as messengers.
4.3	Gambling (first violation).
4.4	Misuse of authorized medication, palming or concealing medication.
4.5	Being unsanitary or failing to keep one's quarters in accordance with posted jail standards, including the unauthorized posting of pictures, papers, etc., on cell or dorm walls or cell bars.
4.6	Defacing, damaging, exchanging, or not wearing your I.D. Card when required. Inmates will be charged for damaged, lost, and/or defaced I.D. cards.
4.7	Failure to return library books by due date or damaging of library books. In addition to the Class 4 Rule violation punishment, this violation may include an additional penalty for the replacement cost of the book(s).
4.8	Giving, trading, selling, or accepting anything of value, or money to or from another inmate, unless authorized by a Supervisor.
4.9	Possession of excessive commissary items, books, magazines, and newspapers.
4.10	Covering cell light, tier light or any other security light.
4.11	Interfering with, or disrupting an inmate work detail. Refusing to work as assigned (excluding voluntary inmate workers), or being in an unauthorized area when assigned to a work detail.
4.12	Giving false information to an officer or staff member.
4.13	Attempting to remove food items from the designated eating area, kitchen or storerooms, or possession of unauthorized food items. (i.e., sugar, jelly, crackers, etc.)
4.14	Tattooing or possession of tattoo paraphernalia.
4.15	SMOKING , and possession of any tobacco products or items such as matches, lighters, pipes, etc. 1 st offense.
4.16	Violation of the dress code.
4.17	Feeding birds, rodents or other animals.
4.18	Talking in the main corridors during periods of individual or mass movement, except when directed to by jail staff.
4.19	Hanging bedding, towels, clothing or any other item, in a manner which restricts staff from viewing housing areas and inmates during rounds.
4.20	Horseplay.

PROHIBITED ACTS

PUNISHMENT (CLASS 4 OFFENSE)

If found guilty after a hearing before the Conduct Adjustment Board, a violation of a **Class 4 Rule** could result in separation from the jail population, and/or loss of specified privileges for not less than three days or more than 10 days, with the exception to Rule 4.16. See “**Smoking Related Offenses.**” If the violation was minor, the facts clear and the inmate has not been placed in Administrative Detention awaiting disciplinary action, then the inmate may have a hearing before a command officer or administrative staff member who was not involved in the incident. If found guilty, sanctions ranging from a reprimand to loss of privilege for up to 15 days, or loss of two or more privileges for up to 10 days may be applied.

All or part of the punishment may be suspended for a period up to 60 days. If corrective confinement is ordered there shall be an Administrative Review within seven to 10 days after the hearing unless the confinement time has expired.

SMOKING RULES

Denver has a smoking ordinance, and in compliance with law restricting smoking, there will be **NO SMOKING** in any of the Denver Sheriff Department Facilities or area under the Department’s direct control. Such facilities and areas include, but are not limited to the Downtown Detention Center, Denver County Jail, Denver Health Medical Center, and any City vehicle.

RULE VIOLATION INFORMATION

Attempting to commit any of the preceding offenses, ordering another person to commit any of the above offenses, and/or making plans to commit any of the above offenses shall be considered the same as a commission of the offense itself.

Repeat violations of the rules may cause you to be placed in Administrative Segregation for an indefinite period of time.

If you are placed in Administrative Segregation for an indefinite period for the protection of yourself, others or for the safety and/or good order of the jail, you may appeal the action as explained in the section on grievance/appeals. Also, your segregation will be reviewed by the Administrative Review Board every seven days, until you are released back to general population.

RULE VIOLATION INVESTIGATION PROCESS

When an alleged rule violation is reported, it shall be investigated by a Sergeant who will advise you of the general allegations and of your rights in the inmate disciplinary process. You may request a Sergeant to investigate issues which will assist in your defense, including giving the Sergeant the names of any witnesses you wish questioned or called on your behalf.

You will also be asked if you wish to have a "staff advocate," present at your hearing. A staff advocate ensures that the board is following the rules and procedures, and advises you of your rights. The advocate may not be a witness or a character reference and cannot give his or her opinion or advice regarding the charge against you. A staff advocate is especially helpful if you cannot read or write or if you need an interpreter tell the investigating Sergeant and one will be provided. You will be asked to list three names of staff members you would accept; one will be picked from this list, if available. This may not be anyone in the appeal chain. If the requested parties are not available, you must choose another staff advocate or waive your rights to a speedy hearing.

RULE VIOLATION INVESTIGATION PROCESS

Failing to provide a list of three staff advocates forfeits your request to have an advocate present.

You will be given a copy of any charges requiring a hearing within 24 hours of the completion of the investigation, and at least 24 hours prior to the hearing. This shall be your notice of the pending hearing and shall list the rule(s) alleged to be violated. You will then appear before the Conduct Adjustment Board or a Hearings Officer, and be given the opportunity to state your account of the alleged offense and to submit evidence in your behalf.

Violation of jail rules may result in disciplinary action. This could mean confinement in a disciplinary cell separate from the general population for a period of time, and/or:

1. loss of good time
2. loss of commissary (except necessary health items)
3. loss of library visits (except pro se/individuals who are legally representing themselves)
4. loss of personal telephone calls
5. loss of personal and family visits
6. loss of recreation with the general population, or any combination of the above
7. loss of television privileges
8. removal from special programs or scheduled activities

If the Hearing Board or Officer finds there is no clear and convincing evidence of your guilt, the charge will be dismissed and all materials will be withdrawn and destroyed.

YOUR RIGHTS AT A DISCIPLINARY HEARING

1. Receipt of a copy of the charges, in writing, not less than 24 hours prior to the hearing, unless waived by you.
2. To be present at the hearing except during Board deliberations, or when institutional security would be threatened, with reasonable rights to question witnesses against you by submitting questions to the Board.
3. To call witnesses on your behalf by presenting your list **prior to** the Board meeting. You must show that the witnesses' testimony will relate to your charge prior to any witnesses being called. Witnesses are restricted to persons within the control of the Denver Sheriff Department.
4. To have a staff member designated to serve as an "advocate" advise you of your rights. An advocate will be appointed to you if you cannot read, write, speak or understand English.
5. Upon request, a sign language interpreter will be provided for deaf/hard of hearing inmates.
6. If cleared of the offense, the destruction of the record.
7. To be advised in writing of the Board's decision.
8. To appeal to the Division Chief or his/her designee, or the Sheriff.
9. All appeals on decisions of the Conduct Adjustment Board or Hearing Officer will be answered by the Division Chief or his designee within 10 working days upon receipt of that appeal.

INMATE GRIEVANCES

Not Grievable Under the Inmate Grievance Process:

The Inmate Grievance Procedure is designed to address inmate complaints related to any aspect of institutional life or condition of confinement which directly and personally affects the inmate grievant. **The following are not grievable under the Inmate Grievance Procedure:**

1. Actions of the Governor or State legislature
2. Decisions of the Parole Board or Probation
3. Judicial proceedings or decisions of the court
4. The grievance process will not be used or substituted for the appeals process accorded inmates under the inmate disciplinary system. Inmates who attempt to file grievances that are related to the discipline appeal process will be instructed to follow the discipline appeal process as outlined in the specific written instructions.

General Information

The rigid, unnatural environment of a jail is likely to cause dissatisfaction. Should you feel personally aggrieved about any matter, the following steps are to be followed when seeking relief.

- Should you feel personally aggrieved, you will be required to file your grievance within 10 calendar days of the incident in which you are aggrieved.
- There shall be no reprisal against an inmate for filing a grievance.
- The following directions should be used to resolve an issue. This guideline applies to both the Denver County Jail and the Downtown Detention Center.
- Inmate Grievances will not be accepted on behalf of another inmate, nor will they be accepted from more than one inmate as the griever except in cases of alleged staff misconduct.
- Pursuant to the *Prison Litigation Reform Act of 1996 (PLRA)*, inmates shall completely exhaust the Department's internal grievance and administrative processes prior to filing any complaint with federal court.
- If your grievance is regarding serious staff misconduct, please request a grievance immediately and file it as soon as practical. You may also ask to speak to a sergeant/supervisor to address the issue.

General Grievance and Appeal Process

1. Under normal circumstances, when you have a complaint or grievance, it is suggested, but not required that you talk or attempt to talk to your housing officer or other line officer who may be able to informally resolve the matter.
2. It is also suggested, but not required that if your problem or complaint is unable to be resolved by the officer, you send a kite to the floor sergeant/supervisor requesting to discuss the matter with him/her.

INMATE GRIEVANCES

3. If the sergeant/supervisor is unable to resolve the issue or problem, you may request a grievance form from your building officer or any other uniformed staff person.
4. It is suggested that an Inmate Grievance form be used for grievances; however, grievances may alternatively be submitted on a separate paper, containing the same information requested on a grievance form.
5. Grievance forms will be available to inmates upon their request.
6. Inmates with disabilities which prevent them from completing a written grievance will be given reasonable assistance to complete a written grievance form or letter upon request.
7. Written grievances must be legible. The form is not to be used to voice anger or slur someone. The form *should* be used to provide detail of the grievance and what you would like to see happen.
8. Upon completing the grievance form, place it in the box provided in your housing unit. **PLEASE NOTE: At anytime, if your grievance or problem is one which, if processed through the normal grievance time frames noted below, would subject you to substantial risk of medical harm, personal injury or cause you other serious or irreparable harm, please give the written grievance directly to a staff member.**
9. Completed inmate grievance forms will be picked up from the housing unit inmate grievance boxes by an Operations Unit staff member daily, excluding weekends and holidays. The Operations Supervisor or designee will assign the grievance to an appropriate responding party who will then review and answer the grievance.
10. A written response shall be provided to you within 10 working days of receipt of the grievance by the Operations Unit (this does not include weekends and holidays). All health services grievances shall be answered within 30 days of receipt. If you do not receive a response within the time period specified, your time to proceed to the next stage of the grievance process is the same as if you had received a response. The time to proceed to the next stage of the grievance process begins to run the day after a response was due back to you.
11. If you are still aggrieved after you have received the response to your grievance, you may appeal by writing a sealed letter or grievance to the Division Chief stating your specific grievance and **all** previous steps you have taken, including **all** previous answers you have received. The Division Chief will provide a written, dated response within 10 working days of receipt of the appeal.
12. If you are still aggrieved after receiving the first appeal response from the Division Chief, you may appeal further by writing a personal letter to the Sheriff of Denver. The Sheriff will make the final resolution and will provide a written, dated response within 10 working days of receipt of that appeal.

INMATE GRIEVANCES

Inmates may also file grievances directly with the DSD Internal Affairs Bureau (IAB) or the Office of the Independent Monitor (OIM) by mail, or may call the OIM with a grievance by using the inmate phones.

1. To **mail** a written grievance to the IAB or OIM, send your grievance to:

**Denver Sheriff Department
Internal Affairs Bureau**
5440 Roslyn Street
Building 5, Suite 302
Denver, CO 80216

-OR-

Office of the Independent Monitor
Wellington Webb Building
201 W. Colfax Ave.
Department 1201
Denver, CO 80202

2. The OIM Inmate Grievance number is 720-913-3306. This call is free using the inmate phones.

Health Services Grievances

PLEASE NOTE: At anytime, if your grievance or problem is one which, if processed through the normal grievance time frames noted below, would subject you to substantial risk of medical harm, personal injury or cause you other serious or irreparable harm, please give the written grievance directly to a staff member.

1. Under normal circumstances, it is suggested that you discuss your concerns or issues with the Health Services staff member first.
2. If you do not receive satisfaction from your discussion with the Health Services staff member, send a written request, on a grievance form to the Health Services unit. You must provide the following:
 - a. Date and time of incident.
 - b. Specific statement detailing the act or condition giving rise to the grievance.
 - c. State a specific remedy for the grievance.
 - d. Also include signature of inmate, housing location with CD number.
3. If you do not receive satisfaction from the health services staff member, send a grievance to the Health Services Administrator.
4. If still aggrieved you may send a sealed letter to:

Denver Health
Patient Advocate
777 Bannock Street
Denver, Colorado 80204

The Denver Sheriff Department will bring any and all Health Services complaints to the attention of the medical contracted provider. All health services grievances shall be answered within 30 days of receipt from the Health Services timestamp. There shall be no reprisal against an inmate for filing such a grievance.

INMATE GRIEVANCES

Abuse of Grievance Process

The following will be considered abuse or misuse of the grievance process and may result in termination of the grievance process. Any grievance that:

1. Threatens serious bodily harm or death to staff, inmates or the general public. These grievances will be turned over to the Denver Police Department and reviewed for criminal prosecution.
2. Is a duplicate grievance or appeal.
3. Raises an issue previously addressed through the grievance process.

INTAKE, CLASSIFICATION AND ORIENTATION

Processing Fee

C.R.S. 30-1-104(n) authorizes jurisdictions to implement and collect a fee for the commitment and discharge of convicted prisoners. Effective June 7, 2005, the City and County of Denver approved the collection of \$30 per arrest incident from all persons booked into Denver jails. If you are not convicted of all charges, you may request a refund of the Processing Fee.

To obtain a refund, complete a Processing Fee Refund form and include documentation indicating the case was dismissed or you were found not guilty of all charges. Refund forms are available from the Accounting/Receiving office by submitting a kite. Return the completed form to Accounting/Receiving for processing and allow a minimum of 30 days for review.

After release, you can obtain a Refund Form by logging onto the Denver Sheriff Department website at http://www.denvergov.org/Portals/327/documents/REFUND%20FORM%20dsd3_4-10.doc . Instructions and a mailing address are on the form.

Receiving Unit & Initial Intake

When you first arrive at the DDC or the COJL, you are processed through Intake or the Receiving Unit. Central Records will keep track of your original charges, court dates, fines, sentences, release dates and new charges against you.

Deaf or hard of hearing inmates should declare a preferred method of communication and/or need for a sign language interpreter/deaf advocate upon arrival so that these services may be arranged.

Upon intake into Long-Term Housing at the DDC or the COJL, the following will be issued to each inmate:

- 1 toothbrush w/toothpaste
- 1 comb
- 1 rule book (Spanish or English)
- 1 set of jail uniform (you will receive a second set at laundry exchange)
- 1 towel
- 1 blanket and 2 sheets
- 1 cup and 1 spoon
- 1 property bag

Classification/Orientation Process

After processing through the Classification Unit on the second floor of the DDC, you will be interviewed by the Classification Officer and screened by the health services staff. If you have a qualifying disability under ADA for which you need reasonable accommodation, notify the Classification Officer or health service staff. You will be classified based on your charges, background, attitude, psychological behavior, and individual needs.

If you have medical or mental health concerns, you may be housed in a Medical Unit or other special housing area. If you need protection or have any special concerns, you should discuss this with the Classification Officer.

With the exception of inmates with special management needs, if you are sentenced for a misdemeanor or municipal ordinance violation to the jail, you will be assigned to work within the jail approximate to the workday (**CRS 17-26-107 - Prisoners to Work**).

INTAKE, CLASSIFICATION AND ORIENTATION

C.R.S. 17-26-113. Prisoners to Work - All persons sentenced to and confined in [jails] under the laws of this state, except such as are precluded by the terms of the judgment, shall perform labors under such rules and regulations as may be prescribed by the county commissioners or sheriff of the county in which such jail is situated.

If you wish to have your classification reviewed, send a kite to a Classification Officer or Classification Supervisor requesting a review.

Direct Supervision

The DDC is a “Direct Supervision Facility”. This means there is a Housing Officer who manages and is in charge of each housing unit. All concerns, request and information about your stay **MUST** go through your Housing Officer. You will be given the opportunity to ask questions when the Housing Officer explains the housing unit rules to you.

Property Information

Your clothes, money and other valuables are stored in a secured location. You will be given a receipt for your property, and receive your jail uniform, bedding, towel, and a hygiene kit. *See HOUSING - PERSONAL PROPERTY PER PERSON IN A CELL OR DORMITORY in this handbook to determine how much you can actually have in your cell. All excess items will be removed and you will be charged with a rule violation.*

Inmates with healthcare appliances prescribed by a physician, including but not limited to prosthetic devices, hearing devices, medically necessary shoes or braces, etc., shall be allowed to keep such equipment unless such equipment is found to pose a threat to the inmate or others, or to the safe and secure operation of the facility.

Once you are housed, if you wish to retrieve any information or property from where you are housed, send the Property Supervisor a kite stating your request. Give the kite to the Housing Officer or drop it into the mail box located near or in your housing unit. You will not be allowed access to your property once it has been sealed and booked into the facility except for real emergencies, court orders, or approval of the property supervisor.

County Jail Property Release

Inmate property will only be released to visitors at the COJL during the following hours 1:00pm to 6:30pm Monday - Friday. The entire property bag must be released to the visitor, not just specific items from it.

Work Release & Community Corrections Client(s): If you are an inmate on one of these programs, and you walk away (escape), your property will be inventoried by Work Release Staff, and sent to the Denver Sheriff Department Property Bureau.

Downtown Detention Center Property Release

Inmate property will be released to visitors at the DDC twenty four hours a day seven days a week. The entire property bag must be released to the visitor, not just specific items from it.

Any property not claimed after your release date will be sent to the Denver Sheriff Department Property Bureau at 5160 York Street, Denver Colorado. Property left over 30 days will be disposed of at the discretion of the Sheriff.

MONEY INFORMATION

Visitors may leave funds for you at either of the facilities' Reception Desks. This can be done in the form of a U.S. postal money order, payroll check or government check. No cash, personal checks, SSI checks or Unemployment Insurance checks will be accepted. U.S. Postal Money Orders will be posted to your account within 72 hours. A 14-day hold will be placed on all other money orders, cashier's checks and checks. This time frame does not include weekend or holidays. The following information must be written on the money order.

1. Inmate's full name
2. Book-in number and location, if known

Money Orders may be dropped off at the Reception Desk at either facility every day between the hours of 6:00am and 9:00pm, or it may be mailed to you. No cash or personal checks will be accepted. If mailed to you, the following should be included in the address:

YOUR NAME & JAIL NUMBER
DENVER COUNTY JAIL (OR) VAN-CISE SIMONET DETENTION CENTER
P.O. Box 1108
Denver, CO 80201

Money may also be placed in your account by kiosk at the COJL (County Jail), or at the DDC (Downtown Detention Center) lobbies between the hours of 7:00am and 10:00pm. The kiosk accepts only U.S. currency in any denomination. Once the money is placed into the machine, it will immediately post to your account. The person placing the money on your account will receive a receipt for the transaction and a service fee will apply.

You may release a minimum of \$20.00 from your account to visitors. Only one money release will be allowed per day. This can be done Monday through Friday from 1:00pm to 6:30pm (not including holidays) at the COJL, or 24 hours per day seven days per week at the DDC.

In order to have funds wired to your account, have an electronic transfer over the internet or have money placed via telephone consult the bulletin board in your housing unit or speak with your Housing Officer.

BONDING INFORMATION

Property Bond - If you, a relative, or a friend has sufficient equity in a home or building, a property bond may be posted at the Bonding Office at the DDC.

Cash Bond - Requires the full amount of the bond in cash. The full amount minus the filing fee may be returned to you when your court appearances are complete.

Surety (Professional) Bond - The professional bonds person is licensed, and charges a fee which is generally 15% of the bond amount. They may require a co-signer or collateral before making your bond.

Personal Recognizance (P.R.) Bond - The Judge can release you on your promise to appear in court when required. P.R. bonds are investigated and granted by the court. Jail personnel are not involved with this process. Any questions regarding these bonds must be directed to your attorney or public defender.

The Bonding Office is located in the lobby of the Downtown Detention Center (DDC) at 490 West Colfax Ave., Denver, CO 80204. The bonding office is open from 6:00 a.m. to 10:30 p.m. seven days a week, including City observed holidays. Completed bonds will be accepted 24 hours a day and processed at the Downtown Detention Center (DDC) at 490 West Colfax Ave., Denver, CO 80204.

INMATE DRESS CODE

This regulation will be used as a guideline for inmate dress regulations and will promote an orderly environment:

1. No head cover of any kind will be worn with the exception of authorized religious head covers.
2. The entire uniform will be worn, both the shirt and pants.
3. Male uniform shirt will be worn tucked into the pants. Shirt sleeves will be worn down, not rolled up. Female uniform shirts will be worn outside of the pant. Shirt sleeves will be worn down, not rolled up.
4. Pants will be worn with the waistband at waist level, not sagging on the hip area. Pant legs will not be rolled up or "bloused".
5. No jewelry from outside the facility will be worn. Wearing string necklaces, facial jewelry, bracelets or other manufactured jail-made ornaments is prohibited and they will be confiscated and destroyed. The exception being a wedding ring or a ring unable to be removed. Any rings deemed to be a potential hazard will be removed. (i.e., stones, sharp edges, etc.) ***Any unapproved jewelry in your possession after booking into the jail will be considered contraband and will be sent to the Denver Sheriff Department Property Bureau.***
6. Shoes or tennis shoes will be worn outside the housing unit. If sandals are worn, socks must be worn, as well.
7. I.D. tags must be worn on the shirt in plain sight. Males will wear their I.D.'s on their shirt pocket; females will wear them on the left portion of their v-neck shirt. Your I.D. card must be worn at all times in common areas, to and from activities, commissary, and medication calls.
8. You are expected to be fully dressed at all times whenever you are outside your cell and housing unit. In housing units with cells, you will be expected to be fully dressed in the common areas of your housing unit. Inmates in their living quarters shall be permitted to wear pants, t-shirts, and sandals with socks on. Inmates are allowed to wear a t-shirt in the recreational areas of the jail.
9. Inmates' fingernails will be neatly trimmed. Fingernails will not exceed more than one-fourth of an inch past the tip of the finger or thumb. Fingernails will not be filed to a point, but will be rounded.
10. No letters, words, numbers, insignia or symbols will be cut into an inmate's hair.

HOUSING

Whether you live in a cell by yourself, with another person, or in a dormitory, you are responsible for keeping your living area clean and neat. **You must:**

1. Make your bed by 9:00am each day.
2. Be dressed when in or moving through common areas and during normal activity periods.
3. Sweep and mop daily.
4. Not post or place pictures on walls, windows, or bars, except for the wall immediately above the doorway of your cell.
5. Not use bedding for anything other than sleeping purposes.
6. Not lie on any bed while wearing shoes.
7. Not mark on the walls.
8. Not cover cell lights, tier lights or other security lights.
9. Not allow paper or other debris to accumulate in your cell.
10. Not use any items to obstruct view or entrance or exit into your cell or bunk. This includes hanging sheets and manufacturing clothes lines.
11. Not push intercom buttons located near the exit doors or communicate to staff to open or close doors. These buttons are for staff use only. Violations of this rule may result in immediate discipline.
12. Not post notices of any kind without permission from the Watch Commander.
13. Not have a pet of any kind.
14. Not cover vents in the cell. This maintains proper airflow and ensures the smoke evacuation system functions properly in the event of a fire.
15. Not attach any materials to the cell or housing unit walls.
16. Not cover your cell lights with any material. The night lights remain on to ensure your safety.
17. Not smoke or possess tobacco, tobacco products, lighter or paraphernalia. All City and County Facilities are non-smoking. Smoking or use of any tobacco product is strictly prohibited and will result in disciplinary action, as well as possible criminal charges.

Responsibility for Cell Contents

You are responsible for the contents of your cell and in and around your personal living area. You are also responsible for keeping that area clean. **Be advised that housing areas and other areas of the jail are subject to periodic searches and inspections.** You are also provided with means to store your personal property.

If you find any contraband, notify the Housing Officer immediately. **Any contraband found in or around your living area is your responsibility; you will be charged with a Rule Violation and may be charged criminally, if applicable.**

Property in Cell / Dormitory

All personal property is your responsibility. The Denver Sheriff Department will not be responsible for articles which are lost or stolen.

You are allowed only the following personal property items in your cell. Excessive property shall be confiscated by the Facility Staff:

1. Toiletry Articles:
 - 1 toothbrush

HOUSING - Property in Cell / Dormitory

- toothpaste or powder
 - hair dressings
 - 1 comb
 - 2 containers of deodorant
 - 1 drinking cup
 - 2 bars of soap
 - 1 towel
 - 2 washcloths (purchased from commissary)
2. Clothing (Personal):
- 2 jail uniforms
 - 6 pair of undershorts or panties (You are allowed to purchase underclothes through commissary)
 - 6 T-shirts
 - 6 pair of socks
 - 6 bras (females)
 - 1 sweatshirt
 - 1 pair of long johns
 - 1 pair of sandals
 - 1 pair of jail issued tennis shoes
3. Bedding:
- 1 blanket
 - 2 sheets
 - 1 mattress
4. Books and Papers:
- 5 magazines
 - 20 letters
 - 5 paperback books
 - 1 Bible or religious book
 - 1 newspaper
 - 10 pictures (no larger than 5"x7")
5. Medication

In accordance with the “Keep on Person” medication procedure, an inmate is allowed approved prescription medication as issued by the Denver Sheriff Department health services staff. The medication must be kept in the original packaging with no broken seals. Inmates are also allowed to order non-prescription (over-the-counter) medicines during commissary and shall follow the guidelines as set by the facilities commissary procedures.

Facility Searches

This is a jail environment where custody and care are major concerns. All inmates in custody are subject to a search at the discretion of the staff in all areas of the facility. You can expect that trained K-9 Unit dogs may be used during searches. You are required to cooperate with all searches.

HOUSING - Property in Cell / Dormitory

For the security and safety of staff and inmates, regular, unannounced searches of your housing area and property will be conducted. Any contraband, extra issue or property in amounts over the facility rules will be confiscated and/or destroyed.

Contraband

Contraband is anything in your possession or under your control that is prohibited by the rules of the Denver Sheriff Department or the laws of the State of Colorado. It also includes authorized items which have been altered from their original state. If you are found with contraband items in your possession, the contraband will be confiscated and you will be subject to disciplinary and/or criminal action.

COMMUNICATION – WITHIN THE JAIL

Inmate Message Forms ("Kites")

A general kite (Inmate Message Form) is a pre-printed yellow form provided by the jail for inmate communications. Use this method of getting routine help and information while you are in jail.

If you have:

1. A problem, contact the Housing Officer. If the problem cannot be resolved at this level, a kite should be sent to the supervisor. Inmates with a qualifying disability under ADA who need assistance completing a kite should notify the Housing Officer.
2. A question, send a kite to the person with whom you wish to communicate. Either give it to the Housing Officer or drop in the mail boxes in or near your housing unit.

Health Services kites are a pre-printed green form. Health Services staff will not accept healthcare requests on a yellow kite. Use the green healthcare kite form to request assistance for medical, mental health or dental concerns. Please write clearly and place the healthcare kites in the designated locked boxes in or near your housing unit. A Health Services worker will pick up these requests on a daily basis for review by the nursing staff. If you have an urgent or emergent health issue, please notify your Housing Officer.

NOTE: When filling out the kite(s) ensure that your CD number is written on the form; this helps with proper tracking of inmate concerns.

IN AN EMERGENCY - CONTACT THE NEAREST OFFICER!

All staff at the jail are available to assist you with any problem you may have that are the result of your confinement and can refer you to other agencies that may be able to provide assistance. If you have a concern, or need help and want it to be confidential, send a kite through your Housing Officer or drop it in the box in or near your housing unit.

All staff will be addressed by title and last name (Deputy Smith, Mr. Smith, Sgt. Smith, etc). No first names will be allowed. Address your kites to:

1. Deputy in your housing area
2. Housing Sergeant
3. Watch Commander (Captain)

COMMUNICATION – WITHIN THE JAIL

4. Major
5. Division Chief
6. Central Records – for information regarding court appearances, charges, fines, personal clothing, property, and your release date.
7. Accounting – for information on your inmate trust account.
8. Religious Communication – (The Jail Chaplain is responsible for religious programs). The Jail Chaplain coordinates the volunteer ministers, priests or other recognized clergy and is available for personal counseling by request.
9. Inmate Programs Administrator- for vocational or academic counseling, giving information on jail programs, and assistance with filing Pauper’s Oaths and information regarding where to go for assistance upon release from jail.
10. The COJL does not have a designated library. Inmates housed at the COJL may send a kite addressed to the designated legal research sergeant requesting educational and legal materials for reading and research. If you do not know who the current sergeant is, you may ask your housing officer. West Law shall be available for inmates representing themselves (pro se).

The DDC does not have a designated library; however, recreational reading material shall be made available. West Law shall be available for inmates representing themselves (pro se) in the housing unit’s multipurpose rooms. Inmates requesting legal assistance and/or legal materials may send a kite addressed to the Library Officer.
11. Commissary Office - for any information regarding commissary items.
12. To request assistance with telephone communication problems at the COJL, send a kite to the inmate telephone officer. At DDC, send the kite to Operations.
13. Classification - regarding housing.

COMMUNICATION - OUTSIDE THE JAIL

Telephone Procedures

Except during mass movements (i.e., meals, recreation, emergencies, etc.), and providing the housing area clean-up is satisfactorily completed, the **pay phones** shall be turned on for your use during the **hours of 9:00am through 10:00pm daily at the COJL**, depending on your housing.

The pay phones at the DDC will be turned on according to the schedule posted in your housing unit. Phone privileges depend on individual housing and classification level.

You will be able to make **collect** personal calls on these telephones. **Legal calls to Public Defenders, Probation, Parole, Denver County Courts, Office of the Independent Monitor and the other listed agencies will be made on the inmate pay phones, as these agencies have been programmed into the system as free calls.** Calls to other persons/agencies not listed on the free list will either have to accept your collect calls or you will have to contact the person/agency by mail. The only exception to this will be Courtrooms & Investigating Officers in other jurisdictions and the Office of Inspector General, in which case the Housing Officer will attempt to complete the call (as time and activities permit) between 9:00am and 5:00pm, Monday through Friday. Each collect call has a maximum duration time of 30 minutes.

COMMUNICATION - OUTSIDE THE JAIL

You may also contact a supervisor if you have any problems distinguishing what would be considered a legal call. If an approved number will not go through on the telephone system, submit a kite to the Operations Office so that we may correct the problem. Be sure to include the agency name and phone number on all kites concerning telephone problems.

If your personal phone call will not go through, submit a kite with the person's name and number that you are trying to contact to the Operations Office if you are at DDC or to the inmate telephone officer if you are at COJL. All phone calls, with the exception of attorney/client privileged conversation, may be monitored and/or recorded for the safety of staff, inmates, the community and the security of the facility.

TDD machines are available upon request. Please contact a supervisor to use these devices at the COJL or at the DDC.

A video phone is available for use at both the COJL and the DDC; please contact a supervisor to use this device.

VISITS

All visits start promptly. Please ensure your family members, and friends are aware of this! Visits to the COJL and long-term housing at the DDC are by appointment only. To make an appointment to visit an inmate, visitors have the following options:

E-Mail

Persons requesting to send their request via e-mail can log onto www.denvergov.org/sheriff and click on the link “E-Form Denver County Jail Visit Request Form” or the “E-Form Downtown Detention Center Visit Request Form.” All fields must be completed to include a call back number to confirm the visit.

Fax

Persons requesting to send their request via fax can pick up a form from the lobby of either the COJL or DDC. They can also log onto www.denvergov.org/sheriff and click on “E-Form Denver County Jail Visit Request Form” or “E-Form Downtown Detention Center Visit Request Form” and right click to print the form. After completion, the form can be faxed to 720-913-3749.

Hand Delivery

Persons requesting to submit their form via hand delivery can pick up a form from the COJL or DDC lobby or print the form from the website. The form can be dropped off in the locked box titled “visit reservation request” located in the lobby of each facility.

Phone

Persons requesting a visit can call **720-913-3791** to arrange a time to visit. This line to schedule a visit is open between the hours 9am-2pm, Tuesday through Friday. This option is not suggested due to possible long wait times.

Family / Personal Visits

Visits are not only permitted, they are encouraged. They help morale by maintaining close family ties and contact with the outside community, in a practical way. All personal visits are non-contact via video monitor or through the glass non-contact visits on the fourth floor of the DDC. Family/Personal, and Phone visits are a privilege that can be suspended or restricted temporarily or indefinitely for any rule violations or safety precautions. All visitors will be cleared through NCIC and will be subject to arrest if an active warrant is discovered.

Intake Housing Visits at the DDC

Visits for intake housing on the second (2) floor of the DDC shall occur seven days a week.

** Exceptions to the policy may be made for official visits and travelers from out of state who have proof of the trip.

Public transportation to the facility is provided by the Regional Transportation District, (RTD). Currently, currently bus route 44 stops across the street from the COJL. The DDC can be accessed currently by bus routes 16, 16L, and 7 that pass in front of the facility. The DDC is in walking distance of the Convention Center Performing Arts Light Rail station. For more information regarding current light rail and bus schedules, your family may call: (303)-299-6000, TTD: (303)-299-6089, or go to the RTD website: <http://www.rtd-denver.com/> for more information.

VISITS

Inmate Visiting Hours

DDC:

Visits will be conducted seven (7) days a week. Visits shall be conducted during the following hours:

Intake Housing:	7:00am to 9:00am
(Walk-In)	12:00pm to 2:00pm
	6:00pm to 8:00pm

Housing Unit 2D:	7:00am to 9:00am
(Pre-scheduled)	6:00pm to 8:00pm

Long Term Housing:	7:00 am to 9:00am
(Pre-scheduled)	6:00pm to 8:00pm

Visits are 30 minutes in length. Inmates are allowed up to two visits per week, only one in a single day. One of the two visits may have up to three visitors. All visitors over the age of 18 must have valid photo identification. Visitor under 18 must be accompanied by a parent or legal guardian.

COJL Main Jail:

Visits: Friday, Saturday, and Sunday 12:00pm to 8:00pm.

Buildings 24/19: Saturday or Sunday only, commencing at 11:30am, 12:30pm, 1:30pm, 6:00pm and 7:00pm. Only one visit per week is permitted.

Visits are 30 minutes in length. Inmates are allowed up to two visits per week, only one in a single day. One of the two visits may have up to three visitors. All visitors over the age of 18 must have valid photo identification. Visitor under 18 must be accompanied by a parent or legal guardian.

PUBLIC VISITOR DRESS CODE

The acceptable dress code for public visitors who have scheduled a visit at either facility shall be as follows: **NO EXCEPTIONS.**

1. Knee length shorts, knee length skirts and dresses, Capri/crop length pants, full length pants
2. No scarves, hats, bandanas or head wear of any kind
3. No bare feet; closed or “open toed” shoes are acceptable.
4. No clothing which unduly exposes the legs, chest, back, stomach, or midriff.

Official Visits

Visits from attorneys, clergy and others recognized by the jail as having an official function are permitted more frequently and are not counted as personal visits. Attorneys may visit at any time. Other visitors are generally restricted to normal business hours.

MAIL

Outgoing Mail

You may write as many letters as you wish as long as you have stamped envelopes. Outgoing letters can be sealed by the sender and can be sent to any person or organization. If you do not have money, all letters addressed to the court, attorneys or governmental officials will be mailed free. In cases involving indigence, after the first 14 days of incarceration, a request for indigent package should be made to the Commissary Officer. All letters must be dropped in the mail box located in or near your housing unit. **Mail is picked up one time per day (excluding weekends and holidays) from each housing unit and sent out the next business day.**

You may not use another inmate's information on outgoing envelopes to circumvent mail requirements.

Outgoing Mail NOT PERMITTED includes any mail that:

1. Plans for the introduction of contraband
2. Plans for criminal activity
3. Provides instructions for the manufacturing of weapons, drugs, drug paraphernalia, explosives, or alcoholic beverages
4. Plans for escaping or unauthorized entry
5. Includes gang graffiti or tagged correspondence (i.e., language, signs, symbols, coded words and/or messages)
6. Contains items, tools or information which would create serious danger of violence or harm to persons or property.
7. Contains potentially infectious or offensive material
8. Contains photographs or depictions of nudity or which are sexually explicit, promotes racial conflict or discrimination, contains or displays gang affiliation or signs, or any item or content that would disrupt the safe and secure operation of the jails
9. Contains any items that would be illegal to possess
10. If you have any court order restricting contact with the sender

You may not mail out items which are created out of jail issued goods, (i.e. soap, toilet paper, sheets, etc.). Those items are considered contraband and will be destroyed.

Incoming Mail

There are no restrictions on the number of letters you may receive. Incoming mail and all enclosures are inspected for contraband. You will be notified of any rejected or unacceptable material. It will be returned to the sender. You will be allowed up to 10 photographs in a six month period, beginning from the date the first photo is received. These may be up to 5"x7" in size no nudity or sexually explicit photos, no gang related photos. No poster sized cards; nothing laminated no hard plastic photos, no musical cards and no stickers. Larger boxes will be returned by the U.S. Post Office.

MAIL – Incoming Mail

You may receive 25 white envelopes, 25 stamps, two white or yellow legal pads sent from family/friends every 30 days. No spiral notebooks, no personal stationary, no pens, or long pencils. Small colored pencils are okay.

Inmates will be allowed to receive, through the mail, up to 12 legal/writing tablets and 100 envelopes every 90 days. These items must be mailed from a stationery or similar store or they will not be accepted.

Letters from the court, attorneys and officials addressed to you will be opened in your presence and inspected for contraband only.

Books, magazines and newspapers other than *The Denver Post* are accepted but must come directly from the publisher or book store (receipt required). No more than five books at one time, including magazines. You may receive one religious book and/or five pamphlets. **No** gang related or sexually explicit material will be accepted. Tennis shoes/sneakers are **not** accepted unless approved by the Division Chief or designee.

All literature will be reviewed. **NO** material that:

1. Is unacceptable for regular mailing with the U.S. Postal Service.
2. Appeals to a morbid interest in nudity, sex sadism, masochism or goes beyond the customary limits of candor.
3. Defames, vilifies, or incites hatred toward different races, religions, creeds, sexual orientations, or national origins.
4. Advocates the violent overthrow of the existing forms of government, including lawlessness, violence, anarchy, or portraying such conduct as commendable activity.
5. Depicts the use or manufacture of firearms, explosives or other weapons.
6. Depicts or relates to locksmithing, lock picking or ways to defeat security or locking mechanisms or system.
7. Contains gang related material or violence.

Mail should be sent to:
Inmates Name & Jail Number
Denver Sheriff Department
P.O. Box 1108
Denver, Co 80201

Transfer/Release of Monies for Newspaper Subscription and Mail

Transfer or release of money for registered mail and/or newspaper subscription may be done by submitting a kite to the Accounting office requesting for these services. If you are requesting to subscribe to *The Denver Post*, your request must be submitted by the 15th of each month. For example, you want to have the newspaper delivered starting June 1st. You must submit your request by May 15th.

MEDICAL / MENTAL HEALTH / DENTAL CARE

During the time you are here, health services staff will be available to provide needed medical, mental health and dental care. If necessary, you may be sent to Denver Health Medical Center (DHMC) for treatment not available in the jail medical unit as ordered by the doctor.

Medical

Inmate health services are provided by DHMC by private contract through the City & County of Denver for the jails.

There is a "sick call" every day of the week. If you need medical attention, your first opportunity is when you are booked in. After that, use the **green healthcare kite** to request assistance for medical, mental health or dental concerns. Please write legibly and place the health services kites in the designated locked boxes in or near your housing unit. A Health Services worker will pick up these requests on a daily basis for review by the nursing staff.

To protect your confidential health information, place the healthcare kite directly in the locked box and do not give it to any other person except in the case of an emergent/urgent concern.

Everyone will be seen by a nurse as soon as possible after the kite is received. All referrals to medical specialists (doctor, dentist, or psychiatrist) will need to be seen first by a member of the nursing staff.

Health services are available through Denver Health to help you continue your healthcare once you are released. Please ask Health Services for the Community Transition Program form if you know your release date and would like to know about available healthcare resources.

Mental Health

Use the **green healthcare kite** form to request assistance for mental health concerns. Healthcare kite forms used for mental health concerns will not carry a charge. Please write clearly and place the green healthcare kites in the designated locked boxes in or near your housing unit. A Health Services worker will pick up these requests on a daily basis for review by the nursing and mental health staff.

The Behavioral Health Department offers medication treatment and psychotherapy for mental health conditions. Behavioral health services include treatment for crisis intervention, substance abuse, and acute and chronic mental illness. Psychiatric providers, psychiatric nurses, social workers, psychologists, and psychology interns staff these services.

The Inmate Programs Unit provides substance abuse and anger management groups. Faith-based counseling services are also available through the Chaplain. To access any of these services, submit a **yellow** kite addressed to the Inmate Programs Administrator indicating the service you are requesting. Please write legibly and include your DPD number. You can expect to be contacted within two weeks.

Suicide Prevention

The Denver Sheriff's Department and Behavioral Health Services staff are invested in helping inmates with mental health concerns. If you are thinking about suicide or are concerned another inmate may be contemplating suicide, please immediately tell any officer or staff member and appropriate support and treatment will be provided.

MEDICAL / MENTAL HEALTH / DENTAL CARE -

Dental

A dentist is available every week to take care of dental problems. If you need dental care, tell the nurse when you are booked in. After that, use the **green healthcare kite** form to request assistance for dental concerns. Please write clearly and place the medical kites in the designated locked boxes in or near your housing unit. A Health Services worker will pick up these requests on a daily basis for review by the nursing staff.

We provide temporary, urgent, and emergency dental care. You will receive an annual dental exam if you are in the facility more than 12 months.

Inmate Healthcare Costs

You will be charged \$7.00 for the initial visit of a healthcare kite (green form) for nursing, medical or dental care. You will be referred to the doctor if it is necessary. If you are referred to the physician, dentist or any mental health provider at the jail, that visit will not carry a charge. All emergency and necessary follow-up care will be free of charge. Necessary follow up care is defined as a request made by the physician or other care provider. Emergency care is defined by being sent to the hospital. Mental Health kites do not carry a charge. The Health Services staff does not know your DSD account balance. We see all patients regardless of ability to pay.

If you are taken to Denver Health or any outside health facility, it is your responsibility to pay for the cost of medical care if it is due to a pre-existing condition or self-inflicted injury. (Colorado Revised Statutes 17-26-104.5). Please make sure you provide your health insurance information!

You will receive a bill from Denver Health after receiving healthcare. Denver Health will bill you at the same discount that it gives the Denver Sheriff Department. If you pay Denver Health the amount that is billed, then the account is closed. If you do not pay the amount owed within 60 days of the billing, the account may be turned over to a Denver Health Billing Collection Agency.

Release of Information

To request a copy of your Denver Sheriff Department medical records, complete a green healthcare kite form and place it in a kite box. The authorization forms needed to obtain copies of your medical records will be sent to you in a sealed envelope. Once you complete and sign the forms, you may place them back in the envelope in the kite box. Once the authorization form is received by the Health Information Management department, it will take up to **30 days** to process your request. Copies of your medical records will be sent to the address specified on the authorization form. If you would like your records to be delivered to you at either the COJL or DDC, you may specify so on the authorization form. If you plan to be released prior to the completion of your request, you may specify an alternate address.

Incomplete authorization forms will not be accepted and will be returned to you.

All correspondence from the Health Information Management department delivered to an inmate in the Denver Sheriff Department will be sent in a sealed envelope stamped "CONFIDENTIAL".

You will be charged \$7.00 upon receipt of your request for copies of health records.

The Denver Sheriff Department Health Information Management department does not request copies of medical records from outside health care providers for personal use. If you require copies of medical records from your outside health care provider for court or personal use, you must contact the provider directly and follow their procedures to obtain copies of your medical records. This includes care provided by Denver Health.

MEDICAL / MENTAL HEALTH / DENTAL CARE

Preventive Health Care Tips

Prevention is the best way to stay healthy – both while in jail and for the rest of your life. Follow good hygiene and health practices, including washing your hands frequently, keeping your living area clean, eating a healthy diet, and exercising every day. Take advantage of opportunities presented to exchange uniforms and linen for clean items. You are expected to shower daily and ensure that your hair is clean. Each housing unit has a posted shower schedule that designates specific times (**allowable toiletry articles**).

Razors / Hair Care

All razors are disposable, and hair clippers are located within your housing unit/dormitory speak with your Housing Officer. Personal hygiene is essential for a healthy and harmonious living environment. Disposable razors are provided on a daily basis and may not be shared. Razors will be checked out on an as-needed basis and must be returned when finished shaving. Electric hair clippers may be checked out from your Housing Officer.

Teeth Brushing Tips

It is your responsibility to take care of your teeth and gums. Brush gently with very short strokes and enough pressure so that you feel the bristles against the gums. The tips of the bristles do the cleaning so don't squash them.

Remember to change the position of your toothbrush often moving slowly across all the surfaces of every tooth. The toothbrush can clean only one or two teeth at a time. Using a toothbrush with hard bristles can damage your gums. Be sure to brush thoroughly at least twice daily.

1. Place the head of your toothbrush beside your teeth, with the bristle tips at a 45° angle against the gum line.
2. Move the brush back and forth in short (half a tooth wide) strokes several times, using a gentle scrubbing motion.
3. Brush the outer surfaces of each tooth, upper and lower, keeping the bristles angles against the gum line.
4. Use the same method on the insides of all teeth still using short strokes.
5. Brush the chewing surfaces of the teeth.
6. To clean the inside surfaces of the front teeth, tilt the brush vertically and make several gentle up and down strokes with the front part of the brush.
7. Brushing your tongue freshens your breath and cleans your mouth by removing bacteria.

***** IN A MEDICAL EMERGENCY, NOTIFY AN OFFICER! *****

IMPORTANT MEDICAL INFORMATION

AIDS (acquired immune deficiency syndrome) - Facts for inmates

What is the disease AIDS?

AIDS is caused by human immunodeficiency virus (HIV) and is very serious, potentially life-threatening disease. It attacks the body's immune system and its ability to fight disease and infections. AIDS victims become susceptible to serious infections and rare illnesses which usually would not affect healthy individuals with normal immune mechanisms.

Transmission

HIV is spread only when blood, semen, or vaginal fluids from an infected person enter someone else's body. The specific behaviors that spread HIV include:

1. Sharing injection needles, syringes, or drug-use equipment with someone who is HIV-positive.
2. Unprotected (without a condom) rectal entry intercourse (anal sex) with someone who is HIV-positive. Anal sex often tears the rectal blood vessels, allowing the virus to enter the body.
3. Unprotected vaginal intercourse or oral sexual activity with someone who is HIV-Positive.

*Being touched, hugged, or lightly kissed by someone who is HIV-positive will **not** transfer the virus to you. As long as you practice prevention, you have virtually no risk of contracting the virus.*

Am I in danger of getting AIDS?

Since the above noted means of transmission involve intimate contact of a sexual nature or direct blood stream injection, you as an individual, clearly control the major risks of infection.

AIDS is not an otherwise significantly contagious disease and, at the present time, there has not been a documented case in which AIDS has been transmitted from one individual to another by casual or even close household contact.

Thus, the risks of contacting the HIV- virus can be reduced by:

1. Not having sexual relations with individuals whose history and health status are not known to you.
2. Not sharing needles used for injection of drugs or tattooing.
3. Not sharing a person's razor blades or other health or sanitary devices.

In general, the need is to avoid contact with other individuals' body fluids such as semen, blood, urine, and feces.

Summary

The fact that an individual is in jail does not in any way make him/her more susceptible to the HIV virus or AIDS. Sexual activity or drug use behaviors while incarcerated, however, will increase your risk of infection. Sexual contact, even with a seemingly healthy person who is carrying the HIV virus does lead to a risk of becoming infected and potentially developing AIDS.

IMPORTANT MEDICAL INFORMATION

TUBERCULOSIS/TB - Facts for inmates

What is TB?

TB is a disease involving the lungs or other parts of the body. TB is spread from person to person in airborne droplets produced from things like speaking or coughing. If left untreated, TB can lead to things like pneumonia and problems with other organs like bones, joints, and the kidneys.

Are there symptoms?

A person with active TB disease may have symptoms such as:

- A bad cough lasting 3 weeks or longer
- Pain in the chest
- Coughing up blood
- Fever, chills, night sweats
- Loss of appetite and weight loss

Is there a test for TB?

Yes. Each person will receive a small injection in the forearm called a PPD test. The site will be examined 48 -72 hours later to see if the body reacted to the injection. If a reaction is seen, this is considered a positive reading of the TB test. If the test is positive, a chest x-ray will be needed to see if the disease is active. If a person has a positive PPD reading, they will always test positive and will need chest x-rays to make sure the disease has not become active.

LA TUBERCULOSIS

¿Qué es la Tuberculosis? La Tuberculosis es una enfermedad que afecta a los pulmones o a otras partes del cuerpo. La Tuberculosis se transmite de persona a persona en las gotitas en el aire producidos a partir de cosas como hablar o toser. Si no se trata, la TB puede llevar a cosas como la neumonía y problemas en otros órganos como los huesos, las articulaciones y los riñones.

¿Hay síntomas? Una persona con Tuberculosis activa pueden tener síntomas tales como:
Una mala tos que dura 3 semanas o más
Dolor en el pecho
Tos con sangre
Fiebre, escalofríos, sudores nocturnos
Pérdida de apetito y pérdida de peso

¿Existe una prueba para la Tuberculosis? Sí. Dentro de las 72-120 horas del ingreso a este establecimiento, cada persona tendrá una pequeña inyección en el antebrazo llamado una prueba de PPD. Este lugar se examinarán las 48-72 horas más tarde para ver si el cuerpo reacciona a la inyección. Si la reacción se ve, esto se considera una lectura positiva de la prueba de la Tuberculosis. Si la prueba es positiva, una radiografía del pecho se necesita para ver si la enfermedad está activa. Si una persona tiene un efecto positivo lectura PPD, que siempre tendrá un resultado positivo y tendrá radiografías del pecho para asegurarse de que la enfermedad no se ha convertido en activo.

PRISON RAPE ELIMINATION ACT AND SEXUAL MISCONDUCT

Denver Sheriff Department Zero Tolerance Policy

The Denver Sheriff Department has a zero-tolerance policy relating to sexual assault, rape and sexual misconduct. Sexual assault/rape and **sexual conduct of any type** between inmates, staff and inmates, volunteers or contract personnel and inmates, *regardless of consensual status* is **PROHIBITED**. Your participation in sexual activity will be investigated and is subject to sanctions as outlined in the inmate handbook in addition, all reports of institutional sexual behavior will be referred to the Denver Police Department for criminal investigation and possible prosecution.

While you are under the jurisdiction/custody of the Denver Sheriff Department, please note:

1. There are policies and procedures addressing sexual assault/rape and sexual misconduct
2. All sexual behavior is prohibited
3. There is a zero-tolerance policy in effect
4. Treatment is available through medical and mental health personnel
5. It is your responsibility to report incidents of sexual assault/rape or to seek relief against retaliation to any of the agencies listed

Types of Sexual Assault/Rape and Sexual Misconduct Include

1. Offender on Offender
2. Offender on Staff
3. Staff on Offender

Acts of Sexual Assault/Rape and Sexual Misconduct Include

1. The physical act
2. The attempt of the physical act, including inappropriate touching and exhibitionism
3. Threats, intimidation, and actions/comments meant to coerce or pressure another to engage in the inappropriate act
4. Retaliation against individuals reporting sexual assault/rape or sexual misconduct is prohibited and punishable

Note: There is NO allowable consensual agreement between staff or offenders to engage in any sex act as defined by Colorado Revised State Statute 18-7-701.1.

PRISON RAPE ELIMINATION ACT AND SEXUAL MISCONDUCT

Self Protection

1. You have the right to be safe from sexual assault/rape.
2. You have the right to be safe from unwanted sexual advances.
3. Say 'no' to anyone who tries to pressure you to participate or consent to engage in any type of sexual activity.
4. Immediately report any sexual assault/rape or attempted sexual assault/rape or sexual misconduct to any of the agencies listed below.

***** ALL SEXUAL BEHAVIOR IS PROHIBITED! *****

Prevention/Intervention

You can help prevent sexual assault/rape and intervene for your own welfare by adhering to some basic behaviors listed below:

1. Carry yourself in a confident manner. Many rapists choose individuals who look like they won't defend themselves.
2. Be alert. Trust your instincts. Be aware of situations that make you feel uncomfortable.
3. Do not accept gifts, loans or favors from other offenders. It may seem like nothing on the street but in a jail environment, it can become a weapon of exploitation.
4. Do not allow another offender to be your protector.
5. Report incidents and dangerous situations to any of the agencies listed.
6. Secure your property.
7. Be aware of your physical surroundings.
8. Do not become involved with drugs or alcohol in jail.
9. Do not become involved in bartering or contraband introduction.
10. Do not give mixed signals. Be direct and firm when saying 'no'.
11. Know who you are associating with. Don't be in the mix.

What to Do If You Are a Victim, a Target, or a Witness

Report incidents of sexual behavior in writing or verbally to any of the following:

- Any Denver Sheriff Department staff member
- Office of the Independent Monitor at 720-913-3306, or by mail to 201 W. Colfax Ave, Dept 1201 Denver, CO 80202
- Denver Police Department's Internal Affairs Bureau at 720-913-6019
- Denver Sheriff Department's Internal Affairs Bureau 720-865-3888

*Note: Notification to either DPD or DSD Internal Affairs Bureau is **mandatory** if the circumstances involve the accusation of unlawful sexual conduct by a member of the Denver Sheriff Department.*

PRISON RAPE ELIMINATION ACT AND SEXUAL MISCONDUCT

If you have been sexually assaulted, notify a staff member immediately. DO NOT shower, wash or change your clothes, brush your teeth or use the bathroom as you may destroy important evidence. A medical exam will be done and evidence will be collected. The collection of evidence will assist in the prosecution of the perpetrator.

Note: All staff members are required to keep the reported information confidential, except to report the information to specific staff members.

Why Report a Sexual Assault

1. Your personal safety
2. Your physical well being – you will be tested for STDs (Sexually Transmitted Diseases) and given medication if necessary. A medical exam will also be done.
3. The path of victimization will be broken for you.
4. The perpetrator will be detained and an investigation will begin.
5. The perpetrator will be identified and deterred from preying on other inmates.

Seeking Relief from Retaliation

If you are being retaliated against by an offender or a staff member for reporting an incident of sexual assault/rape or sexual misconduct, you should report the situation immediately to any of the agencies listed on the preceding page.

As A Victim of Sexual Assault or Rape You Have a Right To

1. Be treated with fairness, respect and dignity.
2. Be informed of the steps to be taken if you are sexually assaulted.
3. Be informed of the status of the investigation.
4. Be informed of the results of the defendant's HIV testing ordered by the court.
5. Protection - The availability of protection for the victim from the person accused of committing sexual assault/rape.
6. Help - If the case is accepted for filing, a victim advocate from the district attorney's office will be assigned to you throughout the remainder of the criminal justice process.
7. Medical treatment - including follow-up care when necessary.
8. Mental health counseling.

Note: Your rights do not include release.

Remember

1. Abuse is never your fault!
2. The responsibility is always the defendant's. He/she made the choice to sexually offend you.
3. You are not alone!
4. There are many people who can help you.
5. You are a survivor!

ADDITIONAL IMPORTANT INFORMATION

Commissary

The commissary is operated by an independent contractor who schedules each housing unit to receive canteen items one day a week. You may make purchases not to exceed \$175.00 per week.

When commissary items amounting to more than \$200.00 in value are found in your possession, all excess items will be taken from you, and the appropriate disciplinary action will be taken against you.

Visitors may not leave commissary items for you. Inmates can only make these purchases through the commissary if they have money in their account.

Meals

The regular menu is reviewed by a registered dietitian and prepared by the Food Service Manager and staff to provide a balanced and nutritional diet. Medical or allergy diets must be prescribed and canceled only by the Health Services staff. Religious diets must be ordered and canceled by the Chaplain. Request for religious diets shall be submitted by kite to the Chaplain within seven days of arrival to the facility. To participate in the religious diet program, you will be required to sign the religious diet agreement.

<u>Meals</u>	<u>Meal Times/ Approx. at the COJL</u>
Breakfast	6:30am
Lunch	10:30am
Dinner	4:00pm

<u>Meals</u>	<u>Meal Times/Approx. at the DDC</u>
Breakfast	5:00am-6:30am
Lunch	10:30am-12:00pm
Dinner	4:30pm-6:00pm

(All times are approximate and will vary depending upon what activities are taking place.)

Dining Hall Regulations for the COJL

1. You must be fully dressed, including socks and I.D.s.
2. You may not bring books, papers, or other non-food items to the dining hall.
3. Meal lines will be single file and orderly. You are only allowed to go through the line once and line jumping is not permitted.
4. Quiet talking is permitted within the dining hall however; moving from table to table is not permitted.
5. You are not allowed to remove food from the dining hall.
6. You will be required to leave the dining room at the orders of the COJL staff.
7. You may not re-enter the dining hall once you have left.
8. You are required to take the tray that is given to you through the serving line. If there are problems with your food, you may speak with the officer inside of the dining room.
9. Conversation with the inmates working on the serving line is prohibited.
10. If housed in Building 24, you will be required to follow the DDC meal regulations.

ADDITIONAL IMPORTANT INFORMATION

Meal Regulations for the DDC

1. You must be fully dressed, including socks and I.D.s.
2. You may not bring books, papers, or other non-food items to housing common area during meal times.
3. Meal lines will be single file and orderly. You are only allowed to go through the line once, and line jumping is not permitted.
4. Quiet talking is permitted during meal time however; moving from table to table is not permitted.
5. You are not allowed to remove food from the housing common area.
6. You will be required to leave the housing common area by the orders of the Housing Officer.
7. You may not re-enter the housing common area once you have already eaten.
8. You are required to take the tray that you were served. If there are problems with your food, you may speak with the Housing Officer.
9. Conversation with the inmates working on the serving line is prohibited.

Allowable Items from Housing Unit

The only items you are allowed to take from your housing unit are your inmate I.D. and other items as authorized by staff. If you are going to Court or to an official visit, you may take a comb and legal paperwork.

When attending activities such as GED, legal research, or religious services, you will only be allowed to bring items directly related to those events. No commissary items are to be taken from your housing area unless you are being transferred or being released from the facility.

Identification Cards

All inmates at both facilities will be issued an identification card with their name, booking number, DPD number, date of birth and photo. This identification is your pass to conduct business throughout the jail. Without it, you will be required to wait until your identification can be verified, which may delay your turn in the medical department and for your release.

Also, privileges such as commissary, recreation, and visits may be denied if you do not have your identification card. If you lose your identification card, you must request a new one by sending a kite to Classification. You will be charged for the replacement.

Your I.D. card must be worn at all times in common areas, to and from activities, commissary, and medication calls.

You may request a temporary Denver ID Card upon release; this form of ID is acceptable in a multitude of locations and is good for a 60 day period.

Inmate Indigence

An inmate is determined to be indigent when he/she has less than \$10.00 in his/her inmate account for at least 14 days. Inmates who are found to be indigent may send a kite to commissary to request an indigent package. The inmate's money account will be checked and evaluated for any transactions.

ADDITIONAL IMPORTANT INFORMATION - Inmate Indigence

If it is determined that the inmate cannot purchase undershorts or panties and/or socks, those items will be issued via the Inmate Welfare Fund. The limit will be one pair of each item, not to exceed six pair per year. If any inmate requests a special health item, each request will be evaluated on individual needs. All requests for special health items must be sent to the Operations Office and evaluated with advice from the Jail Medical Unit to determine if it is a required health item.

Release

Upon your release you, you must return the following:

- Your Inmate I.D. card
- 1 towel
- 1 blanket
- 2 sheets
- 1 cup
- 1 spoon
- 1 inmate hand book
- 1 mesh property bag

Voting Information

No person while serving a sentence of detention or confinement in a correctional facility, jail, or other location for a felony conviction or while serving a sentence of parole shall be eligible to register to vote or to vote in any election; however, a confined prisoner who is awaiting trial but has not been tried shall be certified by an institutional administrator and shall be permitted to register to vote by mail registration. If you are eligible and would like to vote, please send a kite to the Inmate Programs Administrator.

Inmate Programs

Religious programs are administered by volunteer ministers, priests, and others specifically designated by the Community Chaplains Council, the Roman Catholic Archdiocese of Denver, and other such authorized religious groups.

Community clergymen who wish to pay a pastoral visit to the jail must have approval from the Inmate Programs Administrator before visiting. There are regular worship services, masses, and religious counseling sessions offered for your spiritual growth and moral guidance.

Mental Health

There are comprehensive behavioral health services provided at the jails. Use a green healthcare kite to contact behavioral health. Please contact any officer or health services staff if you are having suicidal thoughts, and support will be provided.

Military Veterans

If you are a veteran, and you need to contact the Veterans Administration, send a kite to the Inmate Programs Administrator

Alcohol/Drug Counseling

Individuals who have difficulty with the law as a result of their drinking and drug habit patterns are assisted by staff personnel and volunteers, and are informed where they may receive assistance for their problems. Individual and group counseling is available. Contact the Inmate Programs Administrator for details.

ADDITIONAL IMPORTANT INFORMATION

Domestic Violence Counseling:

Individuals who are incarcerated on charges stemming from domestic violence are encouraged to attend the counseling provided by the staff psychologist. Send a **yellow** kite to the staff psychologist if you are interested in this program.

Academic Programs:

You will have the opportunity to receive a general educational development certificate (GED) with instruction in basic educational skills, if you qualify. If you are interested in this program, or other educational classes that may be available from time to time, send a kite to the Inmate Programs Administrator.

DDC “Productive Day” Q & A:

- | | |
|--|--|
| Q: What is “Productive Day”? | A: Providing educational / resourceful programming to offenders housed at the DDC through handouts and DVD’s. |
| Q: Which offenders will participate? | A: All offenders housed on the third, fourth and fifth floors will be eligible to participate. |
| Q: Will there be specific times? | A: Yes, there will be several 30 minute periods throughout the day for Productive Day. |
| Q: Who will administer this program? | A: Programming will be done through Central Control and televised on all televisions. Handouts if any, will have to be distributed and collected by the unit/housing officer. |
| Q: How does this benefit the offender? | A: Offering educational programming, such as, GED, Employment, Life Skills, and Cognitive Behavior Skills allows the offender to educate and understand how to better their lives, reducing the chances of recidivism. |

Life Skills and Vocational Counseling:

Inmates wishing to receive life skills training and vocational counseling should send a kite to the Inmate Programs Administrator who will review their request and attempt to arrange for appropriate classes or vocational counseling.

SOME USEFUL ADVICE

The following **DOs AND DON'Ts** apply to **EVERYONE**:

DON'T....

1. Fight, assault others or attempt to resolve problems or disputes yourself. If you have a problem, notify an officer immediately. Action will be taken to remedy the situation.
2. Plot, attempt or assist another to escape.
3. Take part in any demonstration, disturbance, or act of resistance alone or with others.
4. Gamble or barter in any form.
5. Possess a weapon of any type.

SOME USEFUL ADVICE

DON'T....

6. Borrow, purchase, loan or give articles or things to other inmates.
7. Make or take any mixture or beverage that can cause intoxication or any drug not prescribed by the jail physician.
8. Have in your possession or cause to be introduced on jail property any articles or items not furnished by the jail, sold in commissary, or approved by an authorized staff member.
9. Tier jump. You are not to visit another tier floor, dorm or housing area where you do not live, or enter another person's cell without specific permission of an officer. Tier jump--this includes going to distribute items, congregating on the second floor of housing units or using the phone in other areas.
10. The Denver Sheriff Department prohibits tattooing in its facilities because of safety and health concerns. The lack of sanitary procedures and instruments can lead to possible infections (including AIDS), and such infections and diseases can be passed through needles or instruments used for tattooing.

Respect for Others

DON'T.....

1. Steal any property from others or from the jail.
2. Destroy or damage any property or items that belong to others or to the jail.
3. Show disrespect to staff members.
4. Show a lack of cooperation with staff members.
5. Spit on the floors, walls, or in the sinks.
6. Throw trash on the day room floors.
7. Leave toilet paper on the bathroom floors.
8. Leave used soap in the shower.
9. Make unnecessarily loud noise after lights-out.

DO....

1. Flush toilets after use.
2. Vote on T.V. programs to be viewed.
3. Maintain good personal hygiene.

Be Concerned about Your Health

DO....

1. Keep yourself and your living area clean.
2. If you have medical or emotional problems, make it known to the Officers.
3. Bathe often and exercise.

Cleanliness is important to reduce your chances of needing medical attention. Bathe often, wash your hands before meals, brush your teeth, and exercise.

MEDICINE BROUGHT IN AT BOOKING

Medicine brought in with you will be stored with your property and returned to you upon your release. If your medicine is not with your papers at release, then request it from the releasing officer. If released without your medicine, you may request your medicine by calling the pharmacy number, 720-337-0400.

CONSULAR NOTIFICATIONS

Upon intake to either one of the Denver Sheriff Department facilities, non-U.S. citizens that have been arrested on Denver County charges or detained with an immigration hold are entitled to have their consulate notified. Speak with the Classification Deputy and he/she will notify a supervisor to facilitate the request. If not, you have the opportunity once you are in your assigned housing unit. There are **free** calls to the **Office of Inspector General**: 1-800-323-8603 or 1-877-246-8253.

RECREATION TIME

Buildings with attached “open air” recreation yards are available to inmates assigned to that unit. If your period of detention is expected to last longer than 72 hours, you will have an opportunity for one hour of recreation (weather and schedule permitting), five days per week. Recreational opportunities can be limited by inclement weather or physical security concerns. Recreation times will be determined by housing unit.

NOTARIES

Notary services will be provided free of charge within a reasonable time period for all legal documents related specifically to your court case.

COURT INFORMATION

If you have any other court cases or proceedings in other jurisdictions, that we are not aware of, it is your responsibility to make the necessary arrangements and take the appropriate steps to ensure your appearance.

You may write a letter to the court or have a family/friends contact the clerk of the court. It is the responsibility of that court to provide the transportation. The Denver County Sheriff’s Office will not take you to court on matters that are not Denver County related.

You may send a kite to Court Services one week prior to your Denver County or Denver District court date on cases/hearings for which you are out on bond. Be sure to include the court, date of appearance, and docket number. The court will be notified that you are in custody and transportation arrangements will be made, if necessary.

COURT INFORMATION

As a courtesy to you, a week before your release from this facility, one NCIC computer check will be done. You must submit an “Inmate Request Form” with your full name, date of birth, and Social Security number. **There is only time to do the one computer check; multiple requests will be denied.**

If you wish to write to a judge, you need to do this through the U.S. mail. Judges do not accept facility kites.

COLORADO DEPARTMENT OF CORRECTIONS INFORMATION

Denver Reception & Diagnostic Center Inmate Allowable Property List

The Colorado Department of Corrections limit inmate's personal property liability to a maximum of \$300.00 (three hundred dollars) per inmate. Inmates being delivered to the Denver Reception and Diagnostic Center Intake Unit are allowed only the items and quantities listed below:

1. One religious book (does not count in the book totals)
2. Two books/novels (no hardbacks, tactical weapons, or depiction of sexual intercourse)
3. Two books (recreation crossword or puzzle type, no exceptions). No magazines.
4. Two eyeglasses/cases (prescription only, sunglasses must be prescription)
5. One pair contact lenses. No replacement lenses or solutions will be allowed.
6. Medical items: braces, canes, crutches, etc. No medications or blood sugar testing equipment permitted.
7. Other prescribed medical items must comply with CDOC Administrative Regulation 850-6, and are subject to approval of Facility Chief of Security and Health Services staff.
8. Hygiene items (two each): New and unopened containers of shampoo, conditioner, blue magic, gel, lotion, deodorant, bar soap, soap container, toothpaste, and toothbrush.
9. Legal materials: One box with current or pending case materials, not to exceed two cubic feet.
10. Personal correspondence (10 items): Correspondence includes letters and greeting cards. Not allowed are blank envelopes, cards, blank paper, notebooks and stamps.
11. Educational items: GED material
12. Miscellaneous items: Addresses, phone numbers, and Native American medicine bags.
13. One wedding band (plain wedding band; no stones or designs of any kind)
14. One set of shower shoes (no markings of any kind)

Note: All property that is not on this list will be shipped home at your expense, or you may donate it to charity, or have it otherwise disposed of.

NOTES