

OKLAHOMA COUNTY DETENTION CENTER



DETAINEE HANDBOOK

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INTRODUCTION

The information contained in this handbook pertains to each inmate at the Oklahoma County Detention Center. It is the responsibility of each inmate to know and understand this information. Each inmate is issued a Telmate pin number which will allow access to the handbook, phone system, and trust account. All inmates are issued a printed version of the inmate handbook at intake.

This handbook is designed to provide information to each inmate about expectations, and available programs and services during their incarceration. If an inmate does not understand the contents of this handbook or any other material which involves Detention Center rules due to a literacy, language, or hearing impairment, an interpreter or another form of communication is available upon request to ensure that the inmate understands the rules and responsibilities.

This handbook contains information that is current of the date of publication; however, the information is subject to change. The inmate will be made aware of any changes through briefing during initial orientation and by materials posted in inmate living areas.

GOALS

The goal of the Oklahoma County Detention Center is to provide for the custody and welfare of each inmate and to promote positive behavior

JAIL INCARCERATION COST

In accordance to 22.0.S. §979a Individuals who are jailed for violating provisions of state law, and upon **conviction** or receiving a deferred sentence are responsible for, and will be required to pay the cost associated with their incarceration pursuant to 22.0.S. §979a. Upon conviction or acceptance of a deferred sentence, you will be required to pay the daily cost of incarceration rate which is established annually by the Oklahoma County District Court.

The current daily jail incarceration rate is **\$56.15 Effective 1-20-22**

Pursuant to the statute, you will have the ability to contest the amount of cost solely on the grounds that the number of days served is incorrect.

If you have any question regarding the costs of your incarceration and your debt owed to the Oklahoma County Detention Center please contact Inmate Trust at 405-713-1962 Monday – Friday 8:00 am – 5:00 pm.

RECEPTION AND ORIENTATION

All inmates shall receive initial orientation within 5 days of reception. This orientation shall be provided to each inmate during the intake process and consist of a verbal explanation and/or a video presentation of the orientation material to include explanation of the following:

- The OCDC has a zero tolerance policy for Sexual Abuse and Sexual Harassment. If you are a victim you should report the incident to a staff member immediately. If you are assaulted, do not take a shower, brush your teeth, wash your hands or change clothing as you may destroy important evidence. All reports of assault will be investigated immediately

PREA

The Prison Rape Elimination Act of 2003 was enacted by Congress to address the problem of sexual abuse of persons in the custody of U.S. Confinement Facilities. The Oklahoma County Detention Center has a zero-tolerance policy for incidence of inmate sexual abuse and sexual harassment. This applies to both inmate-on-inmate sexual abuse and staff sexual misconduct. Alert a member of the jail's staff immediately if you feel you have been sexually assaulted during incarceration. They will contact the appropriate person to conduct the investigation. You may also fill out an "Inmate Request to Staff" or grievance. Your privacy will be protected to the fullest extent during any investigation. A PREA hotline is available free of charge through Telmate on each inmate phone.

If you feel you are at risk for imminent sexual abuse, you may utilize the Sexual Abuse Hotline by pressing 333# on any inmate telephone.

We want you to feel and be safe while at the facility. If you make a report and feel you are being retaliated against for making the report, tell a staff member or follow the Grievance procedures. Retaliation WILL NOT be tolerated.

All reports of sexual assault and sexual harassment will be investigated. If you are assaulted, **DO NOT change your clothes, brush your teeth, shower, wash your hands, or use the restroom (if possible). You may destroy important evidence.**

CLASSIFICATION

Initial Classification

Inmate will be given a wristband to verify Identification

Classification is responsible for assigning of all inmates in to Oklahoma County Detention Center. Housing assignments are based off variety of factors.

The Classification Officer will perform an electronic assessment of and create a classification file for each inmate. This assessment will take into account inmate behavior and any special needs that the inmate might have. Based on these and other factors, a determination will be made regarding inmate's housing assignment; security level; and if eligible, job or program assignments.

CLOTHING AND LAUNDRY

Upon booking, each inmate shall receive one complete set of clothing and bedding. Once an inmate is classified and assigned to a housing unit, each inmate will receive 3 sets of undergarments each week, subsequently, each inmate shall receive a complete change of clothes and linen once a week on a scheduled basis.

Issuance of clothing and bedding will be documented and each inmate shall be accountable for the condition and return of each item. If items are not returned or damaged, the inmate will then be charged for the damaged bedding and clothing.

Trustee inmates working in the kitchen and other designated jobs will be allowed to exchange clothing daily.

TELEPHONE

Phones are located in cells and in the recreation dayroom. Calls are recorded and monitored. Misuse of result in the loss of telephone privileges and even additional criminal charges being filed against you.

Telmate Simplifying Inmate Communication

Deposits via the Web and Over the Phone for Phone Calls, Visits or Trust

Make Deposits via the Web, from Telmate's Web site at www.GettingOut.com. Make deposits over the phone by calling Telmate toll-free at 1-866-516-0115. Telmate's US-based bi-lingual customer service representatives are available 24/7.

Send Messages and Photos

Send messages and photos from Telmate's website www.GettingOut.com. Sending a message costs only \$0.25, it's very cost effective.

Deposits at the Lobby Kiosk for Phone Calls, Visits or Trust

Make cash or credit card deposits from a Telmate deposit kiosk. A kiosk is located in the lobby of this facility. No one dollar bills accepted

Schedule at Home and Onsite Visits Over the Phone

Inmate will set up home video visit on their own.

Sexual Assault Reporting

After your pin number followed by the # key is entered, the system will ask for the number you wish to call. **Enter the number 333#**, and you will be connected to the Sexual Assault Hotline.

Emergency Reporting

All emergencies can be reported by entering 0 on the telephone located in the cell or any dayroom telephone.

COMMISSARY

The Commissary is a service made available to all inmates for the purchase of various items such as food, hygiene articles, writing paper, envelopes, and stamps.

To be eligible for Commissary purchases, the inmate's money must be deposited in the trust fund account before the time of the purchase. Commissary is a privilege and may be revoked for documented security, safety reason or as a disciplinary sanction.

After the initial supplies are provided when the cell is assigned, hygiene supplies will only be provided through request to the Commissary. Hygiene items and mail kits will be provided to indigent inmates at no cost.

Indigent is defined as an inmate who has a balance of \$15.00 or less in the trust fund account the first day through the last day of the preceding month.

Inmates who are not indigent will be charged for hygiene items and mail kits. Commissary prices are subject to change without notice. When and where possible, price changes will be posted. Commissary spending limit is \$100.00 per week. Any inmate that has in their possession more than the maximum of \$100.00 worth of commissary, the excess will be immediately confiscated at that time and considered contraband.

Your commissary account **will not** be credited for the confiscated items.

Commissary draws will be made available one time each week in accordance with the commissary schedule posted in the Pod dayroom and at other locations.

Commissary order times will begin at 8:00 am the day following commissary delivery and will end the day prior to commissary delivery at 12:00 pm.

An inmate assigned to medical housing may have their commissary draw limited to personal hygiene, and mail kits.

TRUST FUND PROCEDURES

Cashier's checks, certified checks, money orders, ACH deposits or wired funds received from friends / relatives in the mail will be credited to the inmate's trust fund account.

The kiosk in the front lobby will accept cash, debit, and credit cards and will include a fee that is paid by the depositor. The funds are electronically added to the inmate trust fund or phone account. This excludes ACH deposits and wire transfers. Inmates will not receive a receipt for the deposit of funds onto an account.

Upon release, inmates with a credit balance will be issued a pay card. All others and agency releases will be issued a check.

VISITATION

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Visitation privileges are available to all inmates. Visitation privileges may be restricted due to misbehavior of the inmate, visitor or for Detention Center security.

Visitation information material is provided to each inmate. It is the inmate's responsibility to inform his/her potential visitors of the specific procedures for visitation.

Violations of facility rules may result in removal of a visitor and denial of further visitation.

- Visitation is conducted 7 days a week. Authorized persons wishing to visit must make reservation by telephoning 405-713-2015, the visitation office and providing the necessary information.
- All necessary information relevant to the visit will be provided if the visit is approved.

VISIT YOUR FRIEND OR LOVED ONE FROM ANYWHERE AROUND THE WORLD

In order to schedule a remote (home) or local (at the facility) video visit, you **must** have a video visitation **(login)** account, which requires you to **be Telmate Verified**.

You can create an account at any of the 4 Telmate Kiosk located in the lobby or online at www.GettingOut.com, this is a web-based system, so you must have access to a laptop or PC. (Our system does not support Tablets or Smart phones at this time)

Video Visit Rules:

- Wearing clothing with messages, holding up signs, displaying nudity, or behaving sexually is prohibited and could result in losing visit privileges.
- Three-way calls are not allowed. You may not talk on a phone while visiting with your friend or loved one.
- You may assemble multiple friends and family members to take part in a Remote Video Visitation.
- Video Visits can be terminated at any time for inappropriate use by the facility staff.
- Video Visitation privileges can be suspended.

Cost: \$7.50 for a remote (from home) 15-minute visit – There are no remote free visits.

All inmates have 1-free 15-minute **local** visit per week, one additional local visit (from inside the facility) is \$3.75 for one 15-minute visit for a total of 30-minutes.

MAIL

When cost is paid by the inmate, there is no limit as to the amount of mail that can be sent or received unless it is determined that the type of mail or source of delivery or destination of mail is contrary to public safety. Inmates may not correspond with other inmates unless specifically authorized by the Jail Administrator. Funds must be available to mail packages out. A request to staff will be sent to Inmate Trust prior to mailing.

Incoming mail will be delivered Monday through Friday. All incoming mail, with the exception of mail that is **properly** marked "Legal Mail," and privileged Mail will be opened and inspected for contraband prior to delivery. Legal and Privileged Mail may only be opened and inspected for contraband in the inmate's presence.

The following procedures must be followed for all mail:

1. All outgoing envelopes must have the following information printed in the upper left hand corner:

[Inmate first and last name]

Oklahoma County Detention Center

201 N. Shartel

Oklahoma City, Ok. 73102

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“Privileged Mail” means correspondence sent to or received from the following: Governor of the State of Oklahoma, elected member of the Oklahoma State Legislature, Oklahoma Board of Corrections members, Oklahoma Pardon and Parole Board members, Oklahoma Secretary of Safety and Security, Oklahoma Department of Justice and Sheriff or Detention Center Administration.

“Legal Mail” means correspondence sent to or from the Attorney General of the State of Oklahoma, the courts or attorneys. **Mail to or from attorney’s assistant or legal aid assistant is not considered legal mail**

Only the following items will be accepted through the mail system for inmates:

- a. Twenty franked (postage imprinted) directly on the envelope with one sheet of writing paper in each envelope. Envelopes with any other type of stamps are not acceptable.
- b. Only one package per week.
- c. Mail is not delivered on weekends or holidays.
- d. No loose address labels.
- e. Two softbound books one softbound Bible.
- f. Only 5 photos in each letter are accepted.
- g. Only 5 photos are allowed at one time per inmate.
- h. Money orders and cashier’s checks ONLY. **NO CASH WILL BE ACCEPTED.**
- i. ALL CONTRABAND OR UNACCEPTABLE ITEMS THAT ARE DELIVERED BY THE MAIL WILL BE IMPOUNDED AS EVIDENCE OR FOR DESTRUCTION AND DISPOSAL. Items will not be sent back to the sender.
- j. Once the inmate is notified of the rejected mail due to contraband or unacceptable items, it will be their responsibility to contact the sender to notify them of the rejection and destruction of the item.

SEARCH FOR AND DISPOSAL OF CONTRABAND

All persons entering the Detention Center or grounds will be subject to search.

Contraband is defined as any item or article, which an inmate is not authorized to have in his possession, any item not issued by an employee, any item altered from its original condition or any item illegal to possess.

The only medication allowed in inmates’ possession is nitroglycerine pills and an asthma inhaler prescribed by the Detention Center Healthcare Provider.

FIRE / EMERGENCY EVACUATION

In the event that an emergency evacuation is necessary, Detention Center Staff will coordinate the evacuation process.

Inmates must comply with all directions and orders given by Detention Center Staff and are responsible for knowing fire emergency procedures and evacuation routes. Evacuation route diagrams are posted in various locations throughout the facility.

CELL AND HOUSING POD MAINTENANCE AND HOUSEKEEPING

Cell and common use living area sanitation and building care standards will be maintained by each inmate occupying a cell, using a dayroom, shower and other common area.

1. Each inmate is responsible for the cleanliness of his/her assigned cell. This included but not limited to the walls, floors, toilet, sink, window area, and furniture.
2. All personal property will be stored in the storage compartment built into the desk, or under the bunks in a neat orderly fashion.
3. Nothing will be placed over the windows, air vents, light fixtures, or phone. The cell door window will be left unobstructed.
4. The walls and all areas of the cell will be kept free of any writing, paintings, or any type of graffiti. Painted surfaces shall not be scratched or defaced in any manner.
5. Nude or provocative pictures may not be posted anywhere.
6. The cell shall not be damaged or modified in any manner from the condition in which it was built.
7. Locks, locking devices, or locking systems shall not be tampered with or breached using any type of method.

Broken Sprinkler Heads

1st Offense: Mandatory 60 days lockdown, loss of all privileges, and assessed restitution.

2nd Offense: Mandatory 60 days lockdown, loss of all privileges, and assessed restitution.

3rd Offense: Mandatory 6 months lockdown, loss of all privileges, and assessed restitution.

8. All living areas will have posted day room hours and activities that are available to inmates.
9. Inmates shall not install or use a clothes line of any design.

The following is a list of items which are allowed in your room. This list will be used as a guideline by officers when conducting inspections. All items found in your cell which are not on this list will be considered contraband and will be taken. Your bed is to be properly made up when you are not occupying it.

- | | |
|----------------------------|--|
| 1. (1) shirts | 7. One sheet |
| 2. (1) pants | 8. One towel |
| 3. (3) pair of socks | 9. Hygiene kit including shampoo, soap, toothbrush, toothpaste and deodorant. Note: When item containers are emptied, the containers must be discarded, not used to store other items. |
| 4. (3) pair of underwear | |
| 5. (3) bras (females only) | |
| 6. One blanket | |

- | | |
|--|---|
| 10. Commissary items not to exceed \$100.00. | 15. (1) Bible, Koran or similar religious text. |
| 11. One cubic foot of legal material. | 16. Dentures and related adhesives. |
| 12. One (1) newspaper per inmate. | 17. One pair of prescription glasses, no tint. |
| 13. (5) Personal photographs no larger than 4 x 6. | 18. Wheelchair, crutches, prosthetic device, if approved by the medical provider. |
| 14. (5) Magazines or books. | |

REQUEST TO STAFF

The Request to Staff Procedure is an internal administrative system for responding and providing resolution to an inmate's request for assistance or informal handling of complaints. Requests to Staff & Grievances will be submitted on the kiosk machine located in the day room, by asking for the portable machine or by a Request to Staff form. The inmate will log into the kiosk machine using pin number provided at intake. This pin number will also be used to order commissary or to use the telephone

GRIEVANCE

An internal administration means for resolving complaints and identifying potential problems. It is designed to supplement but not replace the informal communication "Request to Staff" procedure.

Unless an emergent situation exists, an inmate must attempt to resolve all issues or complaints through oral communication and by submitting a "Request to Staff".

1. If the inmate does not follow instructions as explained in this procedure, the Grievance may be returned unanswered for proper completion.
2. A Grievance may be submitted if the inmate believes that any type of reprisal has occurred.
3. Grievances may not be filed concerning matters that are in the course of litigation.
4. Inmates may not file a grievance on behalf of another inmate concerning an issue not directly affecting the inmate excluding PREA incidents.
5. Inmates with ICE holds are given the same opportunity as all other inmates in the Oklahoma County Detention Center for submitting "Request to Staff" and Grievance forms. They are also allowed access to speak to the ICE liaison in regards to complaints and Grievance issues.
6. Inmates, to include third party, may confidentially disclose any incidents of sexual misconduct, sexual contact, sexual abuse and sexual harassment through the grievance system. Such grievances will be handled as an Emergency Grievance. An inmate who reports an incident of sexual misconduct, sexual contact, sexual abuse or sexual harassment may request and be treated anonymously.
7. An Emergency Grievance is a grievance that is of an emergent nature which may be submitted without informal resolution.

The inmate will in the Nature of Complaint:

- a. Describe the reason the individual believes the grievance to be of an emergency nature that justifies not submitting the form through the normal procedures and attempting informal resolution.
- b. Specify the personal injury, assault, or irreparable harm at risk.

COURTS

Inmates have a right to freedom of access to the court through unrestricted confidential correspondence and 24-hour access to attorneys and other legal counsel.

MEDICAL

Initial Commitment

Prior to being accepted into custody of the Oklahoma County Detention Center, every inmate shall satisfactorily complete a medical screening. Following a \$15.00 Co-pay for screening. The medical screening will address the medical condition and mental health condition of each inmate.

SICK CALL

An inmate requiring medical or dental health services of a non-emergency nature must complete a Medical Request form.

It is the policy of The Oklahoma County Detention Center to charge inmates for designated medical treatments pursuant to the Oklahoma State Law 19 O.S. 531.

No inmate will be denied any medical treatment due to insufficient funds in the prisoner's money trust fund.

The inmate will still be required to pay the medical fee(s) when the prisoner's trust funds are sufficient again for payment.

AVAILABLE SERVICES

Copying Medical Records: Upon release, an inmate may request a copy of the medical records. This is subject to a copying charge of \$10.00 for the first 20 pages and \$0.25 cents per page thereafter.

Eye Exams: Eye exams and glasses may be available to inmates who have been incarcerated for more than one year at the inmate's expense by submitting a medical request form explaining what is needed and we will contact you on how to pay for the exam.

Mental Health Services: Mental Health services are focused on crisis intervention, medication management, and psycho educational groups for certain locations. Co-payment collections do not apply for mental healthcare treatment as determined by the Provider. Treatment for sleep disorders or anxiety is not provided

Pregnant Detainee Services: Pre-Natal and Post-Natal care is available to pregnant detainees. Qualified, licensed medical professionals provide care.

Dental Services: Dental services offered are tooth extractions, fillings, free yearly dental exam, and free 60 day juvenile exam. Restorative services, cleaning, dentures, root canals, caps, etc., **will not** be offered or provided.

LAW LIBRARY SERVICES

A law library will be provided via the kiosk system. Specific questions about the law should be directed to your own attorney.

NOTARY SERVICE

Notary service for legal material is available by written request **only** which are submitted to the Unit Manager. The service will be provided one day each week.

PROPERTY

When an inmate must dispose of personal property, it must be completed by shipping the property at the inmate's expense to a designated individual who is not incarcerated, donated at the inmate's expense to any organization or entity that the inmate chooses, or picked up by a designee. Failure to select one of the dispositions will cause the property to be destroyed.

Any property left by an inmate at the Detention Center upon release will be destroyed 30 days after the inmate has been released.

CHAPLAIN

The Detention Center has a Chaplain Ministry available to inmates upon request of Staff. On the kiosk when submitting, specify religion preference, Catholic, Baptist, etc.

INMATE PROGRAMS

There will be a tentative schedule posted in all living areas of programs, services, etc.

Inmate programs are available upon request for qualified inmates as determined by initial and current classification status. If a program is not offered in a specific housing unit, inmates names will be placed on a waiting list and the inmate will be notified when it is available.

Programs can change or be canceled at any time, as determined by security request and security needs. Available programs are:

- Narcotics Anonymous
- GED English
- Alcoholics Anonymous
- Character First
- Gang Intervention
- Reintegration Program
- Juvenile Education

RECREATION

Inmates are afforded the opportunity to participate in leisure time activities in the dayroom while out of their cells. Activities include television, interaction, stretching, and walking. Indoor recreation is available during waking hours so long as other activities are not being conducted (medication pass, meal times, etc). When available, during daylight hours, outdoor recreation may be provided to some classifications of detainees.

INMATE WORK PROGRAM

The Classification Officer and Detention Supervisors will assign inmates to jobs based on each inmate's classification, security level, job vacancies, inmate's individual abilities, and qualification to perform the specific job(s) to meet Detention Center needs. Clothing required for these work assignments will be described and given during work orientation.

Inmates sentenced to County Jail time that are assigned jobs and who satisfactorily perform the duties of the job will be awarded trustee time and good time credit in accordance with applicable Oklahoma State statutes.

Inmates will be provided an opportunity through the unit manager to participate as a pod orderly with successful mandatory medical physical. No compensation or credit will be allowed for such services.

VOTING

Inmates eligible to vote will be provided the opportunity by absentee ballot. You may request to vote using a Request of Staff directed to the detention clerks. Our staff will assist you in the process. If you cannot afford to mail your absentee ballot, postage will be provided for you. Oklahoma Statute sets strict deadlines on requesting absentee ballots at 5:00pm on the Tuesday before an election.

INMATE RIGHTS AND RESPONSIBILITIES

All rights of inmates will be equally available to all inmates. All inmate responsibilities will be equally enforced.

No inmate under the supervision of the Oklahoma County Detention Center will be subject to discrimination based on race, religion, nationality, gender, political belief, handicap, or sexual orientation.

Detention Center administrators and employees will ensure inmates are aware of the following rights and responsibilities while under the jurisdiction of the Oklahoma County Detention Center.

- The **right** to confidential interviews and correspondence with an attorney and the **responsibility** not to abuse the confidential contacts made available.
- The **right** to file administrative grievances as outlined in Policy and Procedure entitled "Inmate Grievance Procedure" and receive assistance from other inmates in doing so and the **responsibility** to present honestly to Detention Center Administration any complaints or problems.
- The **right** to a healthful place in which to live which includes clean and orderly surroundings, nutritious meals, proper bedding and clothing, adequate opportunities to shower, proper ventilation for warmth, access to recreational opportunities, toilet articles, medical and dental care as needed, and the **responsibility** to eat properly, to follow the laundry and shower schedule, to maintain neat and clean living quarters, and to seek medical and dental care as needed.
- The **right** to correspond with public officials, officials of the confining authority of the Sheriff and the Detention Center Administrator and the **responsibility** to be truthful.
- The **right** to practice a religion within the limitations of resources available and security procedures in effect and the **responsibility** not to abuse the religious practices available.
- The **right** to be treated respectfully, impartially, and fairly by all persons, which includes being called by name rather than number and the **responsibility** to treat other inmates and employees with respect.
- The **right** to be informed of the appropriate rules, procedures, and schedules governing the operations of the Detention Center and the **responsibility** to know and abide by the rules and procedures.
- The **right** to due process hearings for alleged rule violations before punishment is imposed and the **responsibility** to cooperate fully in investigations.
- The **right** to equal access to various programs and work assignments, as available, in keeping with their eligibility, interests, needs, and abilities and the **responsibility** to take advantage of activities which may enhance their ability to live a successful and law abiding life in the community.
- The **right** to be involved in classification status.

The **right** to protection from physical abuse, corporal punishment, personal injury, disease, property damage, sexual assault, sexual abuse, and/or harassment

- The **responsibility** to abide by the rules, to strive for self-achievement, and to make constructive future plans.
- The **responsibility** that no inmate or group of inmates is given control or authority over other inmates.

DISCIPLINARY PROCEDURE

For the safety and security of all persons in the Detention Center, each inmate will be required to comply with all laws, policies, and procedures. Violations may result in the application of disciplinary actions and/or criminal prosecution.

INMATE RULE VIOLATIONS

Class 1 Disciplinary Segregation	1-30 days
Loss of specified privileges	1-30 days
Class 2 Disciplinary Segregation	1-20 days
Loss of specified privileges	1-20 days

Broken Sprinkler Heads

1st Offense: Mandatory 60 days lockdown, loss of all privileges and assessed restitution.

2nd Offense: Mandatory 90 days lockdown, loss of all privileges and assessed restitution.

3rd Offense: Mandatory 6 months lockdown, loss off all privileges and assessed restitution

NOTICE TO ALL INMATES

All Inmates convicted of a crime and sentenced to serve county jail time shall be entitled to receive earned credits providing the inmate shall have obeyed the rules and regulations and are willing to work by being assigned to any available job or work at maintaining sanitation in their cells and housing units.

If you are determined guilty after a disciplinary hearing, you are ineligible to receive good time and work credits. These have been deducted from your earned credits and your sentence will be recalculated.

An attempt to commit an offense is the same as committing the offense

Offense/Class

01-1	1	Banding together for the purpose of demonstration, work stoppage, hunger strike etc.
01-2	1	Taking over a part of the physical plant
01-3	1	Participation with others in a course of disorderly conduct; with the purpose to commit or facilitate commission of a felony or misdemeanor; (b) with purpose to prevent or coerce official action
01-4	1	Insinuating or participation in a riot
01-5	1	Involvement in writing, circulating, or signing a document that poses a threat to the security of the facility
02-1	2	Aiding or abetting in the commission of any rule violation
02-2	1	Under the influence of and/or any use of illegal drugs, alcohol intoxicating chemicals, or any medication in an unauthorized manner or refusal to a substance abuse testing
02-3	2	Employment misconduct-quitting job without prior approval; getting fired for misconduct on job, tardiness, or shirking of duties
02-4	1	Unauthorized use of mail or telephone to include passing unauthorized

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- messages or conducting unauthorized activities
- 02-5 1 Use of mail or telephone to conduct illegal business
- 02-6 2 Unauthorized contacts with public
- 02-7 2 Correspondence / conduct with visitor in violation of posted regulations, excluding sexual activity
- 02-8 1 Running from or resisting apprehension within facility
- 02-9 2 Interfering with taking of count
- 02-10 1 Tattooing / self mutilation / any attempt to inflict self injury or ingestion of any harmful or poisonous substance
- 02-11 1 Carryout any action designed to coerce administration
- 02-12 2 Tampering with or blocking any lock or locking device
- 02-13 1 Attempt to contaminate, pollute, alter, substitute, or destroy any urine sample or report
- 02-14 1 Failure to cooperate in any investigation, does not include disciplinary procedures investigations
- 02-15 1 To alter or mutilate any official document or evidence or to destroy or attempt to destroy any evidence by eating it or flushing it down a toilet
- 02-16 1 Violation of Policy and Procedures 4010.00 entitled "Inmate Correspondence Publications"
- 02-17 1 Selling, trading, bartering or giving prescribed medication / drugs to another person
- 03-1 1 The maiming of or killing another person (s)
- 03-2 1 Participation in activity that directly results in the intentional death of another person (s)
- 03-3 1 Battery of another
- 03-5 1 Rape or forced sexual act
- 03-6 1 Kidnapping another person
- 03-7 1 Seizing another person as a hostage
- 03-8 1 Battery of a staff member with physical contact which does result in bodily harm
- 03-9 1 Battery of a staff member with physical contact which does not result in bodily harm

04-1	1	Assault; any willful attempt or threat to inflict injury upon the person of another
04-2	1	Making sexual threats to another person
04-3	1	Making sexual threat to, or stalking a staff member or citizen
05-1	1	Demanding / receiving money or favors or anything of value in return for protection against others. To avoid bodily harm, or under threat of informing
06-1	2	Unauthorized use of county property / supplies
06-2	2	Forgery of any type to obtain goods / materials
06-3	2	Taking of property
07-1	1	Destruction of county property
07-2	1	Destruction of property of another person
07-3	1	Setting or attempting to set a fire
07-4	1	Adulteration of any foods or drinks
07-5	1	Flooding one's cell or living quarters
08-1	1	Possession / introduction of any explosive, combustible substance, or fireworks
08-2	1	Possession / introduction of any gun, firearm, weapon, ammunition, knife, sharpened instrument, Class A, B or C tool, to include keys and security equipment
08-3	1	Possession / introduction of any drug, narcotic, intoxicant, chemical, drug paraphernalia not prescribed by medical staff
08-4	1	Possession of money or currency, or negotiable instrument
08-5	1	Possession of property belonging to another person, unauthorized property, or official documents / materials
08-6	2	Possession of clothing or property not authorized by facility
08-7	1	Possession of staff uniforms
08-8	1	Manufacture of intoxicants
08-9	1	Counterfeiting, forging, or unauthorized reproductions of any document, article of identification, money, security, or official paper
08-10	2	Possession of gambling paraphernalia not specifically authorized by this facility

- 08-11 1 **Possession of unauthorized identification**
- 08-12 1 **Possession / introduction of unauthorized tool**
- 08-13 1 **Possession / introduction of any drug, narcotic prescribed by medical including hoarding or cheeking the medication**
- 09-1 1 **Engaging in sexual activity with another consenting person**
- 09-2 1 **Making sexual proposals to another person**
- 09-3 1 **Indecent exposure**
- 10-1 1 **Insolence to staff members or citizens**
- 10-2 2 **Using abusive / obscene language**
- 10-3 2 **Making profane / obscene gestures to staff member or citizens**
- 11-1 2 **Failure to obey verbal and / or written order of staff member in a prompt manner**
- 11-2 2 **Failure to obey a group order i.e., lock down**
- 12-1 1 **Lying to staff member**
- 12-2 2 **Malingering, feigning an illness**
- 13-1 2 **Preparing or conducting a gambling operation**
- 13-2 2 **Participating in games of chance for gain / profit**
- 14-1 1 **The receiving, trading, selling, or loaning of property**
- 14-2 2 **Attempting to give, giving, or receiving money or anything of value as a bribe or in document**
- 15-1 1 **Escape from custody of the Oklahoma County Detention Center**
- 15-2 1 **Participating in any activity that aids or abets an escape**
- 15-3 1 **Any attempt to escape from the custody of the Oklahoma County Detention Center**
- 16-1 1 **Violation of City, County, State or Federal Law (Does not require conviction in a court)**
- 17-1 2 **Outside defined boundaries**
- 17-2 2 **Failure to follow any check-out procedures**
- 17-3 2 **Unauthorized absence from work / school assignment or other program activity**

17-4 2 **Unauthorized person in another's cell / living area**