



RESIDENT HANDBOOK



Oklahoma County Detention Center

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Our Mission Statement

The Oklahoma County Detention Center is here to exhibit professionalism, courtesy, ethical conduct, and moral standards to Oklahoma County and the State of Oklahoma.

Our Vision

The Oklahoma County Detention Center will strive to provide a safe and secure detention facility that cultivates a positive and empathetic culture, provides transparent and accountable service, and positively impacts the lives of all individuals.

Our Values

- | | |
|-------------------------|---|
| Professionalism: | Competency, character, or skill that is expected of a professional |
| Respect: | Having a high regard for someone |
| Accountability: | Being responsible for what you do and able to give a satisfactory reason for it |
| Integrity: | The quality of being honest and having strong moral principles |
| Service: | Being of help or assistance to others |
| Empowerment: | Giving or delegating power or privilege through encouragement |

The members of the Oklahoma County Detention Center will strive daily to instill and promote Professionalism, Respect, Accountability, Integrity, Service, and Empowerment to strive for excellence and PRAISE others.

This handbook is an important part of your orientation into this facility. You should read it carefully and completely. It will help you understand what kind of conduct is expected of you while you are here and it will explain the types of services that are available to you.

INTRODUCTION

The information contained in this Handbook pertains to each resident at the Oklahoma County Detention Center. It is the responsibility of each resident to know and understand this information. Each resident is issued a PIN number which will allow access to the handbook, phone system, and Trust account. Additionally, a printed copy of the handbook is available in the POD office of each housing unit for review by any resident upon request. If any resident needs assistance with reading and understanding the contents of this handbook, request assistance from any staff member who will assist.

This handbook provides information to each resident about expectations available programs, and services during their incarceration. If a resident 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 resident understands the rules and responsibilities.

This handbook contains information current of the publication date; however, it is subject to change. The resident will be made aware of any changes through the kiosk and tablet digital messaging system and by materials posted in resident living areas.

RECEPTION AND ORIENTATION

This handbook is an important part of your orientation into this facility. You should read it carefully and completely. It will help you understand what kind of conduct is expected of you while you are here, and it will explain the types of services available to you. After you have finished reading the handbook, you may ask your housing officer questions about any part of the book you do not understand. All residents will receive initial orientation within 5 days of reception. This orientation shall be provided to each resident and consist of a verbal explanation and/or a video presentation.

RESIDENT MOVEMENT

When going to another area such as Medical, Attorney Visits, or Court, unless ordered otherwise, you will be required to present your issued identification, and are expected to walk quietly, in a single line. *Residents are prohibited from talking, making loud noises and/or hand signs, touching walls, or displaying any other disruptive behaviors while in the hallways.*

CLASSIFICATION

Initial Classification

Residents will be given wristband or card to verify Identification.

Classification is responsible for assigning all residents incarcerated in the Oklahoma County Detention Center. Housing assignments are based off a variety of factors.

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

WARNING IN REGARD TO SEARCHES

Be advised that anything you say or do while incarcerated at the Oklahoma County Detention Center may be used against you in a court of law or during a disciplinary hearing. You have no right to privacy by law in this regard. Further, by law or implication, you have no right to any expectation of privacy while you are held here, unless specifically stated in this handbook or by subsequent order. Due to the tendency of some people to obtain contraband items such as drugs, weapons, personal property belonging to other inmates, etc., cell and personal searches are necessary. Staff will routinely conduct these searches throughout the duration of your stay. You may not be in your cell or bunk area at the time of the search. You do not have the right to be present during any search. You must cooperate with searches and follow all orders given by any staff member.

GENERAL RULES AND REGULATIONS

Please read through the entire handbook to help you understand what is expected of you while you are housed in Oklahoma County Detention Center. These rules and regulations are general guidelines to be followed by all residents. They are not totally inclusive of all rules and regulations and are subject to change. For specific rules, please refer to the relevant section in this handbook. Detention personnel will be able to answer questions about rules and regulations.

All orders, directives, and requests will be complied with immediately.

- **BEHAVIOR:** General 'horseplay' or conduct that disrupts the orderly operation of the facility will not be tolerated. All Detention staff will be called Mr., Ms., or Officer, as appropriate, along with their last names. No other terms will be used. Fighting will result in disciplinary sanctions, the incident will be investigated, and you may be charged criminally.
- **ASSIGNED AREAS:** Residents are required to be in their assigned areas, unless otherwise authorized by a supervising staff member. Residents shall not enter any cell or POD area where they are not assigned.
- **PERSONAL HYGIENE:** Residents are encouraged to be neatly groomed. All residents are required to shower at least three (3) times per week.
- **ISSUED CLOTHING:** Residents will dress in issued jail uniform at all times when outside of their cells for any reason. All clothing must be worn appropriately (example: pant legs must not be rolled up, pants must be worn around waist). Nothing should be worn on or around the head or face. YOU are responsible for the condition of these items and will be held responsible for any damage or alterations.

- **BEDDING:** We have invested in upgraded mattresses and expect you will care for them. Any damage to mattresses or bedding will result in disciplinary action and you will be required to pay for the damage. Report damaged items immediately upon issue so you are not held responsible.
- **PHONE/TABLETS/KIOSK:** Do not share your login information with anyone. It is your responsibility to safeguard this information. Damage to this equipment will result in disciplinary action and you will be required to pay for the damage.
- **MAIL:** Do **NOT** seal outgoing mail. It must be inspected before we can send it through the Postal Service. Incoming mail is limited to legal or medical mail and softcover books as described in this handbook. All other mail is scanned in and delivered to you digitally.
- **HOUSEKEEPING:** You are to maintain a clean, sanitary environment. Cleaning supplies are routinely provided.
- **GRAFFITI/DAMAGE:** You are not to mark on or affix anything to walls or any jail fixture. You are not to damage any jail property including sprinkler heads, wash basins, toilets, light fixtures, walls, and windows. Doing so will result in disciplinary action and you will be required to pay for damage.
- **CONTRABAND:** Contraband is defined as any item which a resident is not authorized to have in his/her possession, any item not issued by an employee, any item altered from its original condition or any item illegal to possess. Possession of these items will result in disciplinary action and/or criminal charges.

This is not an inclusive list of all rules and regulations, but general guidelines for expected conduct. Please refer to handbook for specific rules and regulations.

OCDC WILL FILE CHARGES FOR CRIMINAL ACTS OCCURRING IN OUR FACILITY!

RESIDENT RIGHTS AND PRIVILEGES

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

Rights include:

- Safe, clean, and sanitary living conditions.
- Balanced, nutritional diet.
- Access to Courts, Attorneys and Legal Materials.
- Freedom of Religion
- Contact with family and friends via mail
- Disciplinary Due Process
- Adequate Medical Services

A **PRIVILEGE** is a benefit granted by the Detention Facility that can be lost due to poor behavior, failure to obey rules and regulations, being a security risk, or during emergencies.

Privileges include:

- Attendance in Programs
- Recreation room access

- Access to and use of the resident telephone system
- Visitation with family and friends
- Purchase of Commissary items
- Television
- Tablet Use
- Kiosk Use

RESIDENT RESPONSIBILITIES

All rights of residents will be equally available to all residents. All resident responsibilities will be equally enforced.

No resident 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 residents are aware of the following rights and responsibilities while under the authority 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 and receive assistance from other residents 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 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 residents 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 plans.
- The **responsibility** that no resident or group of residents is given control or authority over other residents.
- The **responsibility** to respect Detention facility property and the property of others. Destruction of property in any form only costs taxpayers more money. Please assist us in maintaining the integrity of the building and equipment. Please report any damage to the building or issued property to a rover as soon as possible.
- The **responsibility** to maintain your cell and dayroom in a clean, orderly, and sanitary manner. This includes making your bunk when you get up for the day.
- The **responsibility** to maintain personal hygiene. Residents are required at minimum to shower three (3) times per week.
- The **responsibility** to conduct yourself in a responsible manner. There will be no tolerance given for altercations. Treat everyone with respect. When announcements are made by officers, please quiet down and listen to what is being said.
- The **responsibility** to comply with all rules and regulations of the Detention Center. Failure to comply with rules and regulations will be met with progressive discipline.
- The **responsibility** to refrain from any type of sexual harassment. Sexual harassment includes, but is not limited to, unwanted sexual advances, request for sexual favors and other verbal or physical contact of a sexual nature.
- The **responsibility** to always keep your resident ID on you. ID's may be requested at any time for positive identification during movements, meals, medications, and other times throughout the day. If you damage or lose your ID notify a rover immediately to obtain a replacement. **The Detention Center reserves the right to charge a replacement fee of \$5.00 for a replacement ID.**
- The **responsibility** to stay in your assigned area. Unauthorized movement throughout the facility will be met with prudent response in attempt to maintain safety, security, and orderly operation. This includes open dormitory style POD's during lockdown.
- The **responsibility** to keep your head uncovered. Officers must be able to see your face during sight checks. If your face is not visible, officers may have to wake you up and have you remove your head covering or other obstructions to maintain visibility.
- The **responsibility** to wear your issued clothing appropriately (See Clothing & Laundry).
- The **responsibility** to not cover windows, lights, or bunks to ensure proper sight checks can be conducted by staff.
- If you have any questions concerning operations, please ask the staff. They will be able to provide you with the proper answer or gateway for obtaining your answer.

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 resident sexual abuse and sexual harassment. This applies to both resident-on-resident 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 "Resident Request to Staff" or grievance. Your privacy will be fully protected during any investigation. A PREA hotline is available free of charge through NCIC on each resident phone.

If you feel you are at risk for imminent sexual abuse, you may utilize the Sexual Abuse Hotline. After your pin number, enter the number 7, wait for the prompt then enter the number 3, and you will be connected to the Sexual Assault Hotline.

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.

The OCDC has a zero-tolerance policy for Sexual Abuse and Sexual Harassment.

FIRE/EMERGENCY EVACUATION

If an emergency evacuation is necessary, Detention Center Staff will coordinate the evacuation process.

Residents 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.

NCIC VIDEO/MESSAGING SERVICES

The video and messaging services are available to all residents. All video and messaging services may be monitored. Privileges may be revoked up to thirty (30) days or more due to a violation occurring by the detainee and/or user. Residents are responsible for informing the user of the specific procedures for this service.

A list of common violations includes but is not limited to:

- Images or conversations containing anything that may compromise the safety, security, or order of the Detention Center.
- Illegal activity.
- Gang affiliated hand gestures.
- Weapons, such as knives, guns, etc. shown on video or pictures.
- Showing or use of drugs, tobacco, alcohol by user or resident.
- Violence.
- Nudity, partial nudity, sexually suggestive gestures or photos by user or resident.
- Gruesome content that depicts any form or simulated abuse to animals or humans.
- Residents allowing other residents to use their PIN number.

- Visitors and residents' visitation privileges will be suspended for, but not limited to hitting the screens, slamming the receivers, tampering with or attempting to tamper with equipment, showing photographs, producing a cell phone, being disruptive or altering clothing to be revealing or provocative.

Residents will need to speak to the Unit Manager of the floor they are placed on to obtain use of a tablet. You may also use the kiosk while on recreation.

Video visits: .20 cents a minute plus taxes

Chat messages: .25 cents per message

Attachments: .35 cents

Video messages: .35 cents

RESIDENT TICKETS

Resident tickets give residents a way to reach out to other departments with their questions. Listed below are some of the departments the residents can reach out to for information.

- **2nd – 13th Floor Requests to Staff** Directs requests to the Clerk, Staff, or Unit Manager for the floor you are currently housed on.
- **Commissary** Commissary pin changes, questions about orders.
- **Communications** Questions about the video visits, messaging & phone service.
- **Disciplinary Office** Questions related to discipline status.
- **Diversion Hub** Questions about Diversion Services.
- **Grievance Office** Submitting a grievance (Generally, you must submit requests to staff before escalating to a grievance, or it will be denied.)
- **In/out of state holds** Questions for warrant information in Oklahoma counties or out of state.
- **Judgment/Sentence** Questions regarding court hearings and sentencing.
- **Kitchen** Questions about kitchen / meals provided.
- **Laundry** Laundry services.
- **Maintenance** Informs maintenance of issues in the cell.
- **Mail** Questions related to resident mail.
- **Religious Programs** Any religious questions or requests.
- **Resident Programs** Available programs, request to enter programs.
- **Resident Trust Account** Questions related to resident funds
- **Resident Worker** Requesting to become a trustee.
- **Sick Call Request** For non-emergency medical requests.
- **TEEM** Questions related to TEEM (The Education & Employment Ministry)
- **TIPLINE** Investigators – Information kept CONFIDENTIAL. (Do not share your login information, keep it private to maintain confidentiality)

NCIC TELEPHONE SERVICE

Phones are in most cells and in all the recreation dayrooms. Misuse of the telephone and or video system will result in the loss of telephone and or video privileges and even additional criminal charges being filed against you.

All calling rates are per-minute, there are no connection fees.

Inmate Telephone System	
Call Types	Per-Minute Rate
All calls within the United States:	\$0.11
Mexico & Canada:	\$0.25
All Other International:	\$0.35

REPORTING AN INCIDENT

Emergency Reporting

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

Sexual Assault

After your pin number followed by the # key is entered, the system will ask for the number you wish to call. **Enter the number 7, wait for the prompt then enter the number 3**, and you will be connected to the Sexual Assault Hotline.

TELEPHONE RULES

- Phone use is a privilege and not a right.
- You may make telephone calls from your housing PODs, cells, or tablets.
- Communications may be monitored and/or recorded from time to time for security purposes.
- Do NOT make 3-way phone calls. You will be disconnected and may face disciplinary action.
- If the resident phones or tablets are used to threaten to commit or cause to commit a crime, introduce contraband, attempt escape, threaten or intimidate others, or for any other illegal purposes, violators will lose telephone privileges permanently and additional charges may be filed.

TABLET RULES

- Tablets are a privilege and not a right. Resident access to the tablets may be suspended, limited, or revoked when necessary for the safety, security, and/or orderly operations of the facility.
- Do not share your login information and do not allow another person to use your tablet login to communicate with others. If you allow others to use your tablet account for messaging, your messaging feature will be turned off. Refunds will NOT BE ISSUED for loss of messages due to rule violations.
- Tablet correspondence may be monitored and/or recorded for security purposes.

- If a tablet is used to threaten to commit or cause to commit a crime, introduce contraband, attempt escape, threaten or intimidate others, or for any other illegal purposes, violators will lose tablet privileges permanently and additional charges may be filed.
- Do not attempt to pry or break the tablet case or screen. You will be charged for damage and face disciplinary action.
- Tablets can only connect with the software server and do not have open access to the internet.
- Staff may suspend your access to a tablet without formal disciplinary action. Reasons for administrative suspension do not have to be related to tablet use.
- Tablets are to be turned in upon request by any detention staff. Failure to turn in a tablet when asked to do so will result in disciplinary action.

Neither OCDC, OCCJA, nor OKLAHOMA COUNTY is responsible for any loss related to stolen phone or tablet login information. It is YOUR responsibility to safeguard this information.

ELECTRONIC MAIL DELIVERY

NOTICE

All incoming mail must be sent to PO Box 591, Longview, Texas 75606 for processing. Once the mail is processed and received electronically by the resident it will be destroyed. This includes pictures or anything else mailed to the processing facility. **By sending the mail to PO Box 591, Longview, Texas 75606 you agree to the items being destroyed and understand that anything you mail to PO Box 591, Longview, Texas 75606 will not be returned or reimbursed for.** No legal or medical mail will be accepted.

Resident Name
SO#
Oklahoma County Detention Center
PO BOX 591
Longview, Texas 75606

Privileged Correspondence/mail that is **properly and clearly** marked “Legal Mail,” and/or Medical Mail will be inspected for contraband and verified prior to delivery to the resident. *Legal, Privileged and Medical Mail may only be opened in the resident’s presence.*

INCOMING MAIL DELIVERY

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

- Two softbound books one softbound Bible sent directly from an authorized distributor or publisher.
- Money orders and cashier’s checks **ONLY. NO CASH WILL BE ACCEPTED.**
- Privileged correspondence, if so marked, may be opened and inspected in your presence for security and to detect the presence of contraband, but not read by jail staff. Privileged correspondence is defined as mail to or from: Your attorney, judge, Governor, a member of the State or Federal Legislature, Oklahoma County Criminal Justice Authority / Detention Center,

the Clerks of the State and Federal Courts, and the news media. Legal mail must clearly indicate it is from one of the above sources.

REJECTED MAIL

Mail that would otherwise be permitted may be rejected and impounded if such mail:

- Contains drugs or other contraband.
- Contains wire, spiral bindings, metal, plastic, pens, pencils, or any other items deemed inappropriate or unacceptable for safety or security reasons.
- Contains obscene images, graphics, or any exposed genitalia, including but not limited to pornography.
- Contains content of any sort that tends to incite violence, riot, racism, or threaten the safety or security of the facility, residents, or staff.
- Contains any perceived biohazard, i.e. powder, lipstick, gloss, scents, residue, etc.
- Contains glitter, stickers, markings in crayon or marker, layered cards, or cards with electronic devices.
- Contains images of other residents.
- Contains unused postage stamps within the mail.
- Poses any safety and security concerns for the operation of the jail.
- Is not clearly addressed to the resident or does not otherwise meet the requirements of incoming mail contained in his policy.
- Does not contain any return address and, after subjected to the screening process, is believed by OCDC staff or the mail processing center to pose a security threat or to contain contraband or any of the prohibited content noted above.

The above are examples of impermissible mail and not an exhaustive list.

ALL CONTRABAND OR UNACCEPTABLE ITEMS THAT ARE DELIVERED BY THE POSTAL SERVICE WILL BE IMPOUNDED AS EVIDENCE OR FOR DESTRUCTION AND DISPOSAL. Items will not be sent back to the sender and the resident will be notified.

Jail Resident to Jail Resident (formerly inmate-to-inmate) correspondence is **NOT** allowed. This includes mail from residents located at other facilities.

OUTGOING MAIL DELIVERY

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

The following procedures must be followed for all mail:

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

Resident's First and Last Name
Oklahoma County Detention Center
201 N. Shartel Ave.
Oklahoma City, Ok. 73102

- **DO NOT SEAL ENVELOPE** – It must be inspected before delivering to the post office. Any sealed mail received by the mailroom will be returned to you and not delivered.

“**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 Detention Center Administration.

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

CLOTHING AND LAUNDRY

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

Issuing of clothing and bedding will be documented, and each resident shall be held accountable for the condition and return of each item. **If items are damaged and not returned, the resident will then be charged for the missing or damaged bedding and clothing.** Residents are responsible for notifying the officer immediately of any damaged clothing or linens to avoid being charged for the damage.

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

- **ALL** residents **MUST** wear a complete uniform when outside of their living areas, including the day rooms. Jail-issued uniforms shall be worn properly, with pants unrolled and not tucked into socks.
- No item shall be worn on or around the head.
- You are required to keep your clothing clean and not marked, torn, or altered in any way.
- You are to be clothed at all times when outside of your cell (except in the shower area).
- Blankets are not allowed in the dayrooms.

A violation of these rules will result in disciplinary action, and you will be required to pay for the damage.

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) jail issued uniform shirt
2. (1) jail issued uniform pants

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| <p>3. (3) pair of socks (white only)</p> <p>4. (1) pair of jail issued sandals</p> <p>5. (3) pair of underwear (white only)</p> <p>6. (3) bras (females only)</p> <p>7. (1) complete set of thermal underwear (must be purchased on Commissary)</p> <p>8. (1) jail issued blanket</p> <p>9. (1) towel</p> <p>10. (1) jail-issued mesh laundry bag</p> <p>11. Hygiene kit includes shampoo, soap, toothbrush, toothpaste, and deodorant. Note: When item containers are emptied, the containers must be discarded, and not used to store other items.</p> | <p>12. Commissary items not to exceed \$100.00.</p> <p>13. One cubic foot of legal material.</p> <p>14. (5) Magazines or books.</p> <p>15. (1) Bible, Quran, or similar religious text.</p> <p>16. Dentures and related adhesives.</p> <p>17. One pair of prescription glasses, no tint.</p> <p>18. Wheelchair, crutches, prosthetic device, if approved by the medical provider. Personal shoes will NOT be allowed.</p> |
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YOU ARE RESPONSIBLE FOR ALL ITEMS ISSUED TO YOU

- You must keep all items issued to you in good condition.
- You must sign for all items issued to you.
- You must have all items issued to you ready for inspection by jail staff at all times.
- If you damage or destroy any item issued to you, disciplinary action will result, and you may be required to pay for the damage. You may also face additional criminal charges.
- You will wear jail issued clothing to court, unless directed otherwise.
- Releasing clothing for relatives or friends to launder and return to you is not permitted.
- Jail issued clothing and linens will be picked up on a regular basis, laundered and exchanged with you on a one-for-one basis at least once per week.
- Have your items ready to be exchanged for your scheduled day and time. We will re-issue to you clothing of the same size if it is available, otherwise you will receive clothing similar in size. **DO NOT ASK FOR OVERSIZED CLOTHING.** You are responsible to pay for damages to all issued clothing and laundry.

PERSONAL HYGIENE

Unless there is a legitimate medical reason, all residents held over twenty-four (24) hours shall be required to shower. You are expected to keep your body, clothing, and bedding clean at all times – take a shower regularly. Shower times are available during dayroom hours. ***All residents must shower***

a minimum of three (3) days a week unless otherwise excused. Any violation of cleanliness may result in disciplinary action.

Each resident will be given a hygiene pack after assignment to housing. Unless indigent, you are expected to purchase hygiene items from Commissary and will not be given hygiene packs after your initial housing.

PERSONAL PROPERTY

When you were booked in, your property was collected, inventoried, and sealed in a property bag. It will be returned to you when you are released.

If you are sent from this facility to DOC, you are allowed to have a family member or friend pick up your property at this facility within ten (10) days following your transfer. Property not claimed within ten (10) days will be donated or appropriately disposed of. At the time of initial booking or transfer to the Department of Corrections or any other facility, property release forms will be completed.

CELL AND HOUSING POD MAINTENANCE/HOUSEKEEPING

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

Each resident is responsible for the cleanliness of his/her assigned cell. This includes but is not limited to the walls, floors, toilet, sink, window area, and furniture. If the area is not properly cleaned, privileges will be suspended until cleaning is complete. If you refuse to clean your cell or refuse to help with cleaning the housing POD each day, you will receive disciplinary action.

All authorized property will be stored in the storage compartment under the bunks in a neat and orderly fashion.

- Nothing will be placed over the windows, air vents, light fixtures, or phone. The cell door window will be left unobstructed.
- 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. Violations will result in cell confinement and disciplinary action until properly cleaned.
- Do not affix anything on any area of the cell.
- The cell shall not be damaged or modified from the condition it was built in.
- Locks, locking devices, or locking systems shall not be tampered with or breached using any type of method.
- Residents shall not install or use a clothesline of any design. No pictures, self-made curtains, screens, paper or cellophane, cardboard or any other item will be hung anywhere in the

housing POD, including cells, cell doors, windows, walls, bunks, vents or in the day room because of fire hazards and security objectives.

- Do not throw paper or garbage on the floor. You are responsible for sweeping and mopping your cell and housing POD.
- Do not flush any foreign objects or Commissary packaging. You may be charged for damages and/or face disciplinary action.
- All residents are responsible for keeping the dayroom and POD's clean at all times. You are given equipment to clean daily.
- Residents shall not tamper with and/or break Sprinkler Heads

FAILURE TO FOLLOW THE DIRECTIVES ABOVE WILL RESULT IN LOSS OF PRIVILEGES WHICH MAY INCLUDE COMMISSARY, RECREATION, PHONE OR TABLET ACCESS.

DAMAGES/DESTRUCTION OF PROPERTY COSTS

Any violation of damaging a sprinkler head is mandatory 30 days of disciplinary segregation, loss of all privileges and assessed restitution of \$122.76 per sprinkler head.

Any destruction to county property will also result in disciplinary action and reimbursement to the County. Below is a breakdown of the itemized cost to repair items within the facility.

Icon Button (Water or Toilet)	\$196.10	ICON Computer Control Box	\$637.95
Fire Sprinkler Head Replacement	\$122.76	New Cell Light Fixture	\$1,169.62
Old Cell Light Fixture Lamp & Lens	\$440.72	Light Glass / Lens Only (New or Old Fixture)	\$221.14
Door Window	\$59.19	Cell Wall Hole	\$188.24
Willo Lock Repair (New Locks)	\$594.90	Old Style Cell Door Locks	\$250.00
Shirt	\$6.45	Pants	\$8.00
Blanket	\$5.60	Shoes	\$2.88
Jail Mattress	\$106.00	Towel	\$3.50
Laundry Bag	\$4.00	Resident ID (Card or Wristband)	\$5.00
Phones	\$185.00 plus 2 hours labor at \$50.00 per hour		
Kiosk	\$1,100.00 plus 2 hours labor at \$50.00 per hour		
Tablet	\$250.00		

TRUST FUND PROCEDURES

Any money you had when you were booked into OCDJ was deposited in a Resident Trust Fund account. If you came from another agency and your money was in the form of a check, it will be entered into a Resident Trust Fund account. If you have any payroll checks or third-party checks, they

will be placed in your personal property. In addition to Commissary, phone, and messaging fees, your account may be charged for medical visits, medication, requests for copies/notary service, and damage to property.

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

The kiosk in the front lobby will accept cash, debit, and credit cards and includes a fee paid by the depositor. The funds are electronically added to the Resident Trust Fund or phone account. This excludes ACH deposits and wire transfers. Resident will not receive a receipt for the deposit of funds into an account.

Upon release, residents with a credit balance will be issued a pay card. All others and agency releases will be issued a check. If you owe OCDC money from prior visits, it can and will be deducted from any funds you are booked in with; the jail accounting software will deduct from your account any funds that have been deposited until the balance is paid in full.

MONEY RELEASE

Money may be released for the following reasons only:

- To a bondsman to post your own bond.
- To your attorney with your permission.

JAIL INCARCERATION COST

In accordance with 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 must pay the daily cost of incarceration established annually by the Oklahoma County District Court.

***The current daily jail incarceration rate is \$66.49 Effective 2024
per Oklahoma County Judicial Administrative Order A072024-010***

Pursuant to the statute, you can contest the amount of cost solely because 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:

**OCDC Resident Trust
405-713-1962
Monday – Friday
8:00 am – 5:00 pm.**

COMMISSARY

The Commissary is a service which is made available to all residents for the purchase of assorted items such as food, hygiene articles, note paper, envelopes, and stamps.

To be eligible for Commissary purchases, the resident's money must be deposited in their Trust Fund account before the time of purchase. Commissary is a privilege and may be revoked for security, safety reasons and disciplinary sanctions.

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 residents at no cost.

Indigent is defined as a resident who has a balance of \$15.00 or less in the Trust Fund account from the first day through the last day of the preceding month.

Residents 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 per week. Any resident that has more than the maximum of \$100 worth of Commissary will have the excess 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 other locations.
- Commissary order times will begin at 8:00 am the day after Commissary delivery and end the day before at 12:00 pm.
- A resident assigned to medical housing may have their Commissary draw limited to personal hygiene, and mail kits.

REQUEST TO STAFF

The Request to Staff is an internal administrative system for responding and providing resolution to a resident's request for assistance or informal handling of complaints.

Requests to Staff & Grievances will be submitted on the kiosk located in the day room, a tablet, or by a Request to Staff form. The resident will log into the kiosk or tablet using pin number provided at intake. This pin number will also be used to order commissary or to use the telephone.

GRIEVANCE

Internal administration means resolving complaints and identifying potential problems. It is designed to supplement but not replace the informal communication "Request to Staff" procedure. Unless an emergency exists, a resident must attempt to resolve all issues or complaints through oral communication and by submitting a "Request to Staff."

- If the resident does not follow instructions as explained in this procedure, the Grievance may be returned unanswered for proper completion.
- A Grievance may be submitted if the resident believes that any type of reprisal has occurred.

- Grievances may not be filed concerning matters that are currently in litigation.
- Resident may not file a grievance on behalf of another resident concerning an issue not directly affecting the resident excluding PREA incidents.
- Resident with ICE holds are given the same opportunity as all other residents 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 about complaints and Grievance issues.
- Resident, 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. A resident who reports an incident of sexual misconduct, sexual contact, sexual abuse, or sexual harassment **may request and be treated anonymously.**
- An Emergency Grievance is an emergent grievance which may be submitted without informal resolution.

The resident will detail in the 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.

MEDICAL

Initial Intake

Before being accepted into custody of the Oklahoma County Detention Center, every resident shall complete a medical screening. A \$15.00 Co-pay will be charged for this initial screening.

The medical screening will address the medical condition and mental health condition of each resident. Before administering any prescribed medication, medical staff must first verify the prescription. It is very important to notify medical staff of any prescription medications, the prescribing doctor, and the pharmacy you use to fill the prescription so you can continue your medications as soon as possible.

MEDICAL SICK CALL

A resident requiring medical or mental health services of a non-emergency nature must complete a Sick Call ticket on the tablet/kiosk or request a Medical Request form.

In the event of an emergency medical or mental health problem, dial 0 on the phones or tablets and report it immediately. If a Detention Officer or Housing Monitor is in your POD, also notify them immediately. Detention Officers have been trained to assist in emergencies and will notify medical personnel to manage the problem.

Emergency Medical Care is provided twenty-four (24) hours a day.

The medical department is here to provide help with serious medical needs, not to provide comfort items or deal with custodial/security issues. The medical department will not address issues

concerning specialty or secondary mattresses, specialty pillows, specialty shoes, or any other extra items(s) that are not clearly related to legitimate medical needs.

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

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

The resident will still be required to pay the medical fee(s) when the residents Trust Funds are sufficient again for payment.

When individuals are taken into custody, medical care is not usually provided by their own private doctor.

MENTAL HEALTH CARE

If you feel you may need to see a mental health specialist, submit a request to Medical (Sick Call) through the kiosk or tablets.

If you are feeling suicidal or encounter other residents thinking about suicide, please call 0 on the phones or tablets or notify OCDC staff member to initiate help for yourself and others.

OTHER AVAILABLE HEALTHCARE SERVICES

Copying Medical Records: Upon release, a resident may request a copy of the medical records. This is subject to a copying charge of \$0.25 cents per page.

Eye Exams: At the medical provider's discretion eye exams and glasses may be available to residents who have been incarcerated for more than one year at the resident'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.

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

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

ACCESS TO COURTS

Residents have a right to freedom of access to the court through unrestricted confidential correspondence and access to attorneys and other legal counsel. Your attorney may visit you during reasonable hours established by jail administration.

If you do not have an attorney and cannot afford your own, the court may appoint one to you. We recommend you write to your attorney often. Your attorney will visit you when they feel it is necessary

and in your best interest. OCDC has no control over when your attorney visits and has no way of knowing what attorney has been assigned to you.

ELECTRONIC LAW LIBRARY SERVICES

Residents are afforded access to legal materials and an opportunity to prepare legal documents in the Electronic Law Library. Specific questions about the law should be directed to your own attorney or, in the event you are pro se, the attorney assigned to assist with your case. OCDC staff are not permitted to offer legal advice or recommendations.

NOTARY AND COPY SERVICES

The following services are available and will be deducted from your Resident Trust account at the time of service. You must have money on your account to use these services:

- **NOTARY:** \$5.00 We cannot notarize handwritten copies, they must be printed and either mailed to you for legal mail sent to you by your attorney or other legal entity as described in LEGAL MAIL section or hand-delivered to the Detention Center. This service is available Monday through Friday 8:00 a.m. to 5:00 p.m.
- **COPIES:** .25 cents per page.

CHAPLAIN SERVICES

The Detention Center has a Chaplain Ministry available to residents upon request of staff. On the kiosk when submitting, specify religious preference.

RECREATION

Residents 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, mealtimes, etc.) When available, during daylight hours, outdoor recreation may be provided to some classifications of residents. Should staff give verbal commands to move to the wall of the housing units, all residents will comply. Failure to comply can result in the suspension of the current recreation time.

RESIDENT PROGRAMS

There will be a tentative schedule posted in the housing units or on tablets/kiosks for available programs.

Resident programs are available upon request for qualified residents as determined by initial and current classification status. If a program is not offered in a specific housing unit, residents names will be placed on a waiting list and the resident 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 posted on the kiosk.

Residents are subject to removal from programs should they become a threat to the safety and security of the facility, other residents, staff, or program volunteers or disrupt the program. If you

refuse to attend a program you have signed up for, you will be suspended from all current programs and future programs until space becomes available.

Programs are continually evolving to include more opportunities to assist you with rehabilitation. From time to time, additional programs designed for individuals with specific needs or meeting specific criteria may be available. The Programs staff will send out information on the kiosks/tablets or discuss them in person with you when these program opportunities arise.

DISCHARGE INFORMATION

For discharge information including resources for rehabilitation, support groups, housing assistance, sober living, and more, please submit a ticket to Programs staff on the kiosk or tablet.

NOTE:

Program staff cannot offer legal advice, petition the court, or conduct some screenings or evaluations without prior authorization from the court.

Please do not ask for screenings the court has not ordered.

RESIDENT WORK PROGRAM

The Classification Officer and Detention Supervisors will assign residents to jobs based on each resident's classification, security level, job vacancies, resident'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.

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

Residents may 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

Residents 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. The Oklahoma state Statute sets strict deadlines for requesting absentee ballots before an election.

CONDUCT AND DISCIPLINARY PROCEDURES

OCDC staff is trained in the handling of all types of conflicts that could happen while you are incarcerated here in the jail.

Loss or restriction of privileges is based on your behavior and actions. Our preference would be to conduct the jail operations in an orderly and peaceful manner, thus avoiding the necessity of any

disciplinary or administrative action against you. While you are in jail, you must follow all rules and all orders from jail staff to avoid such actions.

If you receive disciplinary action, a report **WILL** be placed in your inmate file and possibly forwarded to the Court. If you are sentenced to Department of Corrections, the reports will accompany you to prison and may affect your classification levels.

Do not direct any anger or discontent at being in jail toward anyone on the jail staff since your presence in jail is not of staff's doing. The function of the jail staff is only to maintain a safe, secure, and orderly environment. Any misconduct toward the jail staff in the way of physical or verbal abuse is subject to disciplinary action, criminal charges, or civil action against you.

Any offense committed while you are in jail that is a violation of a state law will result in additional criminal charges being filed against you.

Any attempt to commit, ordering another person to commit, or making plans to commit any offense is considered to be the same as the commission of the infraction itself.

DISCIPLINARY PROCEDURE

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

RESIDENT 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

NOTICE TO ALL RESIDENTS

All residents convicted of a crime and sentenced to serve county jail time shall be entitled to receive earned credits provided the resident obeys the rules and regulations and is 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 may be ineligible to receive good time and work credits. These may be deducted from your earned credits and your sentence will be recalculated.

If you are sentenced to prison, all disciplinary records, and reports for your stay at Oklahoma County Detention Center will be provided to the Department of Corrections and will affect your classification level at prison.

Be advised, we also communicate disciplinary issues with the judges, prosecutors, and public defenders.

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 messages or conducting unauthorized activities.
- 02-5 1 Use of mail or telephone to conduct illegal business.
- 02-6 2 Unauthorized contacts with the 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 "Resident 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 absences from work/school assignment or another program Activity.
- 17-4 2 Unauthorized persons in another's cell/living area.