



Hendricks County Jail



Inmate Handbook

Hendricks County Sheriff's Office

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Hendricks County Jail

Inmate Handbook and Rules

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Section 1	Introduction to the Hendricks County Jail Handbook
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The purpose of this handbook is to provide newly committed inmates with general information regarding the Hendricks County Jail, its programs, institutions, and the rules and regulations they will encounter during confinement. It is not a specific guide to the detailed policies of the Hendricks County Jail. YOU ARE RESPONSIBLE FOR KNOWING THE CONTENTS.

Section 2	Jail Security
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The main objective of the Hendricks County Sheriff's Office is to maintain inmate's health and welfare in a safe and secure environment. You will cooperate so that the Jail Staff can perform their duties without interference, to ensure your safety.

1. HEAD COUNT/LOCKDOWN: during each shift, the Jail Staff will conduct a headcount. Lockdown will be announced, and you will then proceed to your assigned cell. The Jail Staff will verify each occupant of each cell. Also, a safety and security inspection of the cell and block area will be conducted. You will cooperate with all headcount procedures. It is a major rules violation to interfere with any part of the headcount procedure or the Staff as they conduct their duties. Any violation of these procedures will result in the issuing of an Inmate Conduct Report and your appearance in front of the Jail's Disciplinary Officer. When lockdown is called, all telephones and televisions will be turned off, regardless of who may be using them at that time. Inmates in the shower will end their shower and proceed to their assigned cell immediately.
2. SHAKEDOWN INSPECTIONS: Shakedowns are a vital safety/security tool and will be conducted at the discretion of the Shift Supervisor. During the shakedown and at the discretion of the Jail Supervisor. If you have prohibited personal items, they will be placed in your property bag. If contraband is found in your cell, you will be held responsible for those particular items, regardless of if you were aware of their existence. Those items will be removed and documented, for the purpose of, 1) filing criminal charges, 2) the completion of an Inmate Conduct Report, or 3) destruction. If you have an excess of permitted items in your cell, those items will be secured in a container and then placed in your personal property. If you have any pictures affixed to any fixture in your cell or in the cellblock, those items will be taken down and discarded. If you have anything affixed to a light fixture, that item will be discarded. If there are any items stored on a window ledge or tied to the cell bars or the bunk, those items, regardless of what they are, will be confiscated and discarded. Any items that are not permitted in the cell will be, placed in your property locker, returned to the Jail Inventory, or disposed of. As soon as the search of your cell is completed, you will be returned to your cell, strip searched, and then locked down for the remainder of the shakedown.

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3. PERSONAL SEARCHES: The SecurPass is to be utilized as a tool to prevent contraband from being introduced into the Hendricks County Jail. All offenders brought into our facility are subject to a full-body scan. You will be subject to a pat down and/or strip search each time you depart or enter any area of the Jail Facility. The SecurPass machine will be used for all inmates returned to the jail (from court, work detail, interviews, other counties, etc.) All visitors to our facility are subject to being scanned. If a visitor is selected for scan and refuses for ANY reason, the visitor will be escorted out of the facility immediately. The SecurPass machine can be used to screen packages, mats, inmate property, etc.
4. INMATE MOVEMENT WITHIN THE FACILITY: There will be times when one or more inmates must be moved from one area of the facility to another. The following rules will be enforced during any inmate movement:
 - a. You will be subject to a pat and/or strip search at the discretion of the Shift Supervisor upon entering or departing any area of the Jail Facility.
 - b. There will be no talking or any other form of communication with other inmates while being escorted.
 - c. You will not touch/press any intercom buttons.
 - d. You carry only those items that are authorized by the escorting officer.
 - e. You will move in an orderly fashion, walking on the right side of the hallway, with your arms behind your back, in front of the deputy.
 - f. You will not wander away from the deputy at any time.
 - g. You will not touch anything or attempt to pick anything up during movement.
 - h. You will be fully dressed in jail issued oranges to include shirt and pants while being escorted through the facility. Wearing additional layers, including any shirts or shorts purchased through the facilities commissary is prohibited.

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Section 3	Inmate Rights
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INMATE RIGHTS: A right is a benefit that an inmate may claim, in accordance with Federal and State Laws, and the Indiana State Jail Standards. As an inmate your rights include:

1. The right to safe and humane treatment, given with impartiality, and fairness.
2. The right to non-discriminating treatment (Race, sex, age, religion, national origin, color, creed, economic status, and/or political beliefs). If this type of discrimination or harassment occurs, then you must file a formal complaint, via a grievance, to the Jail Commander or his designee.
3. Inmates who do not have legal counsel have the right to reasonable use of the Law Library. Inmates, who have legal counsel, may use the Law Library at the discretion of the Shift Supervisor.
4. The right to be informed of the rules and regulations that will directly affect you, within this facility.
5. The right to worship and practice the religion of your choice.
6. The right to health and dental care, the opportunity for showers, proper ventilation, reasonable physical activities, toiletries, and three meals per day.
7. The right to correspond with your family, friends or members of the news media, and your legal counsel if it is in accordance with the security/safety guidelines of this facility.
8. The right to receive professional visitation at reasonable times (clergy, attorneys, etc.).
9. The right to have access to the courts.
10. The right to a written grievance procedure.

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Section 4	Inmate Privileges
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Privileges are not rights and can be taken away at any time. Your privileges include:

1. The opportunity to participate in the Inmate Worker Program.
2. The participation in treatment/counseling programs that may be offered.
3. Commissary, Hot Cart and E-Cigs.
4. Indoor and/or outdoor recreation (weather/staffing permitting).
5. Use of facility telephones within cellblocks.
6. The use of televisions or tablets.
7. Visitation with family and friends.

Any abuse of these privileges or violation of any Jail Rule may result in the loss of privileges.

Section 4-1	Telephone Privileges
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1. Inmates utilize HomeWav through the video visitation systems to place phone calls. HomeWavs are available in the housing areas. HomeWav cannot call pagers, internet phones, etc. Money can be added to the inmate's phone account through www.homewav.com utilizing the "Deposit Funds NOW!" button at the top of the HomeWav webpage or by calling 1-844-394-6639. All new inmates receive \$1.00 free phone credit to use for HomeWav system to place phone calls.
2. New inmates are provided the opportunity to use HomeWav after processing dependent on their behavior. There is also the opportunity while in holding pending court arraignment and classification to a housing unit, dependent on behavior. No HomeWav access is offered between 11:00 p.m. - 6:30 a.m.
3. Deputies can only deliver verifiable emergency telephone messages. A jail supervisor will verify through Hospital, Coroner, and Funeral Home etc.
4. HomeWav's are turned on 0630am-11:30am, 1:00pm-4:30pm, 6:00pm-11:00pm daily. Your classification status will determine the specific hours you have access to HomeWav.
5. HomeWav is a privilege and can be taken away from an inmate or from entire blocks.

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Section 4-2	Tablet Privileges
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All inmates should be aware that the use and operation of the HomeWAV tablets are a privilege that may be suspended for any inappropriate activity or misuse. Jail staff reserves the right to allow or not allow access to the tablets for any reason at any time. Inmates will not be allowed to take the tablet out of the assigned pod without deputy permission. Inmates housed in a 23/1 segregation block will not have access to any tablet or tablet privileges.

1. New intake inmates will have access to a tablet once classified and assigned to general population. Any damage caused to the inmates assigned tablet will call for immediate suspension of tablet use for that inmate. Additionally, any damage or the destruction of a tablet can result in disciplinary action being taken against you up to and including criminal prosecution.
2. Inmates will have access to electronic mail (messages) through the tablets. Inmates who violate or abuse rules or procedures governing the use of electronic mail may have their privileges temporarily or permanently suspended. The suspension will be for a determinate length.
3. Inmates will be charged restitution for replacement costs of lost or damaged tablets. Restitution must be paid in full prior to the inmate being re-issued a tablet.
4. In the event of a non-functioning or broken tablet, the inmate shall notify a jail staff member immediately. If the tablet is determined to be broken due to the tablet malfunctioning and not from misuse or negligence, the tablet will be replaced when possible.
5. Any refund requests must be directed to Homewav. The Hendricks County Jail is not responsible for any refund associated with the tablets.

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Electronic mail (messages) will be restricted and/or suspended if an inmate violates any of the following rules. The inmate will receive a conduct report should any rules governing the use of tablets be broken. Additionally, their tablet privileges will be subject to suspension either temporarily or permanently.

- Any discussions on trafficking of any nature.
- Any threatening of any nature toward anyone.
- Any discussions concerning unauthorized financial transactions.
- Any discussions or displays involving gangs or gang activity.
- Operating a business or any business transactions of any kind.
- Any sexual gestures, comments, or photographs, full or partial nudity.

Suspensions of tablet use will be as follows:

- First Offense: Up to thirty (30) day restriction
- Second Offense: Up to sixty (60) day restriction
- Third and additional offenses: Permanent tablet restriction.

Section 5	Indiana Department of Corrections Inmates
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The Hendricks County Jail is a Department of Corrections holding facility. If you are sentenced to the Indiana Department of Corrections, you will follow our directives and if in violation, will be disciplined according to our procedures. Unsatisfactory behavior in the Hendricks County Jail will adversely change your good time classification. If the behavior or conduct is in violation of State Law, criminal charges may be filed against you. Any Inmate Conduct Report that you receive regardless of if the violation involves a major or minor rule, will go with you to prison, and will have an impact on your classification and placement within the Indiana Department of Corrections. Behavior and Conduct reports received while here will adversely impact your prison good time classification/calculation.

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Section 6	Classification
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A major part of inmate management is their classification into the various cellblocks within the Hendricks County Jail. All inmates will be moved into the Jail's General Inmate Population after their initial hearing.

Holding Cell Area: All inmates will be assigned an initial classification level as part of the intake/booking process. This initial classification is subject to review and change by the classification deputy, who will review the initial classification and adjust it in accordance with the inmate's criminal history and institutional disciplinary history.

Rules that pertain to the Holding Cell Area:

1. While in the holding cell area, you will be offered the opportunity to make a phone call between the hours of 06:30am and 11:30am. You will then be offered another opportunity between the hours of 1:00pm and 04:30pm and 06:00pm and 11:00pm. If you refuse to use the phone, you will not be offered another, unless the Shift Supervisor authorizes it. After 11:00pm no phone calls will be made.
2. While in the holding area, if you are there for an extended amount of time, you will be offered a shower once every three (3) days between the hours of 06:00pm and 11:00pm. If you refuse a shower, you will not be offered another, unless the Shift Supervisor authorizes it. However, if the Jail Staff directs you to take a shower, you will do so without argument.
3. While you are in a holding cell, after your initial hearing you are allowed any of the privileges that are extended to the rest of the Jail's inmate population, such as visitation, commissary, or recreation.
4. If you come into this facility being uncooperative and continue to be uncooperative due to state of mind (suicidal), intoxication, being mentally disturbed, or because you are being uncooperative because of your arrest, you will remain housed in a Holding Cell. Failure to identify or providing false information will be reported to the Court and will adversely affect your bond and court appearances.

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Classification into the General Population

Your assignment to a cellblock will depend on the following factors:

- The severity of your current charges and the nature of your past criminal history, as well as any escape history.
- Your institutional disciplinary history.
- Any DOC time you have served in the past.
- Any history of assaultive behavior on Law Enforcement or Correctional Staff.
- For your safety and protection, you may be classified to Protective Custody, Administrative Segregation or Medical Segregation.

Objective Classification Levels: There are classification levels associated with the placement of inmates into the general population. The offered time out of your assigned cell is dependent on your classification level, safety and security of the facility and staff, your behavior, and the behavior of the housing area, the discretion of the shift supervisor, and all other applicable matters outlined in this handbook. The classification levels are as follows:

- High Security.
- Medium Security.
- Low Security.
- Segregation- Locked down 23 hours per day.
- Protective Custody.

Once your initial classification is completed, it will be reevaluated by the classification deputy every 60 days for possible placement into a lower or higher security housing unit.

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Changes in Housing Status: If it becomes necessary to change an inmate's status, the Jail Supervisor or classification deputy will do so. You can be moved to a higher security level and the privileges for that level will apply. Actions requiring a change in inmate classification status are:

- Disciplinary/behavioral problems.
- Because of compatibility problems within a Housing Unit.
- Escape attempt/risk.
- Medical reasons.
- Protective Custody for inmate's welfare.
- Sentenced or having charges pending (Holds) in another jurisdiction.

Inmate Cell Changes: If an inmate requires to be moved, a Jail Supervisor must direct/approve the change.

Section 7	Behavior and General Rules
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As an inmate of the Hendricks County Jail, you will be expected to comply with our behavior guidelines. Our guidelines are as follows:

1. All Jail Staff directives, rules and regulations, and requests will be followed immediately, and without argument. You will treat Jail Staff and other inmates with respect, avoiding any verbal or physical confrontations, and any form of intimidation or manipulation.
2. Any form of harassment to include but not limited to threats and/or sexual harassment, toward any individual is not permitted. Loud and boisterous conduct, as well as swearing and profanity will not be permitted.
3. You will respect all Jail property and the property of others.
4. For your health and safety, you will be expected to maintain your living area in a clean and orderly manner, ALWAYS. Each morning, before the television and telephones are turned on, the entire cellblock will be cleaned, along with each individual cell. The day area and each cell will be cleaned, prior to any recreational activity.
5. You will maintain daily personal hygiene.

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6. Attempts at running or controlling a cellblock are not permitted.
7. Fighting, arguing, intimidation, and manipulation will not be tolerated.
8. Gang activity and gestures will not be permitted.
9. Trash of any type will not be permitted in the individual cells or the cellblock area. Trash must be disposed of in the provided trash container in the block.
10. Pictures or drawings of any type, which include but are not limited to personal photos, magazine pages, newspapers, etc., are not to be placed on any surface of an individual cell or on any surface within the day area.
 - a. Writing on or defacing any surface of this facility is a major rules violation.
 - b. Pornographic photographs or periodicals are not permitted within this facility. This includes, but is not limited to personal photos, drawings or magazines.
11. All vents within the cellblock area (including the vents in the cells) will remain uncovered to ensure proper ventilation.
12. All light fixtures, either in the individual cells or the cell block area, will not be shaded or covered, in any manner.
13. Tampering with or obstructing a locking device, fire alarm, or a fire extinguishing system, is a major rules violation, and criminal charges can be filed.
14. When you leave your cellblock for any reason, you will be fully clothed which will include, your Jail issued uniform, undergarments, ID Wrist Band and footwear.
15. No inmate will be permitted to cross the lined area that is located just inside the main door of each cellblock.
16. All inmates will address staff by their title and their last name. At no time will an inmate address any staff member by their first name.
17. The only food items that are permitted in an individual cell are those that are purchased on commissary. Leftover food from the meal trays is not permitted.
18. Any type of intoxicating beverage is not permitted and is considered contraband. If anything of this type is found within the cellblock or in an individual cell, the entire cellblock may be held responsible and could lose any number of privileges.

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19. Cigarettes, along with matches and/or lighters are considered contraband and are not permitted. If anything of this type is found in an individual cell, those occupants will be held responsible. If any are found in the day area, the entire block may be held responsible, regardless of whom they belong to.
20. Any type of drug, not prescribed by the Jail Physician (marijuana or any other narcotic, etc.) will not be permitted. If found, criminal charges will be filed.
21. Medication prescribed by the Jail Physician, or any medical authority, will not be stored/horded. All medication will be taken when dispensed at prescribed times.
22. Do not place your blanket, mattress, towel, or any other item across your cell bars or suspended from the sides of your bunk, to obstruct the view from officers, for any reason (this includes using the bathroom).
23. Do not hang any item(s) inside of your cell from any fixture, to include but not limited to clotheslines, photos, etc.
24. You will not change cells unless directed/authorized by a jail Deputy.
25. You must always wear your wrist ID Band. If caught without it, you will be charged \$10. If your band becomes damaged notify a deputy immediately.
26. If an inmate violates any state laws or statutes, criminal charges will be filed.

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Section 7-1	Major and Minor Rule Violations
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Any inmate found in violation of a major rule can be placed on disciplinary segregation for a period of up to and including thirty (30) days. This will include the loss of all privileges, including commissary, visitation, and use of the telephone, recreation, and any other privilege deemed appropriate by the Jail Commander or his designee. Any inmate found guilty of a minor rule violation can be placed on disciplinary segregation for a period up to and including five (5) days. This will include the loss of all privileges including commissary, visitation, use of the telephone, and any other privilege deemed necessary by the Jail Commander or his designee. Any inmate that is charged with and found guilty of two (2) or more major or three (3) or more minor rules violations within 90 days will be charged as a Habitual Rules Violator, Major Rule Violation. Any inmate charged with a violation of a major rule that constitutes a violation of Indiana State Law may be prosecuted for said violation in court. The Sheriff or Jail Commander can enforce temporary rules whenever either shall deem necessary to protect the health, safety, or security of anyone in the Jail or for the protection of Jail Property.

Major Rule Violations (Offenses)

1. Murder or attempted murder.
2. Seize or attempt to hold anyone within this facility as a hostage.
3. Battery, assault, or attempting an assault on any individual, either staff, visitor, or another inmate.
4. Possess, manufacture, and/or detonation of any incendiary explosive device and/or setting a fire for any reason, by any means.
5. Threatening or harassing any individual, either staff, visitor, or another inmate.
6. Escape or attempting to escape, by any means.
7. Refusing to follow any lawful order through either a physical means or a verbal exchange of insolence.
8. Inciting or participation in a riot, to include but not limited to committing or attempting to commit a violent or disruptive act; committing or attempting to commit any form of non - violent / passive demonstration of defiance by refusal to lockdown, refusal to return food trays, or any other form of defiance; or through your words or actions, another inmate is incited to participate in any form of violent or nonviolent act or demonstration of defiance.

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9. Self-inflicted injuries, to include, but not limited to self-mutilation, tattooing, or attempted suicide.
10. Possession of contraband, on your person, in your cell, or within your property, to include but not limited to: Any authorized item that is altered from its original state or proper use; Tobacco in any form (cigarettes, chewing tobacco, etc.); Any items related to cigarettes or tobacco (rolling papers, lighters, matches, etc.); or Any form of narcotic, not prescribed by the Jail Medical Staff.
11. Trafficking or attempting to bring in any item considered contraband.
12. Possession of a weapon or anything that can be used as or fabricated into a weapon.
13. Consumption or possession of alcohol or anything that can be used to make any form of intoxicating drink.
14. Possession of any controlled substance or prescription medication without proper medical authorization from the Jail Medical Staff.
15. Attempting to bribe or offer items of value or services to staff.
16. Theft of Jail or another inmate's property. To include but not be limited to commissary orders.
17. Through your actions or suggestions, the destruction or defacing jail/county property.
18. Possession without authorization of jail/county property or another individual's property.
19. Committing a sex offense, as determined by Indiana State Law against any individual committing sexual assaults, proposals, or threats to another individual.
20. Giving sexual favors to another inmate.
21. Extortion, blackmail, demanding or receiving anything of value in return for: Protection against others, to avoid bodily harm, under threat of informing, or to prevent another form informing.
22. Flooding a cell, cellblock, or any part of the Jail for any reason.

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23. Tampering with or blocking security device, to include, but not limited to: Placing anything over any lighting fixture within the cellblock or within an individual cell, tampering with any fire detection device (sprinkler or fire alarm), blocking the cell bars with blankets or towels, or placing item(s) in any lock mechanism.
24. Interfering with staff in the execution of their duties or responsibilities.
25. Habitual rule violation: any individual found guilty of two (2) or more major offenses or three (3) minor offenses within 90 days.
26. Gang Activity.
27. Any act punishable by state law.
28. Possession of prohibited property, Not Wearing Jail Issued Clothing - Altered Jail issued uniform shirt or pants, towel, blanket or altered commissary clothing items.
29. Unauthorized use of the inmate tablets and telephones/visitation system will result in a mandatory 30-day loss of privilege for the first offense, a mandatory 60-day loss of privilege for the second offense, and a mandatory permanent loss of privilege for the third offense.
30. Attempting to correspond with any individual incarcerated in this or any other facility without the proper authorization to do so. Any unauthorized communication between housing areas. Any passing or attempt to pass items between housing areas.
31. Any violation of the following general rules: #'s 1, 2, 6, 7, 8, 10, 11, 12, 13, 14, 15, 18, 19, 20, 21, 22, 26.

Minor Rule Violations (Offenses)

1. Showing disrespect/using obscenities or obscene gestures towards any member of jail staff.
2. Making loud, boisterous noises to disrupt the normal operations of the Jail facility.
3. Refusing to wear Inmate Identification Wristband.
4. Using profane or vulgar language toward any individual, to include using vulgar gestures toward any individual.
5. Failure to maintain personal hygiene.

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6. Failure to maintain clean housing area/cell.
7. Possession of any form of money or currency.
8. Any form of gambling.
9. Unauthorized use of the U.S. Mail. (Receiving mail from inmate through third party)
10. Taking or attempting to take more than one food tray or drink during mealtimes.
11. Keeping or storing any non-commissary food items in your cell.
12. Taking or attempting to take any item that belongs to the Jail, without authorization.
13. Having in your possession excess items supplied by the Jail without proper authorization. (Extra blankets, towels, uniforms etc.)
14. Any form of horseplay, fooling around, wrestling, etc. This will include any form of activity that may cause personal injury to anyone.
15. Any non-emergency use of the facility intercom system.
16. Commissary Form alteration.
17. Any violation of the following general rules: #'s 3, 4, 5, 9, 16, 17, 23, 24, 25.
18. Use of electronic cigarette outside of assigned housing area.

Section 7-2	Recreation Area Rules
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Any form of recreation outside of your immediate cellblock area is a privilege. As a privilege, it may be taken away for any violation of the following Indoor/Outdoor Recreation Rules or any violation of the Inmate Rules of Conduct:

1. While in recreation, the equipment will be utilized in the manner that it is intended. While in recreation, anyone attempting to deface or destroy Jail Property will be subject to disciplinary sanctions or criminal charges.
2. All inmates will remain fully clothed while in recreation with oranges on.
3. Loud or boisterous noises are not permitted.

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4. There will be no communication between cellblocks or anyone else on the outside of this facility.
5. No items will be taken from the cellblock into recreation. Anything taken out of the cellblock and into recreation will be considered contraband and can be confiscated.
6. Any violation of these rules will result in the loss of recreation for an indefinite amount of time and may result in disciplinary action.

Section 8	Authorized Possessions
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1. Property Purchased from Commissary: All property an inmate may have in their possession will be purchased from commissary or issued by Jail Staff. Nothing can be sent through the mail or brought in by the public. Commissary funds can be deposited in the kiosk in the lobby 24 hours a day 7 days a week. Anything else (eyeglasses, dentures etc.) that might be brought in must receive pre-approval from the Jail Commander or the Jail Medical Staff.
2. Property Brought in from another Facility: Any property, brought in when transported from another facility will be secured in the property room except for the following:
 - A reasonable amount of hygiene products
 - A reasonable amount of commissary items
 - A reasonable amount of personal correspondence letters/materials
 - Clothing (as described in the approved items list for each cell)
 - Legal materials
 - Religious materials
3. Property Sent through the Mail: Any type of box or package that is received by mail will be returned to sender. The only types of correspondence that may be sent in are letters and greeting cards. A Reasonable number of photographs may be included in the envelope along with the letter or card. Absolutely no pornography will be permitted.
4. Property in your Cell: All property in each cell will be placed in the plastic totes that are provided. Property that is not stored in the plastic totes will be confiscated and

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depending on the type of property, will be disposed, or stored in the inmate(s) personal property.

5. Commissary and inmate property will not be stored on the window ledges, cell bars, desk, or on an unoccupied bed within a multi-person cell. Nothing will be stored in any other container; this includes, but is not limited to empty commissary containers, boxes, bags, etc.
6. The plastic totes will be stored under the bottom bunk in each cell.
7. The following items are permitted in your possession. Any item that is more than the listed amounts or any item that is found in your cell or that is found within the cellblock area, and is considered contraband, will be confiscated. The following are the only approved items:

#	Allowed Property Item	Method of Acquiring this Authorized Property
1	Jail Uniform	Jail Issued
7	Underwear	Purchase from Commissary (Boxer or Jockey)
1	Jail Issued Bath Towel	Jail Issued/Can Purchase 1 additional from Commissary
7	White T-Shirts	Purchase from Commissary (No tank top or sleeveless shirts)
1	Mattress per Inmate	Jail Issued
7	White Bras (Female)	Purchase from Commissary (No Underwire)
1	Blanket per Inmate	Jail Issued/Can Purchase 1 additional from Commissary
7	Pairs of Socks	Purchase from Commissary
1	Pair of Shower Shoes	Jail Issued/Purchase from Commissary
3	Paperback book per Inmate	Publisher Subscription/Direct Mail
3	Magazine per Inmate	Publisher Subscription/Direct Mail
1	Drinking Cup	Can only Purchase 1 from Commissary
1	Comb	Jail Issued/Purchase from Commissary
10	Personal Photographs	Mail Only

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Other Items Allowed, In Reasonable Quantities:

1. Religious materials brought in by the Jail Chaplains.
2. Legal paperwork mailed in or brought in by attorneys or received from courts.
3. Stationary items purchased from Commissary (Cannot be delivered or sent through mail.)
4. Personal Hygiene items purchased from Commissary (Cannot be delivered or sent through mail.)
5. Commissary items purchased from Commissary (Cannot be delivered or sent through mail.)

Section 9	Discipline
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The Hendricks County Jail cannot be operated safely and effectively unless you as an inmate conform to the standards of conduct and behavior set forth in the inmate Rules and Regulations and the Inmate Handbook. Jail Staff will hold inmates accountable for conduct that violates the Inmate Rules and Regulations and this Inmate Handbook, through the implementation of disciplinary procedures to:

1. Maintain security, control, and safety.
2. Ensure an inmate's due process rights.
3. Ensure fair and consistent disciplinary procedures.
4. Ensure proper documentation of violations.
5. As an inmate of the Hendricks County Jail, you will have the following procedural rights when placed on disciplinary segregation:
 - Written notice of the alleged violations within 24 hours of the incident, not including weekends and holidays.
 - The right to a fair and impartial hearing before the Disciplinary Officer, within 10 days of the written notice, excluding weekends and holidays.
 - The right to be present at any hearing, unless waived by the inmate.

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- The right to cross-examine witnesses.
- The right to provide a written statement of the inmate's version of the alleged violations.
- The right to appeal any disciplinary decision made by the Disciplinary Officer to the Jail Commander.
- The right to appeal the decision by Jail Commander to the Sheriff.

If you are found guilty of any rule's violation, the following could apply:

1. Counseling.
2. A verbal warning or reprimand.
3. A violation of a Minor Rule can result in up to five (5) days per offense lockdown in Disciplinary Segregation, with the loss of all privileges.
4. A Major Rules Violation could result in up to thirty (30) days per offense lockdown in Disciplinary Segregation and/or the loss of all privileges. Persons locked down on Disciplinary Segregation will be subject to (30) day administrative review of conduct and behavior.
5. Reassignment to a lower credit time class under IC 35-50-6-4.
6. Deprivation of earned time credit under IC 35-50-6-5. If the violation(s) is a violation of State Law, criminal charges may be filed against you.

If you are found guilty and placed in Disciplinary Segregation, you will be locked down 23 hours daily, let out for (1) hour of daily exercise, (5) days each week for personal hygiene (shower) and recreation in day/common area/recreation room if feasible, and consistent with the security resources of the jail. You will consume your meals in your cell. You will not be allowed any commissary food items or photographs while in Disciplinary Segregation. Disciplinary Segregation doesn't have television or telephone. All your property will be secured in the property room.

Hendricks County Jail

Inmate Handbook and Rules

Section 10	Medical and Dental Services
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1. The Medical Staff is responsible for treatment and management of diagnosed medical conditions among the inmate population. The primary goal is to maintain levels of health in the inmate population according to local, state, and federal guidelines. Therefore, the doctor(s), at their discretion, may or may not treat conditions. Requests for extra mats, blankets, orthopedic shoes, special meals etc. must be diagnosed or prescribed by the Jail Physician and approved by the Jail Commander.
2. Sick Call: Inmates are eligible, regardless of their financial state, for medical treatment. Sick Call Request forms are available through the Homewav system. The forms must be filled out completely. Filling out a request does not guarantee an appointment to see the nurse or doctor(s). Your submission of a medical request is your acknowledgment that you understand the fee schedule and you understand you will be charged from your commissary account and that additional fees may still be charged.
3. Authority I.C. 11-12-5-5 Health Care Copayments and Ordinance 1994-12:
 - a. No inmate will be denied medical care due to inability to pay or due to insufficient funds in the inmate's commissary account.
 - b. If the inmate does not have the funds in the commissary account at the time the service is provided, the commissary account medical fees will be debited, and the account will show a negative balance.
 - c. Any money received 60 days after the service is provided will be applied to the negative balance before any money can be used for commissary purchases. After 60 days if the negative balance has not been satisfied it shall be written off.
 - d. Medical fees shall not be charged when:
 - i. The service is provided in an emergency when emergency medical services are called.
 - ii. The service is provided because of an injury received while an inmate worker in the Hendricks County jail.
 - iii. The service is provided at the request of the Sheriff or the Jail Commander.

Hendricks County Jail

Inmate Handbook and Rules

- e. Sick call fee schedule:
 - i. \$10 per appointment with nurse (No charge for follow up appointments on same complaint within 30 days)
 - ii. \$10 per appointment with dentist (No charge for follow up appointments on same complaint)
 - iii. \$5 per prescription or prescription refill (Medical request required to stop refills)
 - iv. \$10 per appointment with a referral to doctor, specialist offsite, labs, x-ray, etc.
- 4. The doctor(s) at this facility are the final authorities regarding inmate treatment. They can change or discontinue medications and/or treatment prescribed by another physician. Jail Physicians may change/substitute narcotic medications with non-narcotic medications.
- 5. Treatment is provided on a case-by-case basis. It may be necessary to obtain medical records using a HIPPA approved Medical Release Form. The inmate can refuse to sign the form, but doing so may result in any potential treatment plan being cancelled or delayed.

Medications: Medications prescribed by the Jail Physician(s) will be passed twice daily during medication pass. Medications are to be taken at the prescribed times and in the presence of medical and jail staff, unless otherwise directed. If a prescribed medication is found after the time at which it was to be taken, (cheeking, hoarding or sharing) the inmate in question will receive an Inmate Conduct Report for violating a Major Inmate Rule. This violation may result in any potential treatment plan being altered, cancelled, or delayed.

Emergency Treatment: Emergency treatment is provided 24 hours daily. The on-duty Jail Nurse or Jail Physician is notified, advised of the situation, and may order transport to the Hospital. In the event of possible loss of life or limb emergency, any jail deputy can and will request emergency medical services.

Dental Appointments: Dental appointments are limited to pain and infection control. To schedule a dental appointment, ensure you complete a dental sick call form. Medical and medicine co-pay also apply to dental treatments.

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Eye Exams: Eye exams and prescriptions will be provided only on the order of the Jail Physician. Any eyeglass repair needs to be reported to a jail deputy and can be picked up by family member or friend for repair. Any repairs made through the Jail will be charged to the inmate and will be deducted from the inmate's commissary account.

If an inmate provides false information or feigns illness/injury to go to the hospital, that inmate will be liable for any costs associated with the hospital visit. In addition, that inmate will face disciplinary action and may face criminal charges. The Hendricks County Jail is a Department of Corrections holding facility. Inmates who are sentenced to the Department of Corrections are subject to our medical/medicine co-payment.

Section 10-1	Mental Health Services
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Mental Health Services are available through the Hendricks County Jail. Inmates who desire to speak to a counselor may make such arrangements by completing a sick call form or by staff or Medical Officer Referral.

Hendricks County Jail

Inmate Handbook and Rules

Section 11	Indigent Inmates
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1. Criteria for an Indigent Inmate:
 - a. Must be housed in this facility 7 days straight, except if transferred from another facility and were classified indigent.
 - b. Must have less than \$1.00 on account.
 - c. Must not have received money in previous month.
 - d. No commissary/phone purchase in previous month.
2. ALL four conditions must be met to be classified as Indigent.
3. Indigent charges will be written off after 90 days.

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Inmate Handbook and Rules

Section 12	Inmate Mail
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Receiving Mail:

1. All inmate mail is delivered daily. Mail is not delivered on weekends and holidays.
2. When the mail is delivered, the Jail Staff will open all correspondence to check for contraband.
3. Legal correspondence will be opened in the presence of the inmate, a copy will be made for you and the original will be placed in your stored property. You will be required to sign for all legal mail received.
4. No envelopes will be allowed in the blocks. All mail, with the exception of legal mail, will be opened and searched for contraband and the envelope destroyed. Friends and family must include a return address in their letters.
5. All incoming mail must have complete return address on the envelope. (Full Name no initials) and your inmate jacket number. Any correspondence without those items will not be delivered to you. They will be returned to sender.
6. Opened mail that is found to be unacceptable will not be delivered and will be placed in inmate property.
7. Packages are not allowed. Any package that is delivered will be returned, regardless of the contents (letters, cards, or commissary funds).
8. Mail containing stickers, lip prints or other bodily fluids is not permitted and will be returned to sender.

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Inmate Handbook and Rules

Sending Mail:

1. All outgoing mail will be picked up at designated times. You must have a return address on the letter along with your inmate jacket number, before it is mailed out. Only return address and sending address authorized on envelopes. There cannot be any drawings or markings on envelope, or it will be returned to sender/undelivered.
2. Letters to Hendricks County Courts, Clerk's Office, Probation, or your Public Defenders may be delivered without postage. Address your letter to the appropriate court, probation officer or attorney and the Jail Staff will have it delivered by county courier.
3. Letters addressed to the Hendricks County Courts that contain any substances or items additional to the paper being sent will not be delivered.
4. AT NO TIME, WILL MAIL BE DELIVERED TO OR FROM AN INMATE WITHIN THIS FACILITY OR ANOTHER INSTITUTION.

Section 13	HomeWav Forms
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Inmates of the Hendricks County Jail have access, through the HomeWav system, to the following forms:

1. Medical Request
 - For any medical and mental health request.
 - EVERY medical request submitted is subject to the medical fee schedule.
2. Maintenance Request
 - For facility maintenance issues only.

Homewav forms will be used for their intended purposes only. If you misuse a form, you will be given one warning. If you misuse the form after that warning, access to the form will be removed from your account. If access is removed from your account, you will have to request and submit a paper form going forward. Complaints are to be addressed with a deputy or utilizing the inmate grievance procedure. Forms containing abusive, vulgar, inappropriate, or harassing language will be subject to the misuse standard and disciplinary action.

Hendricks County Jail

Inmate Handbook and Rules

Section 14	Commissary Rules and Procedures
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Commissary is available to anyone incarcerated in this facility, except for the following:

1. Anyone on Disciplinary Segregation or classified to Level 1 MAXIMUM SECURITY is limited to personal hygiene and correspondence items only.
2. Anyone who has violated any of the cellblock rules. The on-duty supervisor can remove commissary for an indefinite period. This can include the entire housing area/cellblock population.
3. The Hendricks County Jail cannot transfer funds from visitation services to commissary.
4. Anyone who has not had an initial hearing and been classified into the general inmate population. Funds for Commissary to be credited to your Inmate Trust Fund may be delivered to the Jail in the following manner:
 - a. Commissary funds can be deposited in the Lobby Kiosk. The lobby is open 24 hours 7 days a week or by going to www.connectNetwork.com or they can call 1-888-988-4768.
 - b. The money that has been placed on an inmate's commissary account will not be released to anyone, unless authorized by the inmate and approved by the Jail Commander or designee.
 - c. The first commissary order that is made by an inmate must contain personal hygiene items, underwear, socks, t-shirts, and correspondence materials. After those items are ordered, then food items may be purchased.
 - d. Do not attempt to alter the commissary order form in any manner.
 - e. Do not attempt to falsify a commissary order (forge another inmate's signature).
 - f. If there are any discrepancies in the order that you have received, you must notify the Jail officer before they leave the housing area/cellblock during pass.
 - g. Any violation of these rules will result in your immediate loss of commissary for that week, and disciplinary action may be taken.
 - h. Trading, gambling, or bartering for commissary between inmates is not allowed.
 - i. Electronic Cigarettes (e-cigs)

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Inmate Handbook and Rules

1. Electronic cigarettes are available for purchase as a commissary privilege. Along with the following rules they are governed by all other commissary rules and guidelines.
2. You may only purchase up to (5) electronic cigarettes at one time.
3. For every electronic cigarette purchased you must provide an unaltered electronic cigarette to receive a newly purchased one. The only exception is on your initial purchase during your incarceration.
4. Electronic cigarettes are not to be altered in any way from their original state that you receive them in. Any electronic cigarette that is altered will be confiscated and will not count as a return for any new electronic cigarette.
5. Electronic cigarettes are subject to discipline as altered property. Altered electronic cigarettes will result in mandatory progressive loss of privilege. First offense- 30 day ban, second offense- 60 day ban, third offense- indefinite ban. Multiple electronic cigarette ordering bans will run consecutively.
6. You must test all electronic cigarettes in front of the distributing deputy to ensure proper function. If you do not test the electronic cigarette in this manner and later try to receive a refund or replacement for a faulty electronic cigarette you will be denied.
7. Electronic cigarettes are to be kept and used in your housing area only. There is no exception. Failure to follow this rule will result in your electronic cigarette being confiscated.
8. If you have an electronic cigarette confiscated for any reason you will receive a conduct report. This conduct report will act as your receipt of confiscated property.

Hendricks County Jail

Inmate Handbook and Rules

Section 15	Visitation Rules
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Visitation is conducted through the HomeWav Video Visitation system www.homewav.com

1. ALL INMATES SHALL WEAR ORANGES DURING USE OF THE HOMEWAV SYSTEM OR YOUR PRIVILEGES SHALL BE SUSPENDED. THIS INCLUDES VIDEO MESSAGES. JAIL-ISSUED ORANGES SHALL BE WORN AT ALL TIMES WHEN YOU ARE OUT OF YOUR ASSIGNED CELL.
2. All visitors are required to make an account on the HomeWav website. New visitors' accounts will be approved Monday through Friday 8 a.m. - 4 p.m.
3. Persons under the age of 18 years must be accompanied by an adult with a valid HomeWav account.
4. Two (2) thirty-minute (30) visits per inmate per week for onsite visitation. Onsite visitations are scheduled 24 hours in advance pending visitor approval. Available during the hours of:
 - Monday & Wednesday: 7:00 p.m. to 8:00 p.m.
 - Tuesday/Thursday/Friday: 8:30 a.m. to 11:30 a.m.; 1:00 p.m. to 4:30 p.m.; 6:30 p.m. to 8:00 p.m.
 - Saturday & Sunday: 1:00 p.m. to 4:30 p.m.; 6:30 p.m. to 8:00 p.m.
5. Remote video visitation is available.
6. VISITORS ARE RESPONSIBLE FOR SCHEDULING VISITS.
7. BY USING THE HENDRICKS COUNTY JAIL VIDEO VISITATION EQUIPMENT, YOU ARE SUBJECT TO RECORDING AND MONITORING.
8. ALL VISITORS MUST DRESS APPROPRIATELY, SUGGESTED ATTIRE SHOULD BE APPROPRIATE TO WEAR AROUND SMALL CHILDREN.
9. NO RECORDING DEVICES, CELL PHONES OR CAMERAS ARE ALLOWED IN THE VISITATION AREA OF THE JAIL. PLEASE LEAVE THESE ITEMS IN YOUR VEHICLE.

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Inmate Handbook and Rules

10. NO FLASHING OR OBSCENE BEHAVIOR WILL BE TOLERATED. ANY VISITOR FOUND TO BE IN VIOLATION WILL BE BLOCKED FROM ALL FUTURE VISITS.
11. Each visitor must register for a visitation account. During a visit the visitor and the inmate must be logged in to the system under their individual credentials. No sharing visits by visitors or inmates.

INMATE VISITATION PRIVILEGE RULES

Privileges are not rights and can be taken away at any time. Your privileges include Visitation with family and friends. Any violation of visitation guidelines and rules will result in suspension of your account. You do not have to receive a conduct report for your account to be suspended.

You are responsible for the actions of your visitors. You are responsible for making sure they are aware of/ follow the rules that govern your access to Homewav. Rule violations by inmates and/ or visitors are subject to suspension of your account and/ or theirs.

1. Only ONE (1) inmate in front of the monitor during a visit.
2. No shared visits. You may not start a visit and allow another inmate/OR VISITOR to finish your visit or participate in your visit.
3. No rude or vulgar behavior.
4. Must always be in oranges.
5. No flashing or showing of body parts, masturbation, or lewd behavior.
6. Visitors are not allowed to use cell phones or recording devices at any time.
7. Protection order in place.
8. Anyone caught tampering/altering or manipulating the Homewav to gain free minutes will be charged the appropriate amount of money to reimburse HomeWAV or the inmate the minutes were taken from.
9. Drug use or paraphernalia.
10. Giving someone your pin.
11. Using another inmate's account.
12. No 3-Way Calling.

Hendricks County Jail

Inmate Handbook and Rules

Section 16	Professional Visitation
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1. All inmates have the RIGHT to participate in professional visitation with members of the clergy and legal representatives (attorney), medical professionals, the media, and/or officers of the court.
2. Clergy: Members of the clergy may visit inmates at the Hendricks County Jail, under the following guidelines:
 - Fellowship/Visit with one inmate at a time.
 - Each inmate is allowed reasonable number of clergy visits, outside of church services that are provided on a weekly basis.
 - Any items that the visiting clergy would like to pass along to the inmate(s) must be approved by the on-duty Jail Supervisor.
 - Clergy members must sign in and out for each visit.

Hendricks County Jail

Inmate Handbook and Rules

Section 17	PREA - Prison Rape Elimination Act
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1. The Hendricks County Jail has a zero-tolerance policy for any sexual behavior, harassment, or misconduct of inmate-on-inmate or staff-on-inmate. Pertaining to PREA information only, "staff" includes employee, volunteer, official visitor, or agency representative.
2. If you are a victim, in fear of or have concerns of being a victim, report it immediately to jail staff, or use the inmate phone system to report it to one of the following agencies:

Indiana Coalition against Sexual Assault (INCASA) Hotline: 1-800-691-2272

National Sexual Assault Hotline: 1-800-656-4673

- Report the incident as quickly as possible.
 - Don't shower.
 - Don't remove or wash your clothes.
 - Don't brush your teeth.
3. There are steps you can take to protect yourself:
 - Never share personal information.
 - Never borrow commissary items.
 - Never accept gifts from another inmate.
 - Be cautious of inmates offering to protect you.
 - Be aware of your body language.
 4. Information received on all reported allegations and complaints will be confidential. An investigation will be carried out and if found guilty the perpetrator(s) will be charged and prosecuted.
 5. The Sheriff, Jail Commander, or their designee may implement additional rules and regulations in any event they deem necessary for the safe and secure operation of the facility.

Hendricks County Jail

Inmate Handbook and Rules

Section 18	Inmate Release Procedures
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1. All inmates that are scheduled for release from the Hendricks County Jail will be processed out; jail issued property inspected/returned; have their personal property returned to them and allowed to leave after 0001 hours on their release date unless a specific time has been ordered.
2. Keep in mind Jail Staff can release you anytime from 0001 to 2359 hours on your release date. If there is a balance left in your Inmate Trust Fund, you will need to return to the Jail Lobby from 0900-1500 hours Monday - Friday and the Jail Secretaries will give you a debit card. Jail Secretaries will need identification such as photo ID or your jail wristband to issue your debit card.
3. In the event an inmate is released to prison or another facility that does not accept personal property, that individual will need to fill out a property release form. After their release they have 30 days to have it picked up by the person specified on their release form. If after 30 days no one has claimed the property, those possessions left behind will become the property of the Hendricks County Jail and will be disposed of.

Section 19	Inmate Laundry
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1. Jail Staff will collect inmate laundry twice weekly. Your clothing will be collected and washed per the laundry schedule.
2. In event your jail issued items become damaged in any way, please notify an officer for an exchange.
3. JAIL ISSUED ORANGE UNIFORM SHIRTS AND PANTS SHALL BE WORN AT ALL TIMES WHEN OUT OF YOUR IMMEDIATE ASSIGNED CELL (DAY ROOMS).
4. Altered jail issued uniform items, towels, blankets or altered clothing items purchased from commissary are prohibited property and will be confiscated and disposed of.

Hendricks County Jail

Inmate Handbook and Rules

Section 20	Inmate Grievance Procedures
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Grievance forms are to be used to communicate a written complaint concerning health and welfare, the operations and services of the facility and other conditions of confinement. These forms are not to be used for any other reason. These forms are not scrap paper. The grievance policy is as follows:

The inmate shall:

1. Request a grievance form from the unit officer or submit it using the HomeWav kiosk.
2. Only submit a grievance in their name.
3. Fill out the grievance completely and accurately. Name all parties involved in the incident, including officers, inmates, volunteers, etc.
4. Only grieve one incident per grievance.
5. Must be submitted within 24 hours of the incident.
6. Not include any abusive, vulgar, or inappropriate language.

Grievances shall be collected by the shift supervisor once per shift.

1. The grievance will be handled by the shift supervisor as the first level of the grievance procedure.
2. Shift supervisor will have ten (10) days to respond to the grievance. Holidays and weekends are excluded.
3. If you wish to appeal the response you may resubmit within 24 hours of receiving it, to the Shift Lieutenant as Level 2 in the grievance procedure. The Shift Lieutenant has 10 days to respond. Holidays and weekends are excluded.
4. If you have appealed to Level 2 and wish to appeal the Level 2 grievance you may appeal to Level 3, Jail Commander. You must appeal within 24 hours of receiving the Level 2 appeal answer. The Jail Commander has 10 days to respond. Holidays and weekends are excluded.

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Inmate Handbook and Rules

You Can Not grieve the following:

1. Anything that has an appeals process (i.e., classification / disciplinary actions).
2. The type of food or what is or is not served.
3. Incident (s) or problem (s) that the inmate was not a part of.
4. Disciplinary actions or hearing results.
5. Actions or decisions not within the jurisdiction of this department (i.e. Department of Corrections; The Courts)
6. Group grievances representing other inmates.
7. May not file more than one grievance regarding a single incident or issue unless there is further information regarding the incident (does not include the appeals process).

General information: Anything other than a grievance can be submitted on a request form.

(Handwritten note paper)

1. We do not release court dates.
2. When you submit several requests with the same issue with different officer's name at top; one will be forwarded to the appropriate personnel and the rest will be returned with "duplicate" indicated on it.
3. We do not forward grievances / request to Attorney's or to the court. If you need to communicate with these individuals, please write directly to them.
4. Requests will be reviewed by the supervisor for severity or urgency and handled accordingly.
5. Requests of a non-urgent matter will be forwarded to the Jail Lieutenant. On Friday, Saturday, and Sunday those forwarded will be reviewed on the next business day. This should eliminate the need to turn in a request every day for the same matter.

Hendricks County Jail

Inmate Handbook and Rules

6. If you have maintenance issue, please notify the unit officer immediately so it can be addressed right away. If not addressed right away, then submit the request/grievance.
7. We do not write conduct reports for inmates. Your attorney or the Judge may request this.
8. We are not equipped to take money off of Debit/Credit cards to place on your commissary account.
9. If you need an address or phone numbers, ask a family member or friend. We do not look up this information.
10. If you need general information not concerning this facility, then you must ask a family member or friend. We will not do web searches to find out information.
11. We do not transport for other counties. If you have a court date in another county it is your responsibility to notify the court in that county.
12. Commissary issues must be submitted on a request form first.
13. All grievances concerning medical issues will be forwarded to the Nursing Director / Medical Department.