

# POLICY AND PROCEDURES

NUMBER: 1506

SUBJECT: Inmate Handbook

ACA STANDARDS: None

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 8/06, 11/11



## I. POLICY

The St. Louis County Department of Justice Services shall ensure all inmates are issued an Inmate Handbook to familiarize themselves with the rights, privileges, rules and responsibilities of the facility.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff are responsible for the following procedures.

## III. PROCEDURES

- A. The Inmate Handbook shall be reviewed with all inmates during orientation by either a Unit Caseworker, Housing Unit Supervisor and/or Housing Unit Officer.
- B. All Corrections staff shall have a clear and thorough understanding of the Inmate Handbook in order to assist the inmate population.
- C. Inmates may be required to sign a receipt for the Inmate Handbook when issued.
- D. Inmates shall be responsible for ensuring the Inmate Handbook remains in good condition.
- E. The Inmate Handbook shall consist of, but is not limited to the following:

1. Table of Contents
2. Introduction
3. Department Philosophy
4. Inmate Rights
5. Inmate Rules of Conduct and Discipline
6. Counts
7. Personal Appearance and Hygiene
8. Cell and Housing Unit Inspections
9. Authorized In-cell Items
10. Personal Property
11. Meals
12. Medical/Dental Care
13. Commissary
14. Leisure/Recreation Areas
15. Telephone Privileges
16. Mail
17. Visitation
18. Program Services