

## OPEN LETTER FROM THE SHERIFF

Dear Inmate;

This handbook provides you with the necessary information for you to have a safe and peaceful time while you are in this facility. This handbook contains information needed to ensure that while you are being confined in this facility in accordance with the law that you are treated in a manner designed to protect the safety of all persons herein, and to provide for the security of this Correctional Facility.

You need to follow the rules of this facility, you should always respect the rights and privileges of others. The respect you want to receive from others should be the respect you give to them. You need to read and understand this book. Make yourself familiar with the rules and regulations, and the rights afforded to you by law and privileges you may earn.

By reading this handbook and knowing what it says you will have a good stay.

If you have any trouble understanding the contents, please ask a Correction Officer for help.

At the end of your period of incarceration, you are to return your copy of the book to the Booking Officer, so please do not damage this handbook, it may cost you money.

Sincerely,

The Sheriff of Putnam County

## **PROCESS FOR PERSONS INCARCERATED IN THE PUTNAM COUNTY CORRECTIONAL FACILITY**

This guide and rulebook was prepared to explain many questions you may have during your stay in the Facility. The Facility operates on the belief that the inmates, visitors, and staff should be given information as to how to conduct themselves while in the Facility. The respect and understanding they give each other sets the tone of the daily happenings in the Facility.

Upon arriving in the Booking Room, you were questioned by the Booking Officer on matters of personal identification, religious affiliations, relatives, illnesses, dietary needs, medical and mental health requirements, etc. (Note: Once you have indicated your dietary needs either for medical or religious reasons, it can not be changed except on orders of the doctor or clergy).

Any personal effects in your possession were placed in a "Property Bag"; you signed a receipt and were given a copy. Any illegal material or contraband was confiscated or destroyed. Any money you had on your possession was accounted for and placed in an account for you. You may use this money to purchase permitted items through the commissary.

You were given at least one telephone call. (If this call was outside of Putnam County, you made the call collect).

You were photographed and fingerprinted.

You were then told to shower.

You were given the necessary facility clothing, to replace your personal clothing. In the event that you have court proceedings to attend, you may have one set of dress clothes kept in a secured room. Your articles of clothing will be returned to you when you leave the facility. Any additional clothing or property must be released to an outside person at the earliest opportunity.

You were issued two (2) sheets; one (1) blanket, two (2) in the winter; one (1) towel; a drinking cup; comb; soap; toothpaste; toothbrush. You were required to sign for these items. (Note: it will be your responsibility to see that the linen items are returned in the same condition as when they were issued.)

You were escorted to a cell assigned to you where you were directed to make your bed and prepare for your stay here. This assigned cell was inspected and inventoried in your presence as to its condition and contents. You were required to sign an inventory inspection sheet. You are required to maintain the cell and its contents in the manner in which you signed for them.

Should you have any questions or need assistance, there is a Correction Officer on duty in your Housing Unit at all times.

## EMERGENCY CALL

"Emergency call" is defined as a call to friend or family member when there is a serious illness or incident, hospitalization or death of a family member. Arrangements may be made through the Housing Unit Officer.

## CORRESPONDENCE & MAIL

### PACKAGES

You may send packages to anyone. You will wrap these packages under the supervision of a Correction Officer. All outgoing packages will be at your expense. Incoming packages will be inspected outside of your presences for contraband.

Incoming packages will be inventoried with you and signed for by you. This signature means you did receive the package and that you received all permitted contents. Unacceptable items may be returned to the sender, or if deemed dangerous or illegal will be confiscated and investigated. Any packages containing contraband or unknown substance will be retained pending an investigation. See posting of list of permissible items throughout the Facility.

### OUT GOING MAIL

You may send letters to anyone. All stationary will be purchased through commissary. Only indigent inmates will receive stationary, envelopes and postage at Facility expense. Envelopes will have your name, the Facility name and address in the upper left hand corner. You will seal the envelope and place it in one of the mailboxes. The letter will be mailed through the United States Postal System.

### IN COMING MAIL

You may receive any amount of letters from the general public. These will be opened and inspected outside of your presence for contraband. Privileged correspondence will be opened in front of you and checked for contraband. Any letters containing contraband or unknown substance will be retained. Pending an investigation of the item(s) or content of the letter, the letter will be held as evidence. Any illegal items or mention of illegal activity will be retained as evidence and criminal charges pursued.

### CERTIFIED LETTERS

Certified mail has to be filled out before 11:00 a.m., Monday through Friday. Contact your Housing Unit Officer for the certificates. Certified letters after 11:00 a.m. will not be processed until the following business day. Cost for certified letters will be deducted from your personal account. Certified letters are not available to indigent inmates.

THERE IS NO TALKING IN THE HALLWAYS.

### SEARCHES

Any inmate in this facility may be pat searched or strip-searched by a Correction Officer. Unannounced searches of inmates, inmate common areas, individual cells and other areas of the facility are conducted to ensure the safety and security of the facility.

You are subject to frisk, pat searches, strip searches and cell searches at anytime. Strip searches will occur after contact visitation, on a random basis, or when there is reason to believe that you may possess contraband. Strip searches may also be conducted at the direction of the facility physician.

### FOOD SERVICE

There are three (3) meals served daily on each Housing Unit.

You will get your meal in the Housing Unit common area and then proceed to your cell and lock-in.

You must be dressed in a shirt, pants and shoes with your identification tag, to receive your meals.

Food will not be taken from the Housing Unit.

You will not remove eating utensils from the Housing Unit.

You are to remain in an orderly line, no talking, when receiving your meal.

While going through the meal line you are not to reach into the food containers, unless you are told to do so.

You will be given enough time to finish a meal.

After completing your meal, you will be given instruction as to what to do with your tray & eating utensil.

The switching or giving away of food items with another inmate is not allowed.

You can not keep any meal time eating utensils.

Should your behavior warrant it the meal that is being served to you will be processed so that it is in a loaf form and served to you without any plates or utensils. This is called "Meal Loaf".

You will be provided an alternative meal based on your individual medical and religious requirements.

You will not give any meal items to an inmate.

You are not allowed to keep any Facility food items after the day that they are given to you.

## MONEY

All monies received in the mail will be inventoried, recorded on a receipt and placed in your commissary account. You will be given a receipt for all monies. It is recommended that cash not be sent through the mail. Money may be left for you by family and friends at the Main Control Room window. You are not permitted to have any money in your possession at anytime for any reason while in the Facility. When available, money may be left for you by family and friends through the Money Kiosk in the Lobby, for a fee. This kiosk allows people to leave money without waiting at the window. The money is automatically put into your account.

## PRINTED MATERIALS AND PUBLICATIONS

You may have books and magazines in your possession during your stay. You may have up to the amount allowed by Facility rules. See postings throughout the Facility.

Books and magazines are restricted to those that are readily available in the community around the Facility. They can not depict deviant sexual or violent acts or stories. Any book or magazine is found to be of a threat to the Facility may be returned to the sender or censored. Any book or magazine that calls for an uprising or the overthrow of the Facility may be returned to the sender or censored. Any book or magazine that professes an ideology against or calls for discrimination based on race, ethnicity, place of origin, gender, and sexual preference may be returned to the sender or censored.

Books and magazines can be left for you at the Facility but is preferred that they be mailed into the Facility, more specifically directing from the book seller. The direct mailing speeds up the process as the box is sealed by the seller. People leaving books or magazines may be required to provide a receipt for the items.

## WRITING INSTRUMENTS

You may buy a pen from commissary. If you are indigent you may receive a pen from the Facility. You can only possess the pen(s) that are purchased from the commissary or provided by the Facility; possession of any other pen is prohibited. You may have pencils for school work or pencils for drawing, when allowed, that are purchased in the commissary or provided by the Facility. Possession of any other pencil is prohibited. Your pen or pencil may be taken from you if the use restricted if it is found that you used the pen/pencil in an inappropriate manner, such as writing on the walls.

General Library services are provided in a cooperative venture between the Facility and the Mid-Hudson Library System. The books are provided as apart of an educational, informational and recreational program to help make the period of incarceration constructive and productive. So it is asked that the books be returned to the shelves after you are done with them and that they are not mishandled or destroyed.

### LAUNDRY SERVICES

Laundry service is provided by the Facility. You are responsible to see that your clothing and bedding is kept clean. You are required to have your facility issued clothing washed at least once per week. A regular schedule is in effect for this service. See posted schedules throughout the facility.

The Facility issued clothing and bedding is marked. Any items of personal laundry must be marked with laundry ink, with your full last name and first initial. This ink is available from the laundry worker, through a housing unit officer. All facility items will be checked for wear and damage upon issue and collection. Any damaged item is to be brought to the attention of the issuing officer.

### MEDICAL SERVICES

#### GENERAL HEALTH

Your health is important that is why you need to maintain good hygiene and physical condition. Along with this, when you feel ill or injured you need to tell a correction officer. There are medical personnel available to help you with your illness or injury. Medical personnel will examine you and provide treatment as necessary.

If you are a person with a chronic health condition you need to work with the medical personnel for the best treatment of you condition. You need to tell the medical personnel when you don't feel well. This might be an indicator that something is changing with your chronic condition.

You do not need to put in several medical request slips for the same illness or injury. Once the medical staff is aware of and is treating you for an illness or injury they will follow established medical protocol and contact and examine you as required.

#### MEDICATION

A nurse will deliver medications to each Housing Unit. You are expected to be ready to receive your medication when it arrives. You will be called over the public address system. You will be required to physically show the nurse and corrections staff that you are taking your medication. When you appear for medication dispensing you must bring something to drink with you, the nurse may not have water to give you. Do not share a drinking cup with another inmate.

If you are caught concealing medication, Disciplinary Action will be taken against you and the physician will be notified who may restrict the dispensing of your medication.

## SICK CALL

There is "sick call" on a daily basis. To get on sick call you must complete a sick slip. A "sick slip" is available from the Housing Unit Officer. The "sick slip" must be put in the "medical mail box". You must complete a sick slip if you have a medical or dental problem. The nurse will see you and then refer you to either the doctor or dentist, if necessary. If a medical emergency exists, see your Housing Unit Officer immediately.

## EMERGENCY ILLNESS OR INJURY

If you become sick or injured between sick call, tell your Housing Unit Officer. The officer will make arrangements to have you seen by medical personnel. Any emergency condition will be handled immediately. Medical staff will contact the doctor or dentist as necessary.

## HEALTH PROMOTION AND DISEASE PREVENTION

There are a selection of educational flyers available regarding disease and infection prevention posted in various locations throughout the Facility. The information includes materials on controlling your blood pressure, managing your diabetes, learning to manage stress, sexually transmitted diseases (STD), HIV, Hepatitis, and reducing your amount of fat intake.

During your stay in the Facility there will be health awareness sessions held. You will be required to attend these sessions.

## MRSA (Methicillin Resistant Staphylococcus Aureus)

MRSA is referred to as a "superbug". MRSA is a bacteria that is usually resistant to some antibiotics and is usually located on the skin. But you don't feel sick. MRSA can cause serious infection and some life threatening blood infections. MRSA is associated with sharing contaminated items, such as razors, nail clippers and cups. To prevent MRSA you should always wash your hands, keep gym equipment clean, keep cuts and abrasions clean and covered and don't share personal items. See postings throughout the Facility.

## FLU

You can take some simple precautions to prevent the spread of colds and flu. You should always wash your hands and cough or sneeze into a tissue or your upper sleeve, not into your hand(s). Put your tissue in the trash and ensure your clothing is washed. Don't shake hands with a person when they or you are sick. See postings throughout the Facility.

## MENTAL HEALTH SERVICES

Mental health services are something you should not be afraid of. There is no shame if you or someone else needs the help of a mental health worker.