

Middle River  
Regional Jail

**INMATE HANDBOOK**



You are incarcerated in the Middle River Regional Jail. Our procedures and rules comply with those prescribed by the Virginia Board of Local and Regional Jails, Minimum Standards for Jails. Know and comply with all rules and regulations. You must obey them and the instructions of our officers and staff.

### **STAFF – INMATE COMMUNICATIONS**

1. You must talk with your Housing Officer if you need help. Most problems can be resolved this way.
2. Staff and inmates will address each other respectfully. Staff will address you as Mr., Mrs., Miss., or Inmate followed by your last name. You shall address staff either as Officer, by rank/title, or by Mr., Mrs., Ms., or Miss followed by their last name; i.e., Officer Smith, Lieutenant Jones or Ms. Malone.
3. If you cannot get what you need verbally through your Housing Officer, you may submit an inmate request through the tablet or the kiosk in the housing unit.
4. Electronic requests through the tablets should be addressed to the appropriate department. A separate request should be submitted to each specific department that is equipped to assist you. A request that requires responses from multiple departments should not be written.
5. If you do not know to whom you should address the request, ask your Housing Officer. Requests must be specific. Only one issue per request form.
6. Do not put in more than one (1) request for the same issue until you have given ample time for you to receive a response to the first request. The number of requests that can be sent are limited depending on the department.
7. If you request to speak with a supervisor, they will meet with you at their discretion depending the severity of the request.

### **INMATE RIGHTS**

1. You have the right to protection from personal abuse to include acts of sexual abuse or assault, corporal punishment, personal injury, property damage, and any other threats or harassment. You will not be discriminated against because of race, religion, national origin, sex, handicap or political beliefs.
2. You have the right to unlimited access to the Courts and to address uncensored communications to government authorities at your expense. You will not be punished or treated improperly for doing so.
3. You have the right to equal access to be reviewed for inmate programs and work assignments subject to safety, security, program criteria/rules, health considerations and the effective operations of the facility. Being reviewed for programs or work assignments does not guarantee acceptance.

### **ADMISSIONS**

1. Upon admission the following was issued to you:

1 roll of toilet paper	1 toothbrush	1 toothpaste	1 bar of soap
1 cup	1 spork	1 comb	1 laundry bag
1 blanket	2 sheets	1 towel	1 washcloth
1 pair of shoes	1 mattress/pillow	1 inmate uniform (shirt and pair of pants)	
1 pair of shorts			
2. All jail issued property must be returned upon release. You will be held financially accountable for anything not returned or returned in an unusable condition.

### **CLASSIFICATION AND HOUSING ASSIGNMENTS**

1. Your classification refers to your security level within the jail. Your housing assignment is determined by objective questioning and your ability to get along with other inmates. You will likely share a cell with another inmate.
2. You have the right to appeal your classification and housing assignment. Use the inmate tablet or pod kiosk to send a request to appeal to “Classification”. Personal preferences are not a reason for appeal. The Lieutenant assigned to Intake is the first level of appeal; Chief of Operations is the second level of appeal on classification and housing unit assignments.
3. If you are segregated from the general population for medical, disciplinary, safety or security reasons, you may be confined to a cell.

## **INMATE UNIFORMS**

1. Inmate uniforms will be assigned to inmates depending on their classification status.
2. The following colors will be issued:
  - a. Female inmates
    - i. Blue and white stripe shirt and blue pants- laundry/hallway trusties
    - ii. Tan- kitchen trusties
    - iii. Light blue button-down shirt and dark blue pants- work force and work release
    - iv. Green- general population
    - v. Green and white stripes- maximum security
    - vi. Wine- pregnant inmates
  - b. Male inmates
    - i. Tan- kitchen trusties
    - ii. Blue and white stripe shirt and blue pants- hallway trusties
    - iii. Light blue button-down shirt and dark blue pants- work force and work release
    - iv. Orange- general population
    - v. Orange and white stripes- maximum security
3. Once a female inmate is no longer pregnant, the Laundry Officer will assign a new inmate uniform in the color for her classification status.
4. Inmates will be issued new uniforms if their classification status changes.

## **INMATE IDENTIFICATION CARD/BAND**

1. Your Inmate Identification Card/Band must be in your possession anytime you are outside your housing unit.
2. Your card may be held by staff to establish accountability of inmates or to maintain control.
3. If your card/band is lost, stolen, mutilated or otherwise tampered with and must be replaced, you will be assessed a \$5.00 replacement fee and may be restricted from activities until a new card/band is made.
4. Misuse or mutilation of the card/band is a violation of facility rules.
5. The Inmate Identification card/band will be collected upon release. If you fail to turn in your identification card, a \$5.00 fee will be collected before you are released.

## **PERSONALLY OWNED CLOTHING AND OTHER PROPERTY**

1. All clothing in your possession must be MRRJ issued or purchased by you through Commissary. Property is not allowed to be sent through the mail or brought in to the jail. The jail will provide you with all necessary clothing. If you want additional items they must be purchased through Commissary.
2. Upon admission through Intake, you will be allowed to keep one (1) pair of white or colored underwear that are brief style or boxers. No thongs are allowed. Bras must be white and not contain an underwire.
3. The following are authorized items you may have in your possession:

7 solid white briefs/boxers	1 set of long johns (top and bottom)
7 pairs of solid white socks	7 solid white t-shirts, no pockets
7 bras, no under wires (females only)	1 wedding band, no stone
4 batteries	1 set of dentures
1 denture cup	1 comb
1 set of hearing aids	7 ink pens
5 pencils	1 writing pad, no metal binder/hard cover
1 set of colored pencils	1 prayer rug
20 envelopes	Reasonable amount of educational material
1 radio	Reasonable amount of religious material
1 Bible, religious guidance book, Quran and/or spiritual material	
1 address book, no metal binder/hard cover, no larger than 5x8	
1 pair of prescription eyeglasses, contact lenses or reading glasses	
Reasonable number of photos no larger than 5x7 (no Polaroid's, no photos with backing, no picture frames)	
Reasonable amount of current legal materials	

Reasonable amount of Commissary items  
NO PORNOGRAPHIC MATERIALS OF ANY KIND

4. Reasonable is defined as the quantity which will fit inside your personal property tote.
5. You may not wear damaged or heavily soiled clothing. Such clothing will be confiscated as contraband.
6. Personal clothing must be secured in a laundry bag before it can be turned into the Laundry Officer to be washed. The jail is not responsible for discoloration, etc., or for any clothing lost or damaged.
7. Court clothing for jury trials must be preapproved by the transportation department here at MRRJ in order for it to be accepted. The clothing may be delivered to the Receptionist anytime Monday – Friday 8:00am –3:00pm.
8. You may release your personal property in storage at the facility by requesting a Property Release Form from your housing unit officer. All property will be released except one set of clothes to be worn at release/transfer.
9. Property currently in your possession **can not** be added to your personal property in storage to be picked up by an outside source.

### **MENTAL HEALTH SERVICES**

1. Mental Health services are available and assistance can be requested to “mental health” on the tablet. Evaluations are conducted at the direction of the Mental Health/Medical Staff. Volunteers and clergy are also available.

### **MEDICAL AND DENTAL SERVICES**

1. If you require EMERGENCY medical/dental attention, tell the Housing Officer immediately. These services are always available.
2. If you have a non-emergency problem, submit a request addressed to “medical” through the tablet. You will be seen only for problems identified in the request that was submitted. The jail provides life sustaining care for communicable diseases, serious medical needs and life-threatening conditions; elective procedures and treatments are not offered.
3. Sick call is held according to pod, except for Provider days, weekends and holidays. If you see the nurse and your problem is still a concern, you will be referred to the physician. Appointments are scheduled according to the seriousness of the request. It may take several days before you are seen if your condition is not an emergency.
4. You will be medically screened by medical staff upon admission to the facility.
5. The jail does not pay for treatment of medical conditions that existed prior to incarceration. In 2003, a new law took effect (§53.1-126.01) that does not require the jail to pay for illnesses considered “pre-existing”. If you need to be seen outside the facility for a pre-existing reason, the bill will be sent to your mailing address and will be your responsibility to pay.
6. In accordance with §53.1-133.01 of the Code of Virginia you will be charged a co-payment for medical services.

Co-payments are:

Provider Visit (Non-Referral) - \$20.00	Sick call - \$5.00
Provider Visit (Referred by Medical) - \$5.00	Dental Visit - \$25.00
Scheduled Follow-up with Provider - \$5.00	Every Lab/X-Ray - \$5.00
Nonscheduled Follow-up with Provider - \$10.00	Medical Supplies - \$5.00
Generic Prescription Handling Fee (per prescription) - \$5.00	Diabetic Supplies - \$20.00
Non-Pre-Existing Conditions (Hospital ER) - \$50.00	
Non-Pre-Existing Conditions (Hospital Admittance) - \$100.00	
Outside Medical/Dental Provider (Other than Hospital/Dialysis Center) - \$25.00	

7. If you become a victim of sexual abuse/assault you may report it confidentially to any staff. It is important that you not bathe until evidence collection has taken place and you are told to do so by medical or investigative personnel. Complaints of sexual abuse/assault and threats of that nature will remain confidential. TO REPORT A SEXUAL ABUSE/ASSAULT INCIDENT, select the collect call option within the inmate phone system and then press \*23. You will be directed to leave a voice message concerning the nature of your complaint. Your information will be forwarded to a staff member who will come speak with you about the incident.
8. Medication Call – When the nurse opens the tray slot, line up in front of the door with your ID Card/Band. Take your medication floated with the medical supplied disposable cup of water and then open your mouth to show that you have swallowed it. There are some medications that are not floated, this is at the providers discretion. If you do not show for pill call or abide by the rules, you may not receive your medication and/or have your medication stopped.

9. Medication is considered contraband unless purchased from Commissary or authorized by the physician to be in your possession.
10. The facility does not provide or repair eyeglasses. Eyecare is limited to eye disease, injury, and blindness. If an inmate has a current prescription, they may order glasses from an online provider and MRRJ will accept the glasses through the mail directly from the manufacturer. Contact lens solution must be purchased from the Commissary.
11. Voluntary testing for HIV and/or hepatitis will be provided at a cost to the inmate.
12. A medical practitioner, physician assistant, or dentist will order therapeutic diets as deemed medically necessary.
13. If an inmate states that he/she has a food allergy, the MRRJ medical department personnel will attempt to receive verification from an outside medical provider. If verification is unable to be obtained, the inmate will be offered an allergy test. If the allergy test is positive, Middle River Regional Jail will pay for the test. If the test is negative, the inmate will be responsible for the \$45 fee. If the inmate is indigent, he/she will be allowed to have someone put money on his/her account to pay for the testing. This amount of money will not be applied toward the \$3 per day inmate keep fee or his/her cost recovery balance. If the inmate declines testing, he/she will be served a regular diet or therapeutic diet if ordered by a provider.
14. All outside medical/dental appointments prior to arrival will be cancelled and rescheduled as deemed appropriate by the provider/dentist. The new appointment will be scheduled in accordance with security regulations.
15. Medical supplies and medications will not be accepted from sources outside of MRRJ. Any exceptions will be on a case-by-case basis with pre-approval authorization by the Chief of Medical or Jail Physician. (An MRRJ nurse may approve medication only if it's a life sustaining medication that isn't readily available by an MRRJ provider).
16. Dental Services are available to inmates for the relief of pain and control of infection.
  - a. Only "Problem Focused" exams are given. Exams are done only to find a source of pain and infection.
  - b. No "Comprehensive" exams will be offered to find every dental problem (cavities, etc.) present or that might need treatment.
  - c. Dental services must be deemed "medically necessary to alleviate pain or control infection" by the staff dentist.
  - d. No dental cleaning or periodontal (gum) treatments are offered.
  - e. No cosmetic services are offered.
  - f. No dentures (complete or partial) are provided; some repairs of existing dentures are.
  - g. No crowns, bridges, or implants are offered nor repair or replacement of existing ones.
  - h. No permanent filling of cavities is offered
  - i. No root canals are offered.
  - j. Routine extractions of asymptomatic (pain free) teeth is not offered.
  - k. Wisdom teeth are only removed at the discretion of the MRRJ dentist if they are severely decayed, present recurrent infection, and cause swelling of the jaw.
  - l. Denture Cream and denture tablets must be purchased through Commissary
  - m. Sensitive toothpaste and mouth rinse must be purchased through Commissary
17. Personal copies of medical records will not be given to inmates while incarcerated at MRRJ. When released from MRRJ custody, you may request a copy your medical records from the medical department for a fee of \$.25 per page. You will be required to provide identification and the handling fee will be collected prior to being given the medical records.

## **INMATE PROGRAMS**

1. Program sessions are usually conducted between 8:30 am and 10:45 am; 1:00 and 3:45 pm and 7:00 and 9:30 pm.
2. In hopes that people are able to take advantage of their time at MRRJ and deal with issues they may have, MRRJ provides classes/programs in several different categories, some classes available include but not limited to:
  - a. Addiction (12-step, Educational, Faith Based)
  - b. Education
  - c. Faith
  - d. Re-Entry
  - e. Vocation
3. Anyone interested in attending classes should go under "Education" on their tablet and send a request. Please keep in mind that with the number of people here, all of our classes do have a waiting list.
4. A list of inmate programs will be posted in the Housing Units as new programs become available.

5. MRRJ classes are set up in a variety of ways including stand-alone classes in which new people can be added each week and some classes that build upon the previous sessions and therefore cannot be added to until the current program is completed. Also, some programs alternate between male and female each time the class is taught.
6. None of the classes are mandatory and it is up to each individual to decide whether or not to request to attend a class.
7. Program activities are a privilege. Your privilege will be revoked for inappropriate/disruptive behavior, poor attendance, or the failure to follow program rules.
8. While attending programs, you may be randomly searched when you leave your housing unit and upon your return.

## **INMATE MARRIAGES**

1. Inmates who have the desire to get married while at MRRJ must submit an Inmate Request to “Programs” and provide the following information:
  - a. Request for approval
  - b. The intended spouse’s full name
  - c. Contact information for the intended spouse including address and telephone number
2. The Director of Support Services or designee will consider the security of MRRJ in determining if the marriage will be approved. If the request is approved, the inmate will be notified and the Director of Support Services will set the date and time for the marriage ceremony. If the request is denied, the reason for such denial will be provided.
3. Inmates must meet the following criteria to be eligible:
  - a. Be legally eligible to marry (e.g., single, divorced, widow, or widower).
  - b. Be mentally competent.
  - c. The intended spouse must supply written verification documenting his/her intention to marry the inmate
  - d. The marriage must not pose a threat to facility security.
  - e. No active Protective Orders between the inmate and intended spouse.
  - f. The charge that the inmate is here for must not be against the fiancé and neither can be scheduled to testify for/against the other in court.
  - g. Cannot be assigned to restrictive housing for pre-hearing/punitive reasons or while on any type of special watch.
  - h. Be infraction free for thirty (30) days. Once a date is set, if the inmate receives a jail infraction or disciplinary charge before the wedding, it will be cancelled and only rescheduled at the discretion of the Superintendent.
  - i. Inmates housed in the Middle River Regional Jail are not permitted to marry other inmates housed in the facility or other jails/institutions.
4. All financial obligations/expenses associated with the marriage, (e.g., license fee, outside chaplain fee, copy/notary fees etc.), will be paid for by the inmate, the intended spouse, or other private means.
5. It is the intended spouse’s responsibility to obtain the marriage license, pay the required fees to the appropriate court, and deliver the license to the jail.
6. Inmates will not be transported to the courts to provide a signature for a marriage license. The marriage license will be notarized at MRRJ upon the inmate’s verification of the information. Marriage licenses are valid for sixty (60) days from issuance.
7. Marriage ceremonies
  - a. All inmate marriages will be conducted at MRRJ in the jail’s visitation area during the inmate’s regularly scheduled visitation date and time.
  - b. The ceremony will take place through security glass or by video (Maximum Security Inmates) and there will be no contact between the inmate and the intended spouse.
  - c. The ceremony will be limited to fifteen (15) minutes and there will be a limit of three (3) visitors, including the official performing the ceremony.
8. If an emergency arises in the jail on the day the wedding is scheduled, the ceremony may be canceled and rescheduled for a later date and time.

## RELIGIOUS SERVICES

1. Church services will be broadcast over the television on each pod every Sunday at posted times.
2. Church services will be non-denominational services. Inmates wishing to watch this service may do so.
3. Spiritual advisers may not be an inmate's immediate family member unless approved by Administration nor can they be listed on the inmate's visitation list both as a personal and pastoral visitor. If you do not have a spiritual advisor of your own, the Chief of Programs will attempt to connect you with someone.
4. All requests for religious diets must be sent on the tablet to "Programs". Your request shall include that you are requesting an alternative diet for religious purposes along with your name and religion.
5. You may purchase a prayer rug through commissary or send a request on the tablet to "Programs" if you do not have enough funds in your inmate account. In order for MRRJ to supply you a prayer rug, your religion must require a dedicated Prayer rug. Prayer rugs shall be used solely for religious purposes, must remain in the inmate's cell, and are only to be on the floor during the time of prayer. Prayer rugs that are being used for purposes other than praying may be confiscated. All Prayer rugs that are provided by MRRJ shall be turned into the Intake Department upon being released or transferred from this facility.
6. Religious head coverings and Prayer Rugs will be worn or used only in your cell. In dormitory settings, they will only be worn or used in your bunk area, not in common areas.

## INMATE MOVEMENT

1. Inmates moving through hallways must walk single file on the right side of the hallway or as directed by the officer. Talking is prohibited unless responding to staff or an officer.

## INMATE SERVICES

1. **Toiletries** – You may have no more than two (2) complete rolls of toilet paper in your possession at one time. Toilet paper and soap will be issued on a schedule.
2. **Feminine Hygiene Products** – Feminine hygiene products will be issued to all female inmates at the time of their admission to the jail. A thirty (30)-day supply of pads, tampons, or pantliners will be issued each month by the Laundry Officer. If additional feminine hygiene products are needed, the Pod Officer can provide more upon request. Assistance from the Medical Department may also be sought for medical conditions that require additional feminine hygiene products. Feminine hygiene products are provided at no expense to the female inmate population.
3. **Laundry** – Personal clothing collected for laundry service must be in your laundry bag. There are to be no markings on your bag other than the number. Linens will be exchanged per schedule on laundry day. Inmate uniforms will be exchanged on a 1-for-1 basis and if needed at the direction of the Laundry Officer. Sizes will be determined by the Laundry Officer.
4. **Library** – Library services are provided through a combination of the tablet and book cart. You are permitted no more than a combination of 6 books or magazines at one time.
5. **Periodicals** – MRRJ will provide periodicals on a monthly basis. These reading materials are to be shared within each housing unit and should remain in the common area to ensure that they are accessible to all inmates.
6. **Hair Care** – You may obtain hair care services once every two weeks. More frequent haircuts may be approved for Kitchen Workers or for medical reasons as directed by the physician. Clippers are made available for use on each block.
7. **Law Library** – The Law Library is in an electronic format that may be accessed on the tablets, mounted kiosks in the housing units. If specific legal research materials are not available in the Law Library, you can submit a request to "Law Library" on the tablet to the to receive these specific research materials from an outside source. Identify the source when submitting your request. You will be allowed to receive only those materials not available in the Law Library. You may not be denied access to legal materials. You will need to supply your own writing materials for legal research. If you do not have funds to purchase writing materials, you will need to request an Indigent Pack.
8. **Copies** – Send a request to "Programs" stating what you need a copy of and the total amount of pages to be copied. These copies are of papers already in your possession. When you submit your request for copies, your paperwork needs to be together and ready for pick up. Copies will be made once a week unless there is a deadline to be met. Any requests referencing a deadline must be accompanied with documentation stating such. Charge is

\$0.25 a copy.

9. **Notary** – Send a request to “Notary” stating what you need notarized. Notary service is provided once per week, there is no charge for notary service. It is the responsibility of the inmate to ensure that their notarized document is sent to the proper person or organization.

## **TABLETS**

1. Tablet access by inmates will be provided based on the following conditions:
  - a. Tablets are assigned to inmate housing units, and are designed to be *shared*. Please do not remove the tablets from their assigned housing unit for any reason.
  - b. All use is monitored by MRRJ staff and is not subject to expectation of privacy, to include messaging, phone, and all other usage.
  - c. Tablets shall be a privilege and not a right, their use may be restricted or removed at the officer’s discretion based on the behavior and usage of inmates.
  - d. If an inmate’s use of a tablet is restricted for disciplinary reasons, MRRJ is not responsible for any losses incurred from previously purchased subscriptions.
  - e. Tablets remain the property of MRRJ and Viapath, and as such, shall not be damaged or misused. Doing so may result in disciplinary action and/or monetary charges to the inmate’s account.
  - f. Do not share your login information with any other inmate.
  - g. Free profiles will allow access to digital mail, law library, facility notices and inmate requests. Paid profiles will allow all other access, including inmate messages.
  - h. If you are moving to another housing unit, leave the tablet in the housing unit charging cart before relocating. The tablet will no longer function outside of the assigned housing unit.
  - i. Any tablet found that has been carelessly or maliciously destroyed will result in the inmate being charged a replacement cost of the device. Access to log into the tablets may be blocked until this cost is paid.
  - j. One pair of headphones will be issued to the inmate at no cost. Replacements will be available for purchase through commissary. Please take care of the equipment.
  - k. Tablets will follow the same on/off schedule as inmate phones, with possible variance in trusty and work force/release areas.
2. Any malicious destruction, alteration, or misuse of a tablet or tablet charging cart will result in you being charged with serious violation 137 and/or restitution.
3. Changes in procedures may be posted on the tablet prior to being added to the handbook. All inmates have access to the Inmate Handbook and Inmate Orientation on the tablet/kiosk upon initial sign-in.

## **INMATE COUNT**

1. Mandatory standing counts are scheduled at least 4 times daily (6:00am, 11:00am, 6:00pm & 10:00pm).
2. All inmates will be locked down in their cells 5 minutes prior to count. Inmates not in housing areas will follow directions given by the officers in the area on what to do for count.
3. When you hear the announcement for 15 and 10 minutes until count, start getting ready and move to your cell. By the announcement of 5 minutes until count, you should be in your cell with the door secured.
4. When the officer enters the pod and says “Stand for Count”, you must stand by your bunk and be ready for the officer to count you.
5. Interfering with count is a major rule violation.
6. There will be no inmate movement starting at 5 minutes prior to count and will remain that way until count clears.
7. All inmates must be in their assigned cells at count time.
8. During count, you are to stand on the floor beside your bunk, facing forward and make no movement. There is no talking during count.
9. Telephones are not to be used during count time.
10. T.V.s are to be turned off during count time.

## **INMATE GRIEVANCE PROCEDURE**

1. The grievance procedure allows you to formally express concerns about jail policies, procedures, and/or treatment. Only after proper means have been used to informally resolve the issue. You must attempt to resolve



your concern with an officer or staff member prior to submitting a grievance. If the situation is not resolved to your satisfaction, request a Grievance Form. In your grievance list the steps you have taken to informally resolve the issue and the response you have been given to your informal attempts. Grievances will be responded to within 9 working days after being received. A grievance must be submitted within 30 days of the incident/issue which is the basis for your grievance. Only address one issue per grievance.

2. If you disagree with the response to your grievance, you may appeal using a Grievance Appeal Form. Appeals shall be submitted within 2 days after receipt of the grievance response. Appeal decisions are final.
3. The following matters cannot be grieved:
  - State & Federal Court decisions, laws and/or regulations
  - Virginia Department of Corrections or Parole Board decisions, policies
  - Disciplinary and/or Administrative Hearing decisions
  - All matters beyond the control of the Regional Jail and/or the Regional Jail Authority Board

## **INMATE FUNDS**

1. Funds and authorized property taken from you will be kept and inventoried in your presence. You will be provided with a receipt. Keep the signed receipt given to you. If debt is owed from prior incarceration at the facility, any funds brought in at time of admission will be credited towards your prior debt.
2. Personal Checks, credit cards, and foreign currency will be stored in property until your release. U.S. currency and checks from other correctional facilities will be posted in your inmate account.
3. Money orders that include the purchaser's name and address and payable to you will be accepted and added to your account. Personal checks and cash are not accepted through the mail. It may take up to 3 business days for money received through the mail. Cash can be deposited to your account through the kiosk located in the front lobby. Money deposited through the kiosk will be credited to your account immediately.
4. Money orders must be sent with NO OTHER MAIL (letters, cards, pictures, etc.) to the address shown. Any violation will be returned to sender, including the money order.

Middle River Regional Jail  
Inmate Accounts  
350 Technology Drive  
Stanton, VA 24401

5. Social Security, welfare checks, or similar monetary instruments from government agencies will not be posted to your account until the sending agency verifies your eligibility. If you are not eligible, these documents will be returned.
6. Once a month, you may request the jail to mail money off of your account (Release of Funds); you shall provide an envelope and be charged for postage. This request must be submitted by the 14<sup>th</sup> of the month to be sent out for the current month. If you do not provide an envelope, you will be charged 62¢ for an envelope and postage; however, this fee is subject to change in the event of an increase in postage or cost of envelopes.
7. You will need to sign a Release of Funds form when you want to release money from your account. You may not give funds to or receive funds from another inmate or release funds to pay for subscriptions, books, or magazines. You are only allowed to make purchases through Commissary using the automated order system.
8. Inmates released from MRRJ prior to receipt of a Commissary order will have 7 business days to contact MRRJ to pick up the funds from the order. Inmate accounts will arrange a pick up for the funds or request a mailing address. If a request for pick up or refund is not made within 7 business days, the order is forfeited.
9. Inmates who are transferred to another jail or DOC prior to receipt of a Commissary order will have their Commissary order money credited back to their account and any necessary checks will be mailed to the new facility.
10. Inmates who are transferred to DOC will have the money on their account sent to DOC. If the money on your account did not accompany you when you were transferred to MRRJ from another facility, you need to write to that facility and request any money on your account be sent to MRRJ.
11. Inmates can view their accounts to check balances and transactions on the tablets or kiosks located in the housing units. An itemized receipt of your account is available upon request to "Inmate Accounts-Money".
12. Vending machine sales are limited to \$15.00 per day and not exceed \$50.00 per week.
13. Additional funds added to the phones/tablets are limited to \$10.00 per day.

## INDIGENT PACKS

1. To be eligible for a bi-weekly indigent pack your account balance cannot be more than \$3.15 for a period of one week. Requests for indigent packs are necessary through “Commissary”. Indigent Packs will be handed out as other Commissary packs are handed out for your housing area.
2. The Support Services Lieutenant will approve Indigent Packs when necessary, under extenuating circumstances.
3. Your account will be debited the current cost for the Indigent Pack for Cost Recovery.
4. The Indigent Pack contains the following:

10 Envelopes	10 sheets of paper	1 toothbrush
1 pencil	1 tube of toothpaste	1 stick of deodorant
1 3-in-one wash		

## RECREATION/LEISURE TIME

1. Outside or inside recreation will be conducted once per week. When time permits, an officer may grant additional recreation. Recreation may be cancelled due to inclement weather or risk to security.
2. When going to recreation you must verify your identity by showing the officer your ID card/band. If you do not have an ID card/band you may not attend recreation.
3. While attending recreation you must wear your complete inmate uniform, pants with the uniform shirt and shoes. Shower shoes, chairs, drinks and/or food are not permitted in the recreation areas.
4. You must act in an orderly manner and obey all recreation rules.

## LIGHTS OUT/LOCK DOWN

1. Announcements will be made at 15, 10, and 5 minutes before lockdown. At 5 minutes before lockdown you must step into your cell, secure the door and be ready for count. If housed in an open dorm, dayrooms must be cleared, use of showers discontinued, and be next to your bunk. Failure to do so is a violation of rules.
2. Once count is complete you may go to bed. If housed in an open dorm, dayrooms and showers are to remain vacated.
3. Lights and televisions in housing units are turned off at 10:00pm. You are permitted to listen to your personal radio with headphones only. This time is reserved for sleeping. Loud noises are prohibited.
4. Telephones, microwaves, vending machines and televisions are not to be used after 10:00pm, except as allowed in trusty/work release housing.

NOTE: Unscheduled lockdowns may sometimes be required. If this is announced, go immediately and directly to your assigned cell and secure the door. Your personal safety could depend on your compliance.

## MAIL

1. Correspondence through the U.S. Postal Service is unlimited. Outgoing mail cannot exceed 10 oz. Actual cost of postage will be charged to your inmate account or billed to cost recovery. Indigent inmates may send up to 10 letters within a 2-week period.
2. Your right to send and receive mail will not be withdrawn. However, your right can be stopped by Court Order and/or for security reasons.
3. Incoming mail will be scanned off site and sent digitally to our mail department for review prior to delivery to the tablet or kiosk. Mail will not be denied unless it contains contraband, promotes criminal activity, contains inappropriate material or otherwise violates facility rules. You will be informed of any denied mail via Notification on the tablet or wall kiosk, unless needed for criminal investigation or prosecution.
4. Once scanned mail has been delivered electronically to the facility, it will be reviewed and be delivered within 24 hours of its arrival.
5. Legal mail will be opened in the presence of the inmate and inspected for contraband by a supervisor. If contraband is found, the supervisor will seize the mail and contraband and you will receive a Notification of Mail Disapproval Form. The entire mailing will be disapproved; contraband will not be removed. Original mail that has been scanned by the off-site vendor or denied will be destroyed 30 days after scan date. Please advise loved ones **not** to send anything they do not wish to be destroyed, as it **can not** be recovered once mailed to the off-site

facility.

6. You may receive magazines and/or paperback books if mailed directly from a nationally recognized publisher or distribution source. No coloring books, crossword puzzles or word finds are allowed. A Pre-Approved Book Form must be completed prior to the ordering of any books. No more than 6 books may be ordered and mailed at a time and no box sets of books are allowed. The items must be pre-paid; however, you cannot use your inmate account to order these items. Packages arriving that meet the above criteria, cannot exceed 9”X12”.
7. Inmates may subscribe to or receive through the mail from the publisher any books/magazines, with the exception of publications which constitute a clear threat to the security of the facility or the safety of the jail staff or inmates, or which contain nudity, pornography or material which is suggestive in nature. If any item in the package/envelope is denied, the entire package/envelope will be denied (example: Denied book(s) and approved book(s) in the same package). Items will not be separated.
8. The Department of Corrections (DOC) Denied Publications list is a reference for denied Publications, but is NOT all inclusive.
9. Due to fire safety, sanitation and security concerns, all personal property including materials such as letters, documents, books, and magazines must be stored in the inmate’s personal storage bin in their cell.
10. You may keep a reasonable amount of mail and current legal mail in your possession. All property must fit in your tote or be destroyed.
11. You may subscribe to one of the following newspapers: Washington Post, USA Today, Wall Street Journal or a local newspaper from Waynesboro, Staunton, Harrisonburg or Page County/Luray. Local newspapers from other localities may be approved upon inmate request/notification to the mailroom. Approval must be given prior to ordering the newspaper and the total number of newspapers received will be limited to three. The number/amount of newspapers retained in the housing unit will need to be limited to cut down on clutter or fire hazards. All subscriptions must be pre-paid.
12. Any items that are received from an outside vendor which can be purchased through MRRJ’s commissary list will not be allowed. The usage of the Pre-Approved Book Form will prevent any losses associated with the denial of such items.
13. Banking account/credit card information is NOT allowed in the facility.
14. Correspondence between inmates housed at the MRRJ is prohibited unless approved by the Training/Mailroom Lieutenant or Chief of Support Services.
15. Correspondence between immediate family members who are housed in other correctional facilities is prohibited unless approved by both facility administrations. A request to correspond with someone at another correctional facility must be submitted to the Chief of Support Services from the other facility for verification and approval. The relationship must be stated in the request and be verifiable. The request will not be initiated at the MRRJ.
16. All **subscriptions** must have your full name (first, middle, last) and booking number on the label and be mailed to 350 Technology Drive, Staunton, VA 24401. Nicknames are prohibited and subject to denial.
17. All **letters, cards, pictures and drawings** must be addressed as shown:

Middle River Regional Jail  
Inmate Name, Inmate Booking #  
PO Box 247  
Phoenix, MD 21131

- Any letters, cards, pictures or drawings sent to the facility, and not to the address listed above, will **not** be accepted and returned to sender.

18. **Money orders** must be sent with NO OTHER MAIL (letters, cards, pictures, drawings, etc.) to the address shown. Any violation will be returned to sender, including the money order.

Middle River Regional Jail  
Attn: **Inmate Accounts**  
350 Technology Drive  
Stanton, VA 24401

19. All outgoing mail must have your full name (NO NICKNAMES) and return address in the upper left-hand corner as shown:

First, Middle Initial, Last Name  
Booking #  
350 Technology Drive  
Staunton, VA 24401-2727

20. Indigent mail must be addressed as shown. The upper right corner is reserved for postage, anything in this area will cause your mail to be returned and not sent. Please make sure to designate a capital letter "I" in the lower left corner of the envelope. If at any time your account balance is over \$3.10, the cost of postage will be deducted from your account.



### **SEARCH OF INMATES, HOUSING UNITS, CELLS AND FACILITY**

1. Unannounced searches of the facility, housing units, cells, and persons will be conducted in order to control contraband and maintain security.
2. Any unauthorized item; any altered or otherwise inappropriately used item (example: clotheslines); or any item(s) in excess of authorized amounts in your possession or under your control will be confiscated.
3. Personal letters and legal mail will be inspected for contraband, but not read during searches.
4. Inmates are not required to be present when their cells are searched.

### **EMERGENCY ALARMS AND EVACUATIONS**

1. Jail staff are fully trained in procedures for handling emergencies. Remain calm and do exactly as officers instruct you to do.
2. In situations where evacuation is not needed, you may be told to report to your cell/bunk. You may be secured in your cell and count conducted. If you are outside your housing unit, you may be temporarily secured where you are and later escorted to your housing unit.
3. If it is necessary to move out of your housing for any reason, obey the instructions of staff. Remain calm and do not run or talk. The officers will direct you to a safe place.

### **COMMISSARY**

1. Commissary is a privilege.
2. You are not eligible to receive Commissary if in Booking or on Disciplinary Detention Status.
3. Any item that can be purchased from Keefe's approved commissary list will not be allowed to be purchased through an outside vendor.
4. Commissary will be ordered over the Inmate Phone System, Tablet, or Kiosk in the housing unit. The cost of your order will be deducted automatically from your Inmate Account. No credit will be given; money must be on your account at the time you place the order.

5. Commissary items are not transferable from one facility to another and MRRJ is not responsible for any losses incurred. It is recommended that excessive amounts of commissary not be ordered to minimize the individual's potential for loss.
6. When the Commissary representatives enter your housing area, you will be required to stand by your cell door. Telephones, showers, and microwaves are off limits during this time. You will be called up one at a time to the entrance door, and you will be required to show you jail-issued identification card in order to receive your Commissary.

## **FOOD SERVICE**

1. You will be provided 3 meals a day 7 days a week. This also includes Holidays.
2. You must line up single file, receive your tray, and then return to your individual cell for meal time. Only 1 tray per inmate. Taking more than 1 tray may result in disciplinary actions.
3. Housing Officers do not wake inmates to receive meals.
4. All meals must be eaten and trays returned. Trays may not be given to another inmate. Any food product provided during meal service later found in your cell will be considered contraband.

## **DAILY ROUTINE**

1. Wake Up
  - a. You will be awakened by an announcement at 5:45 am. You must get out of bed and prepare for 6:00 am standing count, breakfast and inspection.
2. Daily Inspection
  - a. After breakfast, you will clean and prepare your cell for inspection.
  - b. The Housing Officer or other staff will inspect cells & Pods/dayrooms daily. Any inmate whose area does not pass inspection may be restricted to his/her cell until the cell passes inspection. The entire block may remain locked down until pod/dayroom areas pass inspection.
  - c. TV and telephones will remain off until the block is inspected and passes inspection.
  - d. The following will be inspected:
    - i. Floor clean
    - ii. Exterior window not blocked
    - iii. Cell door window clean/not blocked
    - iv. Lights clean/not blocked, no dust on top of light
    - v. Toilet clean, inside and outside
    - vi. Sink dry and clean
    - vii. Vents not blocked
    - viii. Bed neatly made, top edge of sheet folded down approximately 4", edges of blanket tucked in along sides and foot of bed
    - ix. Clothing neatly folded in property bin or in laundry bag
    - x. Towels folded or hung on hook
    - xi. Shoes aligned along the wall
    - xii. Nothing posted on walls, light fixtures or windows
    - xiii. No writing on wall or doors
    - xiv. Nothing stuck in lock or door handle
3. Facility Cleanliness
  - a. Inmates are required to clean their cells daily. Cleaning supplies will be made available once a day for cell cleaning.
  - b. Cleaning supplies will be available 3 times per day for pod cleaning.
  - c. A request to "Trustee" must be submitted on the tablet if you would like to become a Pod Trusty.
  - d. Daily cleaning duties
    - i. Sweep and mop the floors and stairs
    - ii. Clean the microwave inside and out
    - iii. Clean the windows, tables, desks, toilets, sinks, and showers
    - iv. Dust the window ledges, top of the bulletin boards, shelving, and tops of drink machines
    - v. Remove any writing or other debris from the walls and vents

## INMATE WORK OPPORTUNITIES

1. POD TRUSTY (When available)
  - a. Inmates may submit a request to “Trustee” on the tablet to be considered for Pod Trusty work assignments.
  - b. Pod Trusty Criteria
    - i. Must be charge/infraction free for 60 days
    - ii. Must be fully sentenced. Unsentenced inmates will be reviewed on a case by case basis if they are from Staunton, Waynesboro, Augusta County, Harrisonburg or Rockingham.
    - iii. Must have NO kidnapping charges
    - iv. Must not have a pattern of violent crimes
    - v. Must not have any malicious wounding charges
    - vi. All assault of Law Enforcement charges will be reviewed by Administration
    - vii. Any escape history will be reviewed by Administration
2. JAIL TRUSTY
  - a. Inmates may submit a request to “Trustee” on the tablet to be considered for Trusty work assignments. A limited number of jobs are available in food service and general housekeeping.
  - b. Jail Trusty Criteria
    - i. Must be charge/infraction free for 60 days
    - ii. Must be fully sentenced. Unsentenced inmates will be reviewed on a case-by-case basis if they are from Staunton, Waynesboro, Augusta County, Harrisonburg or Rockingham
    - iii. Cannot have more than 5 years left to serve on sentence
    - iv. Must not be entered in VCIN/NCIC as a gang member
    - v. Must have NO sex charges
    - vi. Must have NO kidnapping charges
    - vii. Must not have a pattern of violent crimes
    - viii. Must not have any malicious wounding charges
    - ix. Must be a minimum or medium security inmate
    - x. All assault of Law Enforcement charges will be reviewed by Administration
    - xi. Any escape history will be reviewed by Administration
3. WORK FORCE
  - a. Work Force requests are to be submitted to “Work Release/Work Force” on the tablet.
  - b. Only a limited number of work opportunities exist and a waiting list is maintained.
  - c. Assignment to the Work Force is a privilege. Inmates removed from the Work Force program due to a violation of facility rules will be charged in accordance with S.O.P. 3.28, Inmate Conduct and Discipline.
  - d. Work Force Criteria
    - i. Must be fully sentenced with no more than three (3) years total sentence or time left to serve
    - ii. Be minimum custody inmate, medium custody will be reviewed on a case-by-case basis
    - iii. No detainers or pending charges
    - iv. Have no record of escape or attempted escapes (including eluding) within the past five (5) years. Any history of escape will be reviewed on a case by case basis
    - v. Satisfactory jail adjustment record
    - vi. No gang affiliations
    - vii. No record of violent felony offenses within the last ten (10) years
    - viii. No history of sex offenses
    - ix. No revocation of Work Release or Community Inmate Work Program during the current incarceration
    - x. Have no pending disciplinary charges, no convictions for minor rule violations within the last 30 days or for major or serious violations within the last 90 days; and not more than 3 disciplinary convictions during your current confinement
    - xi. Must be medically cleared before being assigned
4. RESIDENTIAL WORK RELEASE
  - a. Residential Work Release requests are to be submitted to “Work Release/Work Force” on the tablet.
  - b. The Work Release Program allows inmates to continue ~~their~~ employment while serving their sentences. Inmates pay a daily room and board fee to the facility while assigned to Work Release.

- c. The Deputy Superintendent, Director of Operations, Work Release Supervisor and Work Release Coordinator will evaluate all inmates for assignment to the program.
- d. If you are removed from the program for misconduct, it may prohibit you from being selected to return to the program.
- e. Must be approved by the sentencing court(s) and/or DOC in addition of meeting criteria listed in “F”.
- f. Work Release Criteria
  - i. Must not have any pending charges (criminal or disciplinary) or detainers. You will be reviewed on a case by case basis if you have a disciplinary conviction at MRRJ
  - ii. Must not have ever been convicted of a felony involving violence or be considered a violent threat/risk to the community
  - iii. Must not have an escape, attempted escape (including eluding) within the past five (5) years. Any history of escape beyond five (5) years will be reviewed on a case by case basis
  - iv. Must be within sixteen (16) months of release on all charges sentenced by the cities of Staunton, Waynesboro, and Harrisonburg and the counties of Augusta and Rockingham.
  - v. Pre-trial inmates are not eligible
  - vi. Must not have a record of gang affiliations
  - vii. Must not have a history of sex offenses
  - viii. Must not have a history of violent crimes
  - ix. Must be legally employable in United States
  - x. Must be physically able to work and medically cleared to work by MRRJ Medical Department.
  - xi. Must be employed within The County of Augusta, Staunton, Waynesboro, City of Harrisonburg or Rockingham County
  - xii. The Director of Operations will determine who is eligible for the program.

\*Participation in any Work Program is a privilege and all applicants will be reviewed on a case-by-case basis. Any deviation from the above criteria must be reviewed and approved by the Chief of Support Services and/or Chief of Security, or higher authority. \*

- 5. Along with the above criteria for each Inmate Work Opportunity, you must be medically cleared and meet medical criteria including but not limited to:
  - a. Blood pressure consistently in the normal range (below 140/90)
  - b. Healthy cardiovascular and lung function
  - c. Ability to lift 50lb safely
  - d. No chronic pain issues or other physical limitations that would be worsened by working

### **HOME ELECTRONIC INCARCERATION / WORK RELEASE**

- 1. The Home Electronic Incarceration Program (HEI) serves as an alternative to jail incarceration for inmates meeting eligibility requirements of Code of Virginia §53.1-131.2.
- 2. Inmates are reviewed for assignment to the program by the Deputy Superintendent or designee, Director of Operations and Work Release Coordinator. Anyone approved by the jail must also be approved by the sentencing court(s) to which an inmate is detained on.
- 3. Inmates assigned to HEI pay a daily fee to the facility and are subject to drug testing, at their expense, prior to and during assignment to the program. Any owed court fines and/or child support payments must be made (minimum of \$25 per week).
- 4. All medical expenses while assigned to the HEI Program remain the responsibility of the inmate.
- 5. Inmates on this program will be monitored by Community Corrections staff 24 hours a day.
- 6. To be assigned to HEI inmates must:
  - a. Not have any detainers, outstanding warrants, or other charges filed against him/her prior to or after placement on the program
  - b. Not have a distribution of Schedule I or II controlled substance per state code §53.1-131.2
  - c. Not be serving a mandatory minimum sentence
  - d. Not be classified as Maximum security
  - e. Not have been removed from the Community Corrections program during current incarceration.

- f. Not be the respondent of an active protective order
  - g. Not have involvement in organized crime
  - h. Have a suitable residence in Augusta County, City of Staunton or Waynesboro, City of Harrisonburg, and Rockingham County.
  - i. Maintain an operable telephone that is compatible with the monitoring equipment.
  - j. Complete an application and sign acknowledging the rules and regulations.
7. Inmates with a history of the following offenses are not eligible for HEI:
- a. Malicious felonious assault or malicious bodily wounding
  - b. Robbery
  - c. Burglary
  - d. Any sex crime convictions
  - e. Felony violent crimes
  - f. Manufacturing, selling, giving, distributing, or possessing with the intent to manufacture, sell, give, or distribute a Schedule I or Schedule II controlled substance.
  - g. Assault on law enforcement conviction within the last 10 years
  - h. Conviction of child abuse or neglect within last 10 years
  - i. Escape or eluding within last 10 years
  - j. Any felony assault convictions within the last 10 years
  - k. Domestic assault convictions within the last 5 years
  - l. Conviction of any organized crimes
  - m. Fugitive from justice
8. Questions about HEI should be directed to the Community Corrections Coordinator.

### **TELEPHONE CALLS**

14. You can place collect calls from inmate phones located in the housing unit. You may get a limited amount of collect calls before the party you are calling must set up a payment plan with the phone system. To set up a payment plan your family/friends can call 1-866-230-7761. Additional funds added to the phones/tablets are limited to \$10.00 per day.
- 1. Your Telephone ID number identifies you and will allow you to access the phone system. It can be used to check account balance and place telephone calls. You are responsible for keeping this number confidential. MRRJ is not responsible for reimbursement for lost money on your account.
  - 2. Confirmed emergency messages will be delivered to you in your housing unit.
  - 3. With the exception of attorney phone calls, all telephone conversations on the inmate telephone system are automatically recorded and may be monitored. MRRJ maintains a list of local attorneys whose numbers are blocked from being recorded. If you have an attorney who you believe may not be on the list then a request is to be sent to “security” to have the attorney’s number blocked from the automated recordings. The request shall include your attorney’s name and telephone number. All requests will be verified prior to blocking a number from the automated recordings.
  - 4. 3-way calls are prohibited. Any inmate identified as attempting to make or successfully making 3-way calls are subject to disciplinary action and/or having the all involved numbers blocked from facility use.
  - 5. If commissary is ordered on your account by another inmate, you will be given that commissary and will not be allowed to order more until the next week.
  - 6. Instructions for telephone use:
    - a. Remove handset
    - b. Enter Telephone ID
    - c. Press “0” for English or “1” for Spanish (This will be your language for future calls)
    - d. If the system prompts you to record your name, speak clearly your full name. Your name is associated with your ID and will be used with all future calls.
    - e. Follow phone prompts for selections.

### **CELL DOORS**

- 1. If inside your cell during the day, your cell door may be closed and secured or you may leave it open. Any items lost or stolen from your possession is your responsibility.



2. During all lockdown times your door must be shut and secured.
3. If abuse of opening and closing of doors occurs, all doors may be locked at the officer's discretion.

## **VISITATION**

1. You may have one 15-minute personal, non-contact visit each week Monday - Friday. Visitation schedules are available on each pod. Attorney/client, pastoral and other professional visits are not included in this limit.
2. You may have up to 2 adults visitors or 1 adult and 2 children visitors per visit.
3. Visitors must have a government issued picture I.D. A guardian over the age of 18 must accompany visitors under age 18.
4. Prior to visitation, all visitors must register online at Mrrjva.Gov. Once approved, an email confirmation will be sent to the email associated with their account. Approved visitors must schedule visits at least 48 hours in advance, but no more than 7 days in advance.
5. Visitors must be signed in for the visit 30 minutes prior to the Start of their visiting time.
6. Items are not allowed to be brought in to inmates during visitation. Visitors who try to bring in drugs, alcohol, any unlawful items or any item not authorized by facility staff will be criminally prosecuted. Inmates who receive or attempt to receive these items will also be prosecuted.
7. Visits will be terminated immediately for any violation of law, ordinance, or policy. Eating and drinking inside the visitation area is prohibited.
8. Visitation may be denied on the basis that the visit(s) will jeopardize security or safety of inmates, staff or visitors. Visitation is a privilege and may be withheld as a result of formal disciplinary action.
9. You may request to block a visitor from visiting you, the block will be placed for the remainder of your current incarceration.
10. Visitation is not permitted while inmates are in Booking.
11. Attorneys are permitted to visit Monday-Friday during normal business hours, Monday and Tuesday evenings, and Saturday afternoons. For professional visits outside of these times, the individual must contact the Chief of Security to make special arrangements. Visits between inmates and attorneys are private and confidential. Inmates are permitted uncensored correspondence with their attorney(s).

## **GENERAL INMATE RULES AND CONDUCT**

1. Loud and disruptive behavior is prohibited.
2. Profanity and nudity are prohibited.
3. Loitering at pod entrance is prohibited.
4. Loitering is not allowed on the upper tier – you must be in your cell or on the bottom floor area.
5. Chairs or other articles, which may impede movement, are prohibited on stairs and the upper tier.
6. Chairs are not permitted to be in an inmate's cell at any time. (CL1 is an exception due to two inmates being housed in a cell and the table not having a stool)
7. Additional Chairs (plastic chairs) around the metal dayroom tables is prohibited.
8. Legs and feet are not allowed on pod furniture, walls, doors, etc.
9. Leaning back on chairs is prohibited.
10. Do not sit on tables, stairs or railings.
11. Inmates must shower at least twice weekly and maintain high hygiene standards at all times.
12. Fingernails no longer than 1/8<sup>th</sup> inch beyond end/tip of fingers.
13. Inmates housed on the bottom floor are not allowed on the upper tier unless authorized by an officer.
14. Inmates are not allowed in another inmate's cell.
15. Exercising is not permitted in the dayroom.
16. Inmates must be fully clothed in their inmate uniform at all times when outside cells.
17. Inmates must wear a combination of pants, a white shirt, or the inmate uniform at all times while inside their cells. Inmates shall not be unclothed or only be wearing their underwear at any time other than when dressing and undressing.
18. When dressing and undressing, face your bunk with your back to the door.
19. Cells must be maintained in a clean, orderly state at all times. Beds must be made when not occupied.
20. All of the property you are authorized to have in your possession must be able to fit into your property tote. Any excess property is considered contraband and will be confiscated and destroyed.

21. Only push call boxes for emergency situations.
22. Nothing is to be pasted on/attached to the lights, walls, windows or vents.
23. Any sexual activity between inmates is prohibited by MRRJ policy. Sexual activity between inmates and jail employees is illegal by law. Middle River Regional Jail prohibits any acts of sexual misconduct, sexual violence and sexual abuse by inmates, staff, contractors/vendors, visitors, volunteers, or any other government employee.

## **INMATE DISCIPLINE**

### **VIOLATIONS OF RULES AND REGULATIONS**

1. Disciplinary actions will be taken for violations of rules and regulations. Criminal prosecution will result if you violate the law. Restitution will be imposed for repairs or replacement costs, including shipping, labor and miscellaneous expenses when property damage occurs. Restitution will include required medical treatment, cost of other professional services, travel and hospital escorts.
2. Inmates found guilty of battery violations will not be permitted possession of batteries in the future.
3. Violations are defined as Minor and Major, depending on the severity of the violation.

### **GENERAL RULES**

While this list is not all inclusive, the following is a list of actions which interfere with the orderly operation of the facility and are considered a violation of facility rules:

1. Profanity, derogatory remarks or gestures to visitor, staff or another inmate.
2. Making unnecessary noise unless for an emergency (shouting, whistling, pounding on doors).
3. Not doing routine duties, such as cleaning housing area, making bed, maintaining personal hygiene.
4. Not wearing the complete inmate uniform when out of cell or wearing the uniform improperly.
5. Wearing jail issued shorts out of the cell when not going to/from recreation or to/from the shower before 1800 count. Open dorm inmates may wear shorts before 1800 count only at their designated bunk area.
6. Horseplay or teasing another inmate.
7. Taking unauthorized items to recreation, visitation, programs or outside transports.
8. Unauthorized communication between pods, including hand gestures.
9. Failure to keep all property in cells stored in property storage bin. Property not kept in bin is subject to confiscation.
10. Being on the second tier if not housed there, or congregating on second tier.
11. Sitting on dayroom tables or backs of chairs; leaning back or rocking on chairs.
12. Putting feet on or leaning on walls, banisters or railings.
13. Using pillows, mattress, bed linens, or blankets in dayroom area.
14. Drawing, marking or coloring on walls, floors, or other areas of the facility.
15. If Inmate Worker, violation of work rules.
16. Failure to follow institutional or posted rules and regulations, including the Inmate Handbook.
17. Misuse of, or filing a false medical request or request for information, etc.
18. Unexcused absence from place of assignment.
19. Failure to follow safety or sanitation rules.
20. Disrespect or harassment toward a staff member, volunteer, visitor or other inmate.
21. Throwing any object in day room or common area.
22. Failure to keep all doors, walls, windows and ceilings free of posted signs, posters, pictures or other items.
23. Keeping food or drink in your cell that was not purchased from Commissary.
24. Failure to follow hygiene standards.
25. Possession of excess issued items.
26. Failure to turn in a food tray or utensil.
27. Abusing privileges.
28. Talking, stopping, or delaying inmate movement while outside the housing unit.
29. Failure to keep all cell doors clear of obstruction in order to ensure proper air circulation and vision throughout the facility.

### **MINOR VIOLATIONS – 200 SERIES**

201. Failing to follow the directions of staff (Disobeying a direct order)
202. Gather around or approaching any person in a threatening or intimidating manner
203. Using vulgar, abusive, derogatory, or insolent language

204. Lying to staff
205. Harassing staff or demanding/receiving anything under threat of any kind
206. Using intercoms/call boxes for anything other than an emergency, unless directed to do so by staff
207. Stopping or delaying movement, to or from housing
208. Refusal to accept work assignment
209. Moving housing assignments without permission (bunk, cell, pod, etc.)
210. Throwing/dropping or otherwise causing any object to become airborne or move across the floor
211. Damage to, alteration, defacing, or misuse of facility or another person's property (\*Depending on extent or nature of damage, the charge may be elevated to 137 Major Violation\*)
212. Failing to wear full inmate uniform at all times in the dayroom or when leaving the housing unit
213. Wearing items on the head while outside of the cell, unless approved for religious purposes
214. Tattooing self or others, or having any tattooing paraphernalia
215. Tampering with televisions, telephones, tablets, kiosks, tablet charging stations, microwaves or vending machines
216. Abusing privileges
217. Disrupting or abusing programs, health services, religious services, food services or visitation
218. Hanging and/or attaching items from/to walls, lights, vents, bunks, ceilings, windows, doors, railings or floors
219. Failing to keep the dayroom and cells clean, orderly, and sanitary, or failing to clean as instructed by staff.
220. Jumping or hanging from banisters, railings, stairways or fixtures
221. Horseplay, running, screaming, yelling or otherwise causing a disturbance
222. Gambling in any form
223. Buying, selling, trading or transfer of property or money between inmates
224. Locking another inmate in his/her cell
225. Threatening other inmates
226. Communicating, harassing, or interfering with the work of inmate workers involved in performance of their duties
227. Unauthorized contact between inmates, visitors or public
228. Communication with people outside the facility through windows or other openings, including hand gestures.  
Attempts to communicate with people outside the facility during transportation is included in this violation
229. Being in an unauthorized area
230. Entering another inmate's cell or living quarters
231. Violation of work or program agreement
232. Failing to follow proper procedure for obtaining medical services or feigning (faking) illness
233. Manufacture, possession, or transfer of forged documents
234. Possession of stolen property
235. Unauthorized possession of money
236. Charging or accepting any compensation for legal assistance
237. Unauthorized possession of Commissary items
238. Purchasing Commissary items for another inmate
239. Passing or attempting to pass items between housing units. Unauthorized communication between housing units.
240. Violation of conditional probation of a Disciplinary Hearing penalty as suspended/taken under advisement for any  
Minor Violation (200 series)

#### **MAJOR VIOLATIONS – 100 SERIES**

101. \*Killing of any person
102. \* Escape, trying to escape, helping another inmate to escape, failure to return at designated time, or walking away from assigned job (i.e., HEM, HEI, Workforce, or furlough)
103. \* Seizing or holding hostages or in any manner unlawfully detaining any person against his/her will
104. \* Possession of staff uniform(s), or parts of the staff uniform
105. \* Concealment of identity, falsely identify self to staff, hiding or wearing a disguise
106. \* Inciting or participating in a riot or a group demonstration
107. \*Sexual assault
108. \* Assault, or instigating assault, on staff/another inmate
109. \*Having a weapon, chemical agent or substance, explosive or any object which has been changed so it can be used as a weapon
110. \* Arson, setting or attempting to set a fire, or causing an object to combust by any means
111. \* Engaging in sexual activity involving another person with/without consent
112. Interfering with count procedures

113. Interfering with security operations or mechanical devices of the facility which may include but is not limited to tampering with or blocking windows, vents, locking devices, plumbing, life support or fire control systems
114. Flooding or attempting to Flood any area
115. Refusing/Failing to immediately lockdown or lock back when instructed to do so, or at designated times prior to count/meals
116. Failing to follow the directions of staff thereby causing a security breach
117. Creating any security disturbance which causes staff to respond
118. Fighting, assisting in, or inciting a fight with another inmate
119. Under the influence of drugs, alcohol or intoxicants (pertains to any use of un-prescribed drugs or medication)
120. Possession of contraband or anything not approved for you to have
121. Possession of drugs, alcohol or intoxicants or, paraphernalia associated with their administration/manufacture
122. Resisting Restraints- inmates refusing to place their hands, feet or limbs in a position as instructed by staff; also, to include pulling away from staff while attempts are made to restrain (handcuffs/shackles/waist chain or belt/etc.)
123. Throwing, tossing, propelling, or causing to move any bodily fluids
124. Attempting to commit Suicide/Self-Harm- Any action that causes/may cause injury to oneself
125. Extorting, blackmailing, or attempting to control any person by force or threats
126. Use of either verbal or physical threats (direct or indirect), bullying, coercion, force, or intimidation against staff
127. False statements or charges against an employee
128. Offering a bribe or anything of value to staff, visitor or another inmate
129. Indecent exposure or indecent proposals to any person- Inappropriate advances, request for sexual favors verbally or by gestures, or actions of a sexual, derogatory or offensive nature directed towards any person
130. Inappropriate touching or any physical contact on the body of another person in a manner to promote sexual stimulation or gratification, either directly or through clothing
131. Possession of facility issued or other medication without authorization, stockpiling medication, misuse of medication, sharing, trading or selling medication to others
132. Smoking and/or possession of tobacco or inhalants in any form
133. Adulteration, dilution, substitution of specimen for the purpose of compromising the results of the drug test or refusing to submit to drug/alcohol testing
134. Plotting/Planning of one or more inmates to break the law or violate facility rules
135. Failure to relocate- refusing to move to an assigned pod or cell at the direction of staff.
136. Entering/leaving housing area without permission
137. Malicious destruction, alteration, or misuse of facility or a person's property
138. Theft or assisting another to commit theft
139. Participating in acts for the benefit of a Gang, or gang-like activity, including but not limited to assault, fighting, recruiting, use codes, signs, dress or other outward manifestations of gang involvement or association
140. Unauthorized use or abuse of mail, tablet communication, or telephone to commit fraud or any other purpose
141. Refusal to provide a DNA sample
142. Violation of conditional probation of a Disciplinary Hearing penalty as suspended/ taken under advisement for any Major Violation (100 series)
143. Habitual Misconduct- Continued violation of major or minor rules which establishes a pattern of disregard for rules, repeating the same Violation or one of similar nature

*\* Violations for which a penalty offer is not authorized*

## **SANCTIONS SCHEDULE FOR VIOLATIONS**

1. The following penalty range for Minor and Major Violations may be imposed for a violation of rules:
  - a. Minor 200 Series Violations: Penalty "a" through "f"
  - b. Major 100 Series Violations: Penalty "a" through "h"
  - c. Penalty Offer/Plea Agreement: Penalty based on series of the Violation as indicated above
  - d. Violation of Conditional Suspension
    - i. Violation Code 134 or 142: Only the un-served portion of a previously suspended penalty may be re-imposed upon conviction of Violation Code 134/142

## **PENALTIES**

1. The following penalties may be imposed for the Code of Violations. Penalties are listed in order of severity from least to most severe.

- a. Reprimand
- b. Loss of one of the following privileges for a maximum of 60 calendar days:
  - i. Commissary (A one-time purchase of a reasonable quantity of writing materials, over-the-counter medications, and personal hygiene items will be allowed)
  - ii. Recreation
  - iii. Telephone (Verified legal phone calls are allowed)
  - iv. Personal Visiting (Attorney & religious adviser visits are allowed)
  - v. Confiscation of personal radio or loss of tablet privileges
- c. Loss of two of the following privileges for up to 60 calendar days for Minor Violations and up to 90 days for Major Violations. The loss of two privileges should be concurrent with each other, for the same number of days during the same time period.
  - i. Commissary (A one-time purchase of stamps, reasonable quantity of writing materials, over-the-counter medications, and personal hygiene items will be allowed)
  - ii. Recreation
  - iii. Telephone (Verified legal phone calls are allowed)
  - iv. Personal Visiting (Attorney & religious adviser visits are allowed)
  - v. Confiscation of personal radio or loss of tablet privileges
- d. Cell or quarters restriction for maximum of 30 calendar days. (Only allowed to leave cell/sleeping area for showers, visitation, or religious adviser visits after which they will return to their assigned cell/bed.)
- e. Restitution
- f. Disciplinary Detention status from 1 to 15 calendar days
- g. Disciplinary Detention status from 1 to 30 calendar days
- h. Loss of up to 30 days good conduct allowance and disciplinary detention from 1 to 30 days

### **HEARING PROCESS FOR VIOLATIONS**

1. Violations will be reported and charged using a Disciplinary Charge Sheet. A Hearings Officer will hear and decide charge(s) against you.
2. You may present evidence during the hearing unless you waive the right, are unruly before or during the hearing, or pose a security risk. You may have help explaining the process either before or during the hearing. You must submit a request to “security” requesting help at least 2 hours before the hearing.
3. At the hearing you will have a chance to make a statement, have a witness(es) give a statement on your behalf and to present evidence.
4. An account of the hearing, findings from Hearings Officer and any penalties against you will be recorded. You will receive a written copy of this information.
5. The charging officer does not have to be present on Minor charges.
6. The Shift Lieutenant or designee may give you a plea bargain option.

### **DISCIPLINARY APPEAL PROCEDURES**

1. You have the right to appeal a guilty finding or any punishment to the Chief of Security.
2. The appeal must be made within 24 hours after receipt of the findings. The appeal must be submitted in writing to the Chief of Security. The penalty imposed will not be suspended pending the outcome of the appeal. The appeal authority will affirm, modify or reverse the decision of the Hearing’s Officer. The appeal decision is final.
3. If you were in Pre-Hearing Detention and are subsequently found guilty, the time you served will count towards any time imposed but will not count towards Loss of Privilege sanctions.

### **RELEASE FROM JAIL**

1. You will be released upon completion of sentence; dismissal of charges; or posting of bond. Sentence completion releases occur each morning at a designated time. No exceptions.
2. Before leaving the housing unit, you must clean your individual area in the cell.
3. You will be escorted to the booking area where you will change clothes and return all jail issued items.
4. You will be issued a card/check refunding the money in your Inmate Account.
5. You will sign a Property Release Form and Inmate Account Form verifying the return of your property. Immediately report to the officer any discrepancies between the property returned and your Property Release Form. Do NOT sign the Property Release Form until you have accounted for your property in front of the officer.

6. You will be asked for a forwarding address.
7. If you have any medications here at the jail, you will need to contact the medical department once you're released for receipt of your medication supply.

## **INMATE KEEP FEE**

Effective October 1, 2012, Middle River Regional Jail began charging a \$3.00 per day fee pursuant to Virginia Code §53.1-131.3 to defray costs associated with the inmate's keep.

1. Procedures
  - a. During the booking, classification and orientation process, the inmate will be made aware of the inmate keep fee.
  - b. The inmate will be given and be required to sign a form advising him/her of the fee amount. This information will be provided at the same time the inmate is provided with other Middle River Regional Jail program and procedures information. If an inmate's arrival date and release date are within 24 hours, the inmate shall be charged only the equivalent of one day's fee (Release processing in OMS will trigger one day's debit on the inmate's account.).
  - c. Each time the inmate is charged the inmate keep fee; the deduction shall be reflected on the inmate's account. Should the inmate have no funds, then the account will be debited until funds are available. The keep fee will debit each day the inmate is housed at Middle River Regional Jail. If the inmate has no money on his/her account, the account will continue to debit and establish a cost recovery balance. Upon release from MRRJ, the cost recovery balance will remain. In the event the inmate returns to MRRJ, the outstanding cost recovery balance due upon release will again become active.
  - d. Inmates will receive 50% of any deposit that is made to an account that is in cost recovery status for room and board fees. The remaining 50% will be credited towards the inmate's cost recovery balance.
  - e. The following inmates are exempted from the daily keep fee:
    - i. Work Release Inmates
    - ii. Work Force Inmates
    - iii. Inmates assigned to Trusty jobs
  - f. Federal Inmates being held in this facility will not be charged the daily keep fee. Federal authority 18 USC 4013(d) only allows health care services to be assessed on Federal inmates.
2. Procedures for Refund
  - a. A refund will be given to any person who is acquitted "NOT GUILTY" on all filed charges.
  - b. Any person receiving deferred adjudication by the Court pending community corrections programming or whose charges are dismissed/nolle prosequi as the result of successfully fulfilling another court mandated shall NOT be eligible for a refund.
  - c. Any person eligible for a refund must submit a request in writing within 60 days of his/her release to the Jail Superintendent.

<b>INDEX</b>	<b>PAGE</b>
Admissions .....	1
Cell Doors .....	15
Classification and Housing Assignments .....	1
Commissary.....	11
Daily Routine .....	12
Emergency Alarms & Evacuations .....	11
Food Service .....	12
General Inmate Rules and Conduct .....	16
Home Electronic Incarceration .....	14
Inmate Count .....	7
Inmate Discipline / Violation of Rules & Regulations .....	16
General Rules	
Minor Violation	
Major Violations	
Sanctions Schedule	
Penalties	
Hearings	
Appeal Procedures	
Inmate Funds .....	8
Inmate Grievance Procedure .....	7
Inmate Identification Card / Band .....	2
Inmate Keep Fee .....	20
Inmate Marriages .....	5
Inmate Movement .....	6
Indigent Packs .....	9
Inmate Programs .....	4
Inmate Rights .....	1
Inmate Services .....	6
Inmate Tablets.....	7
Inmate Work Opportunities .....	13
Trusty	
Work Force	
Lights Out / Lockdown .....	9
Mail .....	9
Medical and Dental Services .....	3
Mental Health Services .....	3
Personally Owned Clothing & Other Property .....	2
Recreation / Leisure Time .....	9
Release from Jail .....	20
Religious Services .....	6
Search of Inmates, Housing Units, Cells & Facility .....	11
Staff – Inmate Communications .....	1
Telephone Calls .....	15
Visitation .....	15
Work Release .....	13