

GALLIA COUNTY JAIL



INMATE HANDBOOK

Matt Champlin
Sheriff

Lt. Seth Argabright
Jail Administrator

INTRODUCTION

The following rules and regulations state what is expected of you and what the jail staff can do for you while you are incarcerated in the Gallia County Jail. You are required to read these rules. If you do not understand them or cannot read well, ask the Corrections Officer or Deputy to explain them to you. Your signature on the booking sheet will indicate that you have received these rules and regulations. These rules and regulations are intended to ensure safe custody, a decent living condition and fair treatment for all inmates.

MANAGEMENT

The Gallia County Jail is managed and controlled by the Sheriff. The Sheriff and staff are required by law to maintain security, decent living conditions and fair treatment for all inmates.

A. The Sheriff shall approve all rules and regulations for governing the Gallia County Jail

B. Only the Sheriff and his/her designee shall grant exceptions to the Rules and Regulations.

CONDUCT

Good behavior and moral conduct will be expected from all inmates confined in the Gallia County Jail. Any form of gambling is strictly prohibited and any form of fighting is prohibited. You must obey all Inmate Rules and Regulations and follow deputy and correction officer instructions. You must conduct yourself in an orderly manner with respect for the rights of other inmates. If you fail to conduct yourself in the proper manner, you may lose privileges, which are permitted for inmates in good standing. An inmate shall not attempt to control the actions or behavior of any other inmate by threat, promise, fear, or force by any other means. You shall not ridicule, tease, harass, or molest another inmate. While you are in jail, if any of your actions are in violation to the law you can be charged with that crime.

PERSONAL PROPERTY

Inmates are not permitted to have valuable articles in their possession. This includes ALL jewelry. Inmates are not permitted to transfer property to other inmates. This includes commissary items, money in their commissary account, clothing, etc. Property found in this violation will be confiscated and held until you are released. At the time you are booked in, all property turned over to the deputy will be inventoried on your booking sheet. Your signature is required at this time. You may release any personal property, by filling out a "property release form" and having a family member or friend pick it up Monday through Friday, from 8am to 4pm at the Sheriff's Office. Medications or medical supplies will be approved by the Gallia County Jail's Nursing Staff. Upon release, your property minus any property released by you will be returned to you and your signature is once again required. Once an inmate is released, regardless of transport or extradition circumstances property must be picked up within 14 days of release. If the inmate's property is not picked up within the 14 day time period it will be destroyed. Your signature fully acknowledges the fact that you have received all of the items listed on the booking report. Any complaint regarding property returned must be made in writing with specific details of the complaint and your personal contact information. Complaints will be answered within 72 hours, excluding holidays and weekends.

Infested garments may be destroyed under the direction of the Sheriff at any time.

You may possess in your jail cell the following personal items:

1. Court papers pertaining to your case
2. Personal letters
3. Three (3) pictures of family or friends

Any items in excess of this will be stored in your property bag along with your clothing in the inmate property storage room until your release. If your property bag becomes full, you will be required to have a family member or friend come to the jail and pick up these excess items. Nothing is to be kept under your mattress; all items must be kept in mesh bag. The idea behind this is fire prevention.

The only items allowed to be brought in for you are: eye wear, medication, medical devices and/or supplies. All items must be approved by the jail physician.

INMATES SENTENCED TO PRISON

Inmates sentenced to prison will be required to fill out an *Inmate Sentenced to Prison Property Release Form*. The form can be found on the inmate kiosk in each housing unit. All personal items must be picked up by the family/friends within fourteen (14) days of the inmate being transported to prison. Any items not picked up will be disposed of. **IT IS YOUR RESPONSIBILITY TO NOTIFY FAMILY/FRIENDS TO PICK UP YOUR BELONGINGS, NOT OURS.**

MONEY

No inmate is permitted to have money on his person at any time. At the time of booking, your money will be counted in your presence and placed into a commissary account and a copy of that receipt will be given to you. Upon your release, the balance in your commissary account (minus fees) will be returned to you in the form of a debit card.

MONEY OWED

Any inmate who owes any type of fee to the jail will have it deducted from every deposit into their account until the fee(s) is paid. Any balance owed will be taken in full at the time of your release and/or transfer to another facility.

MATTRESSES AND OTHER BEDDING

Your mattress and all other bedding shall be kept on your bed at all times. You shall not remove a mattress or other bedding from any other bed at any time. Anyone doing so will be subject to disciplinary procedures.

CONTACT SPORTS

Contact sports are prohibited. Anyone doing so will be subject to disciplinary procedures.

COMMUNICATION WITH OTHER INMATES

You are prohibited from the passing of notes, letters, commissary, or any other items between inmates in other housing areas. Anyone doing so will be subject to disciplinary procedures. You are not permitted to mail letters to other inmates within this facility via the US Mail Service.

SLEEPINGS HOURS

Sleeping hours are from 10:00 pm until 6:00 am. You are to be quiet and in your bed during these hours. All televisions and phones will be turned off. Violations will be subject to disciplinary procedures.

SHAVING RAZORS

Razors are handed out when ask between 06:00 and collected by 06:30. When you are done shaving, you are to keep your razor (do not lay them down in the sink, on the bars, or on your bunk). Return the razor back to the Corrections Deputy in the same condition as you received them with the safety cap in place. Do NOT attempt to break the razor or attempt to remove the razor blades. Altered razors by inmates will be subject to disciplinary procedures. It is your responsibility to ask for and use the razors.

INMATE MOVEMENT

While being escorted from your housing areas to any jail related function, there shall be no loud noises, horse playing, and talking shall be kept to a minimum.

- 1. All inmates shall be subject to being searched whenever entering or leaving the jail's security perimeter.**

JAIL PROPERTY

Each inmate shall be supplied with a clean mattress, clean blanket, clean uniform, clean towel, clean mattress cover, and/or necessary articles as may be safely allowed by the Sheriff. The Jail Staff may also furnish and provide the inmates confined and therein with such literacy matter of moral character deemed proper. Inmates shall not transfer any equipment assigned to them to another inmate. Inmates may be prosecuted for any destruction, marking, or defacing of any County Jail Facility property and be subject to disciplinary procedure.

Mesh Bags will be given during booking and will contain all items needed for inmates such as, hygiene kit, sheet, blanket, towel, and a pillow. All commissary and inmate property will be kept in the mesh bag for the duration of the inmates stay. Any items found outside the mesh bag will be considered contraband and will be confiscated.

Inmates will receive an identification cards when booked into the, Gallia County Jail. Inmates will be required to wear their wrist band at all times. Identification cards will be scanned to receive meals, medications, commissary, and track inmate movement. Destruction or loss of this identification card will be \$10.00 to replace. Sharing and/or taking another inmates identification card will result in disciplinary action.

The following is a list of items and the replacement costs that you will be responsible for if such is damaged

1. 1 Blanket- \$10.00
2. 1 Sheet- \$6.00 each
3. 1 Towel- \$2.00
4. 1 Mattress- \$100.00
5. 1 Uniform Shirt- \$7.00
6. 1 Pair of Uniform Pants- \$10.00
7. 1 Pair of Shower Shoes- \$3.00
8. 1 Suicide Smock- \$125.00

9. 1 Mesh Bag–
10. 1 Identification Card-\$10.00

There will be disciplinary action to follow if an inmate damages any property or item(s) provided by the, Gallia County Jail. This includes, but is not limited to brooms, clippers, TV remotes, fans, etc.

EXTRA ITEMS

No one is permitted to have any extra items. Anyone doing so will be subject to disciplinary procedures.

CARE OF LIVING QUARTERS

All inmates, both sentenced and un-sentenced, shall keep their cells clean at all times. This includes walkways, floors, and bunks, cleaning the toilet and basin. Cleaning materials will be placed in the housing units each day for cleaning. All inmates shall be responsible for the cleanliness of their area and day areas.

An accumulation of excess personal property in the cells shall be removed and property stored. See list of permitted items under the title PERSONAL PROPERTY.

1. No property or material will be hung or placed on the walls, air vents, lighting fixtures, or cell bars.
2. No excessive amounts of food shall be kept in the sleeping areas.
3. Nothing is to be kept under your mattress.
4. Only one empty pop bottle and one styrofoam cup is allowed to be kept.
5. Mattresses, blankets, or other bedding shall remain inside your assigned sleeping area. Nothing is to be hanging on the cell bars or sticking outside of cells.
6. Beds will be made daily and/or as instructed by the Jail Staff.

Daily inspections will be held to assure compliance with these rules. Any violations will be subject to disciplinary procedures.

CELL INSPECTION

You will be held responsible for any damage to your housing area. You will be given the opportunity to correct the problem, make payment for damages, or charges will be filed. You may also be subject to disciplinary procedures. If a roommate or any other inmate damages your housing area, it is your responsibility to report the damage immediately. If you do not report damages, you will be held accountable for the damages. Damages include but are not limited to: writing and/or drawing on the ceiling, walls, doors, sinks, tables, or anywhere else in your housing area.

HOUSING UNIT SEARCHES

Searches of housing units are performed on an unannounced and irregular basis. You will be subject to disciplinary actions if any of the following are discovered:

1. Extra jail issue property
2. Excessive hygiene products
3. Any items stuck to the walls, floors, doors, windows, or lights
4. Leftover food items (other than commissary items)
5. Damage to jail property (including writing on doors, walls, etc.)
6. Any item considered as contraband

HOUSING UNIT DOORWAYS

When an officer is opening or closing the main door to the housing unit all inmates have to remain four (4) feet away from the main door to the block. This is for both yours and the officer's safety. Any violations will be subject to disciplinary procedures.

FOOD

You will be served three meals a day at regular intervals. The food will be wholesome and the type available in the community. The menu has been previously reviewed for its nutritional balance content. Anyone requiring a special diet for medical reasons shall advise the medical staff. Any reason other than medical, advise the jail staff. All special diet requests shall be in writing. All special diet requests will be reviewed and a reply given. All uneaten food shall be disposed of in the trash container and the empty trays and cups stacked neatly on the counter. No food shall be stored for consumption at a later time unless there is a medical reason and the jail physician has approved it. Anyone doing so will be subject to disciplinary procedures.

When receiving food trays, you must have no less than your pants, t-shirt and shoes on.

Meal times: Breakfast 0600-0630 hrs.

 Lunch 1200-1230 hrs.

 Dinner 1800-1830 hrs.

HANDLING OF TRASH

All trash shall be disposed of in authorized trash containers. No trash shall ever be thrown in the toilets, sinks, showers, etc. Anyone doing so will be subject to disciplinary procedures.

SHOWERS

It is important that you keep yourself clean. You are required to shower within 48-hours of arriving into the jail facility and daily thereafter. Shower facilities and necessities for personal hygiene practices will be provided.

1. The shift commander may require an inmate to shower whenever he/she may deem it necessary for the health of the inmate or sanitary condition of the jail facility.
2. All inmates are required to wear the prescribed uniform.

COMMISSARY

Stellar Services provides the commissary for the Gallia County Jail. All commissary orders are placed using the inmate phones in the cells.

All inmates at the time of booking will be given a personal identification number (PIN). With this number, you will order commissary. **The Gallia County Sheriff's Office will not be responsible for any lost or stolen commissary.** Once you have ordered from the commissary, your money cannot be returned. If you are released or transferred to another facility before your commissary order arrives, you must make arrangements to have the items picked up within three (3) days of your release. If commissary order is not claimed within three (3) days, will be disposed of.

Any questions concerning anything titled "commissary" should be in writing to the Commissary Clerk.

Commissary schedule is as follows:

1. Small commissary: Monday, Wednesday, Friday.
2. Big Commissary: Needs to be submitted no later than 10:00 AM on Mondays.

HAIR CUTS

Clippers will be supplied to inmates on Wednesday & Sunday prior to uniform changeout.

JAIL CLOTHING

The jail clothing issued to you at the time of booking ensures that your personal clothing will not be damaged or harmed in any way. You will be able to secure a change of clothing twice a week.

Jail facility uniform: (1) one orange shirt, (1) orange trouser, and a pair of jail shoes.

Your jail clothing shall fit and be worn properly. Your entire uniform must be worn whenever you are out of your housing area. When receiving food trays or anytime you are outside of your cell and/or exercising outside of your cell, you must have no less than your pants, t-shirt, and shoes on. Nothing is to be worn around your head. Violations of the above rules may result in disciplinary actions.

PERSONAL CLOTHING FOR TRIAL

In the event you are going to a jury trial, appropriate clothing for court appearances may be brought to you. These articles must be presented to the jailer for inspection prior to you receiving them.

LAUNDRY SERVICE

All clothing and bedding items are laundered before being issued. Clothing will be changed out twice a week, bedding and blankets once a week. You are responsible for all items issued to you.

All laundry items will be accounted for at times of exchange. The laundry schedule is as follows:

Wednesdays: clothing, linens, and blankets. Sundays: clothing only.

All personal laundry will be done on Mondays and Fridays.

RECREATION

Inmates shall have access to an exercise area at least one (1) hour a day, five (5) days a week. The dayroom is considered as an exercise area. Indoor recreation shall be offered as much as possible depending on programming and security needs. Recreation time includes board games and exercise bands. Recreation rules:

1. No contact sports
2. No excessive loud noise or horse play
3. No arguing, shouting, whistling, rattling or pounding on doors or windows
4. No throwing items at windows and/or security cameras.

Violations of any of the above rules may result in disciplinary actions.

VISITS

Each inmate will be permitted a total of 30 minutes each week to have visitors. All visits need to be scheduled through www.icsolutions.com. Inmates must wear complete jail uniform during visit. Any exception to this policy must be approved by the Jail Administrator or his/her designee.

REMOVE AND/OR RESTRICT VISITATION:

The Sheriff or his/her designee has the right to remove and/or restrict visitation for any inmate or visitor. Criteria for this would be based on:

- Security (intoxication, clear and present danger, past history of bad conduct)
- Domestic violence (protection orders)
- Violations of jail rules and regulations
- Inmate refuses visit

SPECIAL VISITS

Inmates may make a request for special visitation in writing to the jail administrator when extreme difficulty of hardships may be present.

- Your attorney may visit with you at any reasonable time.
- Visits by clergy at any reasonable time by appointment.

U.S. MAIL

The mailing address to receive mail is:

Inmate Name
Gallia County Jail
535 Second Avenue
Gallipolis, OH 45631

If you wish to receive and send mail, you may do so. You are not permitted to receive any boxes, packages, or parcels. Your incoming mail will be inspected by Corrections Deputies for contraband only and will not be read. The mail sent to you by the court, attorney or public officials may be inspected for contraband only. If you send mail to the court, it will be delivered without delay.

Withholding of any correspondence will not be used as a form of punishment. All incoming mail will be passed on to you daily. If you are indigent you will be provided envelopes, paper and a pen in order to write and send letters (two letters per week). All indigent mail will be collected and mailed out. All outgoing mail must have a return address on it or it will not be mailed. Outgoing mail will be handed to the Corrections Officer unsealed for inspection, any mail that is sealed prior to handing to the Corrections Officer will be handed back.

PHONE CALLS

As an inmate, you will be permitted to make one phone call upon your original confinement to your party of choice. Upon request we will contact your lawyer to arrange a time for you to speak. Long distance calls will be placed as collect calls. The county will not be responsible for the cost of long distance telephone calls.

Once you are placed into general population you may use the phones in the housing units between 6:00 am and 10:00 pm seven days a week unless the privilege has been taken away for disciplinary reasons. All phones in the housing units are out going collect calls. Inmates may not use the jail business phones.

I.C. Solutions is the Phone provider for the Gallia County Jail.

How to create a new account and set up pin number?

1. Pick up receiver and press 1.
2. Listen to menu options, press 2 to set up account.
3. When prompted, enter your jail ID number
4. Create a four (4) digit pin
5. When prompted, state your name (this will be what the other party hears when you call them).
6. When prompted, you will need to say United States of America 3 separate times after a beep sound, and say United States of America the same way each time.

DISTRIBUTION OF MEDICATION

If are on medication, you will be advised by the Corrections Deputy/Jail Nurse to approach the housing unit door to receive your medications. You need to bring something with you at the time of medication administration to assist in swallowing the medications. You will not be permitted to walk away after the medication is administered in order to retrieve something to swallow the medication. Any violations will be subject to disciplinary procedures.

MEDICAL SERVICES

Reasonable and customary medical treatment is available to you as an inmate in the Gallia County Jail. This service shall be administered by a physician or qualified medical person. You will have an opportunity to report an illness on a daily basis in writing on a Medical Request Form which will be picked up daily. Medical requests must be submitted on the approved medical request form. Sick calls will be conducted by the jail physician or approved medical personnel at least once weekly.

- Each inmate shall be given a physical within his/her 14th day of incarceration.
- Inmates requiring special attention may be moved to an observation cell at the discretion of the medical or supervisory staff
- All medical complaints shall be recorded and kept on file.

Accidents do not always qualify as an emergency. An emergency is defined as a life-threatening situation.

RELIGIOUS SERVICES

The exercise of religious beliefs shall be limited only by legitimate security and operational considerations. All inmates can practice their religion through access to religious publications and/or religious symbols. No religious symbols made of metal or some other material that can be easily made into a weapon will be permitted. Inmates will have equal status and protection of all recognized religions.

If an inmate wishes to meet with his/her own pastor and cannot make the arrangements on their own, they should make the request in writing to the jail administrator. If an inmate does not know whom to contact, the jail administrator will contact the council of churches. When arrangements have been made

for the appropriate representative to visit, the inmate will be informed. All visits by clergy will follow the guidelines set forth in the rules of *Special Visits*.

Due to security and operational considerations, there are no religious services being conducted within the jail at this time.

PROGRAMS

An inmate may request any of these services by doing the following:

- Drug and Alcohol counseling (writing the court(s) having jurisdiction of your charges)
- Clergy and individual minister services (writing the jail administrator)

TRUSTEE PROGRAM

The criteria for an inmate to be considered for the trustee program are:

1. Must be sentenced;
2. Never convicted of drug trafficking;
3. Never convicted of an escape;
4. The approval of the jail administrator.

If you are interested in becoming a trustee, write the jail administrator and/or designee. All letters will be read and considered (you will not receive a reply in writing). Things that will be taken into consideration before choosing a trustee are: behavior, past history, length of sentence, and recommendations of the staff. Both male and females may apply.

Some of the duties of the trustees are maintenance of the building, cleaning of department vehicles, laundry, and kitchen duties.

ESCAPE

Any inmate who escapes, attempts to escape will be prosecuted as provided by law.

CONTRABAND

Any inmate responsible for bringing into the jail weapons, tools, narcotics, drugs, alcohol, tobacco, hallucinogenic substance or any items not issued or approved by the jail staff will be prosecuted as provided by law.

GRIEVANCE PROCEDURE

Any inmate may submit a grievance to the Sheriff/Jail Administrator, without fear of reprisal, for anything he/she feels is wrong with the operation or administration of the Gallia County Jail. All grievances shall be submitted on ordinary writing paper containing all facts shall be confidential.

The sheriff shall give fair and prompt consideration to any grievance and shall take appropriate action on the grievance forthwith. If the inmate is not satisfied with the action taken by the Sheriff or the Jail Administrator in disposing of the grievance, the Sheriff shall provide the inmate with paper, pencil, and an envelope. The inmate may set forth this grievance in writing and his objection to the disposition of the grievance and seal the envelope. The Sheriff shall immediately deliver the sealed document to the Administrative Judge of the Common Pleas Court.

VIOLATION, PENALTIES, AND DISCIPLINARY ACTION PROCEDURES:

MINOR VIOLATIONS

Minor violations shall include acts, which do not constitute a present and immediate threat to security of the facility, its staff, visitors, or the inmate who committed the violation, but which are disruptive to the ordinary peace and safety of the facility. Such violations shall include but not be limited to the following rules:

1. Horse playing, teasing, or harassing another inmate.
2. Excessive loud noises.
3. Profanity, derogatory remarks or gestures to staff, visitors, or other inmates.
4. Failure to keep yourself, clothing, or living area clean.
5. Gambling.
6. Light covers, plugging or covering air vents.
7. Possession of more items than issued (bedding, clothing, towels, etc.).
8. Failure to return all items used to serve meals.
9. Possession or use of water stick.
10. Unnecessary noise such as arguing, shouting, whistling, rattling or pounding on doors or windows.
11. Loud talking or unnecessary noise after lights out (11:00pm to 7:00am).
12. Failure to comply with any correctional officer's orders.
13. Talking through any partition to persons on the exterior of the jail.
14. Failure to perform routine duties such as cleaning housing areas and making beds during prescribed hours.
15. Propping open or placing any object in or around a cell door to keep it from functioning normally.
16. Failure to keep your mattress, blankets or other bedding on your bed.
17. Misuse of intercoms.
18. Engaging in any type of contact sport.
19. Failure to cover yourself from going in to and from showers.
20. Pasting any kind of pictures to cell doors, walls or windows.
21. Standing on toilets, sinks and bunks.
22. Not allowed to share or use someone else phone account.

MAJOR VIOLATIONS

Major violations shall include persistent minor rule infractions, and rule violations which cannot be considered minor but do not constitute a present and immediate threat to the security of the jail, its staff, inmates, visitors, or other inmate committing to the offense.

Such violations shall include but not be limited to the following rules:

1. Repeated minor violations
2. Lying to a corrections officer
3. Fighting, molesting or engaging in contact with another person when the other person has previously expressed no desire for such contact or upon request of the other person immediately stop such conduct.
4. Damage to jail property (less than \$50.00)
5. Using privileges for monetary profit, or to deny another inmate any privileges.

6. Hoarding of food (no food shall be removed from the trays and saved for consumption at a later time. Unconsumed portions must be disposed of).
7. Attempting to control the behavior of other inmates through coercion, force or threat of force and/or assigning work to other inmates.
8. Disrupting religious, medical, food services, or any other jail activity program.
9. Possession of anything not on the list of permitted items or authorized by staff.
10. Possession of any piece of cloth torn from jail issued items.
11. Flooding of housing area.
12. Blocking camera view.
13. Must have shirt and pants on at all times.
14. Misuse or improper use of any items within the jail.

SERIOUS VIOLATIONS

Serious violations shall include acts, which constitute violations of statutory law and/or a present and immediate threat to the security of the jail, its staff, inmates, visitors, or the inmate committing the violation. Such acts shall include but not be limited to the following rules:

1. Repeat major violations.
2. Assault on another inmate or staff member.
3. Escape, attempted escape, or aiding another in escape.
4. Possession of alcoholic beverages or unauthorized drugs.
5. Theft.
6. Damage of jail property in excess of \$50.00.
7. Interference with security operations of the jail.
8. Arson.
9. Possession of a weapon or chemical agent or any object which has been modified so that it may be used as a weapon.
10. Creating or inciting to riot.
11. Conspiracy or acting in a common purpose to violate any of the rules and regulations of the jail.
12. Intentional destruction, alteration or misuse of jail property.
13. Bribery or attempting bribery of any staff member.
14. Destruction of, tampering with or jamming of locks, security devices, or door mechanisms.

PENALTIES FOR VIOLATIONS

MINOR

For minor violations the inmate may be given a written reprimand, if it is the opinion of the Sheriff or his staff that the written reprimand will not correct the inmate's behavior, the inmate may be placed in isolation and denied any privileges. Privileges shall not be denied to an inmate for a period of time greater than 120 hours (5 days) for each minor violation.

MAJOR

For any major violations, the inmate may be placed in isolation and denied any privileges for a period of time not to exceed 360 hours (15 days) for each violation.

SERIOUS

For any serious violation, the inmate may be placed in isolation, moved to a different facility, and denied any privileges for a period of time not to exceed 720 hours (30 days) for each violation.

PRIVILEGES WHICH MAY BE DENIED:

1. Entertainment (radio, movies, television, etc.)
2. Commissary (except necessary hygiene items)
3. Visits from family and friends (reviewed weekly for reinstatement)
4. Phone calls to family and friends
5. Recreational privileges

FUNDAMENTAL RIGHTS THAT CANNOT BE SUSPENDED:

1. Visits by attorneys and clergy
2. Phone calls to attorneys and clergy
3. Food (the use of food or meals will not be used as punishment)
4. Two hours of exercise per week (unless such practice poses a threat to security)
5. Medical care
6. Adequate light, ventilation, temperature control and sanitation.
7. Proper clothing, bed and bedding, use of toilets, use of lavatory and showers unless the practice is abused. *If inmate access to clothing, bed, bedding, toilet, lavatory and shower are suspended, there will be a daily review for reinstatement by the jail administrator or designee.*

The Gallia County Jail keeps and maintains a record of misconduct by any inmate(s) and reports the same to the Administrative Judge of the Common Pleas Court and/or sentencing judge(s) when requested.

MAXIMUM PENALTY FOR ONE (1) INCIDENT

The maximum sanction for rule violation shall be no more than sixty days for violations arising out of one (1) incident.

1. Continues confinement for more than thirty days requires the review and approval of the Sheriff and/or jail Administrator or designee. This review will take place every thirty days.
2. If the Sheriff and/or jail Administrator or designee is of the opinion that the isolation for a period of time exceeding the 1440 hours (60 days) is necessary, he/she may present the matter to the Court of Common Pleas and request authority to extend isolation beyond the time limit.

EXCEPTION TO FUNDAMENTAL RIGHTS

Fundamental rights and privileges may be suspended in cases of emergencies or other conditions beyond our control.

The Jail Administrator or designated Hearing Officer will impose the sanctions noted above in proportion to the seriousness and repetition of the infractions for the purpose of maintaining order of the facility and the safety to staff, inmates and visitors.

ADDITIONAL PENALTIES

In addition, the Sheriff of his/her designee may impose the following penalties after the review of the charges and all documented evidence.

1. Transfer to the next higher security status.
2. Confinement in an assigned cell.
3. Confinement in a control cell.
4. Transfer to another facility.

DISCIPLINARY PROCEDURES

When the Sheriff or his staff finds it necessary to charge an inmate with a major or serious violation of the rules of conduct, they shall comply with the following:

1. An investigation will commence within 24 hours of the incident to determine whether sufficient evidence exists to support the charge
2. Advise the inmate within 24 hours in writing of the specific violation(s) charged
3. Advise the inmate of the behavior, which in their opinion justified the charge
4. Advise the inmate of the maximum penalty, which can be imposed for the violation(s) charged
5. Advise the inmate of his/her right for assistance in preparing an answer to the defense of the charge
6. Advise the inmate's right to waive in writing the disciplinary hearing
7. If the inmate acknowledges that he has committed the violation(s) charged, the Sheriff or his staff may proceed to impose the applicable penalty and advise the inmate of his/her right to appeal.
8. If the inmate denies that he has committed the violation or in any way questions the validity of the charge, an officer of supervisory rank may conduct a fair and impartial hearing. The inmate shall be informed of the hearing process at such time. If the inmate disagrees with the findings of the hearing he or she has the right to appeal the decision. Paper and pencil will be provided if needed.

LEGAL SERVICES

You may submit inmate requests for law library requests. The requests will be forwarded to the law library and the requested information will be returned to you.

**THE SHERIFF AND/OR STAFF ARE EMPOWERED TO USE THE FORCE
NECESSARY TO ENFORCE THE RULES AND REGULATIONS OF THE GALLIA
COUNTY JAIL.**