

GALLIA COUNTY JAIL



INMATE HANDBOOK

2026

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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 a corrections officer 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.

-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.

If you fail to conduct yourself in the proper manner, you may lose privileges, which are permitted for inmates in good standing.

PERSONAL PROPERTY

-At the time you are booked in, all property shall be removed from your person, turned over to the intake officer, and will be inventoried on your booking sheet. Your signature is required at this time.

-You may release your personal property, with the exception of civilian clothing you will need upon your release, by filling out a "property release form" and having a family member or friend pick it up Monday through Friday, from 8am to 4pm (excluding holidays, see galliasheriff.org for holiday closures) at the Gallia County Jail. You must release the entirety of your property. No partial release of your property is permitted.

-Inmates are not permitted to have valuable articles in their possession. This includes ALL jewelry.

-Medications or medical supplies brought into the facility by inmates or friends and family of inmates must be approved by the Gallia County Jail's medical staff.

-Inmates are not permitted to transfer property to other inmates. This includes commissary items, money in their commissary account, clothing, etc. Property found in violation of this rule will be confiscated and held until you are released.

-Inmates are not permitted to barter with any items in their possession for goods or services. Commissary items shall not be used as a form of trade or currency at any time.

-Upon release, your property will be returned to you and your signature is once again required. Your signature fully acknowledges the fact that you have received all of the items listed on the booking report.

-Property will not be shipped to your place of residence.

-Property will not be accepted into the facility from family or friends.

-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.

-Infested garments may be destroyed under the direction of the Sheriff or his designee at any time.

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

-Legal documents pertaining to your active case(s).

-Clothing and hygiene items provided to you by the facility.

-Commissary items purchased by you.

-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 a mesh bag. The idea behind this is fire prevention.

-The only items allowed to be brought in for you are: eyewear, prescription medication in its original packaging and inside its expiration date, and medical devices and/or supplies. Any of these items will require approval from the jail medical staff.

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 obtained by asking a corrections officer. All personal items must be picked up by 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. Upon your release, the balance in your commissary account (minus fees) will be returned to you in the form of a debit card.

-Money cannot be released to anyone other than the inmate.

-Money can be added to an inmate's account once the inmate is booked in using a bank issued debit card. It must be a physical bank; not a card like Chime, Paypal, Cashapp, Venmo, etc.

-To add funds to the account of any inmate at the Gallia County Jail, friends and family may use the Stellar Teller in the lobby of the facility or utilize the website: jailatm.com.

-Funds added using this method may be used to purchase commissary items or transferred to the inmate communications system to purchase phone calls, video visits, instant messages, and premium content on inmate tablets.

-Money orders, personal checks, and cashier's checks are not accepted as inmate funds. Unsigned payroll checks may be accepted to the account of the inmate to which they are written.

-Once funds have been deposited on an inmate account, they belong to the inmate and cannot be refunded to the original funding source.

MONEY OWED

-If any type of fee is owed by an inmate to the jail, it will be deducted from every deposit into their account until the fee(s) is paid. Any balance owed will be deducted in full from any money held in the inmate's account at the time of release and/or transfer to another facility. In some instances, the court of record in your case(s) may absorb your funds towards your court fees in the event you are sent to prison.

-When an inmate is sentenced, and conveyed, to prison, their prison packet includes an "Execution for Costs in Felony" directive. This directs the sheriff's office to send any remaining funds on an inmate's books to the clerk of courts to pay on fines and court costs when an inmate is transported to prison.

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 INMATES IN OTHER AREAS OF THE JAIL

-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.

SLEEPING 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 upon request between 6:00am and collected by 6:30am. When you are done shaving, you are to keep your razor (do not lay it down in the sink, or on your bunk). Return the razor to the Corrections Deputy in the same condition as you received it with the safety cap in place. Do NOT attempt to break the razor or attempt to remove the razor blades. Inmates that alter razors 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.

-All inmates shall be subject to search 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 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, toilet paper, sheet, blanket, towel, and a pillow. All commissary and inmate property will be kept in the mesh bag for the duration of the inmate's stay. Any items found outside the mesh bag will be considered contraband and will be confiscated.

-The following is a list of items and the replacement costs for which 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. Wash Cloth

-Disciplinary action will be imposed 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 and/or residential areas clean at all times.. This includes common areas, walkways, floors, bunks, sinks, toilets, and showers. Cleaning materials will be placed in the housing units each day for cleaning. All inmates shall be responsible for the cleanliness of their housing area and day areas. Cleaning of residential areas will be completed and approved by jail staff prior to the distribution of tablets or activation of kiosks, telephones, and televisions each day.

-An accumulation of excess personal property in the cells shall be removed and properly 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, or lighting fixtures.
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 beverage bottle and one Styrofoam cup is allowed to be kept.
5. Mattresses, blankets, other bedding, towels, or washcloths shall remain inside your assigned sleeping area. and shall not be hung from your bunk or any other surface in the housing area.
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.

HOUSING INSPECTION

-You will be held responsible for any damage to your housing area. You will be given the opportunity to correct the problem and/or make payment for damages. If you choose to do neither you will be subject to disciplinary procedures and criminal charges may be filed. 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 regularly at random times and will be unannounced. 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 must remain four (4) feet away from the main door to the block. This is a safety requirement for you and corrections staff. 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.

-In order to be eligible to receive a food tray, inmates must be clothed in pants, t-shirt and shoes. It is your responsibility to receive your meal when it is offered. Meals missed because you were asleep or did not make an effort to receive a meal when it was passed will not be provided outside of regular mealtimes.

Meal times: Breakfast 0530-0600 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 placed 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

-The opportunity to order and receive commissary items is a privilege. Stellar Services provides the commissary for the Gallia County Jail. All commissary orders are placed using the inmate phones, tablets, and kiosks in the housing areas.

-All inmates will be given a personal identification number (PIN) at the time of booking. 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
2. Big Commissary: Needs to be submitted prior to lights-out on Sunday evenings.

HAIR CUTS

-Clippers will be supplied to inmates on twice weekly prior to uniform changeout. A clipper schedule is available on each kiosk in the housing areas.

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((1) jail briefs for females).

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 jail administrator 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.

-Clothing includes orange uniform tops, bottoms, sandals, and white undergarments.

-All laundry items will be accounted for at times of exchange. Clothing will be exchanged twice weekly. Linens and blankets will be exchanged once weekly. A clothing and linen exchange schedule will be posted on each kiosk in the housing areas.

-All undergarments will be done twice weekly on scheduled change-out and haircut days.

-It is your responsibility to be available when clothing and bedding exchanges occur and to provide **ALL** clothing needing laundered at that time.

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 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.

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 and inappropriate or inflammatory content. 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. Incoming inmate mail will be scanned and available on the kiosks/tablet for the inmate to read. Physical copies will be placed in the inmate's property.

-Inmate to inmate mail is not permitted. This includes communication to or from any other jail, prison facility, or drug/alcohol rehabilitation facility within the United States unless approved by the prosecuting attorneys in both the county of origin and the county of receipt.

-Envelopes must be addressed correctly. This includes the sender's legal name with the jail address, the recipient's legal name and address. Envelopes not addressed correctly will be placed in the inmate's property.

-After seven(7) days of indigence in the facility you may request an indigent writing kit via the kiosk in your housing area. 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.

INMATE COMMUNICATIONS

The Gallia County Jail contracts with Stellar Services and NCIC Correctional Services for inmate telephone calls, virtual visitation, and instant messaging. Telephones and electronic kiosks are available in all inmate housing areas and each inmate is assigned an electronic tablet once their housing area is established. Telephones are used for their intended purpose. Kiosks may be used for virtual visitation, viewing available digital resources (law library, religious material), ordering commissary, and written communication with medical or jail staff. Tablets may be used for telephone calls and virtual visitation.

TELEPHONE CALLS

-As an inmate, you will be permitted to make one telephone 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. You may make free, confidential calls to your attorney. If you do not have access to your attorney's contact information, jail staff will obtain it on your behalf. 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 telephones in the housing units between 8:00 am and 10:00 pm seven days a week unless the privilege has been taken away for disciplinary reasons. All telephones in the housing units make outgoing calls only. If prepaid inmate funds are not utilized or not available, the outgoing call will be made collect. Inmates may not use the jail business phones.

-NCIC is the provider of inmate communication services 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.

SPECIAL VISITS

All persons entering the secure perimeter of the Gallia County Jail will be properly vetted prior to entry up to and including an FBI/BCI background check at their expense, and an examination of their criminal history.

All persons entering the secure perimeter of the Gallia County Jail are subject to physical search at any time.

-Your attorney may visit with you virtually or in person at any reasonable time.

-You may have a virtual or in-person visit with your preferred clergy at any reasonable time by appointment.

-Inmates may make a request for special, person-to-person visitation in writing to the jail administrator when extreme difficulty or hardships may be present. Such requests may be granted or denied on a case-by-case basis.

VIRTUAL VISITS

-Each inmate will be allowed at least 20 minutes per week, free of charge, for virtual visitation. Virtual visits may occur anytime during waking hours via each inmate's tablet. Virtual visits may also occur on the kiosks in each housing area. Friends and family wishing to schedule virtual visits may do so at www.ncic.com. If any friends or family wish to come to the Gallia County Jail for their virtual visit, they may utilize one of two kiosks available in the public lobby of the facility Monday through Friday, 8:00am to 3:30pm. Inmates must wear complete jail uniform during visit. Any exception to this policy must be approved by the Jail Administrator or his/her designee.

Person-to-person visitation is limited to attorneys and clergy and must be approved by the Jail Administrator.

REMOVE AND/OR RESTRICT VISITATION:

The Sheriff or his/her designee has the right to halt, 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

Inmate Tablets

As a privilege, each inmate is assigned an electronic tablet once they are housed in a general population area. Inmate tablets duplicate most services provided on the kiosks. Services available on Inmate tablets include:

-Ordering commissary

-Individual education opportunities

-Books

-Religious Material

-Law Library

-Premium entertainment content including music, movies, and television shows

-Learn to Earn program where premium content can be unlocked upon successful completion of available educational modules.

Inmates assigned tablets will be required to sign a tablet agreement and cover the cost of their earbuds for the tablet.

All inmate tablets will be collected daily by 10:00pm. Inmates must turn their tablets in on time.

Inmate tablets, though owned by NCIC, are considered property of the facility and intentional damage or destruction of tablets by inmates will result in disciplinary action and may result in criminal charges.

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 via the kiosk Medical Request Form which will be reviewed 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.

DISTRIBUTION OF MEDICATION

-If you are on medication when booked in to the Gallia County Jail, or are subsequently prescribed medication by the jail medical staff, you will be advised by the Corrections Deputy/Jail Nurse at the time of medication pass 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. All medication must be taken properly at the time of medication pass. Any violations will be subject to disciplinary procedures.

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 or other religious leader 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*.

-Religious services are provided in the Gallia County Jail on a limited basis, on designated days and times, and produced by volunteers from local churches and religious organizations approved by the jail administrator.

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

-Inmates wishing to serve as trustees will be approved or denied by the jail administrator. The criteria for an inmate to be considered for the trustee program are:

1. Must be sentenced;
2. Non-violent misdemeanor sentence.
3. Never convicted of an escape;
4. Have no disciplinary history within the facility.

-If you are interested in becoming a trustee, write the jail administrator and/or designee by submitting a request on the kiosk. All requests 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 males and females may apply.

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

RE-ENTRY PROGRAM

-The Gallia County Jail Re-Entry Program is designed to help you prepare for the challenges you may face after your release from jail. The goal of this program is to help you begin planning for a safer, more stable return to the community.

-Our Re-Entry Specialist can assist with planning, information, and referrals related to:

- Housing
- Medicaid and SNAP (food assistance)
- Transportation planning
- Employment and job readiness
- Education and training opportunities
- Health care and mental health services
- Addiction treatment and recovery programs
- Anger management and peer support
- Children's Services and child support resources
- Driver's license or State ID
- Social Security benefits
- Veteran's benefits

-Every person's situation is different. Returning to the community can feel overwhelming, especially when you are facing ongoing issues that cause stress, fear, or uncertainty. The purpose of the Re-Entry Program is to begin addressing these obstacles before release and to help you develop a plan for moving forward successfully.

Important Information

- The Re-Entry Specialist cannot help you get released from jail, modify your bond, or influence court decisions.
- If you are seeking release to an inpatient treatment program, arrangements can only be made on your release date or with a court order.
- An intake for a court-approved treatment facility may be completed only after a judge authorizes a bond modification or release to treatment.
- Transportation is not arranged unless you are being released or it is ordered by the court.
- The Re-Entry Specialist can help you explore treatment options for after you complete your sentence. This may include completing an intake, helping you initiate communication with a treatment facility, and coordinating transportation when appropriate.

How to Request Services

-If you would like to meet with the Re-Entry Specialist, please send a message through the kiosk or your tablet.

ESCAPE

-Any inmate who escapes, or 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 substances 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, without fear of reprisal, for anything the inmate feels is wrong with the operation or administration of the Gallia County Jail. All grievances shall be submitted electronically via the grievance procedure on each available kiosk.

-The administrative staff of the Gallia County Jail shall give fair and prompt consideration to any grievance and shall take appropriate action on the grievance forthwith. The first level of grievance will be to the corrections sergeant on the shift during which it was filed or the next available corrections sergeant on duty. If the inmate is not satisfied with the action taken by the corrections sergeant in disposing of the grievance, the inmate may appeal the grievance to the jail administrator via the same electronic submission available on each kiosk.

-Responses to grievances often depend upon investigation of the circumstances and follow-up with personnel on duty at the time of the grievance and may involve multiple responses from administrative staff. Grievance responses shall be made in a reasonable amount of time.

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. Tampering with 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. Any activity or unnecessary noise(excluding restroom use) after lights out (10pm to 6am).
12. Failure to comply with any correctional officer's orders.
13. Talking through any partition to persons either inside or outside the facility.
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 while going to and from showers.
20. Pasting any kind of pictures to cell/housing area doors, walls or windows.
21. Standing on toilets, sinks and bunks.
22. Sharing or otherwise utilizing another inmate's telephone account.
23. Misuse of prescription medication.
24. Misuse of, or damage to, inmate tablets. This includes failing to turn in tablets by 10:00pm daily.

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 any piece of clothing including commissary or 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 or threats of 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 secure 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 determined by 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, tablets, 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. Continued 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 determines that the isolation for a period of time exceeding the 1440 hours (60 days) is necessary, he/she may present the matter to the Judge of 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 or 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 resulted in 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 to assistance in preparing an answer asserting a defense to 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, upon the inmate's request, 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.**