

SISKIYOU COUNTY JAIL
INMATE ORIENTATION MANUAL

Revised June 2020



Siskiyou County Jail
315 S. Oregon Street
Yreka, CA. 96097

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Introduction

The goal of the Siskiyou County Jail is to provide a safe and secure environment that promotes positive inmate behavior through fair, impartial, and humane treatment of all individuals incarcerated in the facility.

The staff expects your behavior will be positive and rational. It is your responsibility to comply with all the rules and regulations of this facility and its staff. Negative and/or irrational behavior will result in disciplinary sanctions and/or criminal charges.

The objective of this handbook is to provide answers to the most frequently asked inmate questions and to present a clear and understandable set of rules and information to govern conduct within the Siskiyou County Jail. Should you have any questions, please ask a Correctional Deputy.

A right is something that you are justly entitled to. These are generally determined by law. A Privilege is something that is granted as a benefit. Privileges are granted by the Sheriff, and may be revoked. Always conduct yourself in an orderly manner. Promptly obey all orders and instructions. Your good behavior will make your stay and the stay of your fellow inmates tolerable for everyone. The best control of behavior is self-discipline.

All inmates, regardless of commitment circumstances, are subject to the laws of the State of California and the rules of this institution, which are issued pursuant to the authority of California Laws. Read these rules and regulations and know what is expected of you. The excuse "I did not know that" will not be accepted to excuse the violation.

In general, our expectations are that you will:

1. Follow all facility rules, regulations, procedures and orders whether written or verbal, without delay.
2. Follow all staff directives and requests.
3. Respect the facility property and the personal property of others.
4. Maintain your assigned cell and living areas, including bunks, housing units, day rooms and recreational areas in a neat, clean, sanitary and orderly fashion.
5. Maintain daily personal hygiene standards and keep yourself clean, neat and well-groomed at all times. Shower at least every 48 Hours (two days).
6. Be courteous and respectful to custody staff at all times. Custody staff will be addressed as "Sir," "Deputy," "Sergeant," Lieutenant," "Captain," "Mister," "Miss," or Ma'am," as appropriate.
7. Treat other inmates with courtesy and respect.
8. Wear your unaltered identification wristband at all times and present it to any custody or medical staff member when requested.

9. Wear your jail-issued clothing, including shoes, socks, and undergarments, at all times unless you are in the shower or asleep on your bunk.

You WILL NOT do the following:

1. Behave in a loud, disorderly, disrespectful or unruly manner or create a disturbance.
2. Block the view into any cell, room or housing unit.
3. Cover or block lights, windows, vents or intercoms.
4. Climb on walls, bars, railings, windows, doors or gates.
5. Touch or tamper with any security device, including identification wristbands, lights, locks, doors, gates, fixtures, intercoms, cameras or vents.
6. Stand on tables, chairs, bunks, stools, waste cans, railings or fixtures.
7. Throw any item on the floor in cells, rooms, corridors, showers, exercise yards and common areas.
8. Pass any item from one cell, room or housing unit to another.
9. Mark on, destroy, damage or deface any jail property.
10. Participate in any type of gambling activity.
11. Engage in fighting, wrestling or any other contest of strength.
12. Participate in tattooing, ear or body piercing.
13. Engage in sexual activity.
14. Communicate with any free person except when authorized.
15. Supervise or discipline another inmate.
16. Attempt to repair any broken item belonging to the jail.
17. Swear, curse or use offensive language.
18. Take or possess any item belonging to another inmate.
19. Participate or assist in an escape attempt.
20. Interfere, delay or disrupt a count.
21. Be in any cell, room or housing unit other than your own.

22. Communicate with inmates in any other housing unit or inmates in Disciplinary Separation.
23. Put your feet on walls, chairs or tables.
24. Modify or destroy any jail issued item.
25. Attach, paste or post anything on a wall or fixture, inside or outside your housing area or cell.
26. Flush trash, food, clothing or bedding down the toilet.
27. Remove, attempt to remove or alter your identification wristband.
28. Engage in unauthorized cooking or making of alcohol (“pruno”).
29. Tamper with any television set.

General Information

Clothing and Bedding

The jail facility will provide you with all necessary garments. You will be permitted to purchase personal shoes and underwear from commissary. All outer clothing must be worn and buttoned when outside your personal cell or bed area. You will not sell, trade, alter, deface, damage or destroy any issued item. Failure to follow the jail dress code or destruction of clothing/bedding will result in disciplinary action and/or criminal charges.

Women/Female Workers

- Underwear (1 pair of socks, 1 T-shirt, 1 bra, 2 pair of panties)
- Outerwear (1 pair of pants, 1 pair gym shorts, 1 shirt, 1 sweatshirt)
- Footwear (1 pair)
- Bedding (2 blankets, 1 mattress cover, 1 towel)

Men/Male Workers

- Underwear (1 Pair of socks, 1 T-shirt, 1 pair undershorts)
- Outerwear (1 pair pants, 1 pair gym shorts, 1 shirt, 1 sweatshirt)
- Footwear (1 pair)
- Bedding (2 blankets, 1 mattress cover, 1 towel)

Kitchen Workers

- Underwear (1 pair of socks, 1 T-shirt, 1 pair undershorts)
- Outerwear (3 pair pants, 1 pair gym shorts, 3 shirts, 1 sweatshirt)

- Footwear (1 pair)
- Bedding (2 blankets, 1 mattress cover, 1 towel)

You are responsible for keeping these issued items. They must be returned prior to your release. Clean clothing and bedding are issued twice a week according to the following schedule.

Monday Workers (C-unit)

- **“B” Exchange** (mattress sack, pillowcase, sweatshirts, & gym shorts)
- **Worker’s Blue Rolls**
(towel, socks, t-shirt, underwear, blue shirt, jeans, & Kitchen Worker’s shirt and pants)

Tuesday Worker’s KITCHEN ROLLS

- (towel, socks, t-shirt, underwear, and Kitchen Worker’s shirt and pants)

Wednesday Inmate’s (Upstairs, Medical, A-Unit, E-unit)

- **“A” Exchange** (towel, socks, t-shirt, underwear, orange shirt and pants)
- **Worker’s Blue Rolls**

Thursday Inmate’s (B & D-Units)

- **“A” Exchange** (towel, socks, t-shirt, underwear, orange shirt and pants)
- **Worker’s Kitchen Rolls**

Friday Worker’s Blue Rolls

Saturday Inmate’s (Upstairs, Medical, A-Unit, E-Unit)

- **“B” Exchange** (towel, socks, mattress sack, t-shirt, underwear, gym shorts & sweatshirt)
- **** Worker’s Kitchen Rolls and Double Kitchen Blue shirt, pants, and socks**

Sunday Inmate’s (B & D-Units)

- **“B” Exchange** (towel, socks, mattress sack, t-shirt, underwear, gym shorts & sweatshirt)
- **Worker’s Kitchen Rolls**

Blankets are exchanged every 90 Days

Visiting

Non-contact visiting will be held every day according to the visiting schedule. ***Schedule is subject to change and you will be advised of schedule changes.***

Unit	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
A Unit	1500-1600			1500-1600		1500-1600	
B-Unit (Upper)	0800-0930			0800-0930		0800-0930	
B-Unit (Lower)	0930-1100			0930-1100		0930-1100	
C-Unit	1900-2030	1900-2030	1900-2030	1900-2030	1900-2030	1900-2030	1900-2030
D-Unit (Upper)			0800-0930		0800-0930		0800-0930
D-Unit (Lower)			0930-1100		0930-1100		0930-1100
E-unit	1800-1900	1800-1900	1800-1900	1800-1900	1800-1900	1800-1900	1800-1900
Medical			1300-1400		1300-1400		1300-1400
F-Unit			1400-1500		1400-1500		1400-1500
G-Unit			1500-1600		1500-1600		1500-1600
W-Unit	1300-1400			1300-1400		1300-1400	
Y-Unit	1400-1500			1400-1500		1400-1500	
X-unit			1700-1800		1700-1800		1700-1800
HMS	1700-1800			1700-1800		1700-1800	

- Visitors must be at least 18 years of age. No one under the age of 18 years will be permitted to visit except members of your immediate family (wife, son, daughter brother or sister) and only then, if accompanied by an adult. **You will be allowed no fewer than two visits totaling 1 hour per inmate each week.**
- The jail retains the right to regulate visiting time and the people involved. Any visitor who appears to be under the influence of alcohol or any drug will be denied visiting privileges. No visitor will be permitted to visit the same inmate more than once per visiting day. **Visits will not be allowed by any person who has been incarcerated in this facility within the last 60 days, without the authorization from the Watch Commander.**

- Visitors who cannot control children in the lobby or during the visit will be denied visiting. **Children are not to be left unattended in the jail facility at any time.**
- **Cell phones, cameras, tablets or any electronic device are not permitted in visiting.**
- **All visits in public visiting are recorded.**
- **Visitors or inmates who violate visiting rules will have their visitation privileges suspended.**

Non-Contact Inter-Jail Visiting

Non-contact inter-jail visits may be allowed at the discretion of the Custody Lieutenant between husband and wife when both have been continually in-custody for at least 45 days.

Official Visits

Official visiting will be allowed daily, between the hours of 8:00am and 10:00pm. Official visits are defined as a professional visit between you and an official such as your Attorney, Private Investigator, Law Enforcement Officials, etc.

Mail

All inmates of the Siskiyou County Jail may send and receive correspondence through the U.S. Mail. No mail, messages or notes may be left at the Jail for the inmates. All such materials must be received through the U.S. Mail.

Mail to inmates shall be addressed as follows:

Inmates Name & ID Number
Siskiyou County Jail
315 South Oregon St.
Yreka, CA. 96097

There are no limits to the amount of lawful mail an inmate may send and receive.

All incoming mail must include the following or it will be returned to the sender:

1. The senders name and a return address that is stamped or printed, no address labels will be allowed. Gang monikers, nicknames or initials will not be accepted.
2. The inmates complete name that they are booked as. Gang monikers, nicknames or initials will not be accepted.

All incoming mail shall be opened and inspected for contraband.

- Opening and inspection of legal mail will be conducted in the presence of the inmate.
- Mail will be opened, inspected and distributed each day except for Sundays and Holidays. Mail will only be delivered to the addressed inmate.

Items allowed to be mailed in include the following:

- Letters and post cards
- Money orders or cashier checks made out to the inmate
- Newspapers mailed only from the publisher
- Magazines mailed only from the publisher
- Books – Only soft cover books in new condition ordered and shipped from Amazon or Barnes and Noble will be accepted. No other vendors will be accepted unless approved by the Jail Commander.
- No more than 5 photographs (no larger than 4" x 6") per letter may be mailed in at any time.

In an effort to keep illegal substances and contraband from entering the Siskiyou County Jail, mail containing the following will not be allowed and will be returned to the sender:

- Polaroid pictures
- No photo collages on paper larger than 4"x6"
- Pictures containing nudity or partial nudity
- Obscene photos, drawings or writings
- Gang related material
- Envelopes with drawings on the outside
- Personal checks
- Stickers, Stamps, envelopes, blank paper
- Greeting cards
- Letters written on card stock or colored paper
- Used books, hardcover books, and books with spiral bindings

- Laminated or plastic coated items
- Third party mail
- Items containing Paint, Water colors, Crayons, Glue, Tape, Lipstick, Perfume, Glitter, Sticky Substances, Stains, White out
- Packages without the Jail Commanders prior approval
- Games (board games, cards etc.)

Outgoing inmate mail shall not be sealed by the inmate. Custodial staff will seal the envelopes after inspection for contraband. Legal mail may be sealed by the inmate.

- Outgoing mail must include the following:
 - The inmate's name and inmate ID number.
 - The addressees complete name and address. Gang monikers, nicknames or initials will not be accepted.
- Outgoing mail will be returned to the inmate if the following are on the envelopes
 - Toothpaste
 - Drawings
 - Stickers
 - Nicknames, Monikers and/or Initials

Indigent inmates are allowed 2 outgoing letters per week excluding legal mail.

Money will only be accepted through the U.S. Mail. Money orders may be sent to inmates. Cash is accepted but not recommended to be sent through the U.S. Mail. No personal checks will be accepted, if received in the mail personal checks will be placed on the inmate's property.

Inmates may not correspond with other inmates in this facility or any other jail/prison facility.

Mail received at this facility for an inmate who has been discharged or transferred will be returned to the sender with the notation that the addressee is no longer at this address. Mail with no return address will be put in the booking file of whom it is addressed.

Except for circumstances beyond the control of the Jail, incoming mail will be delivered to inmates on the day it is received, and outgoing mail will be deposited in the U.S. Mail the next business day after it is received from the inmate.

Commissary

Commissary is a privilege and will be made available once a week. Orders are done using the inmate phone and/or kiosk in your assigned unit. Orders must be placed prior to 11:00pm on Thursday and will be passed out on Wednesday the following week. Commissary lists showing all available items are in the dayroom of each housing unit. You will be able to purchase \$100.00 worth of goods each week.

Razors will be exchanged on a one-for-one basis for all inmates.

All sales are final, so make sure that you check your order before you return to your unit.

Indigent inmates will be provided upon request, the following items once a week: Soap, two sheets of paper, 2 envelopes, toothpaste, toothbrush, razor and shampoo.

The definition of an Indigent Inmate is any inmate who has less than \$1.00 in their Inmate Trust Account “on the books”, or (Commissary Account) and who has not deposited any funds into their account since his/her confinement or for a period of seven days after expenditures from their account has reduced to a balance below \$1.00.

Inmates trust accounts will show a negative balance and if indigent inmates receive money, they are expected to pay the negative balance on their account.

Exchange of commissary items among inmates is prohibited without the permission of the Watch Commander.

Inmates in Disciplinary Separation will only be allowed to purchase hygiene items in commissary.

Telephones/Video Visitation

Telephones/Video Visitation are a privilege and can be taken away if misused. If telephone/video visitation equipment is damaged, inmates may expect a substantial delay in repair or replacement.

All Phone Calls and Video Visitation Are Monitored and Recorded and May Be Used Against You in Court. This Does Not Apply to Attorneys, Investigators and Clergy if Custody Staff Is Made Aware of the Protected Call.

Telephones and Video Visitation will be available each day from 6:00am to 11:00pm. Damaging and/or misusing the telephone and/or video visitation kiosk will result in automatic suspension of telephone/video visitation privileges and may also result in additional criminal charges. Using the name and/or personal identification number that is not assigned to you will also result in immediate suspension of your telephone/video visitation privileges.

You will maintain proper conduct while utilizing the telephone/video visitation. Any misconduct whether from you or your video visitor will cause the visit to be terminated and telephone/video visitation privileges may be revoked. Examples of misconduct are being disruptive, acting in an inappropriate manner and/or not properly dressed etc.

Any questions or complaints regarding the Inmate Telephones/Video Visitation either by you and/or your family/friends should be directed to:

Pay-Tel Communications

Toll Free Number – 1-800-729-8355

Mailing Address:

Pay-Tel Communications INC.
PO Box 8179
Greensboro, NC 27419

Medical/Dental Services

When you were booked into the jail, a **Medical Pre-Screening** form was completed for you based on your answers regarding any medical problems. After you signed the form, it was forwarded to medical staff. If you did not inform custody staff of a medical problem during the booking process, you must fill out a "Sick Call" slip available by request to the Housing Officer indicating the exact nature of your medical problem. **If it is an emergency condition promptly notify a Correctional Deputy.**

Medical services are available to you while housed in the Siskiyou County Jail, with sick call available each weekday (excluding holidays). You should notify a Correctional Deputy when you are ill or observe any other inmate with a medical problem. If the medical problem is not of a serious nature, it will be dealt with at the normally scheduled daily sick call. The initial sick call for each illness or injury will cost you \$3.00. Follow-up visits, as scheduled by medical personnel are free, as are mental health and dental appointments. Any self-initiated follow-up is charged as a new appointment.

Prescription medications will be supplied by the Jail Facility. These medications will be given to you by medical personnel, or a Correctional Deputy acting under the supervision of medical personnel, at the intervals and in the dosage stated in the prescription. When called to receive your medications you must bring a glass of water to aid in swallowing the medication. To receive your medications you must have a wristband on for identification. You will be required to take the medication in front of the Medical Personnel/Deputy dispensing the medication. "Cheeking" or diverting medication may result in your medication being discontinued and possible disciplinary sanctions.

Dental services will be made available to you as determined by Medical Staff. If you believe you need dental services submit a "Sick Call" slip indicating the nature of your dental needs. Medical Staff determines whether treatment is necessary and will schedule you as appropriate.

In any case of an unresolved problem regarding medical care, dental care or prescription medications, you may follow the grievance procedure.

Many non-prescription medications are available for purchase through Commissary. For a complete list of items available, consult a commissary list.

Female Medical Services

The following are rights which female inmates have while in custody in this facility. If you need any of the following services, or need clarification about any of the following services, notify Medical Staff via a "Sick Call" Request.

- Any female inmate shall be allowed to continue to use materials necessary for personal hygiene with regard to her menstrual cycle and reproductive system.
- Any female inmate shall be allowed to continue to use birth control measures as prescribed by her doctor.

- Female inmates will be furnished with information regarding the availability of family planning services and upon request shall be furnished such services prior to release.
- Any female inmate shall have the right to summon and receive the services of any physician and surgeon of her choice in order to determine whether she is pregnant. Any expenses occasioned by the services of a physician and surgeon whose services are not provided by this facility shall be borne by the prisoner.
- Female inmates found to be pregnant and desiring an abortion shall be permitted to determine their eligibility for an abortion pursuant to law, and if eligible shall be permitted to obtain an abortion.

Inmate Grievance Process

If you have a complaint relating to your treatment or living conditions, you should explain the problem to a Correctional Deputy. If you believe that the problem is not or cannot be resolved by the Correctional Deputy, you may submit a written grievance. The written grievance must briefly state the nature of your problem and the persons, if any, involved. Grievance forms will be provided by a Correctional Deputy upon request. Carefully follow the directions on the form, filling out each applicable section completely and neatly. Return the completed form to a Correctional Deputy.

Grievances will not be accepted if they are challenging the rules and policies themselves, state or local laws, court decisions and probation/parole actions.

Grievances will be resolved at the lowest appropriate staff level. You will receive a written response to your grievance. If you are dissatisfied with any response to your grievance, you may appeal the response to the next highest staff level.

Inmates shall use the grievance process only for legitimate problems or complaints. If there is concern that an inmate is abusing the grievance process, he/she shall be informed that continued behavior may result in disciplinary action. No inmate may have more than two (2) grievances either initial or on appeal, pending at any one time.

Classification/Housing Unit Operations

Upon being booked you will be classified to determine which living area you will stay in while you are here. Your current behavior, charge(s), past criminal history and/or prior behavior at this or other facilities will all be considered prior to placing you in a housing unit. Inmates who have verifiable concerns about their safety should verbally notify a Deputy immediately and follow up with a written Inmate Request Form requesting a housing change.

All inmates are required to wear the wristband they were issued at all times. It is your responsibility to request a new wristband if yours has been damaged. Intentional destruction or removal of your wristband may result in disciplinary sanctions.

Dayrooms are generally available for use from 6:00am to 11:00pm each day. In B and D Maximum Security units, dayroom use will be split between upper tier and lower tier on a rotational basis. In F and G Maximum Security units, dayroom use will also be split between cells on a rotational basis.

Individual cell doors will be opened against the opposite wall or closed and locked at all times. Inmates are not allowed to enter the cell of other inmates and inmates assigned to the lower tier are not allowed upstairs.

Bedding and mattresses may not be removed from the cell/bed area. Any time you leave your cell area, your bed and cell will be left in a neat and orderly manner ready for inspection. Bedding or clothing will not be used for tenting or draping as to provide easy access to inmates for headcounts.

The intercom system, located in each housing unit, will be used by the inmates to communicate with either the Housing Officer or the Central Control Officer. When Officers are in your unit during an hourly check you may request toilet paper, request slips, grievance, feminine Hygiene products etc.

Meals are served according to the following schedule (times are approximate):

- Breakfast 7:10 AM
- Lunch 11:15 AM
- Dinner 4:30 PM

It is your responsibility to be fully dressed when receiving and eating your meal. You will not take more than one meal tray per meal and no food will be kept from meal trays to be eaten later.

After meal service, when everyone is finished with their meal, trays, cups and eating utensils will be neatly stacked and set outside the security door. In B and D units the tier that is not currently using the dayroom will be fed first and the tier currently using the dayroom will be fed second and remain out after the meal.

When the command “LOCKDOWN” is given, inmates assigned to individual cells will be required to enter their assigned cell and close the door. Inmates assigned to dorms will be required to sit on their assigned bunk. Inmates will be required to remain at this location until instructed by an Officer. Failure to follow “LOCKDOWN” instructions will result in disciplinary action.

Housing units that comply with the rules and regulations of the Siskiyou County Jail will be allowed television privileges during the hours of 6:00am to 11:00pm., each day.

All housing units, except those in Disciplinary Separation will be offered access to 45 minutes of outdoor recreation daily, weather permitting. You will not take any item from your housing unit into the exercise yard except your clothing and shoes, unless directed to do so by a Correctional Deputy.

During all movement outside of your housing unit you will place your hands behind your back with your palms open and facing away from your body. You will be quiet and orderly during the movement and all movement will be conducted in a single file line. If restraints are applied to you before any movement, you will not tamper with, attempt to remove or adjust restraints. You will not slip waist restraints below your waist or remove them from around your body. If a significant incident occurs during a movement, you will be ordered to immediately assume a face-down position on the ground. If you fail to comply with any such order, Correctional Deputies will use the level of force necessary to gain compliance.

Personal Hygiene

You will adopt good habits and practices that create acceptable personal hygiene and sanitary conditions. Keep your bunk/cell area clean and free from waste.

Showering is available every day for all classifications except Disciplinary Separation which will be made available every other day. You are encouraged to shower every day it is available to you.

Hair cutting will be made available to you every other Saturday and Sunday.

Prison Rape Elimination Act 2003 (PREA)

The Siskiyou County Jail maintains a zero-tolerance policy for sexual misconduct of any kind. The Siskiyou County Sheriff's Office does not condone or tolerate any type of sexual misconduct, sexual assault, consensual sexual contact, sexual abuse rape and/or sexual harassment toward any inmate(s). This office will pursue any complaints, suspicions, or criminal acts of sexual misconduct up to and including prosecution under California Code.

Inmates may confidentially disclose an incident of sexual misconduct, sexual assault, sexual contact, sexual abuse, rape and/or sexual harassment to any member of the Jail or medical staff.

Educational and Other Programs

The jail has a library that has a variety of literature. Library lists and request forms are available in all housing units. Inmates are allowed (2) books or magazines at a time. Library book disbursements are conducted on a daily basis. Books and request forms may be turned into custody staff during hourly security checks.

The Jail contracts with Legal Research Associates. There are forms available upon request during an hourly security check. This firm will locate, photocopy and deliver case law and other legal materials at an inmate's request. Inmates will be allowed (1) request per month unless the Court has granted you Pro-per status which will allow an inmate unlimited access.

The Jail offers educational opportunities for inmates who qualify. Programs may include GED, High School Diploma, Parenting classes, Substance Abuse classes, and other classes that enhance chances for success in society. Forms are available upon request.

Both Alcoholics and Narcotics Anonymous have time slots to hold weekly meetings in the Jail. Meetings are dependent on a volunteer facilitator not employed by the Jail.

Nondenominational religious services and Bible study groups are announced when they are available, usually one or more times per week. In addition to group services, inmates may be counseled by clergy of their choice during regular visitation hours.

Inmates may register to vote while in custody. Voters must register 15 days prior to an election to be eligible to vote. Inmates, who are registered to vote, may have the right to vote via vote by mail ballot. The County Clerk considers incarceration in the Siskiyou County Jail as a change of address and **you must re-register** before you will be issued a vote by mail ballot. Vote by mail ballots are available upon written request. Vote by mail ballots must be submitted between 29 days prior to the election, up until

the day of the election. Inmate voters are encouraged to submit your vote by mail ballot as soon as possible to ensure timely delivery to the County Clerk.

Inmate Worker Status

Inmates who are housed in this facility may be allowed/required to work. There are a variety of positions available such as kitchen worker, laundry worker, general cleanup worker, library worker and other specialized duties as needed.

The Watch Commander with recommendations from staff will have the primary responsibility for selection of Inmate Workers as openings occur. The selection of an inmate worker will be based upon inmate's attitude, behavior, ability, and cleanliness, etc. Inmates do not have a "right" to work and may be removed from worker status if they fail to follow rules and regulations, if their performance is unsatisfactory, or if you are not able to live harmoniously in the inmate worker unit, etc. Inmates who refuse to work, could lose work time credits.

Discipline

Inmate rules are established to ensure orderly jail operations and safety for both inmates and custody staff. Temporary suspension of privileges may be imposed by custody staff to correct minor violations. If your behavior isn't corrected, you will be subjected to disciplinary sanctions for violations of rules or misconduct outlined in this manual. If the violation includes a criminal act, you may also face criminal charges.

Violations of rules will be recorded on a Jail Incident Report and will contain information about the rules violated and a brief description of the circumstances of the incident. You will receive a copy of this report.

You have a right to request a hearing. If you do request a hearing you will be allowed the following rights:

- You will have 24 hours from the time that you are served with the disciplinary violation papers in which to prepare a defense.
- Your hearing will be conducted no later than 72 hours after the disciplinary report is filed.
- You will be allowed to ask questions and speak on your own behalf.
- You will be allowed to submit written materials and documents to substantiate your statements.
- If you are unable to prepare a defense by yourself, jail staff may appoint another inmate to assist you.
- You will be able to call witnesses (subject to restrictions due to facility security concerns). Only the Disciplinary Board will ask questions of the witnesses.

If you do not request a hearing, the Disciplinary Officer(s) will review the Jail Incident Report and determine the appropriate punishment to impose. You will receive the decision of Disciplinary Hearing Board or Disciplinary Officer in writing.

You have the right to appeal the decision of the Disciplinary Hearing Board, or the Disciplinary Officer in writing to a Jail Supervisor.

If you damage any county property, you may be ordered to reimburse the county for the cost of that property.

Disciplinary sanctions will be in proportion to the amount or degree of the violation and may include any of the following:

- Loss of all or part of your privileges, including, but not limited to commissary, visitation, phone, TV, books and extra yard time (time over the legal minimum).
- Removal of Inmate Worker status.
- Loss of "Good Time" and/or "Work Time" credits.
- Disciplinary Separation.
- Disciplinary diet.

Emergency Procedures

In the event of an emergency, you will remain calm and immediately obey all direction given to you by custody staff. If an emergency occurs in your immediate area and a Correctional Deputy is not present, you will notify the nearest custody staff member of the emergency and remain calm. You will not ask questions of custody staff during an emergency. When and if appropriate, you may be told the nature of the emergency.

Court, Attorney or Probation Information

You may contact the Court, your attorney or the Probation Department by mail. Include your name and the person's name that you are sending the letter to. A list of addresses is provided below:

Siskiyou County Superior Court
311 Fourth Street, Room 206
Yreka, CA. 96097

Siskiyou County District Attorney
P.O. Box 986
Yreka, CA. 96097

Siskiyou County Public Defender
322 ½ West Center Street
Yreka, CA. 96097

Siskiyou County Probation Department
805 Juvenile Lane
Yreka, CA. 96097