

INMATE  
GENERAL INFORMATION

**CUSTODY DIVISION RULES & DISCIPLINARY PENALTIES**

For

**SOLANO COUNTY SHERIFF'S OFFICE  
DETENTION FACILITIES**



**SHERIFF THOMAS A. FERRARA**

SOLANO COUNTY SHERIFF'S OFFICE  
INMATE PHONE PIN INSTRUCTIONS

NAME: \_\_\_\_\_

INMATE #: \_\_\_\_\_

Do not give or show anyone your PIN #. See the Instructions below on how to change your PIN.

PHONE PIN CHANGE INSTRUCTIONS

1. Press 1 for English or 2 for Spanish, then press 0 for collect.
2. Enter your 6 digit # shown above.
3. Enter the MM/YY 4 digit security code of your DOB (Date of Birth) – This is a temporary code) – Example 03/24/1965 your 4 digit pin is 0365.
4. You will have to create your own unique 4 digit Security Code cannot be all zeros (0000) or the same as the MM/YY format temporary security code.

After you have taken these steps to establish your pin # you will have to enter your 6 digit inmate # plus your unique 4 digit security code # for all future calls.

If you forget your PIN # fill out an inmate request form Stating you need your PIN # reset. Once your PIN # has been reset you will need to follow the steps above to create a new PIN #.

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# **SOLANO COUNTY CUSTODY DIVISION MISSION AND GOALS STATEMENT**

## **MISSION**

The Solano County Sheriff's Office is dedicated to the safety and well being of all persons within Solano County.

Through comprehensive community, intergovernmental and employee partnerships, we will provide effective law enforcement, safe, humane, secure jails, and security for the courts.

We are committed to provide professional community oriented service incorporating problem solving strategies to ensure the quality of life set forth in our constitution.

## **GENERAL INFORMATION RULES & DISCIPLINARY PENALTIES**

Pursuant to California Administrative Code, Title 15, Division 1, Subchapter 4, Minimum Standards for Local Detention Facilities, the following rules and disciplinary penalties are established to guide inmate conduct.

You are reminded that all laws of the State of California and all ordinances of the County of Solano relative to criminal behavior are fully in effect while you are at this facility. Violations may result in civil or criminal prosecution. Violations of any rules of this facility may subject you to disciplinary action.

Please read your INMATE RULE BOOK and make yourself familiar with the rules, it will benefit you and assist in making your time in custody as incident free as possible.

## **DISCIPLINARY PENALTIES**

Each of the rules is followed by a code letter: (C), (M), (m), which indicates the range of disciplinary penalties which can take place for a violation of that rule. The severity of the penalty may be reduced by the Classification Officer having hearing authority. The code letters are identified as follows:

### **(C) CRIMINAL VIOLATION**

Inmates in violation of this type of rule may have criminal charges filed against them and be subject to prosecution in the courts systems. In addition, he/she may also be disciplined administratively, such as but not limited to:

- a. Loss of privileges
- b. Forfeiture of "good time" credits earned under 4019 PC
- c. Forfeiture of "work time" credits earned under 4019 PC
- d. Disciplinary separation up to ten (10) days
- e. Reclassification to a higher level of security

### **(M) MAJOR VIOLATION**

Inmates in violation of this type of rule are subject to the disciplinary penalties which shall be directly related to the gravity of the rule infraction. Forms of discipline include one or more of the following but not limited to:

- a. Loss of privileges
- b. Extra work details
- c. Forfeiture of "good time" credits earned under 4019 PC
- d. Forfeiture of "work time" credits earned under 4019 PC
- e. Disciplinary separation up to ten (10) days
- f. Reclassification to a higher level of security

### **(m) MINOR VIOLATION**

Inmates in violation of this type of rule are subject to the disciplinary penalties which shall be directly related to the gravity of the rule infraction. Forms of discipline include one or more of the following, not to exceed one week in duration but not limited to:

- a. Removal of Commissary privileges
- b. Removal of Television privileges
- c. Removal of Visiting privileges
- d. Removal of Telephone privileges
- e. Oral or written reprimand (verbal warning-formal and informal)
- f. Loss of unlock no more than 24 hours (informal per Floor Officer)

In those incidents where an incident report is prepared and discipline is requested to be administered, a hearing will be scheduled. This hearing will be in accordance with Title 15, section 1081.

## **INMATE DISCIPLINE**

Pursuant to Title 15, sections 1080 et seq., the following rules and disciplinary penalties are established to guide inmate conduct. These rules shall be issued to each inmate prior to housing.

For those inmates who are sight or hearing-impaired, illiterate, or unable to read English, provisions shall be made for the jail staff to effectively communicate and verbally instruct them regarding jail rules, disciplinary procedures and penalties. Disciplinary measures are defined as actions taken by jail personnel that result in greater restrictions on the access of inmates to those rights and privileges customarily enjoyed by other inmates, including but not limited to telephone, visitation, recreation, reading materials and commissary. Discipline may include actions that result in loss of good time credits, work time credits, removal from work details, change in custody status, transfer to more secure housing units and disciplinary separation status. However, this shall not preclude the facility administrator or facility manager from administratively removing any inmate for reasons of personal, mental, or physical health, or under circumstances in which the safety of inmates, staff, program, institutional security, or community is endangered nor will it preclude the facility manager from ceasing to deduct work time credits when any inmate refuses to perform assigned labor.

After removal to more secure classification, an inmate may request a review of his/her classification plan no more often than 30 days from his last review.

### **INMATE DISCIPLINE PROCEDURES**

1. One or more members of the Sheriff's Office Classification Unit will act on all formal charges of violation of facility rules by inmates, and shall have investigative and punitive powers. Staff so designated shall not participate in disciplinary review if they are involved in the charges.
2. Minor acts of non-conformance or minor violations of rules may be handled informally by any staff member by counseling or advising the inmate of expected conduct or loss of unlock for no more than 24 hours.
3. Major violations or repetitive minor violations of rules shall be referred in writing by the staff member observing the act to the Classification Unit.

The on-duty sergeant shall schedule a hearing to be held within seventy-two (72) hours of you being informed of the charges, in writing.

4. Whenever an inmate is accused of violating rules, he/she may be housed on administrative separation pending a hearing for the safety and security of the facility; however, a hearing will be held before disciplinary action is taken. A written finding shall be made in the hearing report justifying action taken.

5. The subject inmate shall be given a written notice describing charges brought against him/her no less than 24 hours before the hearing; only said charges shall be considered by the hearing officer(s). The inmate shall have the opportunity to respond to said charges and the right to present evidence, including witnesses. The inmate shall NOT have a right to cross-examine witnesses.
6. The hearing officer(s) shall provide inmate with written statements of findings and the discipline to be imposed. The degree of punitive actions taken by the officer shall be directly related to the rule infraction and within permissible limits.

### **FORMS OF DISCIPLINE**

Inmates may be subject to both administrative and criminal charges if the violation is of such nature that it warrants both. Acceptable forms of discipline shall consist of, but not be limited to the following:

- |                            |                                    |
|----------------------------|------------------------------------|
| a. Loss of Privileges      | d. Removal from work details       |
| b. Disciplinary separation | e. Forfeiture of work time credits |
| c. Reclassification        | f. Forfeiture of good time credits |

### **LIMITATIONS ON DISCIPLINARY ACTIONS**

The Penal Code and the State Constitution expressly prohibit all cruel and unusual punishment. Additionally, the following limitations also apply:

1. No inmate shall be held in disciplinary separation status for a period of time longer than ten (10) consecutive days without a finding on a new charge or violation of the facility rules and regulations.
2. Penal Code Section 4019.5 expressly prohibits the delegation of authority to any prisoner or group of prisoners to exercise the right of punishment over any other prisoner or prisoners.
3. In no case shall a safety cell be used for disciplinary purposes.
4. No inmate may be deprived of the implements necessary to maintain personal hygiene.
5. Food shall not be withheld as a disciplinary measure; however, inmates may be placed on a disciplinary separation diet. Per Title 15 section 1247, such a diet shall be served twice in each 24-hour period and shall consist of one-half loaf of the meatloaf described in "Guidelines for the Establishment and Operation of Local Detention Facilities" along with two slices of whole wheat bread and at least 1 quart of water.

6. Correspondence privileges shall not be withheld except in cases where the inmate has violated correspondence regulations. Correspondence may be suspended due to safety and security concerns as deemed necessary by the Facility Commander.
7. In no case shall access to counsel be suspended as a disciplinary measure.
8. An inmate may be administratively relocated for reasons of personal, mental or physical health, or under any circumstances in which the safety and security of the inmates, staff, program, institutional security or community is endangered, pending review.
9. An inmate may be removed from a work detail when he/she has exhausted their ability to accumulate work credits, and not as a result of a disciplinary action.

## **REPORTS**

Copies of rule violation reports and report of disposition of each shall be retained in the inmate's classification record, and a copy shall be given to the inmate.

## **INMATE RULES**

### VERBAL (v), MINOR (m), MAJOR (M),and CIMINAL (C) VIOLATIONS

1. Jail issued clothing is not to be used for any purpose other than its intended use, shall be worn appropriately, and shall not be altered in any way (v) 114 (m) 214
2. Inmates will not be loud, boisterous or offensive. (m) 118-218
3. Inmates will not push, shove or line jump. (m) 119-219
4. Inmates shall not send or receive mail from an inmate confined in any Solano County Facility without the prior written consent of both Facility Commanders. (m) 123 (M) 223
5. Inmates will treat jail staff and visitors with courtesy and respect. (m) 128-228
6. Inmates will address staff by their last name, i.e. "Officer Jones". (m) 129-229
7. Inmates will not report to visiting without permission of the jail staff. (m) 130-230
8. Inmates will not have anything in their possession other than court paperwork and/or eye glasses during visiting, court or work detail. (m) 131-231
9. Inmates with "lay-In or No-Duty" slips signed by the medical staff must present to jail staff upon request. (m) 136-236
10. All regularly scheduled, daily meals will be consumed when served and will not be stored. (m) 139-239



11. Inmate kitchen crew will not remove any food, drink or any item from the kitchen area. (m) 240
12. Inmates will wear hair nets or food service hats and jail issued clothing when assigned to the kitchen. (m) 241
13. Letters sent out must show the full name and Facility address of the sender on the outside of the envelope. (m) 149-249
14. Inmates will not retain excessive personal belongings in their cell or on the floor of any housing unit. (m) 156-256
15. Inmates will not place photographs or any other items upon cell walls, for display. Inmates will not block windows with any items. (m) 159-259
16. Inmates will not have more than one current newspaper in their possession. (m) 160-260
17. Inmates will keep their cells neat and clean at all times. (m) 161-261
18. Beds are to be made before 8:00 AM or after first unlock. (m) 162-262
19. Inmates bedding shall not be placed on the floor unless otherwise directed by correctional or medical staff. (m) 163-263
20. Bedding will not be removed from cell without authorization of jail staff. (m) 165-265
21. Makeshift hammocks and clotheslines are prohibited. (m) 166-266
22. Inmates will not stand on furniture, sinks, toilets, beds or other structures unless necessary to access a top bunk. (m) 170-270
23. Inmates will not construct or use makeshift tables or shelves in their living areas. (m) 171-271
24. Inmates will not trade, exchange or give personal property to/with another inmate. (m) 172-272
25. Inmates will wear jail issued pants, shirt and shoes when outside of their sleeping area, bathroom or shower area. (m) 176-276
26. Inmates will not wear headbands or makeshift headgear. (m) 177-277
27. Inmate Workers will shave prior to reporting to their work assignment(s). An inmate assigned to work in food preparation, processing or serving areas, and/or around machinery, or in high fire hazard areas, may be required, for safety and sanitation reasons, to further limit his/her grooming in order to properly wear such

- health and safety equipment as is deemed necessary by staff, including but not limited to, hair nets, safety head coverings, etc. (m) 178-278
28. Inmate Workers are permitted to have mustaches, and sideburns, and shall not extend more than one-half inch in length outward from the face which will be trimmed. (m) 179-279
  29. Inmate Workers hair will be clean, neatly styled, and groomed when he/she is on duty. Inmate's hair shall not have lettering, numbering, or designs of any kind cut, shaved, dyed, painted or in any way placed in the hair or on the scalp or face of the inmate. (m) 180-280
    - a. Hairstyles, including but not limited to braids, cornrows, weaves or ponytails, shall be required to unraid, undo, or take down their hair, as applicable, for thorough inspections as instructed by custody staff to ensure hair is free of contraband. (Refer to rule #78, if applicable.)
    - b. Hair shall not extend over the eyebrows; cover the inmate's face or pose a health and safety risk. If hair is long, it shall be worn in a neat, plain style, which does not draw undue attention to the inmate. (Refer to rule #78, if applicable.)
  30. Fingernails cannot be longer than ¼" past the fingertip. (m) 181-281
  31. Legal Mail envelopes will be used for legal mail only and no other purpose. (m) 182-282
  32. Inmates will not produce or possess any gang related material. (m) 283 (M) 383
  33. No jewelry may be worn with the exception of authorized religious articles, and only if they do not interfere with the safe and orderly conduct of the facility, and only when the appropriate waiver has been signed by the inmate and approved by the Chaplain. (m) 185-285
  34. Inmates shall maintain personal hygiene. (m)187-287
  35. Inmate will obey all lawful orders of the jail staff. (M) 302
  36. Inmates shall possess only those items issued by the jail, purchased from commissary or approved by Jail Administration and items shall not be altered. (M) 303 (C) 403
  37. Inmates will not break, mark or destroy county buildings or property, including property purchased by the Inmate Welfare Fund. (M) 304 (C) 404
  38. Inmates will not gamble, in any way, including card games, dice games, raffles or drawings. (M) 305 (C) 405
  39. Inmates will not furnish false information to the jail staff, this includes PREA complaints. (M) 306 (C) 406

40. Inmates will not alter money balance on commissary forms. (M) 307 (C) 407  
When requested, told or ordered to lockdown, inmates will go directly to their cell bed. If the cell door is closed remain at your door until opened by an officer.  
(M) 308
41. Inmates will not possess any weapon or any type of implements which could inflict injury. (M) 309 (C) 409
42. Inmates will not possess matches or igniters or start a fire of any type, for any reason. (M) 310 (C) 410
43. Fighting is prohibited. (M) 311 (C) 411
44. Inmates will not engage in horseplay. (M) 312
45. Inmates will not threaten or imply a threat towards jail staff, the public or other inmates. (M) 313 (C) 413
46. Possession of tattoo kits or tattoo paraphernalia is prohibited. (M) 315 (C) 415
47. Inmates are not to give or receive tattoos while in custody. (M) 316 (C) 416
48. Inmates will submit to a cell search and/or authorized strip search upon the direction of an officer. (M) 317
49. Inmates will not make obscene gestures or remarks to another inmate or jail staff.  
(M) 320.
50. No communication, in any way, with an inmate of the opposite sex. (M) 321
51. Inmates will not expose their person or private parts thereof, for the purpose of annoying others as Per Penal Code Section 314. (M) 322 (C) 422
52. Inmates shall not send or receive mail from an inmate confined in any Solano County Facility without the prior written consent of both Facility Commanders. (m) 223 (M) 323
53. Inmates will not communicate, in any way, with an inmate in another security status or housing area(s). (M) 324
54. Inmates will not pass to, or receive, any item from an inmate in another security status, on disciplinary status, or housing area(s). (M) 325
55. Inmates will not communicate, in any way, with inmates classified on disciplinary status. (M)
56. Inmates will not pass or receive water through the doors. (M) 327

57. Inmates will not accept anything from a visitor or give anything to a visitor without an officer's approval. (M) 332 (C) 432
58. Inmates will immediately swallow medications dispensed by the Facility Nurse and may be subject to search to verify consumption of medication. (M) 333
59. Giving away or selling medication is prohibited. (M) 334 (C) 434
60. Possession of unauthorized or excessive medication is prohibited. (M) 335 (C) 435
61. Inmates will not consume, manufacture or possess any unauthorized drug or alcoholic beverage. (M) 337 (C) 437
62. Inmates will not prepare or consume unauthorized foods or beverages. (M) 338
63. Inmate kitchen crew will not remove any food, drink or any item from the kitchen area. (M) 340
64. Inmates will wear hair nets or food service hats, work boots and jail issued clothing when assigned to the kitchen. (M) 341
65. Inmates assigned to kitchen work will scrub their hands and nails thoroughly prior to handling food. (M) 342
66. Module Workers will wear gloves and hair nets when serving food. (M) 343
67. Inmates assigned to kitchen duty will not be allowed in the kitchen without the supervision of a cook or an Officer. (M) 344
68. Inmates will not remove any property from their work area without approval from the jail staff. (M) 345 (C) 445
69. Inmates will report promptly to their assigned work areas, perform their assigned tasks and follow the directions of the jail staff. (M) 346
70. Inmates will remain in their assigned work areas unless given permission to leave by the jail staff. (M) 347
71. Inmates will send and receive mail only through official channels. Third party mail is strictly prohibited. (M) 348
72. Possession of money within the facility is prohibited. (M) 350 (C) 450
73. Inmates will not give, loan, or borrow money from other inmates. (C) 350 (M) 451
74. Smoking is not allowed by Solano County Detention Facilities inmates. (M) 352
75. Inmates will not enter the assigned living area of another inmate. (M) 353
76. Inmates will not visit in a dayroom where he is not assigned, for any reason, including watching TV or using the telephone. (M) 354

77. In a dormitory setting, inmates will remain on their own bed after lights out, except for necessary bathroom trips. (M) 355
78. Inmates are responsible for all clothing and bedding issued to them. (M) 357 (C) 457
79. Clothing and bedding beyond issue are prohibited. (M) 358
80. Furniture or bedding may not be placed in such a way as to conceal occupant of cell. (M) 364
81. Inmates will not cover/obstruct or tamper with night lights, fire/smoke detectors, windows, food service ports, microwaves, air vents, and intercoms, electrical, plumbing or mechanical devices. (M) 367 (C) 467
82. Inmates will not intentionally cause flooding or stop up plumbing by placing foreign matter into the toilets or sinks. (M) 368 (C) 468
83. Inmates will not collect or store cleaning supplies in their cell or dayroom. (M) 369
84. Kitchen workers will not tamper with food. (M) 374 (C) 474
85. Inmates will not make telephone calls to the Administration Office without permission. (M) 375
86. Inmates will not produce or possess any gang related material. (m) 283 (M) 383
87. Inmate will not display hand or gang hand signs. (M) 384
88. Inmates will not "gas", i.e. throw any human excrement or other bodily fluids at jail staff or anyone else. (C) 386 (M) 486
89. Assault, both physical and sexual of inmate and/or staff (M) 387 (C) 487
90. Inmate shall not utilize the Pro Per telephone without official approval & without being issued a telephone PIN #. (M) 388
91. Possession of illegal substance (M) 388 (C) 488
92. Inmates shall not provide their Pro Per telephone access PIN # to another inmate. (M) 389
93. Inmates will obey the laws of the United States, the State of California and the County of Solano. (C) 401
94. Inmates will not expose their person or private parts thereof, for the purpose of annoying others as Per Penal Code Section 314. (C) 422

## **INMATE GRIEVANCE PROCEDURE**

The purpose of the Inmate Grievance Procedure is to establish a consistent and equitable procedure for handling inmate grievances by providing the inmate with communication that can answer questions and reduce the necessity for many formal legal challenges and inquiries.

If you have a grievance, notify the on-duty custodial staff and you will be provided with a grievance form. Give it to your Floor Officer, who will then provide you with a receipt which will generate a grievance reference number. Your grievance will receive a timely response.

The INMATE GRIEVANCE FORM is to be used when the inmate has one, specific complaint pertaining to the conditions of his/her confinement, including but not limited to custody, medical treatment, jail policies and procedures, or other related matters. The Form shall be submitted within three (3) days of the incident or circumstance being grieved so that the matter may be promptly investigated. There are no time limits for grievances related to allegations of sexual abuse. Court orders cannot be grieved.

### **INMATE GRIEVANCE LEVELS**

There are two levels at which an inmate grievance may be resolved. Every attempt will be made to resolve the grievance at the lowest possible level. Inmates are encouraged to discuss the problem with the Floor Officer prior to submitting a grievance. If the Floor Officer is unable to resolve the problem, then you may submit the INMATE GRIEVANCE FORM to the Floor Officer who will deliver it to the Supervisor (level 1 on the form) who supervises the area in question.

#### **Level 1 – Supervisor/Floor Sergeant**

The Supervisor will review the inmate's grievance and complete the level 1 section with name, date and a description of the resolution method. If the Supervisor cannot resolve the grievance it will be indicated: "No resolution, referred to level 2".

#### **Level 2 - Facility Commander or Designee**

The Facility Commander or designee will attempt to resolve all grievances in an equitable manner.

### **SPECIAL INFORMATION**

All grievances regarding medical treatment will be referred to the Jail Medical Staff who will respond to the grievance in the Level 1 Section of the form.

### **TIME LIMITS**

Each level will respond in writing to an inmate's grievance within the following time limits:

- Level 1 - 7 days
- Level 2 - 10 days (excluding weekends and holidays)

## **RIGHT TO APPEAL**

If an inmate is dissatisfied with the level one resolution, he or she may appeal to the next higher level **by resubmitting your original grievance** form writing "APPEAL" at the top. This form shall be completed within three (3) days of the level one response and directed to the appropriate level.

## **WRITS**

Nothing in this procedure will restrict an inmate's legal right to file a Writ with the court or seek any other form of legal relief.

## **VOTING**

Voting by the inmates will be done by absentee voting only. Requests for Absentee Voter Registration Forms must be made in a timely manner by submitting an Inmate Request Form to any officer. The Absentee Voter Registration forms are obtained and distributed to each facility by the Programs Officer.

## **RELIGIOUS SERVICES**

The Custody Division Chaplain makes weekly rounds to each inmate module. Religious requests may be made in person or via an Inmate Request form and forwarded to the Custody Division Chaplain

## **PROGRAMS & SERVICES**

The Solano County Sheriff's Office offers a variety of programming options, including some specialized services. For additional information, submit an Inmate Request form to the Facility Programs Officer.

## **LAUNDRY**

All laundry exchange is done once a week. Days and times will be posted in the modules.

## **INMATE REQUESTS**

If you have a question or a request that cannot be answered by your module officer, please fill out an Inmate Request form. You can obtain an Inmate Request slip from your module officer. Your request form will be answered and returned as soon as possible.





All incoming mail shall be opened and inspected. Opening and scanning of legal mail will be conducted in the presence of the inmate. Mail will be distributed daily, except Sundays and Holidays. Mail will be delivered only to the inmate addressed. Identification will be checked.

## TELEPHONES

There are telephones available for use by all inmates, during unlock time. As posted, calls from the jail telephones may be recorded or monitored for the safety and security of the Sheriff's Office detention facilities. All calls must be made collect.

### STATE PAROLE OFFICES:

Fairfield	(707) 428-2016
Vallejo	(707) 648-5372
Richmond	(510) 412-5820
Concord	(925) 602-6550
San Francisco	(415) 703-3184
Sacramento	(916) 262-2125

### DIRECT DIAL/FREE OF CHARGE

You may access the following County Offices by pressing 1 (for English) or 2 (for Spanish), then press the # (pound) key prior to pressing any of the following speed dial numbers:

- #20 **Fairfield Public Defender (felony)**
- #21 **Probation Office**
- #22 **Vallejo Public Defender (felony)**
- #23 **Fairfield Conflict Defender**
- #24 **Vallejo Conflict Defender**
- #25 **Vallejo Public Defender (misd)**
- #26 **Fairfield Public Defender (misd)**
- #27 **Crime Tips**
- #93 **Safequest/Report of Sexual Assault in Custody (PREA) \*\*this is a direct dial/un-monitored phone number\*\*.**

All telephones are turned off at lockdown and at other such times as deemed necessary to preserve safety and security of the facility.

## INMATE VISITATION

The Solano County Sheriff's Office has implemented video visitation within all three of its detention facilities.

### On-Site Visitation Rules

All visitors must be registered with iWebVisit.com in order to be scheduled for an on-site visit; there are two options in which a visitor may register:

Visitors may go directly to <http://www.iwebvisit.com> and create an account online in advance to save time. Visitors may also go to the visitors' lobby, provide a valid government ID, showing a current photograph and date of birth and a valid email address (not required). Staff may then register into the iWebVisit.com system. Visitors will receive an email with further instructions and information about the benefits of remote visits.

## On-Site Visitation Rules and Guidelines

1. On-site visitation is currently only offered at the Justice Center Detention Facility located at 500 Union Ave, Fairfield, CA 94533. This is subject to change.
2. All visitors must present valid government picture identification, such as a DMV issued California Driver's License, California Military ID or Passport with a valid exit stamp.
3. All visitors must be at least 18 years of age unless accompanied by a parent (showing proof by means of an original birth certificate), a legal guardian (court order is required) or emancipation by the court (emancipation order required). There are NO exceptions.
4. A parent or legal guardian may bring no more than two children and one infant with them to a visit. Parents shall promptly attend to unruly children. Children will not be left unattended in the lobby.
5. Visitors will not be permitted to visit for the following; no shoes, no shirt, wearing swimsuits or swim tops. Shorts higher than 3' above the knee, halter tops, tube tops or thin strapped or see through blouses of any kind. Any garment that reveals excessive flesh is unsuitable for visiting.
6. Additionally, any visitor wearing gang related clothing or clothing with nudity, drugs, violence or illegal activity will not be permitted.
7. Visitors will not be allowed to bring in personal items for the inmates. Money may be deposited for the inmate via the cash kiosk which can be located at all Sheriff's Detention Facilities:
  - Justice Center Detention Facility-500 Union Ave. Fairfield, CA 94533
  - Sheriff Detention Facility-2500 Claybank Rd. Fairfield, CA 94533
  - Stanton Correctional Facility-2450 Claybank Rd. Fairfield, Ca. 94533
8. Any action(s) which does not promote a harmonious atmosphere or compromises the safety and security of the facility may be grounds for refusal or termination of a visit as deemed by the Supervising Correctional Officer.
9. An inmate who has been released from custody may not visit any inmate in custody for 30 days after release.
10. Parolees on "active parole status" WILL NOT be permitted to visit in Solano County Facilities.
11. NOTHING may be given to or received from the inmate.
12. Clergymen with proper credentials and clearance from the Sheriff's Office will be allowed to visit with an inmate who is identified by such clergy as their parishioner. This visit will be conducted in the same manner as an

official visit, and occur during or outside regular visiting hours. A clergy visit shall not exceed 30 minutes.

13. Per Penal Code 4575 cell phones, wireless, and/or electronic devices are strictly prohibited within the detention facilities. Violation is punishable by a fine not to exceed \$1000.

### **GENERAL VISITING INFORMATION**

The visiting week for all facilities begins on SUNDAY. Inmates are allowed two (2) thirty minute visits per week. A thirty-minute visit can be shared by up to 3 visitors. Sharing a thirty-minute visit will equal approximately 10 minutes by each visitor. In the event there is more than one visitor for an inmate and visitors are sharing the time, the first visitor will be allowed up to the visiting area, the remaining visitor(s) must wait in the visiting lobby area on the first floor for their turn. Visiting times are subject to change. It is the inmate's responsibility to notify their visitors of their current facility or housing location.

### **JUSTICE CENTER DETENTION FACILITY**

Visitors may call 784-7101 for inmate status and visiting information. The (JCDF) Visiting Lobby CLOSES at 5:00 p.m. on Wednesday & Thursday.

Inmates are provided a visiting area in which they may communicate with their visitor via a telephone and glass window or iWeb video visitation. As posted, non-attorney conversations may be recorded or monitored for the safety and security of the Sheriff's Office detention facilities.

### **CLAYBANK & STANTON FACILITIES**

Visitors may call 707-784-4830 for inmate status and visiting information. The (SCF) visiting lobby closes at 10:00 p.m. and is closed Sundays. Remote video visits may take place on the weekends.

All visits for both facilities are conducted only through iWeb video visitation at this time. Visitors will register at the Stanton Correctional Facility. Please check with custody staff for visiting schedule as it is subject to change. As posted, non-attorney conversations may be recorded or monitored for the safety and security of the Sheriff's Office detention facilities.

### **INMATE MONEY INFORMATION**

All inmates will have a money account: balance provided on your Commissary Order form. Friends and family can fund an inmate's account multiple ways:

- Debit/Credit/Cash or Green Dot Money Pak at Kiosk, located in facility lobbies.
- Telephone, toll free 1-866-232-1899
- Online at [www.touchpaydirect.com](http://www.touchpaydirect.com)

They must have the following information to fund an account:  
Solano County, CA, Facility Locator: 294501; Inmate name and Inmate ID number.

Money sent to you via mail **MUST** be in the form of a Money Order made out as follows: **PAY TO THE ORDER OF: INMATE'S NAME**. The money order must also include the sender's name and address. Please do not have cash sent through the U.S. Mail. It will be returned to sender.

The jails are not financial institutions, and do not provide inmate banking services.

Inmates, who have a fund balance upon release, will receive either a debit card, or a check in the mail. You must provide an updated address. It will take approximately 3 to 5 days (excluding weekends and holidays) to process the check and get it into the mail.

Transfer of money between inmate accounts will not be allowed.

When an inmate is released from custody, he may not put money in another inmate's money account for ninety (90) days

### ITEMS ALLOWED WITHIN YOUR CELL

1	Mattress	2	Blankets
2	Sheets	1	Towel
2	Pant (mod/worker 2 pair) *	1	pair of shoes
2	shirt (mod/worker 2 shirts) *	3	pair of socks *
1	roll toilet paper	1	pair of shower shoes
3	sets of underwear		

\*\*The amount of clothing allowed within your cell may vary depending upon the laundry program in effect for that area.

- Blue net bag, 1 per inmate.
- Limit of five (5) photographs (no larger than 4" x 7"), NO POLAROID. No exchanges.
- Legal papers, prescription glasses, medical alert bracelet/necklace, address book (without metal spirals).
- Books, (religious and/or library materials or magazines) any combination thereof with a maximum of five (5) only. (Exception: Books for Educational Program when approved by the Facility Commander).
- 1 newspaper per inmate limit within cell.
- Items purchased from the commissary and personal mail received must fit in container.

\*Any altered, excessive, or stockpiled items will be considered contraband and shall be confiscated from the cell and discarded. This may result in further disciplinary action.

### CLASSIFICATION

Inmates will be classified at a hearing/interview to identify and separate inmates with distinct behavioral patterns into groups to ensure the safety and security of the inmate, staff and facility. At the hearing/interview, inmates will be classified and assigned a housing location by a Classification Officer.

All inmates are entitled to a classification review once every thirty (30) days and when there is a change in sentence status, behavior patterns, incident reports, disciplinary actions, rule violations, or referrals.

An inmate can file a written appeal about their current classification. Such an appeal will be answered within seven (7) days. In the event the inmate disagrees, they may file an appeal to the Facility Commander whose decision is final.

## **COMMISSARY**

Commissary is available once a week. Days and times will be posted in the modules. Indigent inmate(s) being housed will receive weekly and monthly, "Free Line" items. Weekly items may include: 2 envelopes, 1 pen, floss loop, soap, and 4 pieces of paper. Monthly items include: 1 toothbrush and toothpaste. To qualify as indigent, inmates must have \$1.10 or less on their books for at least 2 weeks.

Inmates assigned to Administrative Separation housing will be allowed to order items on the Administrative Separation commissary list. Friends and family members may purchase and send commissary gift packs via the internet by going to [www.Solano.icaredirect.com](http://www.Solano.icaredirect.com).

## **DINING**

All Inmate meals will be served in your assigned cell. Kitchen Inmate Workers, while on duty, will eat their meals in the kitchen area. Inmates in temporary holding areas prior to housing, and inmates in tunnel or court holding will receive bagged meals. Special dietary requests for religious purposes must be made through and approved by the Facility Chaplain. Special dietary requests for medical purposes must be made through and approved by Medical staff.

## **MARRIAGES**

Information may be requested regarding inmate marriages through the Facility Chaplain.

## **RECREATION/TELEVISION**

The television sets will be turned on after work details are completed and the day rooms and cell areas have passed inspection satisfactorily. Television will be turned off at lockdown. The television volume will not be so loud as to hinder an Officer in the performance of his/her duties or interfere with the inmate's peaceful coexistence.

The television sets are not to be turned on their stands in such a way as to damage the cords or to place the television in danger of falling or being knocked off its stand.

Television is a privilege only, and can be removed if abused.

## **EXERCISE YARD RULES**

The exercise yards are provided for use except during periods of inclement weather.

The exercise yard may be closed at the discretion of the shift Supervisor on duty.

Each module has access to an exercise yard. Exercise yard privileges will be scheduled by the Module Officer and inmates will receive a minimum of three (3) hours of recreation time over a seven (7) day period. All inmates will have the opportunity for both indoor and outdoor recreation and exercise.

## **INMATE RECREATION**

Inmate recreational activity may include, but not be limited to:

Television

Exercise yard

Games

\*Claybank Detention Facility (CDF)

Minimum security inmates may use the exercise yard when not in use by inmates housed in another security level.

## MEDICAL EMERGENCY

In any medical emergency, **notify the staff immediately**. Assure the victim that help is on the way. **Remain calm**. This will be reassuring to the victim. If the victim is having a seizure, remove any chairs, tables, etc., that could cause injury. **Do not attempt** to restrain the victim or put anything into the mouth. **Do not attempt** to move someone who has fainted or slipped and fallen. For burns, if feasible, run cold water over injury. For cuts or injuries where loss of blood is occurring, apply direct pressure over the site of the wound in order to decrease the loss of blood until help arrives. **Do not apply a tourniquet**. In case of electrical shock, **do not touch the victim**.

## EMERGENCY PROCEDURES

In all cases of emergency, it is important not to panic. Panic greatly increases the chances of injury. **Remain calm and act rationally**. The officer on duty will advise you of the appropriate action to take, to which area you are to proceed and what you are to do upon arrival. Do not waste time by attempting to stop and ask questions.

In an emergency, staff will provide special assistance to hearing and sight impaired inmates and other inmates as necessary

If an emergency should occur when officers are not present, notify the staff as quickly as possible that an emergency exists.

Unless directed otherwise by an officer, go directly to your bunk and remain there until advised by an officer that you may move.

## FIRE

- Notify staff immediately.
- You will be directed by an officer for quick evacuation.
- **Do not** put liquids on an Electrical Fire.

## EARTHQUAKE

When possible, stand in the nearest doorway, or crawl under a bunk / desk, unless otherwise directed by staff.

## POWER FAILURE

Remain where you are and await further instruction from the officer in charge.

## MEDICAL, DENTAL AND MENTAL HEALTH SERVICES

While in jail, emergency and medically necessary health care services to maintain your health and safety are provided. The jail physician has sole authority regarding your medications and medical treatment. Specific medical conditions will be kept confidential except as required by law.

## HOW TO REQUEST HEALTH CARE SERVICES

Request forms are available on each housing unit. Fill out the request for medical, mental health, or dental services. Please provide as much information as possible and place the form in the box on the unit marked "Sick Call." You may also hand the request card directly to medical staff during medication pass. The health care staff picks up requests daily. You will be scheduled to see a provider.

### **PILL CALL- MED PASS**

Prescribed medications are delivered routinely at pill call. The nurse will bring prepared medications to you. To receive your medications, the nurse must be able to identify you correctly and will require you to swallow all medications in front of the nurse. You should be familiar with your medications and if you have a question ask the nurse before you take any medications. Never take medications intended for another person as this can be dangerous. Prior to receiving a refill, the empty tube or holder must be returned. If you would like further information about your specific medication, please submit a request slip and include the name of the medication you would like further information about.

Due to the importance of passing the correct medication to the correct person, the pill call nurse can not respond to non-medication or non-emergency questions. You may hand your completed request card sick call slip to the nurse.

### **SELF MEDICATION PROGRAM**

This facility has a self medication program for some approved medications. These include medications for some short and long term conditions. Each person must meet specific criteria to be approved for the program. Medications must be taken exactly as prescribed. Spot checks are done routinely to ensure compliance. Prior to receiving a refill, the empty tube or holder must be returned. If you would like to participate, please discuss this with the provider at sick call.

There are over-the-counter medications that are available through the commissary and you may be instructed to obtain a personal supply of these.

### **REFERRALS FOR SPECIALTY CLINICS**

The medical staff may refer you to a specialist in the community. A deputy will transport you to the clinic/appointment. You are not allowed to know the exact date, time or location of the appointment. The jail physician has final determination regarding all non-emergency specialty clinic appointments.

### **PERSONAL PROVIDER VISITS**

If you would like to be seen by your personal provider in the immediate area, you may continue to provide for your own medical care at your expense. You will be responsible for all transportation and security costs associated with the appointment. After you have made financial arrangements with the provider and the Sheriff's Office, please notify the medical department and an appointment will be made for you. You will not be told the date and time of the appointment for security reasons. If you or your family/friends become aware of the date and time of the appointment, it will be canceled for security reasons.

### **DRUG AND ALCOHOL TREATMENT**

If you are experiencing drug or alcohol withdrawal, you may be given medication for a short time for the symptoms. Long term mind-altering medication is not a substitute for

street drugs and alcohol, and generally will not be prescribed while you are in custody. You are urged to use your time in jail to think about changes in your lifestyle that may benefit you and your family. AA, NA and self-help books are available through the library.

### **DENTAL CARE**

Emergency and medically necessary dental care is available to maintain your health. If you wish to see the dentist, submit a request slip. You will be seen at sick call, and your need for dental care evaluated. You will be referred to the dentist if appropriate. Medications for pain and antibiotics may be started prior to seeing the dentist. Routine cleanings, orthodontics and some repairs may not be available while in jail.

### **TB & HIV TESTING**

Everyone booked into the jail is given a TB skin test within the first 14 days. The test will be read by the nurse within 72 hours after it has been applied to your forearm. If you are released from custody before the test is read, and if your arm has a red, raised bump, please see your doctor or go to the county TB clinic as soon as possible.

The provider will order an HIV test if you have an illness that may indicate you have HIV disease. If you are HIV positive you will be seen by medical staff on a regularly scheduled basis.

### **PAIN MEDICATION**

Narcotics or controlled drugs are not generally available for use in the jail for the control of chronic pain. You will be seen by the medical provider to plan your pain management. In addition, some over-the counter pain medications are sold on commissary.

### **RESTRICTED DIETS**

Restricted diets and special diets for specific medical conditions can be ordered pursuant to a provider's order or chaplain's authorization. Special diets are not available in order to lose weight.

### **REFUSAL OF SERVICES**

You have the right to refuse health care services, medications, diagnostic tests and appointments. In these circumstances you must sign a refusal statement which will become part of your medical record.

### **PREGNANCY & FAMILY PLANNING SERVICES**

If you are pregnant or think you are pregnant, please notify medical. Pregnancy care is referred to an outside OB-Gyn clinic. If you have already established OB care locally, you may be able to continue to receive services there. A pregnancy diet, prenatal vitamins, labs and other related services will be ordered while you are waiting for your outside appointment. If you wish to breastfeed your infant, discuss your options for collection and storage of breast milk with the provider at sick call. Please contact medical as soon as possible to discuss options for an unwanted pregnancy at sick call.



If you would like more information on family planning, including birth control methods, please discuss these services with the provider at sick call.

### **SUICIDE PREVENTION**

Some individuals may become depressed or hopeless while in jail. Professional help will be provided to anyone suffering from depression or suicidal thoughts. Please help prevent suicides by immediately alerting the Correctional Officer if you begin to feel like harming yourself, or notice another inmate that appears to feel hopeless or suicidal. Your prompt action may save a life.

### **CONTAGIOUS DISEASES**

Every effort is made to protect you from infectious disease. However, some individuals may not be aware that they are carrying a contagious disease. You must make every effort to avoid unnecessary exposure to others in jail. Do not share anything—drinking cups, eating utensils, soap, etc. Wash your hands frequently and always wash your hands after using the toilet. Cover your mouth when you cough or sneeze by using your sleeve. If you use your hands, be sure to wash your hands. If you become an inmate worker, you must wear a hair net and gloves when you handle food. You can not work around food if you have a rash, cough or cold. Illnesses which spread through the air such as measles, mumps, chickenpox and tuberculosis require special housing and may require hospitalization.

### **CO-PAY FOR HEALTH SERVICES**

There is a \$3.00 co-pay for most medical and dental services, including medications. A \$3.00 charge will be billed regardless of the ability to pay at the time of service. Health services will not be denied on the basis of inability to pay

### **MEDICAL RECORDS**

Your medical record is kept separate from your jail record. The judges, police, attorneys and custody staff cannot see your medical record unless you sign a written consent, or your record is subpoenaed. If you are transferred to another jail or prison, a summary of your medical history will be sent with you. If you would like to receive a copy of any portion of your medical record during or after your release, you will need to submit a completed and signed Release of Information form. This is available through the jail medical records department or your doctor's office. If you are requesting a personal copy, then it will be placed in your sealed property unless you specifically instruct that you want it in your cell. If you want records disclosed to you in your cell, you will be required to sign a waiver regarding any potential, wrongful disclosure of your records. Copying of your records will only take place after the money and signed forms are received, and may take a couple of days to weeks. There is a \$15.00 fee for copying services.

## **FOLLOW-UP CARE UPON RELEASE**

If you have been receiving medical care and/or prescription medications while in custody, you may need to continue the care and medications upon release to improve or maintain your health. Prior to your release you may request that a prescription, if approved, be placed in your property. This prescription may be filled at a designated local pharmacy within Solano County. The prescription will be for a two-week period, and refills on this prescription will not be available. During this two-week period, please schedule an appointment with your doctor or a community provider for follow-up care.

## **MEDICAL SERVICES NOT OFFERED**

Health Care Services does not dispense items needed for treatment of dandruff or cosmetic needs. Sleep aides are also not provided; please speak to mental health for sleep hygiene techniques.

## **WORKER'S COMPENSATION, DISABILITY AND SSI CLAIMS**

These claims are not handled by the health care staff. The forms must be sent to your private physician. Your private physician may request your medical records from the jail.

## **AMERICANS WITH DISABILITIES ACT\*\***

### **Inmate Notice:**

The Solano County Sheriff's Office does not discriminate on the basis of disability in providing access to its facilities, programs, services and activities. This notice is provided as required by Title II of the *Americans with Disabilities Act of 1990*. If you have questions, complaints or request for additional information regarding the ADA, forward your inquiry to the designated ADA Division Representative at the facility at which you are housed by completing the "ADA Request for Accommodation" form. This form is available upon request from your module officer.

## **AMERICANS WITH DISABILITIES ACT CONT-**

Grievances regarding ADA issues may be brought to the Department's attention by using the "**Inmate Grievance Form.**" You may also direct your inquiry to the **Department ADA Coordinator.**

### **Solano County Sheriff's Office Americans with Disabilities Act (ADA) Policy:**

No inmate who is a qualified individual with a disability shall by reason of such disability, be excluded from participation in, or be denied benefits of services, programs, or activities of the jail or be subjected to discrimination.

If an inmate is requesting accommodation in order to participate in a service, program, or activity provided by the jail, the inmate shall notify his / her Module Officer of the request. If an inmate believes that he / she has not been provided with a reasonable accommodation, the inmate may file a formal grievance. Instructions for submitting a formal grievance may be found in this publication under "Inmate Grievances".

## **SOLANO COUNTY ADA COMPLAINT PROCEDURE**

If an inmate believes that the Solano County Sheriff's Office has failed to comply with and/or carry out its responsibilities under the American's with Disabilities Act, the inmate may contact the Custody Division ADA Coordinator at 530 Union Ave. Suite 100 Fairfield Ca. 94533, or file a formal grievance. Instructions for submitting a formal grievance may be found in this publication under "Inmate Grievances"

### **INFORMATION FOR HEARING IMPAIRED INMATES**

#### **Telecommunications Devices for the Deaf or Hearing Impaired**

There are TTY and TDD telephones available within the Solano County Sheriff's Office Detention Facilities. Inmate requiring the use of either a TTY or TDD telephone must inform the Module Officer, who will obtain the device for use by the hearing impaired or deaf inmate.

#### **Contact Numbers for Deaf and Hearing Impaired Services:**

##### **Office of Deaf Access Regional Service Agency:**

Headquarters/Outreach Office  
14895 E. 14th Street, Suite 200  
San Leandro, CA 94578-2922  
Voice/TDD: (510) 483-0753

##### **Community Resources for Independence:**

980 Hopper Avenue  
Santa Rosa, CA 95406  
Voice: (707) 528-2153  
DCARA TDD: (707) 528-2151

##### **California Department of Social Services Office of Deaf Access**

744 P Street, MS 8-16-91  
Sacramento, CA 95814  
(916) 653-8320 (Voice)  
(916) 653-7651 (TTY)

#### **Educational Classes and Religious Services**

If a deaf or hearing impaired inmate desires to attend any classes, including, but not limited to and educational classes, drug or alcohol abuse classes or group sessions, or religious services provided by the Solano County Sheriff's Office, and needs an accommodation to effectively participate in the class(es), the inmate shall notify his or her Module Officer.

The Sheriff's Office shall attempt to secure a qualified Sign Language interpreter.

## PRISON RAPE ELIMINATION ACT (PREA)

### YOUR SEXUAL SAFETY:

The Solano County Sheriff's Office has a zero tolerance policy toward sexual harassment and abuse. If you are abused or attacked, or fear you will be abused, or are being harassed sexually, whether by another inmate or a staff member, tell someone who can get you help. Sexual harassment includes any unwanted sexual comments or touching. While you are incarcerated, NO ONE, neither inmate nor personnel has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual abuse or pressure to engage in unwanted sexual behavior regardless of your age, size, race, or ethnicity. Whether you are straight, gay, lesbian, bisexual, or transgendered, you have the right to be safe from unwanted sexual advances and acts. Your safety is our concern. If you don't report it and the attacker(s) are not identified, we will not be able to protect you.

### WHAT TO DO IF YOU ARE VICTIMIZED:

Report the incident **immediately** to personnel. Jail personnel will immediately protect you from the assailant and will refer you for a medical exam. You do not have to name those involved, however, the more specific your information, the easier for personnel to help you. You will receive protection whether or not you have identified your attacker or agreed to testify against them. Your physical well-being is our primary concern. It is important you report all sexual abuse as soon as possible so medical attention can be provided. Medical staff will examine you for injuries. They can also check for sexually transmitted diseases. They will also assist in providing you with counseling if you request it; it will be free of charge.

### HOW TO REPORT THE INCIDENT:

Reports can be made in writing or verbally, in the following ways. You can tell correctional staff, medical, mental health, chaplain, contractor, volunteer or any other person that you trust. ***You can contact SafeQuest Solano by direct dialing # 93 (free call) or (707-422-7345) on any inmate phone.*** You can tell your attorney or have someone from the outside, such as a friend or family member make the report for you. Personnel are instructed to keep the reported information confidential, and only discuss it with the appropriate officials on a need to know basis.

You can also submit a request or file a grievance. This type of grievance is considered an "emergency" grievance.

- When filing an "emergency" grievance, be very clear about your complaint.
- If it is against a staff member, provide the staff members name.
- These grievances are acted upon immediately and taken very seriously.
- There is no time limit associated with grievances related to sexual abuse.
- You are not required to give the grievance to the person in question, nor will you or your grievance be referred to them.
- If you need help completing the grievance, you may seek help from others if needed.

**WARNING:** The filing of a grievance in bad faith (attempting to get someone in trouble) is in violation of jail rules. Those found to be in violation will be punished as outlined in the jail rules.

**SEEKING MEDICAL HELP:**

A medical professional will perform a medical examination to obtain samples or document the existence of physical evidence. The exam will be conducted privately and professionally and is free of charge.

**CONFIDENTIALITY:**

Information concerning the identity of the inmate victim reporting the sexual abuse and the facts of the report itself shall be limited to those who have a need to know in order to make decisions concerning the inmate victim's welfare and for law enforcement investigative purposes.

**UNDERSTANDING THE INVESTIGATIVE PROCESS:**

Once reported, the Solano County Sheriff's Office will conduct an investigation. The purpose of the investigation is to determine the nature and extent of the misconduct. You may be asked to give a statement. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

**COUNSELING PROGRAM:**

You may seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention, and mental health counseling are all available to you. Most people need help to recover from the emotional effects of sexual abuse. If you have been the victim of sexual abuse, recently or in the past, counseling services are available free of charge.

**REMEMBER:**

- If you were a victim of sexual abuse on the outside, you are entitled to medical and mental health care. Be sure to tell a medical or mental health professional while you are in booking.
- We will investigate all reported incidents of sexual abuse. ***If you are a victim, report it immediately.***
- Jail personnel will protect you from the assailant.
- Personnel or inmates who engage in sexual abuse or battery of inmates will be investigated, and if found guilty, will be subject to a full range of criminal and administrative sanctions.
- Any sexual act between inmates and personnel (even when no objection is raised) is always illegal.

**AVOIDING SEXUAL ABUSE:**

- Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.

- Find personnel with whom you feel comfortable with to voice your fears and concerns.
- Be alert. Do not use contraband substances such as drugs. These can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you do not want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, self-help programs, or religious services.
- If you are bisexual, homosexual, or transgender and do not feel safe in your current housing, submit a request to classification or speak to your module officer as soon as possible.

### **ABUSING ANOTHER INMATE**

Penal Code section 653.75 states, "Any person who commits any public offense while in custody in any local detention facility or state prison is guilty of a crime." The Solano County Sheriff's Office will file criminal charges against any inmate who is found attacking or sexually abusing other inmates.

Any inmate who voluntarily aids or encourages another inmate in any public offense, whether or not they actually committed the offense may be charged as a perpetrator under Penal Code section 31. Any inmate, who after the offense, harbors, conceals or aids a perpetrator, may be charged as an accessory under Penal Code section 32.

Do you feel like hurting someone or sexually abusing another inmate? Do not be afraid to get help. Talk to someone from the correctional or medical staff immediately, before it is too late; they can schedule an appointment with a mental health professional. The service and care you receive are confidential, and free of charge.

### **INMATE PROGRAMS & SERVICES**

The Solano County Sheriff's Office does NOT discriminate on the basis of color, national origin, religion, sex, disability, or age in the delivery of services.

- Substance Abuse Treatment Services: Men and Women
- Jail Counseling Program
- Chaplain Services
- Charter High School: full service high school for those without high school diploma.
- Women's Reentry Achievement Program (WRAP): case management
- Veteran's Justice Outreach Program
- Veteran's Program
- Parenting Programs for Men and Women
- Community Volunteer Services Group work facilitated by community volunteers such as AA, NA, Religious Services.
- Employment Readiness Skills and Employment Re-entry Case Management
- Tutor Literacy Program
- Inmate Library Services

- In custody Case Management Services, Cognitive Skill Building and Re-entry Planning.
- MIOCR Program: in-custody treatment program for those with mental illness, re-entry planning and community based case management.

## **WRITING MATERIALS**

Writing materials are provided in the welcome kit and indigent kits if eligible.

## **LEGAL ASSISTANCE**

Inmates who cannot read or write may obtain legal services, private attorneys, Solano County Public or Conflict Defender. If you believe you are entitled to this legal assistance, you may make a request on a form available from a Correctional Officer.

Some of the types of legal assistance which you may be entitled to and may request by way of Legal Information Request Form available from a Correctional Officer are the following:

You may request the Public or Conflict Defender's office to represent you in a proceeding or legal action relating to the conditions in the jails or the Custody Facility, or relating to punishment arising out of a criminal proceeding.

The Public Defender's offices located in Solano County are as follows:

Solano County Public Defender  
675 Texas St.  
Fairfield, Ca. 94533  
Dial #20

Solano County Public Defender  
321 Tuolumne Street, # 201  
Vallejo, Ca. 94590  
Dial #22

Fairfield Conflict Defender  
Dial #23

Vallejo Conflict Defender  
Dial #24

1. The Public Defenders Office will accept telephone calls from inmates to their attorney of record.
2. For information regarding Pro per status submit a request to Programs Officer.

## **TRANSLATOR**

If an inmate cannot speak English, a Point Book or Translation Service will be furnished to help to determine the needs of an inmate.

## **PRO PER INMATES**

Pro-Per Inmates shall receive information regarding their Pro Per status from the Legal Officer.





**SOLANO COUNTY SHERIFF-CORONER'S OFFICE**  
**Custody Division**

**LEGAL SUPPLY/PHOTOCOPYING/LEGAL ASSISTANCE REQUEST**

Fairfield  
(Circle one)

Claybank

Stanton

Printed name of inmate: \_\_\_\_\_ Case No. \_\_\_\_\_

Court: \_\_\_\_\_ Attorney's name/telephone: (     ) \_\_\_\_\_

I declare under penalty of perjury that the above information is correct to the best of my knowledge:

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Cell Location**

**By signing and submitting this form, I acknowledge that the costs of any supplies, copies and/or postage requested will be immediately debited from my account upon receipt of this form by the LEGAL OFFICER.**

\_\_\_\_\_ Request for photocopies of legal materials.

\_\_\_\_\_ Request for legal assistance \_\_\_\_\_ (from Solano County Public Defender, other inmates, or private attorney).

\_\_\_\_\_ Other: \_\_\_\_\_

Use this space to explain your request. Five (5) requests per day maximum. Twenty (20) requests per week maximum. Research of Federal cases, State cases, criminal, civil and statutes are available through LRA (Legal Research Associates) using the appropriate form. Ask for the "Legal Information Request" form.


**(DO NOT WRITE BELOW THIS LINE)**

**Date request received:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Comments/action taken:** \_\_\_\_\_

**Date action taken:** \_\_\_\_\_ **By:** \_\_\_\_\_

**INMATE GRIEVANCE FORM**

Fairfield Facility  
(Circle one)

Claybank Facility

Stanton Facility

If, while in the Solano County Jail, you have a complaint regarding custody treatment, medical treatment or another related custody problem, you may complete this form and give it to your module officer. A grievance should be submitted within three (3) days of the incident. It will be returned to you with an answer within seven (7) days.

Every attempt will be made to resolve your grievance at the lowest possible level; however, it may be necessary to bring your grievance to a higher level for resolution.

Grievances may be filed on all matters except the following:

- 1. Decisions handed down by the court.

Briefly state your grievance: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Are you currently a California state prison inmate?  yes  no

I, \_\_\_\_\_ have the following grievance.  
(Inmate's name. Please print)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted to: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
(Signature)

**Resolution**

Level 1 – Watch Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Level 2 – Facility Commander: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**ADA Request for Accommodations**

Inmate's Name/Nombre : \_\_\_\_\_ Booking Number/# de Ficha : \_\_\_\_\_  
Module/Modulo : \_\_\_\_\_ Date/Fecha : \_\_\_\_\_

**Section A: Inmate Request for Accommodation (Describe Disability)**  
*Solicitud del Preso para acomodar una invalidez (Describe la Invalidez)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section B: Reason for Accommodation Requested**  
*Razon Para Acomodar la Invalidez*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section C: Reason for Accommodation not being granted**  
*Razon por Negar la Solicitud*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inmate's Signature/Firma del Preso : \_\_\_\_\_

Officer's Signature: \_\_\_\_\_  
Name & ID#

Sergeant's Signature: \_\_\_\_\_  
Name & ID#

Medical Staff's Signature: \_\_\_\_\_

Distribution: Copy -- Medical Staff    Copy -- Classification    Copy -- ADA Coordinator