

Published and Provided April of 2025

**PARK COUNTY DETENTION CENTER  
INMATE RULES AND REGULATIONS**

**LIEUTENANT JOE TORCZON  
DETENTION CENTER ADMINISTRATOR**

## TABLE OF CONTENTS

Personal Safety	page 4
Emergency Situations	page 4
Housing	page 4-5
Clean Living Spaces & Personal Hygiene	page 5-7
Inspections / Head Counts / Lights Out	page 8
Day room and sleeping area use	page 9-10
Meals	page 10-11
Telephone	page 11-12
Television	page 12
Property	page 12-15
Inmate Account	page 15-16
Indigent Status	page 16
Commissary	page 16-17
Grievance	page 17-20
Mail	page 21-23
Health Care	
Medical	page 24-25
Dental & Vision	page 25
Prescription Medication	page 25-26

Over the Counter Medications	page 27
Miscellaneous Medical	page 27-28
Moving through the Facility	page 28-29
Staff – Inmate Communication	page 29
Group Bible Study and Alcoholics Anonymous	page 30
Visitation	page 31-32
Exercise Yard	page 32-33
Work Release	page 33-34
Inmate Worker	page 34
Offenses and Disciplinary Process	page 35
Class One Offenses	page 35-36
Class Two Offenses	page 36-37
Class Three offenses	page 37-38

The Park County Detention Center has set forth this set of rules and regulations for all inmates incarcerated in this facility. These rules and regulations are made available to each pod. Each inmate is responsible for reading, knowing, understanding, and following the rules and regulations of this facility. Interpretation of any rule or regulation is the responsibility of the Detention Staff, not the inmate.

## **PERSONAL SAFETY**

For your safety, you should not discuss your charges with another inmate(s). If you feel you are/have been threatened it is up to you to contact an on duty Deputy immediately. Your situation will be reviewed, and if necessary, action will be taken.

## **EMERGENCY SITUATIONS**

In the case of an emergency, you will be moved to a safe area if needed. You are to remain calm and follow the direction of the Deputies. To enable clear communication, the television may be turned off when an intercom is activated. Using the intercom for any purpose other than an emergency may result in disciplinary action, (exceptions; pushing out meal trays, requesting exercise yard, or when given explicit instructions from staff and/or medical for its use, i.e. extreme diabetics, inhalers etc.)

## **HOUSING**

The Park County Detention Center utilizes a Classification Report for housing inmates based on the following criteria: current criminal charges, a review of the inmate's criminal history, a review of behavior during any prior periods of incarceration, known behavior/management issues and known keep away reports. The Park County Detention Center adjusts the housing placement of inmates based on the inmate's proven ability to be compliant with staff and facility rules and regulations. Inmates requesting a different housing assignment must submit a written request to a Sergeant, and the request must include a valid need for the move. We will not consider requests to be housed with friends, family, etc. Medical reasons for changing assignments may require approval from the nurse.

The following is a summary of the different types of inmate housing utilized by the Park County Detention Center for the behavior management of inmates:

Level 1 Dormitory Style pods for inmates that require very little management. There is zero tolerance for any behavior that disrupts the facility, its staff, or other inmates in this level.

Level 2 Dormitory Style pods for inmates that demonstrate compliance, but are unable to do so without close management.

Level 3 Cell style pods with full day room access. This level can be utilized for the enhanced management of inmates as well as protective custody.

Level 4 Cell style pods for inmates that require special management. This pod has restricted day room access of three hours in and three hours out on a rotating schedule Monday through Sunday.

Level 5 Cell style pods for inmates that require enhanced restrictive management. This pod has restricted day room access of one hour out alone as assigned by the cell number, one hour for each meal pass, and one hour out during scheduled yard time. Level 5 inmates are not allowed access to personal visits, religious visits, or group activities as it would exceed the allotted 5 hours out in a day.

Level 6 Cell style pod for inmates which are unable to function in any other housing areas in the facility without causing disruption. This pod has restricted day room access of only one hour out alone per the cell number, the remaining 23 hours of the day will be spent in the assigned cell with door locked. Level 6 inmates are not allowed access to personal visits, religious visits or group activities.

\* Level 1-4 inmates are allowed access to group activities such as AA and Bible Study.

## **CLEAN LIVING SPACES and PERSONAL HYGIENE**

All persons detained at the Park County Detention Center are required to maintain good sanitary conditions in their assigned living spaces as well as maintaining good personal hygiene. This includes daily showers, brushing of teeth, the use of body deodorant, and the requirement that all toilets be flushed once used. The Park County Detention Center will assist in the maintaining of proper cleanliness and hygiene by providing the following items:

**Hygiene kits** – All inmates being placed in Housing/Unit receive a toothbrush, toothpaste, comb, body soap, deodorant, and seven (7) packets of shampoo. When an item expires, you will provide the empty container to a Deputy for an exchange for a new item. If you dispose of the empty container you may not

receive an exchange. The exchange will take place during morning inspections; any request for an exchange made at any time other than during morning inspections will be denied. In the case of the seven (7) shampoo packets, they will be issued each Sunday morning at the time of weigh-ins. If an Inmate is found to have an excess of seven (7) shampoo packets, the additional packets will be removed and a violation may be imposed. All empty shampoo packets will be disposed of immediately to prevent unnecessary clutter.

**Razors** - You may receive a razor during scheduled razor passes. You are responsible for the razor once provided, do not bend, break, or alter the razor. You will be required to personally return the razor, in the same condition it was issued to you when provided. All razors will be picked up and inspected one (1) hour after they are issued. Inmates in LEVEL 6 will not be allowed a razor but may be allowed an electric razor as time and staffing allow.

The only exception to the set provision schedule is when an inmate is due to appear at their Jury Trial.

A male inmate will utilize the provided razor for the purpose of shaving the face or head only; a female inmate is issued the razor for the purpose of shaving the face, legs, and underarms only, the shaving of any other body surface will be considered misuse.

**Nail clippers and tweezers** - During every other razor pass inmates are provided with nail clippers (and tweezers for female inmates). Inmates must keep fingernails clean and trimmed to a reasonable length that is not to exceed the length of the fingertips

**Hair clippers** will be provided only on the second Tuesday of each month. The clippers will not be returned once they have been removed from the pod. An inmate scheduled for a Jury Trial may request the clippers prior to the Jury Trial. Detention staff reserves the right to require an inmate to re-cut their hair if it is determined that the hairstyle is not acceptable and/or disruptive in any way.

If you desire to have your hair cut professionally, you may submit a written request for barber services. You must have funds available in your account with no current debts prior to the appointment being made. The request will be approved or denied on a situational basis.

**Laundering of Clothing** - One (1) issued shirt, one (1) issued pair of pants, socks, underwear, towel, hand towel or washcloth, needing laundering must be in your laundry bag and turned in the night before your scheduled laundry day prior to lights out. If you do not tie your laundry bag shut, you may not receive all of your laundry back, as it can fall out of the bag and be lost. The Detention Center is not responsible for lost laundry items. Items in your laundry bag will be washed twice a week according to schedule. All Inmates will participate in turning in their

dirty laundry for cleaning by lights out at 11:00 p.m. Report damaged laundry bags to the detention staff to get a replacement.

Do not provide both of your issued shirts and pants to be laundered at the same time, or you may find yourself being escorted out of the facility in the case of an emergency without proper clothing.

Adding soap or shampoo to your laundry in your bag, if found, will result in your laundry being returned to you unwashed, as this causes our clothes washers to malfunction and shut down. You will be required to rinse your soaped clothes in your sink.

**Linen exchange** - Your sheet and blankets will be laundered once a week according to schedule. Every inmate will participate in linen exchange.

When linen exchange is announced, you are to line up at the pod door with your dirty sheet and blankets. You will provide your dirty linen to a Deputy in exchange for clean linen. All inmates will participate in the linen exchange.

When you receive your clean laundry items, you need to inspect them before removing them from the Deputy's view. If the item is damaged, you need to immediately bring this to the Deputy's attention. If you do not notify the Deputy of damage to the item(s), you may be held responsible for the damage.

You are responsible for the items issued to you. If the item is damaged while it is issued to you, you will be held accountable for the replacement cost of that item and you may face criminal charges.

**Cleaning Gear** - Inmates will receive cleaning gear in the evenings on a scheduled basis. You are responsible for keeping your assigned sleeping area, as well as all common areas clean. Every inmate must assume responsibility for the maintenance of clean living quarters. ALL inmates will clean. Any inmate who does not participate in the scheduled cleanup will face disciplinary action. Once you are finished with the mop water, you will pour it down the drain of your pod. Prior to pushing the cleaning cart in a pod an inventory of the cleaning cart is completed by the staff. If any of the cleaning supplies are missing from the cart when removed from the pod and aren't returned when asked, a cell search may be conducted until the missing item is accounted for.

The pod's trash will be removed each morning at the completion of your morning meal. Inmates of the pod are required to switch out the used trash bag with a new one and place their garbage bag next to the empty breakfast meal trays outside the pod door into the hallway.

## **INSPECTIONS / HEAD COUNTS / LIGHTS OUT**

Morning inspection will be every day at approximately 0800, excluding County recognized holidays and Sundays. A courtesy announcement may be made prior to the Deputy's arrival; however, it is the inmate's responsibility to be up and ready for inspection, regardless of whether or not the announcement was made, or heard.

When the Deputy enters your pod, you are to be standing at the end of your bunk for inspection. You are to have your full Detention Center uniform on including shoes, with pants uncuffed. Your cell and dayroom are to be clean and presentable with bed made. If there is a maintenance problem in the pod or you need forms, you need to report it at this time.

If you have any facility provided items that need replaced, present the empty/used container/item to the inspecting Deputy for replacement upon the completion of inspections.

You are to remain standing until the Deputies leave your area.

When the inspection is complete, you may move to the day room.

A head count will be completed at each meal pass. All inmates are to be lined up at their respective pod doors to be counted and then receive their meal.

If you are in another part of the facility during an emergency head count (in a visit, group activity, inmate worker, etc.), you are to remain in that area and stop all activity until you have been counted and told to return to your activity.

If you intentionally disrupt the inspection / head count you will face disciplinary action.

Once lights are out, you will be in your bunk (not sitting at your writing table) until lights are turned on in the morning. You may only be out of your bunk during lights out in the case of an emergency or to use the toilet. When moving about the pod, you must be completely dressed. You must remain quiet during lights out.

When sleeping in your bunk, do not sleep under a makeshift tent or other device to conceal your body. You must sleep with your head uncovered at all times so we can see you and ensure your welfare.

## **DAY ROOM AND SLEEPING AREA USE**

Inmates housed in dormitory style pods are allowed access to the day rooms between the hours of 6:00 a.m. and 11:00 p.m. Inmate's housed in pods containing cells may have a more restrictive dayroom schedule. Between 11:00 p.m. and 6:00 a.m. all inmates are to be in their bunks, doors secured, and will remain quiet.

No activity will be conducted in the day room or sleeping area that may result in injury to an inmate. Determination of unapproved activity will be left up to the discretion of Detention Deputies. Loud talk and profanity are disturbing to others and will not be tolerated. Televisions and conversations should be kept at such a volume so as not to disturb others.

No sitting on dayroom tables or writing tables. No standing on chairs, bunks, half-walls or balcony railings.

Mattresses are for sleeping on and they will remain on your assigned bed, not on the floor. Blankets/towels shall not be draped over your shoulders when you come to the door for any reason, meals, med pass, or speaking with deputies. At no time should blankets/towels be draped over your head.

If you are assigned a sleeping area in a lower level you are not allowed in the upper level unless instructed by a Deputy. Inmates are not permitted in another's living area or allowed to use another's bunk at any time. This rule is for the safety and security of all inmates. The downstairs contains the common areas of the dayroom; toilets, sinks and showers; therefore, inmates must have freedom of movement in the downstairs area. The bunk areas are personal areas not places to loiter. The dayroom is for inmates to visit or conduct activities like game playing, TV and conversation. If you are assigned to a pod containing cells, you are not allowed to be in another inmate's cell.

When cell doors are unlocked, they must remain in a fully open position (against the rubber stop) during scheduled day room hours.

All Inmates are required to be fully dressed in their orange uniforms from 0600 hours (lights on) until 2300 hours (lights out) unless they are utilizing the shower. When travelling to and from the shower, all inmates must be dressed. All Inmates are required to wear socks and issued footwear when they are in any area outside of their assigned bunk area (to include the exercise yard) unless they are utilizing the shower. When moving through the hallways, pants are to be uncuffed.

The primary purpose of the stairways and balcony is for inmate movement. Do not hang out on the stairway or the balcony because of safety concerns. Do not use the stairway or balcony for exercise.

Nothing is to be attached to the walls in the day rooms, cells, or dorm sleeping areas. Personal items can be stored on shelves associated with the bunk to which you are assigned. Do not clutter up unoccupied bunks as they may be needed at any time. Do not store any items on the half walls. At no time are you allowed to attach to or hang anything on the walls, ceiling, floor, bunk, table, chairs, etc., by any means.

**AT NO TIME ARE YOU TO HANG ANYTHING FROM A BUNK, i.e. BLANKETS, TOWELS, SHEETS, CLOTHING, ETC.**

Do not cover or block any air intake or air outlet vents. Any attempts to cover any air circulation vent will cause a disruption in the efficient operation of the air handling systems ability to maintain heating and cooling of your assigned areas.

**MEALS**

You will be provided three meals during a 24-hour day. All meals are to be eaten in the day room with the exception of someone in level 6.

You must be up, ready and standing at the door of your respective pod to receive your meal. Breakfast is served at approximately 6:00 a.m., lunch at approximately 11:00 a.m., and dinner at approximately 5:00 p.m.

Coffee is provided with the morning meal. To receive coffee you are required to have your detention supplied cups on the day room table closest to the entrance door of your assigned pod, in a group. At no time are you to walk behind any Deputy who is serving meals or pouring coffee.

In order to receive your meal, you must be at your pod door fully dressed (see head count). Meal trays or items on trays are not to be traded under any circumstances.

When you are finished with your meal, clean off your tray and spoon by scraping the refuse into the garbage can. The trays are to be stacked together for pickup at the pod door. All spoons will be placed in the top tray. Once all trays are stacked, press the intercom button to place the trays outside your pod door.

At the completion of your morning meal, the pod is required to switch out the used trash bag with a new one and place the garbage bag next to the empty meal trays outside the pod door.

If you have a food allergy, you must provide written documentation from your doctor confirming this, or complete a medical information release so that the Detention Medical Authority can confirm the allergy.

If you are out of the facility at mealtime due to court or appointment you will be provided your meal when you return. Meals for work release inmates will be provided ONLY while they are in the facility.

All food items, including condiments, provided at mealtime are to be either consumed or disposed of prior to lights out on the day they were provided. Deputies may dispose of food items found in your possession from the day before.

## **TELEPHONE**

Inmate telephones are available in your pod's dayroom. Phone calls can also be placed from Tablets. Use of the phone is for outbound calls only (except for approved inbound Voicemails). Park County Detention Center contracts with an independent company for Inmate Communications. That company is NCIC Correctional Services, they can be contacted at [www.ncic.com](http://www.ncic.com) or 800-943-2189. This is the same company that provides the Kiosks, Tablets and all the services available on them (video visitation, messaging, etc.).

Phone time is available for purchase and is ordered the same way you order commissary. Phone time can be ordered any day of the week and is available at the time of the purchase.

Incoming personal messages from friends and family members will not be delivered except in a verifiable emergency.

If you try to keep another inmate from using the phone you may be subject to disciplinary action.

If you call someone that you are not to have contact with, it will be reported to the prosecuting attorney.

Abuse of the telephone system will be dealt with according to Wyoming State Statute.

You will be subject to disciplinary action if you abuse the phone system.

The telephone system will be turned on upon completion of morning inspections and turned off at 10:30 p.m. to ensure that last minute hygiene needs etc. are taken care of prior to lights out at 11:00 p.m.

Do not share your telephone PIN with another inmate, this includes entering your PIN for them, then handing them the phone. This may implicate your participation if the person you loaned it to uses it inappropriately or uses your PIN in an attempt to commit and/or conceal a crime.

If you use another person's PIN without authorization it could subject you to disciplinary action and additional charges.

## **TELEVISION**

Depending on your housing assignment, a television may be available in your pod's dayroom. The televisions are provided to assist you in occupying your time while incarcerated in the Park County Detention Center.

The television is a privilege and not a right; therefore it can be restricted for any reason without notice.

Do not tamper with or move the television due to possible injury or destruction of the television.

If a remote control is provided to your housing area, the remote is to stay in the day room on a table. The remote is not to be located in a cell or on your person.

Some reasons that the television may be restricted would be failure of a pod to pass inspection, misuse of the intercom system by any inmate in the pod, rulebook violations, etc.

If you are assigned to a pod with restricted day room privileges, it will be up to the tower Deputy to decide if the television stays on when no one is in the dayroom.

The televisions will be turned on upon completion of morning inspections and turned off at 10:30 p.m. to ensure that last minute hygiene needs etc. are taken care of prior to lights out at 11:00 p.m.

## **PROPERTY**

Depending on your classification, you may have in your possession the following items:

1 mattress; 1 sheet; 2 blankets; 1 towel; 1 hand towel; 1 washcloth; 2 Detention Center uniforms (2 shirts, 2 pair pants, 1 pair of Velcro closure or slip on tennis shoes, and 1 pair of orange crocs), personal clothing consisting of no more than 3 pair socks, no more than 3 pair underwear, and (females) no more than 3 sports bras; active legal documents; personal mail in a moderate amount; approved educational materials; approved religious materials; Bible; 3 personal reading books undamaged; commissary items in an amount that does not exceed the weekly commissary limit; hygiene Items (Indigent Inmates: seven (7) shampoo packets), (1 shampoo / 1 conditioner, 1 soap, 1 comb, 1 toothbrush, 1 toothpaste, 1 deodorant), writing materials in moderate amounts; 1 Detention Center issued cup, 2 facility provided pencils, 1 facility provided eraser, and medically necessary items that have been approved by the medical authority in writing.

The Park County Detention Center allows family or friends to bring in up to six (6) pairs of underwear, six (6) pairs of socks, six (6) sports bras for female inmates (no metal) and one (1) pair of Velcro closure or slip on tennis shoes. The tennis shoes must be either: white, gray or black, cannot have any metal, excessive threadwork, or shoestrings and must have a non-marking sole (not black in color). All items brought in must be in their new, unopened packaging. We do not accept any clothing or excess items to be placed in your property bag in the event you are transported to prison i.e. watch, wedding ring, driver's license, long underwear, etc. Items coming into the facility without prior authorization will be returned to sender. In a case where a return to sender isn't provided, property may be disposed of.

**At no time are you to have another inmate's property in your possession.**

This includes commissary items that you have not purchased. If you do, the property will be confiscated and you could face disciplinary action. It is against the inmate rules and regulations to give anything to or take anything from another inmate.

If you are classified in levels 5 or 6, you may have a more restricted list of allowed items.

You are responsible for all items that are issued to you. If it is found that you have damaged or destroyed an item, you may be held accountable for the item's replacement cost. You may also face disciplinary action and criminal prosecution.

Contraband is defined as: any item that has been altered from its original state, has not been authorized to be in your possession, an item that is illegal per Wyoming Statute, in excess of the quantity allowed, or being used for a purpose it was not intended for.

Contraband will be confiscated and not returned to you or another inmate. If you are found in possession of contraband, you may face disciplinary action and possible criminal prosecution.

Property releases will only be allowed in the event you are releasing all or most of your property. Detention staff is not obligated to give you a current list of your property presently in your property bag, so please do not ask. If you are being transported to another facility and are not scheduled to return to this facility, you will have to arrange for your property to be picked up. Property left for longer than 10 days will become the property of the Park County Detention Center and may be disposed of.

Property releases will not be utilized for releasing drawings, letters, or personal items that can be mailed out.

If you want to release money off of your account, you must receive the approval from the command staff. If it is anticipated that you will have expenses during your stay, the request to release money may be denied.

Provisions can be made to release keys, legal documents, or identification documents without releasing all of your property.

Socks, underwear, tennis shoes, and approved court clothing for a scheduled Jury Trial may be brought in one time, and only on weekends. The Detention Center will not store excess clothing. If you already have the allowed limit of property, additional items will not be accepted. The person dropping off the items is not required to have an appointment. If you believe that someone has dropped off these items for you, you must request them on a locker request form on Tuesdays. If undergarments are dropped off for you and it is known that you do not have more than one pair of any undergarment in your possession, you will be provided the additional items when brought in for hygiene purposes. If you have already been provided the allowed limit of socks, underwear/boxers, and sports bras and you want new items, it will be a one for one exchange. The items you chose to exchange will be disposed of. If you have nothing to exchange and we show that you have been provided the limit already, we reserve the right to deny the request. You cannot receive or give any item to/from another inmate.

Park County Detention Center maintains a book library for inmates; therefore, we will not accept books from the public that have not been approved by the command staff. Inmates or their family, with **prior command staff written approval**, may purchase books from the publisher at the inmate's expense. The request to receive books from the publisher will be made on a "Miscellaneous Request Form" and contain the name of the book with the author. Only soft cover books are allowed. Workbook type books are not allowed. If a hard cover book or workbook type book is sent in, it will be returned to sender. Once approved books arrive, they will be provided to you with the mail the following morning in

exchange for books already in your possession (not to exceed three, excluding religious). If you do not get prior approval from command staff and a book is mailed in, it will become PCDC property and placed on the book cart immediately upon being scanned. Books that interfere with legitimate penal objectives (e.g. deterrence of crime, good order of the facility, threaten jail security, to discourage an environment free of sexual harassment, etc.) will not be permitted.

All allowed property must be able to be contained in/on the inmate's **assigned** writing table, storage shelf, under bed cubby, or bed. Only shoes are allowed on the floor.

#### **LAW LIBRARY:**

Any requests for legal literature or materials needs to be written on a Miscellaneous Request Form with detailed information of what you are needing. The request form will be provided to the Count Attorney's office to fulfill your request. If you are assigned an attorney, legal literature must be requested from your attorney.

#### **INMATE ACCOUNT**

You may have money deposits made to your inmate account. Currency, cashier checks, money orders, and government checks are accepted. Personal checks are not accepted. Cashier checks and money orders must be made out to the Park County Detention Center with your name in the memo area. If a cashier's check or money order arrives with your name on the payee line, you must endorse the check or it will be returned to the sender.

Money deposits to your account must be made on weekends or through the mail. The person leaving money for you on weekends will not require an appointment or be an approved visitor.

If you have a negative account balance, and funds become available on your account, a portion of the funds will be used to satisfy your debt.

If you have a debt balance at the time of your release, you will be required to sign an acknowledgement that money is owed, before being released. You may have to set up a payment plan at that time. The negative balance will be maintained until satisfied. If you are again booked into the Park County Detention Center and you have a negative balance from a previous stay, any funds you have on your person at that booking or received during that or subsequent incarcerations, will be applied to the negative balance until paid in full as authorized by Wyoming State Statute.

A negative balance may be forwarded to the Park County Attorney for Small Claims Action, or court-ordered restitution.

Money can be placed on an inmate's account electronically utilizing a debit or credit card by the use of our service provider. There is a fee for this service charged by the service provider.

- Access Corrections  
1-866-345-1884 or [www.AccessCorrections.com](http://www.AccessCorrections.com)

To utilize this service you will first need to know the inmates identification number which can be provided by Detention Staff by calling 527-8750 or 754-8750 and then pressing 3 for inmates status, and then 4 to speak with a Deputy.

## **INDIGENT STATUS**

If you have less than \$1.00 on your account for one (1) week (Monday-Sunday), you may be considered indigent. The Detention Center will provide at cost 3 pre-stamped envelopes and 6 pieces of lined paper. An indigent inmate with items in excess of the above limits will have the excess removed from their possession. Any items purchased while indigent will be charged to your inmate account, creating a negative balance. If funds become available to you, these funds will be utilized to pay off your negative balance. Inmates who qualify may order the above indigent supplies on each Sunday, with the proper order form completed and turned in before lights out. Forms put up late will not be acknowledged.

## **COMMISSARY**

Commissary is an inmate privilege, not an inmate right.

When money is deposited on an inmate's account that has a debt, fifty percent of the deposit is applied to the debt and fifty percent is available for the inmate to allow the purchase of commissary.

Depending on your classification and account status, commissary may be available to you. You must be in Unit or Housing to receive commissary. No one in booking, (exception is someone in the medical isolation cell), or anyone serving weekends will receive commissary.

If you are indigent, less than \$1.00 in your account for one (1) week (Monday-Sunday), you may order from the indigent list. If you have more than \$1.00 in your account you must order from the full list. The cost of all items ordered will be

deducted from your account; those items ordered from the indigent list will be deducted from your inmate account causing it to go into the negative.

You must figure the items and prices correctly and not spend, or request, any items in excess of the set limits. If you have requested more than the allowed amount, a Deputy may modify your request to comply with the set limits.

If placed in disciplinary detention, you may be limited to stationery and hygiene items only.

You are not allowed to spend more than the preset limit posted on the commissary list. You are not allowed to have in your possession any item in excess of the maximum limit set forth on the Commissary order form.

The commissary you ordered on Sunday evening will be provided to you later in the week after the supplier delivers the commissary. In most cases the delivery will take place Wednesday or Thursday between 6:00 a.m. and 11:00 p.m.

You will be required to sign a receipt for the delivery of your commissary at the time of delivery. Once you have signed the receipt, the delivery is final.

If you are going to have an expense deducted from your account on your commissary day (medical, etc.), you may not be eligible for commissary unless your account balance would exceed that expense.

**\*\*ITEMS DELIVERED ARE AS IS, NO REPLACEMENTS, RETURNS, OR REFUNDS.**

## **GRIEVANCE**

The grievance procedure may be utilized to protest about a broad range of matters, as long as the issue affects the complainant personally. Grievance-able issues may include, but are not limited to the following:

- Policies, practices and conditions within the control of the Park County Detention Center (PCDC),
- Actions by Deputies and Inmates
- Health care concern

The grievance procedure may not be utilized to complain of decisions and procedures of the courts, or other non-PCDC agencies.

### **Informal resolution**

Every attempt should be made to resolve the issue informally (verbally) by both parties prior to utilizing the formal procedure as outlined below. Informal

resolution is not a prerequisite to pursuit of the formal grievance process. When an Inmate requests a grievance, a grievance form will be provided, in a timely manner, and the informal (verbal) process in the classroom will begin. It will be the Inmates decision if he/she still wishes to proceed into the formal process when the informal (verbal) process is complete.

### **Formal Process**

Following the alleged incident / action, the affected inmate must request a grievance form and will receive the requested form in a timely manner. The inmate will return the completed grievance filled out completely to detention staff within 72 hours of the incident. Should the grievance not be filled out accurately or turned in within 72 hours of the incident it will be rejected.

A grievance shall pertain to one issue. Separate grievances must be filed for separate issues and/or unrelated incidents.

The grievance will contain the time, date, pertinent details and names of witnesses and Deputy involved. The grievant shall not use vulgar or abusive language that is unnecessary to explain the grievance. If the grievant uses this type of language the grievance will be rejected.

The grievance must be addressed through the chain of command, (example, Deputy involved, Sergeant, Detention Center Administrator and so on). If the grievance is regarding the actions of a specific Deputy, the grievance must be addressed to that Deputy first and then proceed through the normal chain of command if appealed. A grievance that does not follow the chain of command as outlined above will be returned to the inmate without response. "Group" grievances or "class action" grievances will also be returned without response.

Submitting a grievance will not put a stay on any current disciplinary action. If your disciplinary action is overturned or decreased, you are not entitled to any compensation for the initial disciplinary action. Any grievance related to a disciplinary action must be filed during the disciplinary action time. If you continue to file a grievance and your disciplinary action time period runs out, you have no further recourse within this agency.

The supervisor will review your grievance appeal. You will receive a response within 5 working days that will include, if any, findings and actions taken. If you aren't satisfied with the response you receive, you may appeal to the next person in the chain of command. The above process will again be followed and you will receive a response within 5 working days (weekends and holidays excluded).

If it is determined that an inmate or group of inmates has abused the grievance procedure by filing numerous frivolous or harassing grievances, the Detention Center Administrator may limit the number of grievances which may be filed by that inmate or group of inmates. An inmate or group of inmates whose

grievances have been limited shall only be allowed to file no more than one (1) grievance in 10 business days. This limitation shall be placed into effect for no more than two (2) months at which time the inmate may apply to the Detention Center Administrator for removal of the restricted status.

The grievance process for the Park County Detention Center requires two separate valid submissions and responses before the process is considered exhausted. See the example below. An inmate shall not re-grieve an issue that has been personally grieved in the last three (3) months.

**\*\*Reprisals for the use of the grievance process are prohibited\*\***

**Park County Detention Center Grievance Process and Timeframes:**

	County Inmate	Staff Response
Informal Resolution	After the grievance is filled out properly and retrieved by the involved Deputy, the informal (verbal) process will begin by having a conversation in the classroom with the involved Deputy.	Deputy has 5 working Days to speak with the inmate in the classroom regarding the grievance, attempting to resolve the grievance before it moves to the formal process.
Formal	Has 72 hours from date of incident to request and complete a grievance form.	Deputy mentioned in grievance has 5 working days to respond.
Appeal of Formal Finding	Has 72 hours from the date of formal response from Deputy to appeal unsatisfactory response of formal grievance.	Sergeant has 5 working days to respond to the appeal.
2 <sup>nd</sup> Appeal of Formal Finding	Has 72 hours from the date of formal response from Sergeant to appeal unsatisfactory response of formal finding.	Lt has 5 working days to respond to the appeal.
Final Decision	Grievance process is exhausted PCSO policy:	The final decision of the LT will be considered final and exhaust the grievance in its entirety related to the incident.

## **MAIL**

**Newspapers** will be distributed from Level 1 to Level 6 in that order.

You may receive legal and personal mail. To receive mail, please inform anyone sending mail to write a return address and address the envelope as follows:

“Inmate Name”  
c/o Park County Detention Center  
1402 River View Dr. Cody, WY 82414

The following items are not allowed and will be returned or placed in your property bag:

- \*No personal checks
- \*No magazines or magazine clippings
- \*No newspaper or newspaper clippings
- \*No glue, post-its, glitter, or stickers
- \*No postage stamps, blank paper/stationary, or envelopes
- \*Nothing gang related. No written codes or gang signs
- \*No nude or partially nude photos or drawings
- \*No photos of any kind
- \*No perfume, bodily fluids, or other transferable materials
- \*No lipstick
- \*No internet print outs of jokes, stories, coloring pages, e-mails, etc.
- \*No puzzles, calendars, pamphlets, or computer generated items excluding letters and legal literature
- \*No oversized cards, cards with electronic devices, cards with glitter or glue, cards with removable parts, or cards with personal photos
- \*Any other items deemed inappropriate by Detention staff

**Incoming personal mail** will be opened, scanned and inspected before you receive it. All gummed portions of the envelope, postage stamp and any other stickers or adhesives will be removed. Unauthorized items sent to you by mail will not be allowed in your possession while incarcerated and will either be placed in the property room and provided to you at your release or returned to sender. At no time will you be allowed access to these items stored in the property room.

If an item received is illegal per Wyoming State Statute or federal regulation, it will be seized and an investigation will be conducted.

Cash or accepted negotiable instruments received in the mail will be deposited on your account per the Detention Center's policies.

**ACCEPTABLE MAIL:**

- \*legal mail
  - \*cards
  - \*post cards
  - \*letters written in ink/pencil or typed on computer
  - \*money orders
- PRE-APPROVAL and APPEAL

**Requests From Publishers and Appeal Process:** In accordance with the policies of the Park County Sheriff's Office ("PCSO"), inmates at the Park County Detention Center ("PCDC") may receive softcover (or paperback) publications that are preapproved by the Command Staff so long as the items come directly from the publisher or a recognized distributor for the publisher (e.g. Amazon, Barnes & Noble, etc.). Any person wanting to provide a publication for an inmate may submit the publication to the PCSO for pre-approval. The request must include a clear statement asking to the publication to be pre-approved, the name of the inmate that the submitting party wishes to receive the publication, and a valid email address where the person submitting the publication can be contacted.

Within 14 days of receipt of any publication, the Command Staff will make a decision if the publication complies with the PCSO's policies regarding inmate mail and property. If the publication has been provided by a publisher and complies with the PCSO's policies, the publication will be provided to the inmate and the publisher will receive an email notification that the publication was approved and provided to the inmate. If the publication was submitted by a non-publisher, the PCSO will provide written notice to the inmate and email notification to the submitting person that the publication has been approved and may be sent to the inmate from the publisher or a recognized distributor.

If the publication is not approved, within 14 days the PCSO will provide email notice that the publication has not been approved. The notice will provide an explanation as to why the publication was not approved including, where practical, an image of any of the parts of the publication that violate the PCSO's policies regarding mail or property. The inmate for whom the pre-approval request was made will also receive a written notice that the publication was not approved, which will include an explanation as to why the publication was not approved. Either the requesting party or the inmate may appeal the Command Staff's decision within 14 days of receipt of the notice that the publication was not approved.

If the inmate wishes to appeal, the inmate shall submit his appeal on a Miscellaneous Request Form. Anyone else may appeal to the decision to the Sheriff by submitting an email to: [inmatesubmissions@parkcountysheriff-wy.gov](mailto:inmatesubmissions@parkcountysheriff-wy.gov).

The appeal must include the following information: (1) the involved inmate's name; (2) the name of the publication at issue; (3) the appealing party's contact information; (4) the date the item was sent to the inmate, and the date the sender received notice that the item had not been approved; (5) the reason(s) the sender disagrees with the PCSO's decision to not approve the item.

The Sheriff will make a final decision on the appeal and provide notice of that decision to inmate and the submitting party within 14 days of receipt of the appeal.

In accordance with the decision in *Prison Legal News v. Livingston*, 683 F.3d 201, 224 (5th Cir. 2012), once a particular publication has gone through the pre-approval and appeal process, the PCSO will not allow any party to utilize the process again for the same publication without specific citations to the publication and how it is different from the publication previously denied. Similarly, the PCSO may bypass the pre-approval process for publications that have been previously approved for a different inmate within the PCDC. When a single item is sent to multiple inmates from a single source, the PCSO will provide a single notice of acceptance/rejection to the submitting party. All items will be maintained until such time as the appeal process is completed.

**Outgoing personal mail** is to remain unsealed when you hand it in for delivery. Mail will be picked up Sunday through Friday for outgoing delivery the next day to USPS, with the exception of holidays. Mail must have the proper postage on it to be delivered.

Do not write on Detention Center forms and attempt to send them. Detention Center forms of any type will not be allowed as mail.

**Incoming legal mail** will only be opened in your presence. No Deputy will read your legal mail; however, a Deputy will check the legal mail in your presence for possible contraband (staples and paperclips are considered contraband). Contraband will be removed from your legal mail. The envelope may be taken at time of delivery if it has address labels that cannot be removed.

**Outgoing legal mail** is to be sealed by the inmate. Legal mail will be picked up at the same time as personal mail, and must have the proper postage.

There is no limit on the amount of legal mail an indigent inmate may send out. If indigent and you use one of your pre-stamped "indigent" envelopes for legal mail, immediately upon turning in the legal mail, request a replacement pre-stamped envelope from the Deputy picking up the mail. A delayed request will not be honored.

Photocopies of legal, or legal type documents, may be done for an inmate at a cost of \$.10 cents per copy if time allows. If it is known that you have family or friends that could do this for you, you may be instructed to mail the item(s) out and have them make the copies for you. All other requests for copies will be denied. No photocopies will be done if the material is hand written. In the case of a hand written page, the inmate can re-write a copy for themselves.

**Personal mail between inmates** within this facility will not be allowed, unless court ordered, or approved in advance by the Detention Center Administrator.

**Correspondence between confined inmates.** An inmate may be permitted to correspond with an inmate confined in any other penal or correctional institution if the other inmate is either: a member of the immediate family, or is a party or witness in a legal action in which both inmates are involved. Correspondence between confined inmates must be approved by the Detention Center Administrator.

## **HEALTH CARE SERVICES**

No inmate will be denied reasonably **necessary** medical care based on financial status. The cost related to any facility provided medical care will be deducted from the inmates account. Medical deductions resulting in a negative balance may be added as restitution to the inmate's final offense disposition or the county may seek restitution in civil court.

All inmates booked in to the Detention Center will be asked a series of medical questions for the Detention Center Medical Authority to review. It is your responsibility to provide correct and true information. Failure to provide correct and true information may result in a delay in continued medical care.

Inmates that require continued medical care or prescription medications will need to provide information on any provider actively treating the inmate and any pharmacies that have filled medications. The inmate may be required to complete a release of medical information at the time of their booking. This will allow the Detention Center Medical Authority to obtain medical records and medication verification in order to establish a medical care plan for you during your time of incarceration. Failure to provide that information or complete the necessary medical release form may cause a disruption in the provision of needed medications and medical care. Medical records and medication verification must come from the clinic, hospital, and/or pharmacy. The Detention Center Medical Authority cannot accept this information from a third party.

## **HOW TO OBTAIN MEDICAL SERVICES**

If you have a medical emergency, notify the Detention Staff immediately. The Detention Center Medical Authority will be called to provide treatment and/or

arrange for off-site care if necessary. If you have an emergency medical need that is life threatening, you will be transported to the emergency room by ambulance. You will be fully shackled and be required to remain in the shackles throughout the visit.

Non-emergency medical needs will be addressed through the Detention Center Medical Authority. If you have a non-emergency medical need you will complete a "Health Services Request" form, formerly known as a "Non-Emergency Medical Request (NEMR)" form, and turn it in. **Your signature is required on this form to allow the medical staff to treat you.** The request will be forwarded to the Detention Center Medical Authority. If you need to be seen by the Detention Center Medical Authority, this will be accomplished in the facility when he/she is available. All "Health Services Request" forms will be evaluated by the Detention Center Medical Authority to determine if the condition reported is truly a medical need or is merely a medical want, i.e. treatment for acne, dry skin, food dislikes, etc. If you are seen by the Detention Center Medical Authority, there will be a cost of ten-dollars (\$10.00) charged against an inmate's account for a medical visit.

*\* The Detention Center Medical Authority does NOT accept "Miscellaneous Request" forms. We will return the request and have you complete the proper form.*

*\* Any request for medical MUST be made in writing. The Detention Center Medical Authority cannot guarantee that any verbal request will be addressed.*

*\* There may only be one problem per form. If multiple problems are on the same form, only one will be addressed.*

## **OFF-SITE MEDICAL CARE**

If while incarcerated, you attend any out-of-facility medical appointments, have a hospital stay, require transport by ambulance, or an emergency room visit, etc., you will be responsible for all payments related to these services. You will be billed by the providing agencies for these services.

If you had a Health Care Provider appointment scheduled prior to your incarceration, you will need to notify the Detention Center Medical Authority in writing, via a "Health Services Request" form. The appointment and its necessity will first be confirmed by the Detention Center Medical Authority. If the Health Care Provider appointment was for routine primary care, you will be referred to the Detention Center Medical Authority's on-site provider. If the Health Care Provider appointment is for specialty care and/or services unavailable on-site, the Detention Center Medical Authority will make necessary arrangements including changing the date and/or time of the appointment. The inmate may be required to arrange for payment for services before an appointment can be made, as some service providers used by the Detention Center Medical Authority required that

payment be received prior to services being provided. You will be transported in your Detention Center uniform, and you will be, and remain, fully shackled throughout the appointment. You will not be allowed to have anyone present at the appointment.

## **DENTAL and VISION**

When an inmate submits a "Health Services Request" form to the Detention Center Medical Authority related to a dental or vision issue, the inmate will be evaluated by the Detention Center Medical Authority to determine if the need is an emergency, an urgent need, or routine care. If deemed an emergency, the need will be addressed and corrective action will be taken. If deemed an urgent need, the inmate will need to arrange for payment for services before an appointment can be made, as the service providers used by the Detention Center Medical Authority require that payment be received prior to services being provided. The Detention Center Medical Authority generally will not address routine needs, but will advise the inmate to address these upon their release.

## **PRESCRIPTION MEDICATION**

Prescription medications brought in from outside of the facility generally will not be accepted by the Detention Center Medical Authority. There are specific circumstances where medications brought in may be considered for acceptance and be provided. Special circumstances will be determined by the Detention Center Medical Authority on a case by case basis. If an exception is made, packaging must include the following guideline:

- The medication is in unopened manufacturer packaging and MUST have a current prescription label that is legible. This does not include prescription bottles filled by a pharmacist.
- The medication is in a blister pack, filled by a pharmacist, and has a current prescription label that is legible. The blister pack will be inspected by the Detention Center Medical Authority for signs of tampering.

If you require medications during your incarceration, and outside medications are not approved, medications will be obtained from our pharmacy. The cost of the medication will be deducted from your inmate account.

All prescription medications will be verified through your pharmacy and medical provider in order to continue the medication. Once medications are verified, the Detention Center Medical Authority may decide to continue the medication, not continue the medication, substitute another medication, or modify the dose of the medication.

The Detention Center Medical Authority has a preferred medications list, if your medication is not on this list your medication maybe changed to a generic or similar medication, or may be discontinued by the Detention Center Medical Authority.

## **MEDICATION PASS**

Scheduled and As Needed Prescription (PRN) medications are provided twice daily at the following approximate times: 9:00 AM and 3:00 PM, depending on staff availability. Once medications are verified, the Detention Center medical authority may decide to continue the medication, not continue the medication, substitute another medication, or modify the dose of the medication.

A courtesy announcement may be made prior to deputy and nurse arrival; however it is the inmate's responsibility to be up and ready at the door with water, regardless of whether or not the announcement was heard. Failure to be at the door and ready will result in a noncompliance.

All inmates receiving medications will be required to perform a "mouth sweep" every time medications are taken. If you are unsure on the proper way to perform a "mouth sweep" this may be demonstrated to you. Failure to complete a "mouth sweep" will be subject to review by the Detention Center Medical Authority and the prescription and/or delivery method may be changed.

The Detention Center Medical Authority has a no tolerance policy for suspected and/or confirmed hoarding of medication. Any suspected and/or confirmed hoarding of medications will result in a change of the prescription and/or delivery method (i.e. crushed medication). Your medical chart will be flagged and subject to review each time you enter the facility.

Emergency prescriptions, such as nitro and inhalers, are provided immediately on an as needed basis when requested by the prescribed inmate. Inmates will be required to follow the dosing guidelines as prescribed by the Detention Center Medical Authority's on-site medical provider.

If your prescription medication is marked "as needed", you will not receive that medication unless you verbally request it during the med pass time.

## **OVER THE COUNTER MEDICATIONS**

Over the counter medications are only available if the inmate has a prescription order by a medical provider. If you require any over the counter medication and DO NOT have a prescription order, you will need to complete a "Health Services Request" form and be evaluated by medical staff in order to obtain a prescription

order. Medical staff will not be allowed to provide ANY medication without a prescription order.

## **FOOD ALLERGIES AND SPECIAL DIETS:**

The Detention Center Medical Authority will determine the need for diet modifications due to food allergies and other medically necessary diets. Special diets will only be approved with proper medical documentation for said need. The inmate will be required to provide information on any medical providers and/or facilities that have treated the allergy or medical condition. Examples of proper medical documentation include: food allergy testing and other diagnostic tests, emergency room visits, EpiPen prescription, etc.). The inmate will not get a special tray until the reported food allergy and/or medical condition has been confirmed by the Detention Center Medical Authority.

Inmates with failing or missing teeth may request to be placed on a soft diet. Requests can be made via "Health Services Request" form. The Detention Center Medical Authority will review the request and determine the need for the diet restriction.

## **MISCELLANEOUS MEDICAL**

To eliminate the need of have the following items brought in, the Detention Center has available for purchase:

- 4 oz. Contact Solution \$5.00
- Contact Lens Case \$0.50
- Reading glasses (strength subject to availability) \$8.00
- Denture Adhesive \$4.00
  - \*Denture Adhesive will be kept on the med cart and provided upon request during med pass. Inmates must use this at the door and will not be allowed to put it on anything but the dentures and place them back in their mouth.*
- Denture Cup \$0.50
- Denture Tablets \$1.00/24
  - \*Denture Tablets will be kept on the med cart and provided one (1) tablet per day upon request during med pass.*

The cost of the item requested will be deducted from your financial account. If indigent, you will be allowed to purchase the above items, placing your account in the negative. In the case of reading glasses, if at your release, they are returned in good condition we will take them back and credit your account.

**ICE PACKS** – will only be provided for acute injury/sprain. Before a Deputy can provide an ice pack to a requesting inmate, the inmate must first complete a

“Health Services Request” form. This is needed so that records can be kept as to the cause and type of injury/sprain necessitating the request. The “Health Services Request” form will be provided to the Detention Centers Medical Authority, so if you feel that you do not need to be seen by the Detention Centers Medical Authority then indicate this on the “Health Services Request” form. Deputies will be allowed to provide an ice pack three (3) times daily for a period of three (3) days maximum. If you need an ice pack provided beyond these limits, then you will have to be seen by the Detention Center Medical Authority. While an inmate is receiving an ice pack they will not be allowed to utilize the exercise yard.

**INFLUENZA VACCINES** – will be made available to inmates during influenza season (October-April). Priority is given to inmates who have a chronic illness, are age of 65 or older, or are pregnant. Any remaining vaccines will be available to the remaining population. Inmates may request a vaccine via “Health Services Request” form. Influenza Vaccines will be available free of charge to all inmates.

**“WEEKENDERS” and SCHEDULED BOOKINGS** – If you are sentenced to weekends or scheduled to check in for a sentence and require prescription medications, YOU MUST make contact with the Detention Center Medical Authority as soon as possible prior to the start of your sentence. Failure to do so may result in a delay in continued medications.

**INSURANCE** – will be the inmate’s responsibility. The Detention Center staff and/or the Detention Center Medical Authority will not be responsible for the inmate’s insurance claim(s). Receipts are provided to the inmate for in-house medical expenses. Any state and/or federally funded insurance (i.e. Medicare, Medicaid, VA) will not cover expenses incurred while the person is incarcerated. These expenses become the responsibility of the inmate.

**OTHER** – The Wyoming Department of Health has provided STD prevention bags that are offered upon release from the facility. These bags include safe sex supplies, education, and information on STD testing and obtaining further safe sex supplies. Any inmate that is wanting a bag, please put in a Health Services Request to let medical know that you want one. Bags will not be provided to inmates transferred to another facility

## **MOVING THROUGH THE FACILITY**

When you are moving from one part of the facility to another, you must abide by the following:

Inmates must be fully dressed in facility provided uniforms.

No communication with other pods or inmates. No stalling or loitering in the halls to speak with other inmates.

No speaking unless there is an emergency, or you are being addressed by a Deputy.

Stay to the right side of the hall, in a single file.

Pants must be at the waist with no underwear showing, and cannot be rolled up.

You must be wearing your authorized shoes.

Take your picture with you wherever you go and place it on the door of whatever room you are occupying.

## **STAFF – INMATE COMMUNICATIONS**

You will address a Deputy as “Deputy” or as “Deputy (followed by that Deputy’s last name)” i.e.: “Deputy Smith”.

You will be addressed by your last name. Deputies will not address you by a “nickname”.

Requests must be in writing on the appropriate request form. The miscellaneous request form will be used for a specific request, and must contain only one request per form. The requestor must sign the form. Profanity and collective requests will not be acknowledged. Excessive use of request forms or repeated requests for a denied request will not be acknowledged.

Communication from an inmate must follow the chain of command established by the Park County Detention Center. Requests addressed to the Sergeant that have not been addressed to a Deputy first will not receive a reply. Requests addressed to the Detention Center Administrator that have not been addressed to a Sergeant first will not receive a reply.

All written requests to have your attorney contacted and informed of your desire to speak with them must be made prior to morning inspections. There will be no action taken until the following business day on any requests received after that time.

## **BIBLE STUDY, AA, AND OTHER PROVIDED PROGRAMS**

Group programs are provided for your wellbeing. If you are interested in attending one or all of these programs, notify the tower deputy via a miscellaneous request form by 4:00 p.m. the day of that program with a list of names that want to attend group. A miscellaneous request stating, “everyone wants to attend” is not acceptable. You may not be able to attend certain programs if there are no-contact orders between you and another inmate(s) in the facility that may also want to attend the same program. Attempts may be

made to accommodate these situations. Anybody engaging in an activity that distracts from the purpose of the meeting may be removed and not allowed to attend further meetings. Inmates are not allowed to ask personal favors of any kind to the volunteers. This is not their function or purpose for volunteering their time. If determined this is happening, you will lose the privilege of attending future meetings.

If you put your name on the miscellaneous request form to attend group you are committing to attending. There is a lot of time and planning that goes in to organizing groups. To respect the volunteers time and efforts, if you decide last minute not to attend the group meeting it may result in a noncompliance.

Inmates who leave the meeting room without the permission of the Detention Staff will not be allowed to return to the meeting, and may lose the privilege of attending future meetings.

The privilege of attending Group meeting may be restricted based on your classification level and behavior.

Do not take any food item into the classroom. Doing so may result in a violation.

Inmates with a large number of no contacts may be prohibited from participating in group activities, due to an exhibited inability to get along with others as displayed by the no contact list.

If AA/Bible study is at the same time as your yard time, you need to pick which program you will be attending. If the AA/Bible Study meeting finishes within your pods exercise time, you may join your pod in the exercise yard to finish out the hour.

Inmates on level 6 are not eligible for group activities due to a pattern of disruptive behavior.

## **VISITATION**

While you are incarcerated you may receive visits from your family and friends. Visitation is a privilege provided the inmate, not the visitor.

To qualify for visits, you must have either had your initial appearance, or been incarcerated for at least 72 hours.

Persons requesting a visit will have to call in and set up an appointment to see you. The appointment may be made any time before 5:00 p.m. on the Friday prior to the weekend they want to visit. The visitor may not bring anyone with

them into the visit booth that has not been scheduled. Maximum occupancy for a visit booth is two adults or one adult and two juveniles.

You may be scheduled for a maximum of three visits per weekend (Saturday/Sunday). Visits are approximately 40 minutes long.

Any violation of the rules by you or your visitor will result in the termination of that visit, and possibly future visits.

Your attorney or his representative may come in to see you. These visits do not count against your three personal visits.

You may have a clergy member visit you. These visits will be permitted on Tuesdays and will not count against your three personal visits. These visits may be made any time prior to 8:00 p.m. the evening before the allowed day.

Juveniles will only be allowed visits from immediate family (parents, adult family members and siblings with parent present, grandparents, or legal guardian).

Juveniles can only visit when escorted by the juvenile's parent, adult family members or legal guardian. The parent, legal guardian or adult family member must be the one that makes the visit appointment and must accompany the juvenile during the visit.

Engaging in activity that disrupts the process of moving an inmate to and from visitation may result in the loss of visitation privileges. These activities may include, but are not limited to, loitering in hallways, communicating with other pods, etc.

Any violation of a no contact provision will be reported to the prosecuting attorney.

All visitors must comply with the visitation rules posted in the lobby area of the Detention Center. Any violation of these rules may result in temporary or permanent loss of visitation privileges.

## **EXERCISE YARD**

You may have access to the exercise yard for up to one hour a day, as scheduling allows. Each pod will be provided a schedule at the beginning of the week with its allowed hour in the yard. Inmates within the pod will be responsible to notify the tower of their desire to go to the yard at the top of the hour in the following manner: Inmates will line up at their pod door, and when all that wish to go to the yard are present, the intercom will be activated to notify the tower

deputy that yard time is requested and that all who wish to attend are present. (This notification of the tower by the activation of the intercom button is one of the allowed exceptions to the emergency only rule.) The inmates will then be allowed to self-escort themselves to the yard. All inmates wishing to go to the yard will do so as a group, once the initial group has left for the yard that is it for the day, there will be no second chance. All inmates in the yard will return as a group to their pod if an inmate needs to leave for **any** reason, and upon the completion of their yard time. If you are returning from a personal visit or appointment and your pod is in the exercise yard, you may request to go to the yard for the remainder of the time.

The indoor yard is supplied with non-recirculated fresh air, and has windows to allow sunlight in. The Park County Detention Center does not have an outside yard.

All inmate rules and regulations must be followed while in the yard. There are also specific rules that will be pointed out here that also must be followed.

1. The basketball and basketball hoop are to be used only for basketball related games.
2. Do not take any food item or cup containing liquids into the yard.
3. Throwing an item at **any** fixture, window, camera, fire alarm or door in the exercise yard is forbidden.
4. Horseplay that may cause injury or attempting to harm someone with any equipment is forbidden.
5. You are not to deface the facility in any way.
6. Shoes must be worn at all time while in the yard, your feet are not to leave the ground unless the regular playing of the game necessitates this.
7. You are not to look through any windows.
8. Depositing of notes intended for other inmates is not allowed.
9. Attempting to bounce the basketball off any surface other than the back board while attempting to make a basket is prohibited. This damages the ball.
10. When you leave the yard the basketball is to be on the floor, and not wedged into the ventilation system, the sprinkler piping, or stuck up on the backboard.
11. Any person receiving ice for an injury will not be allowed in the yard.
12. No items, except required clothing, are allowed in the yard.
13. Being overly loud by yelling and/or screaming is prohibited and may result in loss of yard time. Be respectful!
14. Do not attempt to communicate with other inmates from other pods while in the yard.

Detention staff may cancel any remaining exercise time if any behavior in the yard is deemed unacceptable by the Detention staff.

If your scheduled yard time is during Bible study or AA, you must choose which you will attend.

## **WORK RELEASE**

You must be fully sentenced on all charges, and be classified as Level 1, to be granted work release. The sentencing Judge must first grant your work release request and the sentencing paperwork must be received by the facility. Once the sentencing paperwork has been received, you must fill out a work release form and turn it in to the Detention Center Administrator for approval.

Times allowed for work release are Monday through Friday from the hours of 7:00 a.m. through 5:00 p.m. only.

The Detention Center Administrator has final approval of work release requests regardless of a Judge's authorization. (In other words, just because a judge authorizes work release, it isn't automatic that the Detention Center Administrator will approve your release request.)

Work release will only be considered for inmates that are requesting to maintain current employment so that they may maintain a household or have other verifiable financial needs that require income. Inmates that are seeking work release with no verifiable financial need may be denied. Exemptions to having current employment may only be granted by the Detention Center Administrator.

You will have to pass a drug urine analysis to be considered for work release.

There are specific rules and fees associated with work release. These will be provided to you if you are eligible for this program.

Any Inmate serving a Split Sentence (sentenced to the Department of Corrections for a period of less than twelve (12) months being served in the County Detention Center) will not receive work release.

## **INMATE WORKER**

You must be classified as Level 1 to qualify to be an inmate worker. There are other criteria taken into consideration. If you are interested in becoming an inmate worker, fill out a Miscellaneous Form addressed to a Sergeant.

## **OFFENSES AND DISCIPLINARY PROCESS**

Possible disciplinary actions, that may result, when a violation of the facility rules and regulations has taken place; the offending inmate may be reprimanded, have restrictions imposed on privileges, be moved to a higher level and/or be segregated. Attempts will be made to keep each disciplinary decision individualized in keeping with such factors as the inmate's past history, motivation and attitude. However, such violations as failing to pass morning inspections, misbehavior in the exercise yard, etc. may result in a loss of privileges for an entire pod.

### **Class I Offenses**

Definition of a Class I Offense: Includes acts which constitute violations of State Statute, interferes with the orderly operation of the facility, presents a threat to the safety and security of deputies, the facility, the public, other inmates, and/or to themselves.

Examples of such acts may include but are not limited to:

- a. Any violation of a Wyoming State Statute, i.e. murder, possession of a controlled substance, assaulting a Deputy or other inmate
- b. The destruction, or defacing of county property resulting in the county incurring an expense to repair and or replace the property
- c. Threatening a Deputy
- d. Fighting (verbally or physically) with another person
- e. Threatening another with violence against his person or property
- f. Attempting to, or making contact with, an individual you are court ordered against contacting
- g. Extortion, blackmail, demanding or receiving money or anything of value in return for protection
- h. Engaging in sexual acts with others or making sexual propositions or threats to another
- i. Escape or attempting or planning escape
- j. Setting a fire, arcing, or attempting to arc
- k. Tampering, touching, or moving any camera, locking device, or security device
- l. Possession or introduction of an explosive or ammunition
- m. Possession of contraband that would result in a state statute violation if not incarcerated
- n. Provoking, instigating, or participation in, a riot
- o. Encouraging others to riot
- p. Engaging in, or encouraging, a group demonstration
- q. Giving or offering any official or staff member a bribe or anything of value

- r. Giving money or anything of value to, or accepting money or anything of value from an inmate, a member of his family, or his friends
- s. Possession of any matches, lighter, lighting agent
- t. Possession, introduction, use, or creation of a weapon or unauthorized tool
- u. Possession, introduction, use, or manufacturing of any controlled substance or controlled substance paraphernalia, or intoxicants, not prescribed for the individual by a medical professional and per Detention Center policy
- v. Stealing, that will result in criminal prosecution
- w. A violation of the inmate rules and regulations that would be considered a Class I Offense
- x. Gambling, conducting a gambling pool.
- y. Second or subsequent violation of a Class II offense within a thirty (30) day period
- z. Misuse or hoarding of authorized medications, either prescriptions or nonprescription
- aa. Counterfeiting, forging or unauthorized reproduction of any document, article, identification, money, security or official paper
- bb. Tattooing or self-mutilation

**A violation(s) of a Class I Offense will result in disciplinary detention and / or loss of privileges. The time frame of the length of the disciplinary action will be decided per the situation.**

**A Class I Offense may also result in criminal charges.**

## **Class II Offenses**

Definition of a Class II Offense: Includes persistent Class III rule infractions, cases where a determination is made that the remedy for a Class III violation serves no deterrent effect, and rule violations which are not considered Class III or do not constitute a present and immediate threat to the security of the Deputies, the facility, the public, the inmates, or the inmate who committed or is committing the act.

Examples of such acts may include but are not limited to:

- a. Stealing, that would not result in criminal prosecution
- b. The destruction or defacing of county property requiring repair by Detention Center staff but not resulting in the county incurring any further expense to repair and or replace the property
- c. Providing property or anything of value for profit or increased return
- d. Possession of anything not authorized for retention or receipt
- e. Possession of another's property
- f. Encouraging others to refuse to work or to participate in work stoppage

- g. Conduct that disrupts or interferes with the security or orderly operation of the institution
- h. Participating in unauthorized meeting or gathering
- i. Being in an unauthorized area
- j. Repeated insolence toward a Deputy or staff member
- k. A violation of a rule in the inmate rules and regulations book that would be considered a Class II Offense
- l. Second or subsequent offense of a Class III offense within a thirty (30) day period
- m. Indecent exposure (intentionally exposing a part of the body that would normally be covered by undergarments)
- n. Hoarding non-prescription medications

**A violation(s) of a Class II Offense will result in disciplinary detention and / or loss of privileges. The disciplinary action taken will not exceed fourteen (14) days for each offense.**

**You may also be subject to criminal prosecution.**

### **Class III Offenses**

Definition of a Class III Offense: Includes acts which do not constitute a present and immediate threat to the security of the Deputies, the facility, the public, the inmates, or the inmate who committed or is committing the act. Examples of such acts may include but are not limited to:

- a. Insolence toward a Deputy or staff member
- b. Failure to obey an order as instructed by detention deputy
- c. Refusing to obey an order of any staff member (including medical and clerical staff)
- d. Lying or providing false statement to a Deputy
- e. Failure to stand for inmate head count and/ or inspections
- f. Interfering with the taking of the inmate head count
- g. Attempting to, or communicating with, inmate(s) in a pod where you are not housed F
- h. Failing to wear provided clothing as directed
- i. The destruction or defacing of county property that can be corrected by the inmate without incurring any expense for repair and/or replacement of the property
- j. Refusing to work
- k. Unexcused absence from work or any assignment
- l. Malingering or feigning illness
- m. Using abusive or obscene language
- n. Unauthorized use of mail or telephone

- o. Unauthorized, attempted, or actual, contacts with the public
- p. Unauthorized correspondence or any misconduct during visits
- q. Possession of minor contraband that would not be a state statute violation if not incarcerated (condiments, pictures, excess indigent hygiene items, pictures and or articles torn from publications, pornography, etc.)
- r. Possession of commissary items in excess of the allowed limits.
- s. Failing inspection (individual or block) two or more times in one week, or habitually violating inspections
- t. Habitually violating lights out rule
- u. Running an inmate store
- v. Possession of money or monetary instruments
- w. Smoking / tobacco usage and/or possession
- x. Wearing a disguise, or mask, or intending to be presumed as someone else
- y. Failure to follow safety or sanitation guidelines
- z. Using any equipment, chemicals, or machinery contrary to instructions of posted safety standards
- aa. Preparing a gambling pool, possession of gambling paraphernalia
- bb. Being unsanitary or untidy, failure to keeps one's person and quarters in accordance with rules
- cc. Horseplay or rough housing
- dd. Hoarding detention property / indigent hygiene items
- ee. Possession of unauthorized food or drink outside of the cell area ff. TV or radio volume continually disruptive / excessive noise
- ff. Continually ordering items from commissary in excess of the set limit, or over the allowed expenditure and/or available funds.
- gg. Any violation of a rule in the inmate rules and regulations that would be considered a Class III Offense
- hh. Any gang related drawings, symbols, signs, graffiti or activity
- ii. Communicating and/or passing items under the doors of an Inmate on disciplinary detention unless the communication is for emergency reasons

**A violation(s) of a Class III Offense will result in disciplinary detention and / or loss of privileges. The disciplinary action taken will not exceed seven (7) days per offense per inmate or group of inmates.**

**THE RULES AND REGULATIONS OF THE PARK COUNTY DETENTION CENTER MAY BE UPDATED OR REVISED AT THE DISCRETION OF THE DETENTION ADMINISTRATOR, WITHOUT PRIOR NOTICE OR PUBLICATION.**