

INMATE REGULATIONS

Inmates are required to obey all Federal, State and Local Laws and Ordinances. Violations of these laws will be referred for prosecution. In addition, the following acts are prohibited as a violation of institutional rules.

1. Possession of contraband. Contraband is any item not authorized by this regulation or by special permission.

MONEY

Money is considered contraband within the institution. An inmate is not allowed to have currency or coins on his person. Money will be accepted only in the form of a money order and only by mail. Please inform your relatives to mail a money order, not currency.

Indigent inmates will be provided with hygienic items. Indigent inmates who later receive money shall be required to reimburse commissary funds.

2. Possession or fabrication of any dangerous weapon or any device which can be used to effect escape.
3. Profane or threatening remarks made to other inmates or officers.
4. Raking, rattling, or pounding cell bars.
5. Loitering or talking to other inmates while moving to or from quarters.
6. Passing articles from one cell block to another.
7. Climbing on bars, tables, etc. for the purpose of rowdyism.
8. Wasting food.
9. Gambling.
10. Intimidating other inmates by threats. That is, placing another in fear.

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11. Extortion by use of threats of force.

12. Smoking in unauthorized areas.

13. Not being in assigned cell and bunk is considered as attempted escape.

14. Shouting for the purpose of interfering with the rights of other inmates, i.e., depriving sleep, inciting a disturbance, etc.

15. Stringing any kind of rope or line from bars, gates, or walls for the purpose of hanging clothing.

16. Obstructing or blocking any lights, vents, etc.

17. Hanging pictures on the walls.

18. Interweaving paper, clothing, or other forms of obstruction in the bars.

19. Starting fires.

We cannot put down each and every rule. Listed above are those most common. A general rule is to obey orders or instructions of jail officers.

Violation of regulations may result in the loss of the privileges in the following paragraphs.

PROCEDURAL RULES AND PRIVILEGES

By law the Commissioner of Welfare-Corrections is responsible for the safekeeping of all persons in his custody, and, in order to protect the rights of both inmates and employees, certain rules are necessary to insure order and fairness.

These rules, as well as orders of the jail staff must be obeyed by all inmates.

A. Visiting (Privilege):

1. Inmates may receive one visit per week. Designated Institutional workers may receive one extra visit per week.
2. Only persons recorded on the inmate approved visiting card may visit.
3. Friday regular visiting starts at 6:30 p.m. and ends at 9:30 p.m.
4. Saturday and Sunday regular visiting runs from 8:30 a.m. to 11:00 a.m. and 12 noon to 3:00 p.m.
5. The extra visit for institutional workers will be Wednesday evening 6:30 p.m. til 9:30 p.m.

B. Commissary (Privilege):

1. Candies, pastry and tobacco may be purchased from the commissary on Tuesdays, Thursdays and Saturdays.
2. Inmates are limited to \$18 purchase per week.
3. Inmates are limited to 7 packages of cigarettes per purchase.
4. Hygienic items such as towels, soap, toothpaste, etc., may be purchased beyond the \$18 price limit.

C. Recreation (Privilege):

1. The County Jail operates a gymnasium on the second floor of the building.

2. Participation in recreational activities are scheduled for individual by the Classification Committee.

D. Education (Privilege): High School equivalency classes are available. Application for participation in educational programs are submitted to the Social Worker.

E. Mail:

1. Inmate mail is handled in accordance with U.S. Postal Service Regulation.

2. Inmates shall use the following address:

NAME
P.O. Box 11417
CLAYTON, MISSOURI - 63105

Failure to use the correct address will result in mail being delayed and/or returned to the sender.

3. Inmate mail, outgoing and incoming, is subject to inspection for contraband only.

4. Official mail to attorneys, courts, or public officials may be sealed by an inmate in the presence of a jail official.

F. Cell Assignment: Inmates will be assigned to a specific cell and bunk. Requests for cell changes must be submitted to the Classification Committee.

G. Phone Calls (Privilege):

1. Inmates may earn one phone call per week for a 10 minute period. A strict schedule will be established so that every inmate is allowed one call per week.

2. Only one party called.

H. Smoking: Smoking is allowed only in designated smoking areas.

1. Inmates are not allowed to smoke while being transported.

2. Lighters are mounted in each living area.

I. Medical: St. Louis County Jail has a Medical Aide to conduct sick call.

1. Inmates must place their names on the sick call list by 9:00 a.m. daily with the Correctional Supervisor in order to see the medical staff.
2. All medical problems must be referred to the jail medical staff for screening and referral to the doctor.
3. Do not attempt to treat yourself for injury or illness.

J. Sanitation

1. Each inmate will be assigned a specific cleaning task to perform on a scheduled basis.
2. All televisions/radios will remain "OFF" until each cell of each dormitory is designated as being in order (clean) upon inspection by the correctional officer assigned to that confinement area. Cell area is to be cleaned by 9:00 a.m. of each morning.
3. Each inmate shall be responsible for the property he or she received from the jail.
4. Inmates will turn in their clothing, sheets, and blankets for laundering, when requested, without delay.
5. Inmates shall have their bunks made up and individual areas cleaned by 9:00 a.m. daily.
6. Inmates are required to bathe at least three times per week.

M. Library:

1. The library is available for use during normal operational hours. However, inmates use of the library has to be with the approval of the Shift Supervisor.
2. Law books are available in the library for inmates use and should remain there at all times.

Note: Inmates will not be discharged until all property issued is received.

AUTHORIZED ITEMS ✓

1. The following list of items are authorized to be in the possession of inmates in cellblocks:

- one mattress
- one blanket
- one uniform
- one toilet kit with toothbrush, toothpaste, shaving cream and soap
- three bath towels, jail issue or inmate's personal towel
- two wash cloths, jail issue or inmate's personal wash cloth
- one writing tablet and pen
- one package of envelopes and postage stamps
- six photos, 5"x7" or smaller
- two books or magazines
- no more than ten packages of cigarettes
- no more than 7 undershirts and 7 shorts
- legal books and documents pertaining to one's case - to be determined by the Supervisor of Social Services.
- One Bible or religious book
- educational materials - to be determined by Supervisor of Social Services
- other items approved in writing by the Chief of Custody.

2. The following list of items and articles are not authorized to be in the possession of inmates:

- matches
- chewing gum
- belts
- subversive literature
- weapons, homemade or otherwise
- pornographic material
- civilian clothing - pants, shirt, coat and hat
- cigarette lighter
- afro-picks, other than commissary purchased
- combs, other than commissary purchased
- lead pencils
- transistor radios
- medication including pills
- foodstuffs which are not consumed at mealtime
- no boxes

3. Authorized items may be brought in during week days to inmates by relatives or friends between the hours of 8:30 AM to 11:00 AM and 1:00 PM to 4:00 PM.

Men

3 pr. underwear
3 pr. socks
3 towels
1 pr. tennis shoes, shower shoes

Women

3 pr. underwear
3 pr. socks (short)
3 towels
1 pr. tennis shoes, shower shoes
2 bras

Each inmate is responsible for not exceeding the authorized quantities of personal possessions.

Soiled items in possession of the inmate may be released to friends or relatives during normal visiting hours, Friday, Saturday and Sunday.

Prior arrangements must be made through the inmate's social worker to pick up any personal items during the regular work week, 8:00 AM to 4:00 PM