

# **MAHONING COUNTY JUSTICE CENTER**

**Jerry Greene  
Sheriff**

## **Inmate Rules of Conduct And Handbook**

**Revised January 1, 2022**



## Table of Contents

	Introduction.....	Page.....	1
1.0	PREA Sexual Assault Awareness .....	Page.....	1
2.0	Admissions/Orientation.....	Page.....	2
3.0	Property.....	Page.....	2
4.0	Inmate Rule Violations, Sanctions and Disciplinary Hearing Procedures.....	Page.....	4
	Prohibited Acts: Minor Violations .....	Page.....	4
5.0	Prohibited Acts: Major Violations.....	Page.....	6
6.0	Prohibited Acts: Serious Violations.....	Page.....	7
7.0	Sanctions: Minor Violations .....	Page.....	9
8.0	Sanctions: Major Violations .....	Page.....	9
9.0	Sanctions: Serious Violations .....	Page.....	9
10.0	Fundamental Rights .....	Page.....	10
11.0	Telephones, Tablets and Terminals .....	Page.....	10
12.0	Emergencies.....	Page.....	11
13.0	Medical and Dental Services .....	Page.....	12
14.0	Inmate Request and Grievance Forms.....	Page.....	12
15.0	Inmate Visiting and Video Visitation .....	Page.....	13
16.0	Food Services.....	Page.....	14
17.0	Commissary.....	Page.....	15
18.0	Mail and E-messaging .....	Page.....	16
19.0	Inmate Programming and Recreation.....	Page.....	17
20.0	Work Assignments.....	Page.....	17
21.0	Library Services.....	Page.....	18
22.0	Television .....	Page.....	18
23.0	Sleeping Hours .....	Page.....	18
24.0	Hygiene Care.....	Page.....	18
25.0	Laundry Services.....	Page.....	19
26.0	Religious Services .....	Page.....	19
27.0	Education, Legal, and Counseling Services .....	Page.....	19

## **Introduction:**

You have been committed into the Mahoning County Justice Center in accordance with the laws of the State of Ohio. The Sheriff and his staff have no legal authority to release you without proper order from the court. The Sheriff and his staff are responsible for the daily operation of the jail and responsible to provide a safe and secure environment for those confined within the facility.

It is important that you read and understand this handbook. If you indicate, at the time of booking, that you do not understand the contents of this handbook, the handbook will be read and explained to you. Specific questions may be directed to any of the staff. You have a responsibility to follow the rules and regulations and to act in a proper manner. You must obey any instructions or orders given to you by jail staff.

Failure to follow these Rules and Regulations may result in disciplinary sanctions against you.

### **1.0 PREA: Sexual Assault Awareness:**

While you are incarcerated here, you have the right to be safe and free from sexual harassment and sexual assaults. Threats, intimidation, inappropriate touching or other actions and/or communications by one or more inmates aimed at coercing and/or pressuring another to engage in a sexual act regardless of age, size, race, ethnicity or sexual orientation is strictly prohibited. Sexual abuse/assault of inmates by staff or other inmates is an inappropriate use of power and is prohibited by law.

#### **REPORTING:**

If you believe you have experienced such misconduct, you should report it to a staff person immediately. If you feel you cannot verbally tell a staff member, you may send your statement in an envelope to a staff member of your choice without any repercussions. You may also use a confidential medical request form that goes directly to medical staff. You may contact Rape Crisis and Counseling if you wish to receive support or advocacy services related to a sexual abuse incident that occurred in the Jail. Please see information posted in your housing unit. Turning Point counselors are available upon request and medical staff is available 24 hours a day or an inmate request form can be mailed through the postal service to:

Office of Inspector General, U.S. Department of Justice  
950 Pennsylvania Ave. Room 4706  
Washington, D.C. 20530

A call at no expense to you can be made to the Office of Inspector General (OIG) at 1-800-869-4499

## **2.0 Admissions/Orientation:**

Pursuant to Ohio Revised Code 2929.38, if you have pled guilty to or have been convicted of the offense you are incarcerated on, you may be subject to certain fees.

The process known, as Admission or "Booking" will be done upon your arrival to the Mahoning County Justice Center. This process will consist of a series of procedures that must be accomplished in order to maintain a safe and secure facility. The admission procedure will consist of:

- 2.1 Searching you and removing all valuable property and contraband items
- 2.2 Recording of personal information for our records
- 2.3 Fingerprinting and photographing
- 2.4 Showering and changing into our jail uniform and the issuance of jail property
- 2.5 A preliminary medical screening(s) to determine your physical and mental well being.
- 2.6 Allowing you to make necessary phone calls in order for you to secure bail and release or to contact a person of choice.
- 2.7 Classification into an assigned housing unit. You will be classified using criteria for determining the level of custody required. The classification levels are minimum, medium and maximum security. You may appeal your current classification through the request and grievance form process.

It is important that you answer all questions asked of you, as it may bring to our attention a special need or circumstance that may affect your future well-being. The Booking process is standard for all persons no matter what their charge or how long they will be confined to the Justice Center. The process will be completed as soon as possible, and it must be completed before you can be released.

## **3.0 Property:**

If you are not going to be immediately released, you will be required to relinquish all of your personal property. Your property will be inventoried and recorded on a receipt. You will be required to sign a receipt acknowledging that your property has been relinquished by you to the custody and care of the Sheriff's Office. Your property will then be secured and returned to you upon your release. Your money will be deposited in your own inmate account, which can be used to purchase commissary items. When you are released, the balance of your account will be returned to you. Jewelry, watches, and other valuables will be locked in the jail safe.

If you are wearing all white undergarments, you may keep these items only. We will not accept any new property without a court order.

When you enter your assigned housing unit, the type and amount of property, which you can have in your possession, will be restricted. The following items will be issued to you by the Justice Center:

- 3.1 One (1) Jail uniform
- 3.2 One (1) Blanket
- 3.3 One (1) Towel
- 3.4 One (1) Pair of slip-on shoes
- 3.5 Two (2) Sheets
- 3.6 One (1) Pillow case (if applicable)
- 3.7 One Hygiene Kit (soap, toothbrush, tooth paste)
- 3.8 Mattress
- 3.9 Toilet paper and feminine hygiene items will issued in your housing unit upon request.
- 3.10 Indigent underwear will be made available upon request.

You will be responsible for the care of the above items. Any abuse or willful destruction of the property may result in criminal and/or civil actions against you. In addition to the listed property, you will be allowed to keep in your cell the following personal items:

- 3.11 Up to three (3) pairs of all white socks
- 3.12 Up to three (3) all white undershirts
- 3.13 Up to three (3) pairs of all white undergarments
- 3.14 Soft back Bible/Koran or other religious materials
- 3.15 One soft back book. **(repealed 1/1 2022)**
- 3.16 A reasonable amount of personal mail and photographs of family and friends. **(repealed 1/1/ 2022)**
- 3.17 A reasonable amount of items purchased through Commissary
- 3.18 Legal materials in relation to your case

Any item(s) in your possession that are not authorized, or are in excess, will be considered contraband and will be disposed of. In addition to the loss of the item, you may face disciplinary sanctions against you.

At no time shall you have in your cell, any Food Service property unless you are confined to your cell for disciplinary or medical reasons. Cleaning supplies shall only be in your cell during clean up times. You may not keep leftovers from meals, sugar, salt, etc. for later consumption. You may not keep the spoon, tray, cup, etc. from the meal for later use.

**PROPERTY RELEASE NOTIFICATION:** If you are sentenced to Prison, it is your responsibility to designate a friend or family member to pick up your property before you leave this facility. Property release forms can be submitted through the inmate tablet and/or housing unit terminals. We cannot release property without a completed Property Release form. Your designated party must show a picture ID in order to pick up property. We will hold your property for 30 days from the date you are transferred to prison. **If your property is not picked up after 30 days, you will have effectively abandoned your property and it will be disposed of.** We will not release property until after you are sentenced.

Upon your release from the Justice Center, it is your responsibility to make sure that all your property is returned to you and your room is cleaned. If property is missing, you should bring it to the Deputy's attention prior to you signing the receipt and leaving the facility. If the missing property issue cannot be resolved at the time of release, a report shall be filled out and an investigation will be conducted.

If you leave inventoried property behind after your release, you will have thirty (30) days to claim your property. **If your property is not picked up after 30 days, you will have effectively abandoned your property and it will be disposed of.**

#### **4.0 Prohibited Acts, Range of Penalties/Sanctions and Disciplinary Hearing Procedures:**

When a staff member discovers, observes or has sufficient reason to believe that an inmate has committed an offense or a violation of the rules and regulations of the facility, you will be issued a rule violation. The following is a list of violations and the severity of the offense. The penalty for the rule violation depends on the severity of the offense. If you do not know if something that you are about to do is a violation, you should first ask a staff member. Attempting to commit, making plans to commit, or aiding another to commit any of the following violations will be considered the same as committing the actual violation(s). The Jail Administrator or designee shall approve all penalties exceeding suspension of rights or disciplinary isolation for more than one hundred and twenty (120) hours. Inmates shall not be subject to a disciplinary penalty for more than sixty (60) continuous days when the penalty arises from one incident. Continuous disciplinary isolation for more than thirty (30) days requires the review and approval of the jail administrator or designee. Jail disciplinary measures shall NOT include corporal punishment, discipline administered by other prisoners and the withholding of food. The Jail administrator or designee shall select a staff member to assist with the hearing if you are unable to effectively communicate, i.e., language barrier or a physical or mental disability. You will receive a minimum period of twenty-four (24) hours after being issued a rule violation in order to prepare a defense, but may waive this time period, in writing, if you so choose.

You will be given a hearing within forty-eight (48) hours excluding holidays, weekends and emergencies after receiving written notification if being placed in isolation or within three (3) business days if not placed in isolation. An impartial hearing Deputy will be appointed by the Jail Administrator or designee to conduct the disciplinary hearing. You will be able to be heard, present evidence and question witnesses, subject to the limitations of the hearing Deputy. You shall be afforded the opportunity to appeal disciplinary actions to the Jail Administrator or designee through the inmate grievance procedure.

**PROHIBITED ACTS (Minor Violations):**

- 4.1 Feigning an illness
- 4.2 Not doing work as instructed by supervising Deputy
- 4.3 Failure to follow safety or sanitation regulations
- 4.4 Using any supplies, equipment, or machinery without permission or contrary to instructions or posted safety standards
- 4.5 Using abusive language or gestures
- 4.6 Gambling, preparing or conducting a gambling pool, possession of gambling paraphernalia
- 4.7 Unauthorized use of mail, telephone
- 4.8 Unauthorized contacts with the public
- 4.9 Tattooing or self-mutilation
- 4.10 Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards
- 4.11 Making loud unnecessary noise, including whistling, arguing, shouting, rattling or pounding of windows or doors
- 4.12 Using bedding, clothing or other Justice Center property improperly (e.g. mattresses on the floor, making hammocks, and sitting on washer/dryers, etc.)
- 4.13 Horse playing
- 4.14 Correspondence or conduct with a visitor in violation of posted regulations
- 4.15 Wearing Dew Rags or any homemade head wraps
- 4.16 Having excessive mail, photos, or papers, except legal papers
- 4.17 Having any food or condiments from food trays including, food wrappers, Styrofoam, soup containers or plastic bags

- 4.18 Having non commissary type pens
- 4.19 Having more than 1 book, (not including the Bible/Koran)
- 4.20 Wearing headphones out-side of room (**repealed 5/1/2020**)
- 4.21 Having papers, pictures or items on the walls, ceiling or windows.
- 4.22 Not making beds before leaving room
- 4.23 Not being fully clothed when out of room
- 4.24 Moving chairs from day room area
- 4.25 Placing feet on chairs
- 4.26 Covering vents in room

**5.0 PROHIBITED ACTS (Major Violations):**

- 5.1 Refusing to work (housing area)
- 5.2 Unexcused absence from work, or any assignment
- 5.3 Misuse of medication, abusing of medical services in any manner
- 5.4 Possession of money or currency in any form
- 5.5 Possession of property belonging to another without their permission
- 5.6 Giving, lending, trading, or selling any property, items of value, commissary, etc. for favors, profit, gain, or increased return
- 5.7 Possession of any item not authorized for retention or receipt by an inmate and any item not issued through regular facility channels
- 5.8 Possession of a deputy's or other staff's clothing or property
- 5.9 Failing to be properly dressed
- 5.10 Minor damage to county owned items (less than \$50.00)
- 5.11 Encouraging others to refuse to work or participation in a work stoppage
- 5.12 Lying or making a false statement to a staff member
- 5.13 Conduct which disrupts or interferes with the security or orderly running of the institution; Disruption of any programs or services including food service
- 5.14 Making intoxicants, being intoxicated, or being under the influence of drugs, being in possession of drugs.

- 5.15 Smoking or using tobacco products, possession of tobacco products, matches, or lighters
- 5.16 Failure to stand count or interfering with the taking of count
- 5.17 Being in an unauthorized area (gym doors, rec. area, classroom, etc.)
- 5.18 Failure to report to housing cell during a disturbance or emergency
- 5.19 Running, sitting, or loitering on balcony, stairway, washers and dryers
- 5.20 Using an intercom button for reasons other than an emergency or at times when immediate staff assistance is not needed
- 5.21 Tampering with property, supplies, or equipment (e.g. logs, podiums, prisoner ID bands, furniture)
- 5.22 Abuse of telephone, tablet and terminal privileges (including harassment)
- 5.23 Abusing privileges in cells (e.g. commissary, mail, razors, newspapers, visitations, etc.)
- 5.24 Repeated minor violations
- 5.25 Indecent exposure
- 5.26 Crossing or standing on red tiles in the pod
- 5.27 Touching T.V.
- 5.28 Refusing to obey an order of any staff member
- 5.29 Blatant disrespect, discourtesy, or rudeness towards a staff member
- 5.30 Laundering of unauthorized items.

**6.0 PROHIBITED ACTS (Serious Violations):**

- 6.1 Destroying, altering or damaging County property or the property of another
- 6.2 Stealing (theft)
- 6.3 Counterfeiting, forging or unauthorized reproduction of any document, article, or identification, money, security, or official paper
- 6.4 Assaulting any person
- 6.5 Fighting with another person

- 6.6 Threatening another with bodily harm, or any offense against his/her person or property
- 6.7 Extortion, blackmail protection, demanding or receiving money or anything of value in return for protection against others to avoid bodily harm or under threat of informing
- 6.8 Attempting to control another prisoner by use of threats or intimidation or coercion
- 6.9 Engaging in or attempting to engage in sexual acts with others
- 6.10 Making sexual proposals, gestures or threats to another
- 6.11 Escape
- 6.12 Attempting or planning escape, helping another to escape or failing to report knowledge of an escape attempt.
- 6.13 Setting a fire for any reason. Altering of any device or object for purpose of igniting
- 6.14 Tampering with or blocking any locking device, alarm, or safety/security device
- 6.15 Wearing a disguise or mask, or unauthorized clothing
- 6.16 Contaminating or adulteration of any food or drink
- 6.17 Making intoxicants
- 6.18 Possession or introduction of an explosive device or ammunition
- 6.19 Possession or making a gun, firearm, weapons of any type including a sharpened object, utensil, chemical agents, or tool which has been modified to make a weapon
- 6.20 Rioting
- 6.21 Encouraging others to riot, cause a disturbance or refuse lockdown
- 6.22 Removing or trading ID bracelets with another or modifying or counterfeiting any document, money security, or official paper
- 6.23 Giving or offering any official or staff member a bribe, or anything of value
- 6.24 With or without their permission, being in another prisoner's housing cell
- 6.25 Tampering with appliances or furnishings, televisions, phones, tablets, lights, terminals, electrical equipment, etc.

- 6.26 Damage to county owned property over \$50.00
- 6.27 Spitting or throwing any object or substance on any person (staff or inmate)
- 6.28 Interfering with the security operations of the Justice Center
- 6.29 Repeated or persistent major offenses
- 6.30 Purposely clogging toilets, sinks, or showers

**7.0 RANGE OF PENALTIES/SANCTIONS (For Minor Violations):**

- 7.1 Entertainment restrictions (e.g. radio, tablet, video visit, TV, movies, games, etc.)
- 7.2 Commissary restrictions except for personal hygiene items
- 7.3 Visits by friends
- 7.4 Phone calls to friends and family restricted
- 7.5 Loss of desserts, snacks
- 7.6 Loss of in-facility work privileges
- 7.7 Loss of Exercise time
- 7.8 Loss of preferred housing

**8.0 RANGE OF PENALTIES/SANCTIONS (For Major Violations):**

- 8.1 All privileges listed in section 7.0 of this handbook
- 8.2 Visits by family
- 8.3 Loss of all exercise privileges
- 8.4 Clothing, bed, bedding, unlimited access to toilet, lavatory, and shower
- 8.5 Possible placement in disciplinary isolation
- 8.6 Loss of Tablet and/or reading material

**9.0 RANGE OF PENALTIES/SANCTIONS (For Serious Violations):**

- 9.1 All privileges listed in Section 7.0 of this handbook
- 9.2 All privileges listed in Section 8.0 of this handbook
- 9.3 Possible placement in disciplinary isolation
- 9.4 Potential criminal charges where applicable

**10.0 Fundamental rights that cannot be suspended except in an emergency or other condition beyond the control of the jail administrator are as follows:**

- 10.1 Visits by attorneys
- 10.2 Visits by clergy
- 10.3 Phone calls to attorneys or clergy
- 10.4 Adequate food (nutritional diet)
- 10.5 Adequate light, ventilation, temperature control and sanitation
- 10.6 Medical care

**11.0 Telephones:**

After Booking, you will be afforded reasonable opportunity to complete telephone calls to:

- 11.1 Retain an attorney
- 11.2 Secure release
- 11.3 Contact the person of their choice

All Inmate Phone Calls are recorded.

Telephone calls at time of booking will be no longer than five minutes each. You will be required to register with our phone service provider.

Once in the housing unit, you will have reasonable and equitable access to a telephone to keep in contact with your family, friends and other individuals of your choosing. The phones will be turned on daily during housing unit dayroom hours. You may use the housing unit phone except during lock down, mealtime, and inmate counts. An announcement will be made to the inmates five-to-ten minutes before the time telephones may not be used or are turned off for the day via use of the public address system. The Mahoning County Justice Center utilizes an outside agency for its inmate telephone, tablet and video visiting systems. Inmates can make telephone calls to outside parties utilizing the following methods:

- 11.4 Pre-Paid Calls –outside parties may set up a pre-paid account on their phone line(s) by calling a number posted in the housing unit. See your housing unit deputy for details. The rates for Pre-Paid accounts vary.
- 11.5 Each phone call has a maximum time limit of 15 minutes. Should the phones in your housing unit be in high demand, each inmate on the phone will be restricted to one 15 minute call at a time. Tablets can also be used to make outgoing phone calls.

- 11.6 Each inmate will be assigned a Personal Identification Number (PIN). This number is 7 digits and must be used to make any and all outgoing phone calls within the facility.

Add zeroes at the beginning of your PIN if it is less than 7 figures to create a seven (7) digit number.

Example: If your Prisoner Identification Number is: 12345  
After adding zeroes at the beginning of your PIN you would create a 7 digit number making your PIN = **00**12345

You will be allowed reasonable privacy unless there is cause to believe that the telephone privilege is being used in a manner that is in violation of law or detrimental to the safety of the facility, staff, other inmates, or the public. Abuses, such as profanity, threatening, three way and obscene phone calls, and misuse of equipment may result in the loss of telephone privileges and other possible disciplinary actions. All communication devices are monitored and recorded.

## **12.0 Emergencies:**

You must follow the instructions of the Deputy and/or Fire personnel should you be required to evacuate to another area of the building.

In case of heavy smoke, wet a towel or T-shirt and hold it over your mouth and nose. Get as close to the ground as you can and crawl. Do not panic and run. The best bet to survive a fire or other emergency is to remain calm and follow the instructions of staff. If evacuation is necessary, the staff will direct you to a safe location.

Each cell is equipped with an automatic sprinkler system for your safety. It is important that you do not tamper with the sprinkler. Intentional damage to sprinkler will result in disciplinary action to include criminal prosecution.

Should you experience any medical emergency, you will be able to notify the staff using several means. While in your housing cell, the silver button (intercom) on the wall may be used to speak to a deputy in an emergency situation. Intercoms are located in various multi-access areas throughout the facility. You will be connected to a Deputy. If you misuse or abuse the intercom, you may face disciplinary sanctions. To use the intercom you will:

- 12.1 Push the silver intercom button.
- 12.2 Wait for the Deputy's response.
- 12.3 State clearly what your emergency is. Do not shout

There is no need to keep pushing the button to respond. Just talk normally into the speaker. Do not shout, as this will distort your voice and make it difficult to understand.

Should a fight or other disturbance break out in the housing unit, all inmates that are unaffected by the emergency or disturbance must quickly return to their assigned cell. Failure to return to your cell will result in disciplinary sanctions.

In the event of a tornado or other natural disaster, you should wrap yourself in your blanket and lay under your bunk until the event is over.

### **13.0 Medical and Dental Services:**

When you first arrive at the Justice Center, you will be given a medical assessment by staff. You should answer all questions thoroughly and truthfully. This assessment will be kept confidential and will help the medical staff meet any special conditions or treatment that you may need while you are housed in the Justice Center. Within the next 10 -14 days, you will be given a complete medical physical conducted by jail facility medical staff. This includes TB and STD testing if medically necessary.

Sick call will be conducted by the medical staff on a daily basis. If a medical condition arises and you wish to see the jail physician or nurse, you may submit a request form directing it to the medical staff through a tablet or terminal located within your housing unit. It will be answered by medical staff at their earliest convenience.

Dental requests should be made at sick call or submitted on a medical request form so that an appointment can be scheduled.

**If a medical emergency occurs, you should notify the nearest staff member, who will contact the medical staff immediately.**

Pursuant to Ohio Revised Code 2929.38, inmates who have pled guilty to or have been convicted of the offense they are incarcerated on may be charged a fee for nurse, dental, and doctor visits. However, no prisoner confined shall be denied any necessary medical care because of the inability to pay such fees.

### **14.0 Inmate Request and Grievance Procedure**

If you have an issue that the housing unit deputy cannot immediately address or does not have jurisdiction over, you may submit a request or grievance form through the facility tablets and/or terminals. Inmate Request and Grievance Forms can be submitted through the terminal located within your housing unit or a tablet. If the Pod Deputy cannot answer your request or grievance, it will be forwarded to a supervisor who will assign it to the person who can address the request or grievance.

You must be patient when waiting for a response. Some requests/grievances are more complex than others and may require additional staff members to approve, deny, or correct the situation. Your request or grievance will be answered as soon as possible.

If you would like to speak to a Supervisor or other personnel, you must state the reason why in the comment's section.

All requests and grievances are submitted electronically. Any requests that are frivolous will be discarded. When filing a grievance in this facility, there will be no repercussions against the inmate filing the grievance. If the grievance or complaint is criminal in nature, it will be investigated as such. If the allegations prove to be false, you may face disciplinary sanctions for filing a false report. All requests/grievances will be addressed and responses will be issued to you electronically and in a timely manner. If you disagree with the response you receive back, you may file an appeal on the same issue to either an Officer-in-Charge or to the Jail Administrator or his designee, through the use of an inmate request/grievance process.

## **15.0 Inmate Visiting:**

You will be permitted to visit with family and friends while being housed in the Justice Center. Visiting will consist of a one (1) 30 minute visit per week. Visiting times are everyday depending on your housing unit and must be scheduled at least twenty-four (24) hours in advance of the visit with the housing unit Deputy. All juveniles must be accompanied by an adult. Visitation privileges may be restricted for security or disciplinary reasons.

All visitors must be registered with the Justice Center. Due to space limitations, you may only have two adult visitors and one child on your list at one time. Those are the only people that may visit you for the scheduled visiting day.

Visitors must be dressed properly. No revealing clothes will be worn by visitors while in the Justice Center.

All visitors arriving at the Justice Center will be required to show a government issued, photo I.D., and will be required to submit to a metal detector search. No bags, purses, hats, coats, cameras or cell phones will be permitted to enter the visiting area. Lockers are available in the lobby.

Visitors may be denied access to the Justice Center for the following reasons:

- 15.1 The visitor represents a clear and present danger to the security of the facility.
- 15.2 The visitor has a past history of disruptive conduct at the jail.
- 15.3 The visitor is under the influence of alcohol or drugs.
- 15.4 The visitor is improperly dressed.
- 15.5 The visitor refuses to submit to a search or doesn't show proper identification.
- 15.6 The inmate refuses the visit.

15.7 Visiting restrictions have been placed on the inmate for reasons involving discipline or security.

15.8 The Jail Administrator or his designate determines that there are other substantial reasons to justify such limitations in order to promote the safe and secure operation of the facility. Such reasons will be documented in writing.

Once your visit has been approved, you must advise your visitor the time and day of the scheduled visit and the conditions to which your visitor must comply. Any violations of conduct such as indecent exposure, fighting, vandalizing the facility may result in loss of access to the Justice Center and/or criminal prosecutions. Mahoning County Justice Center reserves the right to deny, cancel, suspend or terminate any visit during an emergency.

Check with your housing unit deputy for the current visiting schedule

**Secured Video Visits:**

For a fee, you may also participate in video visitation through the housing unit terminal. See housing unit deputy for details.

The video visit will be set up by your Family and Friends. It will be the inmates' responsibility to inform the person of any restrictions that apply to all inmate visitors. No visits will be scheduled during recreation. Participation in Video-visitation is a privilege, not a right. Participants (visitors and inmates) are expected to conduct themselves in an appropriate fashion at all times during a video visit.

The Mahoning County Justice Center reserves the right to deny, cancel, suspend or terminate a video visit prior to and during a visitation session without refund. MCJC shall enforce penalties and/or sanctions against further visits without refund.

**16.0 Food Service:**

You will be provided three nutritionally balanced meals daily:

16.1 Breakfast: 0530

16.2 Lunch: 1030

16.3 Dinner: 1630

Meals may be reduced to two (2) meals daily on weekends, holidays and emergencies

If you will not be in your assigned housing unit during scheduled meal times (due to court, work assignment, etc.), a packed lunch shall be provided for you.

All inmates except for those on special medical or religious diets shall eat the same meals.

Meals will be delivered to your housing unit and will be distributed by the deputy. Everyone must line up in an orderly line to receive your tray. Each inmate will be responsible to receive his or her own meal. Inmates may not accept trays for another inmate. Check your tray immediately to verify that you have received everything on the menu and all utensils. If there is something missing, tell the housing unit deputy immediately. Once you accept your meal, we cannot be responsible to provide you with anything you claim is missing.

Complaints regarding the food service or meal will be addressed first to the housing unit deputy, who will try to rectify the problem. If you feel that the correction is not satisfactory, you must submit a complaint using the Inmate Request/Grievance App.

You may not keep leftovers, condiments, salt and pepper, sugar, utensils, cups, bowls, trays, Styrofoam or any other food service item in your cell after the meal period. All items must be returned to the kitchen or disposed of in the trash.

At the conclusion of the meal, all trays will be cleared and Food Service items will be returned to the kitchen, and trash will be collected.

If you require a change in a menu due to religious reasons, submit a Request Form through the housing unit terminal or tablet directed to the Jail Administration office. Once approved, your request will be forwarded to Food Service. Medical changes will have to be verified by the medical staff before the menu change is approved.

All menus are approved by a licensed nutritionist, registered dietitian, or registered dietitian nutritionist.

## **17.0 Commissary:**

The Justice Center offers a commissary from which you may purchase items such as candy, health and hygiene items, writing materials, etc. For the convenience of your family or friends, funds may be deposited to your inmate account in several ways: via the automated machine (kiosk) located in the lobby of the Justice Center; the Web ([mahoningsheriff.com](http://mahoningsheriff.com)), the telephone or mailed money orders. Information on how to deposit using these methods may be found on the posting within your housing unit. Commissary privileges are available twice per week on designated days. You can order commissary items through the inmate tablets or the terminals located within each housing unit. It is your responsibility to submit the order in its entirety. When you have finished your order, you will need to "save" then "exit" to properly submit your order.

Your order will automatically be deducted from your commissary account.

When you receive your order, you must check it thoroughly to ensure that you have received all of the items you ordered. Any discrepancies must be brought to the attention of the housing unit deputy immediately.

A notation will be made on your receipt and will be taken care of by the Commissary officer on the next business day.

Inmates who are indigent persons, who have no commissary funds must also submit a commissary order to receive items they are entitled to. Each indigent inmate will receive the following items each week:

17.1 Toothpaste, soap and deodorant

17.2 Two (2) stamped envelopes and writing paper

17.3 Personal Laundry detergent

Indigent underwear will be issued upon request by the housing unit deputy

If you are released or transferred prior to receiving your order, you will have 72 hours (3 days) to claim it. Orders left beyond that time will be forfeited.

## **18.0 Mail and e-messaging**

Mail will be distributed and collected daily by the housing unit deputy. Outgoing mail will not be processed unless it is in an authorized envelope, is sealed, properly addressed, has a return address, and with the correct amount of postage. Mail will be collected only once per shift. The address for family and friends to send mail to you is:

**Your Name/Jail Identification Number**  
110 Fifth Avenue  
Youngstown, OH 44503

Mail incoming to inmates will have a return address and will be inspected prior to being delivered to the housing unit. You should notify people writing to you that certain types of mail will be censored and will not be allowed to enter the housing unit. Pornographic materials or materials which may be a risk to the security or safety of the Jail, its staff and/or inmates will be censored. Crimes involving mail will be thoroughly prosecuted.

Packages of any type will not be accepted without pre-approval. Friends and family may not send in items from home such as clothes, shoes, books, etc.

If you receive money in the mail, it will be deposited in your account. You may then use the money for commissary purchases only. Cash, money orders, a government checks or checks from another institution will be the only form of funds accepted.

There will be no corresponding between inmates in this facility. If you are found to be corresponding with other inmates in this facility it will result in disciplinary action.

For a fee, you may use the inmate tablets to send and receive e-messages along with incoming attachments from family and friends by purchasing “stamps”. All e-messages are subject to monitor and approval prior to being sent/received.

### **19.0 Inmate Programs, Recreation and Tablet Program:**

A variety of programs and services are offered at the Justice Center. Some programs are located on the inmate tablets and terminals such as educational and self-help videos. You will also be provided an opportunity to participate in recreational and leisure activities outside of your cell.

A list of available programs, such as drug and alcohol counseling, religion, academic training, etc. will be posted in each housing unit or inmate tablets/housing unit terminals as programs become available. If a program interests you, submit an Inmate Request Form or utilize the app available on the tablet/terminal. Due to attendance limits, some programs will require that certain conditions are met prior to attending these programs.

Leisure time activities include chess, checkers, cards, and recreation, as well as a television viewing area. It is important that you treat all county owned items with care and respect. Failure to care for these items will result in the loss of equipment, loss of the privilege due to disciplinary sanctions, or criminal charges being filed. Leisure time equipment is for your benefit and enjoyment, so it is important that you properly use and care for such equipment.

Recreation will be done at scheduled times. Check with the housing unit deputy for times. It is important to not schedule a video visit during recreation as your visit will be canceled without refund. Although participation is not required, moving to the gym is mandatory for all inmates during recreation time.

### **20.0 Work Assignments:**

You may be selected to perform cleaning details in your own housing unit as a pod orderly. Those inmates, who classify to inmate work, will be assigned to food service, landscaping, snow removal, house keeping, laundry, etc. Federal detainees will not be permitted to be assigned to any work details outside of their respective housing units.

## **21.0 Library Services:**

Over 10,000 titles of e-books are available on all tablets free of charge.

## **22.0 Television:**

You will be able to watch television in your dayroom area. The television will be kept under the control of the housing unit deputy.

Televisions may be turned on after the housing unit deputy performs the morning inspection. Televisions may stay on throughout the day unless it is turned off for disciplinary reasons. The television will be turned off at 2130 each night.

## **23.0 Sleeping Hours & Count Times:**

23.1 Sleeping Hours:

21:30 hours to 05:30 hours

23.2 Count Times:

Official head counts will be conducted immediately before and after every shift change, mid-day and at midnight. Inmates are required to be physically viewed by the Deputy who is taking the count. Emergency head counts will be conducted on an as-needed basis.

## **24.0 Hygiene Care:**

Showers will be made available for the inmate population during day room hours. Razors, hair clippers and nail clippers will be made available daily on a check out basis from the housing unit Deputy. Razors and hair clippers will be assigned, returned and inspected by the Deputy on the dayshift. Hygienic items will be made available through the inmate commissary. Indigent inmates will receive personal hygiene items and laundry detergent every seven days. Toilet paper and feminine hygiene items will be given upon request. All inmates are required to keep themselves clean and have a sanitary appearance.

## **25.0 Laundry Services:**

Jail issued uniforms will be exchanged twice a week. Towels and jail issued linens will be exchanged once a week. Blankets will be laundered and exchanged once monthly. Washers and dryers are made available in the general population housing units for your undergarments only. All inmates are allowed to wear white socks, white underwear or white boxers, white T-shirts, and white thermal wear. These items are to be laundered by the inmates in the washers and dryers provided in the housing units. Indigent inmates will receive laundry detergent every seven days per indigent order. All jail issued items, i.e., uniforms, towels and bedding will be laundered by facility staff and are not to be laundered in the washers and dryers within your housing unit. Rags are not permitted to be laundered in the washers and dryers.

## **26.0 Religious Services:**

The Mahoning County Jail will offer religious services to you on a regularly scheduled basis. Your minister may come to visit you at reasonable hours as long as they provide a government issued photo ID and state issued clergy credentials. Religious pod casts can be found on the tablets as well.

A special diet may be offered for religious reasons. You must submit an Inmate Request Form addressed to the Jail Administration Office. .

## **27.0 Education, Legal, and Counseling Services:**

Inmate programs are available to the inmate population. See your pod deputy for details. To participate in these programs fill out an Inmate Request Form.

You will have access to your legal counsel of record including telephone contact, written communication and confidential visits.

Law books are available on request to the housing unit deputy. You may not keep the law book in your cell and it must be returned when you are finished with it. A law library app is also available on all tablets and housing unit terminals.

KA lite is an educational app on your tablet for academic studies based on a self-paced leaning program.

Mental Health Counseling Services are provided. To participate in programs, you must submit an Inmate Request Form describing the type of program you want to participate in. To see someone from Mental Health, submit a Medical Request Form. If your mental health issue is an emergency, speak with your housing unit deputy. Self-Help videos and information can also be found on the tablets and terminals.