

# Lincoln County Detention Center

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## Detention Center



## Detainee Handbook

# **DETENTION CENTER RULES AND GUIDELINES**

*2021 Revised Edition 4/20/2021*

# Lincoln County Detention Center

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## **INTRODUCTION/MISSION**

The Lincoln County Detention Center is a county jail that regularly houses federal, state and local pre-trial and post-conviction detainees. Our mission is to safely and securely house the detainees held in this facility. In order to maintain and promote both your safety and security as a detainee, a specific set of facility/detainee rules are in place that you are required to follow without exception. These rules and additional information that may pertain to you during your stay in the Lincoln County Detention Center are the basis of the Lincoln County Detention Center Detainee Handbook you are now reading.

Every person incarcerated or housed in the Lincoln County Detention Center is issued a Detainee Handbook at the time of his/her initial incarceration into the facility. The Detainee Handbook is also provided in each dayroom via the kiosk. You are responsible for reviewing, knowing, and following the contents of this handbook. You are responsible for your actions while you are here and will be held accountable should you choose not to follow the facility/detainee rules. You are responsible for this handbook and are required to return it, undamaged, to the releasing detention staff member when discharged or transferred from the Lincoln County Detention Center. Failure to do so will result in a \$5.00 charge.

## **FACILITY OVERVIEW**

The Lincoln County Detention Center is designed for the indirect supervision of detainees. The majority of housing units include cells with beds, sink and toilet. The cells share a common area called the dayroom for recreational activities and meals. The dayroom has a toilet and shower that can be accessed during assigned times when you are out of your cell. The remaining unit is a dorm style room (no cells) where the Detainee remains when not on work detail. Detainee may access the dayroom during waking hours.

## **WARNING**

Be advised that anything you say or do while incarcerated in the Lincoln County Detention Center can/may be used against you in a court of law. Your rights to privacy in a detention facility are extremely limited. Your correspondence, telephone conversations and visits are monitored. You should consult your attorney, not detention staff, for further information regarding your Constitutional Rights.

## **DAMAGE TO JAIL PROPERTY; CLASS E FELONY (RSMo. 221.353)**

1. A person commits the crime of damage to jail property if such person knowingly damages any city or county jail building or other jail property.
2. A person commits the crime of damage to jail property if such person knowingly starts a fire in any city or county jail building or other jail property.
3. Damage to jail property is a class E felony.

The Lincoln County Detention Center will seek criminal charges against any detainee who willfully damages jail property in any manner.

## **SAFETY**

Your safety and well-being are important to us. You should immediately notify detention staff if you believe that your personal safety or that of another is in jeopardy. Violence, intimidation, and/or any sexual activity/sexual harassment are prohibited in this facility. You may, at any time you feel your safety is at risk, request protective custody. If the Detention Division Commander believes it is necessary, you may be placed in protective custody or similar style of administrative segregation for your safety, without your request and/or against your will.

## **FIRE PRECAUTIONS**

In case of a fire, immediately advise a detention staff member. A fire or other emergency incident in the Lincoln County Detention Center is very serious and requires you to immediately follow all detention staff directions. Failure to do so may jeopardize your personal safety and the safety of others. Please note the fire evacuation route signs posted in your assigned dayroom.

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The possession of any fire-producing device (lighter, matches, etc.) is strictly prohibited and subject to disciplinary action and/or criminal charges against you.

## **COMPLIANCE WITH STAFF DIRECTIONS**

You must follow the instructions/directions of detention staff at all times. Failure to follow detention staff member instructions/directions may result in disciplinary action and/or criminal charges against you.

You have no expectation of privacy within your assigned cell or dayroom, or on your person. All areas of the facility are regularly searched. You are subject to a search of your person at any time.

## **CONTRABAND**

Any item not issued by detention staff is considered contraband and may be confiscated and/or destroyed. You are prohibited from having in your possession or control, any items that are:

1. Not issued by Lincoln County Detention Center.
2. Not purchased by you through the Lincoln County Commissary Program.
3. Not authorized by the Detention Division Commander.
4. Not in original condition. Modifying or altering any item, whether issued or purchased is not permitted.
5. Not used for the intended purpose.
6. In excess of allowable limits.

## **RULES OF BEHAVIOR**

Your behavior and conversations are monitored. You must comply with the following facility rules:

1. Sexual contact/activity of any nature is strictly prohibited. You are required to immediately report any sexually related incidents or activity to detention staff.
2. No detainee has supervisory or any other implied authority over another detainee.
3. You will wear your jail uniform, in the proper manner at all times except when showering or using the toilet.
4. You are responsible for keeping your clothes and linens intact and complete.
5. You are responsible for maintaining your cell in an orderly and sanitary fashion.
6. You will not destroy or deface any jail property, or any property belonging to another detainee, detention staff member, or visitor.
7. You will not affix any photograph or other article to the walls, ceiling, bunk, etc.
8. You will be respectful with visitors and staff at all times.
9. You shall not make excessive noise.
10. You are not to leave a cell or any area you are confined, or held in, without the permission of a detention staff.
11. You may not make obscene or sexual remarks or gestures to facility staff.
12. Possession of contraband is prohibited. (See CONTRABAND)
13. Violations of facility rules will generally result in disciplinary actions.
14. Crimes committed within the Lincoln County Detention Center may result in criminal prosecution and/or administrative disciplinary action.
15. You are not to disobey or argue with any staff member.

## **CLASSIFICATION SYSTEM**

Your classification is based on, but not limited to your: current charge(s); documented criminal history; past and present documented institutional behavior; and interpersonal skills. During the Booking Process, we documented your classification, which determined your housing assignment. The classification security levels include: Low, Medium-Low, Medium, Medium-High, High, and Maximum. The classification officer will conduct a formal classification review within 14 days of your initial intake unless you are an Immigration Detainee and ICE provided your initial classification. Classification reviews are conducted no more than every 30 days thereafter. If you feel your classification is incorrect, you may submit a General Request on the kiosk providing information for the classification officer to consider. You will be notified of the review and result in writing.

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## **DISCIPLINARY ACTION**

Lincoln County staff members are trained to handle all types of conflicts that may happen while you are incarcerated. Appropriate measures are used to enforce the rules outlined in this handbook, as well as to protect the safety and security of the detainees, staff and facility. Detainees who are awaiting the disciplinary panel review and determination may be placed on administrative (cell) restriction for the safety and security of the facility, staff and other detainees.

Misconduct and any disciplinary action you receive may be reported to the court, pre-sentence investigators, probation and parole agencies and others deemed appropriate by the Detention Division Commander. Any misconduct toward staff in any manner is subject to disciplinary measures that are heavily enforced. Criminal conduct may result in new criminal charges being filed against you.

The violation of any facility rule will generally result in disciplinary action as determined by the Disciplinary Hearing Officer/Panel. The severity of the offense correlates to the resulting disciplinary action. Additionally, multiple rule violations over a period of time or the repeated violation of same or similar nature may result in a review of your classification.

You have a right to appeal the determination of the Disciplinary Hearing Officer/Panel to the Detention Division Commander. To do so, you must submit a Discipline Appeal within 48 hours after receipt of the written determination of the Disciplinary Officer/Panel. In the appeal, you must detail the error that warrants a review of the determination. It is not appropriate to present evidence of your defense at this time. You must specifically follow and use this appellate order as stated. Your failure to exhaust each appellate level in the specified order and described manner will disqualify you from the appellate process.

## **PROHIBITED ACTS AND RESULTING DISCIPLINARY ACTIONS**

CLASS 1 Violations:

- 1.0 Murder
- 1.1 Assault
- 1.2 Fighting
- 1.3 Extortion
- 1.4 Engaging in sexual acts
- 1.5 Escape or escape attempt
- 1.6 Aiding or facilitating an escape or escape attempt
- 1.7 Setting a fire or tampering with fire alarms/sprinklers
- 1.8 Possession or introduction of an explosive or any ammunition
- 1.9 Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife or unauthorized tool
- 1.10 Possession, introduction, or use of any narcotic, narcotic paraphernalia, drugs, or intoxicants not prescribed for the detainee by the medical staff (Includes possession of another detainee's prescribed scheduled substance I-IV medication)
- 1.11 Possession or attempted possession of any staff member's clothing or equipment
- 1.12 Wearing a disguise or mask/concealing your identity
- 1.13 Rioting or inciting a riot
- 1.14 Engaging in or encouraging a group demonstration
- 1.15 Refusing to obey an order during an emergency situation
- 1.16 Taking any person(s) hostage

## **PENALTY:**

Class 1 Violations are those which involve violation of law or Lincoln County Detention Center policy and/or regulations. In addition to the filing of criminal charges, a Class 1 Violation may result in:

1. Disciplinary segregation from the general jail population for up to 30 days,
2. Loss of all or part of any privilege for up to 30 days,
3. Responsibility for the replacement cost of any damaged item.

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A Class 1 Violation will also most likely result in a significant change in classification status.

CLASS 2 Violations:

- 2.0 Threatening a staff member with physical harm
- 2.1 Threatening another person with assault or other offense against his/her person
- 2.2 Failure to notify staff of sexual activity
- 2.3 Making sexual proposals or threats against another detainee or staff member
- 2.4 Destroying or damaging facility property or the personal property of another person
- 2.5 Stealing
- 2.6 Tampering with or blocking locks, locking mechanisms, windows, doors or any other security device
- 2.7 Hanging, draping, posting or affixing to any window, door, wall, light or other fixture any item which obstructs the view of cell, dayroom or any other area of the facility
- 2.8 Blocking, covering, obstructing any air vent or speaker
- 2.9 Crossing, reaching, or placing any item over a conspicuously marked security boundary without the prior approval or directive of a staff member
- 2.10 Adulteration of any food or drink
- 2.11 Malingering or feigning an illness
- 2.12 Use/misuse of any equipment or supplies not specifically authorized. Includes the misuse or unauthorized removal of furniture from the dayroom.
- 2.13 Engaging in any activity which disrupts or interferes with the security and/or the orderly operation of the facility
- 2.14 Counterfeiting any official document or paper
- 2.15 Making intoxicants or being intoxicated
- 2.16 Tattooing or self-mutilation
- 2.17 Lying or providing a false statement to a staff member
- 2.18 Refusing to provide a breath/urine/blood sample for testing to determine alcohol and/or drug abuse
- 2.19 Abuse/misuse of authorized or prescribed medication and/or possession of unauthorized medication (non-narcotic)
- 2.20 Possession of any burning, smoldering or fire-producing item such as wicks, lighters, matches, etc.
- 2.21 Possession of tobacco
- 2.22 Loan sharking
- 2.23 Forgery
- 2.24 Tampering/altering/destroying an issued detainee identification
- 2.25 Being in possession of, or using the identification of another detainee for any purpose
- 2.26 Failure to immediately lockdown as directed by staff
- 2.27 Spreading of feces, urine, or other biohazards

PENALTY:

Class 2 Violations are those which involve violation of law or Lincoln County Detention Center policy and/or regulations. In addition to the filing of criminal charges, a Class 2 Violation may result in:

- 1. Disciplinary segregation from the general jail population for up to 15 days,
- 2. Loss of all or part of any privilege for up to 15 days,
- 3. Responsibility for the replacement cost of any damaged item.

A Class 2 Violation may result in a change in classification status.

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## CLASS 3 Violations:

- 3.0 Refusing to obey a proper directive/order of any staff member
- 3.1 Possession of money, chit, mark, score card, or currency unless specifically authorized
- 3.2 Unauthorized possession of another detainee's personal property
- 3.3 Destruction, alteration or misuse of issued items
- 3.4 Non-approved correspondence/communication with another detainee
- 3.5 Giving or offering any official or staff member a bribe or anything of value
- 3.6 Gambling or possession of gambling devices
- 3.7 Possession of non-dangerous contraband
- 3.8 Indecent exposure
- 3.9 Excessive noise
- 3.10 Failure to properly clean/maintain a cell or dayroom. Violations include writing or marking on cell and dayroom walls.
- 3.11 Unauthorized/inappropriate contact or conduct with a visitor or other member of the public
- 3.12 Giving or accepting anything of value or money to or from another person
- 3.13 Using abusive, obscene, harassing or threatening language
- 3.14 Unauthorized cell visiting or being in another cell besides your own
- 3.15 Possession of unauthorized property or clothing (including headgear)
- 3.16 Possession of excessive items, clothing or food (including commissary)
- 3.17 Violation of the provisions of the E-Cigarette Program
- 3.18 Non-emergency use of the intercom call button (Use other than for Serious Maintenance Issues, Immediate Health/Safety Concern)
- 3.19 Failure to be fully/properly dressed in assigned detainee uniform when outside of the detainee's assigned cell or dayroom (Shower shoes and shirts are limited to use in the dayroom.)

## PENALTY:

Class 3 Violations are those which involve violation of law or Lincoln County Detention Center policy and/or regulation. In addition to the filing of criminal charges, a Class 3 Violation may result in:

1. Disciplinary segregation from the general jail population for up to 5 days, 2. Loss of all or part of any privilege for up to 5 days, 3. Responsibility for the replacement cost of any damaged item.

A Class 3 Violation may result in a change in classification status.

## DISCIPLINARY RIGHTS

The disciplinary process is outlined here for all violations as previously specified. You are entitled to the following:

1. Written notice of the violation a minimum of 24-hours prior to being called before the Disciplinary Officer/Panel.
2. Disciplinary Officer/Panel Hearing, unless waived in writing at any time prior to the hearing.
3. Limited right to call witnesses and present evidence in your own defense, as deemed relevant by the Disciplinary Officer or highest ranking detention staff member on the Panel.
4. Written notice from the Disciplinary Officer/Panel as to the evidence relied upon and reasons for the determination of disciplinary action.

If the alleged violation is subject to a criminal investigation, you will be provided a Miranda Warning and offered a written waiver. Should you invoke your rights and not make a voluntary statement, the Disciplinary Officer/Panel will not question you and will make a determination based on all other information available to them. You are not entitled to have an attorney or other counsel present during the disciplinary hearing.

Attempting to commit any prohibited acts, ordering another person to commit any of these offenses, and/or making plans to commit any of the previous offenses may be considered the same as a commission of the offense. Repeat violations of the rules may cause you to be placed in administrative segregation for the protection of others, yourself and/or the safety and security of the facility. The Detention Division Commander will review your segregation generally every seven (7) days until you are returned to general population or released from the custody of the Lincoln County Detention Center. All rule violations will generally result in disciplinary action. Disciplinary action could mean confinement in a segregation cell separate from the general population for a period of time and may also result in the following:

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1. Loss of good time credit (for detainees who qualify)
2. Loss of television privileges
3. Loss of commissary privileges (including E-Cigarette Program and E-mail)
4. Loss of visitation privileges (including video visits)
5. Loss of telephone privilege
6. Loss of access to Programs; including Book Exchange
7. Loss of access to the exercise/recreation area

All incidents of misconduct are reported and reviewed by the Detention Division Supervisory Staff.

## **BUSINESS TRANSACTIONS**

You are prohibited from conducting any type of business, other than an approved order by the court, while incarcerated. No detainee shall transact any business with a person working for the Lincoln County Detention Center. You are not permitted to transact any business with another detainee. This includes gambling or the exchange of any item for other goods or services within the facility.

## **CHEMICAL TESTS**

You may be required to submit to chemical testing to determine the presence of drugs or alcohol in your system if there is cause to believe that you may have been in possession of controlled substances or alcohol. Detainees who test positive for drugs or alcohol will be charged the cost of the test kit.

Work Release Detainees are required to test negative for drugs/alcohol prior to initial release for work. Work Release Detainees are subject to unannounced, random drug/alcohol testing as a requirement for program participation. Work Release Detainees are charged the cost of all test kits used to verify they remain drug/alcohol free.

## **DETAINEE IDENTIFICATION**

You are required to wear and present upon demand of any detention staff member, your detainee identification ID. If you alter, damage or remove your detainee identification ID, you will be subject to discipline and charged \$10.00 for the replacement costs. Additionally, you will not be permitted to participate in any privilege/program if your detainee identification ID has been removed from your wrist. If you are unable to produce your detainee identification ID upon release, you will be charged \$10.00.

## **DAYROOM/CELL/BUNK ASSIGNMENTS**

Detainees are prohibited from being in a cell besides their assigned cell. Dayroom and Cell assignments are based on detainee classification and the security/operational needs of the facility. Requests for dayroom/cell preference will not be accepted. Specific bunk assignments are only addressed with a doctor's order.

## **LIGHTS**

Dayroom and interior cell lights will remain on between 0600 hours and midnight. Dayroom and interior cell lights will stay on from lockdown until lights out. At lights out, interior cell lights will be turned off until approximately 0600 hours. Interior cell lights will have a low/dim security light that must stay on during required cell checks. Unless a security concern exists, the interior cell lights will be turned off following the cell check.

All lights, including individual cell lights, are to be kept free of obstruction and are not to be covered in any manner. Obstructing/covering lights in the facility may result in disciplinary action.

## **HEADCOUNT**

Detention staff conduct numerous headcounts throughout the day. Detainees are required to follow staff directions during headcounts until there is an announcement that the headcount is complete. Generally, staff will conduct headcounts at 0700, 1300, 1600, 1900 and 2230 hours to confirm identity and housing assignment of all detainees. Additional counts will be conducted as necessary.

## **LOCKDOWN**

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Lockdown (Cell Restriction) is determined by dayroom/facility schedule. Lockdown is also called for safety and security reasons during certain unplanned incidents. You are required to lockdown immediately as directed by detention staff. Failure to lockdown when directed, without question or delay, will generally result in disciplinary action.

You may be locked down if your behavior is a safety/security concern or if your behavior is disruptive to the orderly operation of the facility. This includes being placed on cell restriction pending the implementation of disciplinary action

If lockdown is ordered and you are in a commons area without the ability to lockdown, you are required to move immediately to a wall adjacent to the door, face the wall and place your hands on the wall until further directives are given.

## **PROHIBITED AREAS**

Any floor area marked with red paint or red tape is considered out-of-bounds. All detainees are prohibited from entering, standing or encroaching in any out-of-bounds area without the express permission of staff.

## **TELEVISION**

A television is provided as a privilege in each dayroom. Destruction or alteration of any television may result in a revocation of this privilege and prosecution. Televisions are turned on and off based on dayroom/facility schedules.

The television volume shall not be excessive. Arguments regarding television programming may result in the loss of its use. The television may be turned off at any time at the discretion of detention staff.

Available channel programming is at the discretion of the Detention Division Commander.

## **MEALS**

The Lincoln County Detention Center is a "no pork" facility. You are provided three meals a day. Meal services begin at approximately 0700, 1100 and 1730 hours.

It is your responsibility to personally obtain your food tray in a timely manner. You are prohibited from taking more than one tray during meal service. Detainees who do not pick up a meal will not be served a meal for that period. Uneaten food must remain on your tray. Food items shall not be gambled, traded, sold or given away. At the completion of each meal, the trays must be neatly stacked on the cart and placed near the housing unit door.

Detention staff members are not responsible for providing meals to detainees not in facility custody at the time of regular meal service.

Special diets will only be provided on the basis of medical need and/or religious requirements. You may be required to provide additional information/documentation for guidance. Diets of preference will not be served.

You are not required to consume any or all of the nutritional meal provided. Should you be observed eating food outside of a requested/approved diet, you will be notified in writing of the violation. Should there be a second occurrence; you will be notified in writing that you will be returned to the standard diet.

## **CLEANLINESS**

Cleanliness while incarcerated is mandatory. It is your responsibility to keep your cell, dayroom and person clean and orderly at all times. Your failure to adhere to the following rules and regulations will generally result in disciplinary action/loss of privileges:

1. You must maintain adequate personal hygiene.
2. Bunks will be kept neat and orderly at all times.
3. With the exception of bedding and items in current use, property is to be stored inside of the property tote.
4. Cleaning supplies/equipment will be issued and retrieved daily by detention staff.
5. Failure to participate in the cleaning detail may result in the loss of privileges.
6. The walls, floors, light fixtures and ceilings must be kept clean; items shall not be affixed to the cell area using toothpaste, etc.

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7. The showers should be cleaned daily.
8. Toilets and sinks should be cleaned daily.
9. Mops and other cleaning materials should be cleaned after each use.
10. Leftover food items, excluding properly stored commissary items, are not permitted in your cell or dayroom.

Detainees are permitted to shave before court appearances. Razors are offered on Mondays, Wednesdays, and Fridays between 0730 and 0800 hours. Razors are individually issued and retrieved by detention staff. Detainees will be given a minimum of 20 minutes to shave. Failure to return, or the altering of, a razor will generally result in disciplinary action.

## **PERSONAL PROPERTY**

Your clothing, jewelry, money and/or other property that you had in your possession at the time you were initially incarcerated into this facility were inventoried and will be returned to you upon your release or transfer to another facility. Exceptions include money deposited and deducted from your commissary account and items you release by submission of a Property Release Form.

You will be provided an opportunity to record addresses, phone numbers, etc. prior to your property being inventoried. As such, we will not access your property on your behalf once it has been inventoried and sealed... other than to release it.

You are only allowed to have items in your cell/possession which fit inside of the cell storage tote in a manner that allows for it to be placed next to the bunk:

1. Items provided/permitted by staff according to facility rules or this handbook.
2. Items purchased from the Lincoln County Commissary.

Commissary from other detention facilities is prohibited within the housing unit. Perishable items will be discarded. Items properly sealed will be placed in your property.

Violations of these rules may result in disciplinary action.

The Lincoln County Detention Center will not accept the delivery of any items from outside sources, with the following exceptions:

1. Reasonable amount of privileged material. Privileged material, material from your assigned legal counsel, will be opened in your presence and checked for contraband. If contraband (non-legal material) is located, the entire package will be secured in your property. The amount of legal materials in your possession must be maintained inside the cell storage tote.
2. Low or non-tinted prescription eyewear/contacts.
3. Prescription medication in the original container.

No other items or property will be accepted.

The Lincoln County Detention Center will not retain personal property longer than five (5) business days following your release/transfer. Personal property that will not be accepted based on the rules of the facility a detainee is being transferred to, should be released using a completed Property Release Form, prior to transfer. After the fifth business day following release/transfer, unclaimed property is considered abandoned and will be disposed of accordingly.

Detention staff is not responsible for any damage to, or loss of, personal detainee property.

## **DETAINEE STARTER KIT**

At the time you are moved to housing, you will be issued one detainee starter kit. Detainees, with exception to Immigration/Federal Detainees, will be charged the actual cost plus tax. The detainee starter kit contains the following items:

1. One (1) laundry loop
2. One (1) Spork
3. One (1) cup
4. One (1) shampoo
5. One (1) soap

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6. One (1) toothbrush

7. One (1) toothpaste

8. One (1) comb

9. One (1) deodorant

## **INDIGENT STATUS**

To be eligible for indigent items, you must have less than \$1.00 in your account for thirty (30) consecutive days. If there is more than \$1.00 in your account, you are not indigent. Once the account requirement is met, the status will automatically change and you will have access to order indigent items. For all indigent detainees, except indigent Immigration Detainees, items purchased on the kiosk will be billed against your commissary account, taking it into a negative balance. Once an indigent item is ordered, you will not be able to order it again until the associated number of days has passed:

1. One (1) soap every thirty (30) days

2. One (1) deodorant every thirty (30) days

3. One (1) toothpaste every thirty (30) days

4. One (1) shampoo every thirty (30) days

5. One (1) skin lotion every thirty (30) days

6. One (1) toothbrush every thirty (30) days

7. One (1) comb every thirty (30) days

8. Two (5) envelopes every thirty (30) days

9. One (1) ink pen every thirty (30) days

## **ISSUED DETENTION PROPERTY**

You are personally responsible for the care of all property items issued to you by detention staff. This includes, but is not limited to: bedding, clothing, printed materials and the cell/dayroom where you are assigned. The removal or damage to any molding, weather stripping, or any other substance from the cell doors, window panels or frames is strictly prohibited. All fixed objects such as beds, mirrors and hooks are to be left in the same condition as when you entered the individual cell. You may not scratch, carve, mar or alter, in any way, painted and/or non-painted surfaces. You should immediately inspect your assigned cell for damage and report any found to detention staff.

Destruction of Jail Property is a Class E Felony. The Lincoln County Detention Center aggressively pursues prosecution for this offense.

## **CLOTHING AND LAUNDRY**

Clothing must be kept clean and worn properly. Clothing may not be torn in order to make headgear, hair ties or other articles not expressly permitted. Any article of clothing that is altered or used in a manner not intended will be confiscated and discarded as contraband. Detainees who damage, tear or modify issued clothing/bedding/items may be subject to discipline and will be responsible for the actual replacement costs.

You are required to submit your clothing and bedding for washing as directed. Detainee workers will wash personal/issued clothing according to the dayroom schedule. You are prohibited from washing your laundry in the cell/toilet/shower/dayroom. Failure to properly secure your personal/issued items on the provided laundry loop will result in items possibly being separated from your laundry loop. Staff will not search for your lost personal/issued property. Detainees who lose/discard personal/issued property will be responsible for the actual replacement costs.

Detainee clothing is exchanged for cleaning three times weekly and bedding is exchanged once per week. You are initially issued the following detainee clothing/bedding:

1. Two (2) uniform pants

2. Two (2) uniform shirts

3. Two (2) pair socks

4. Two (2) underwear

5. Two (2) bras (females only)

6. One (1) pair shoes

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7. One (1) blanket
8. One (1) mattress cover
9. One (1) mattress
10. One (1) towel
11. One (1) property tote

Additional mattresses and bedding are not permitted by custody staff. If additional items are ordered by the facility doctor, the item(s) will be provided.

## **COMMISSARY**

Your money was placed into your personal commissary account after you were booked in and prior to being assigned to housing. These funds may be used to purchase approved items during your incarceration. Funds may not be transferred to another detainee's account.

The facility normally issues a debit card for your remaining commissary funds. The debit card will be issued for all remaining money. If sentenced all remaining money will be applied to housing debt or owed fees.

Unpaid medical costs or other incarceration-related expenses you owe will be deducted from your commissary funds. If you are indigent, this may result in your commissary account showing a negative balance. If you later receive money during the remainder of your incarceration, 50% of that deposit will be used to satisfy the resulting balance.

## **The Commissary Program normally operates as follows:**

1. Detention staff members are prohibited from accepting, depositing or processing funds sent through the U.S. Mail, with the exception of those coming from other correctional facilities. Unauthorized funds will be returned to the sender unprocessed.
2. Commissary funds may only be deposited: a) in-person using cash/credit cards via the deposit kiosk located outside the facility's visitation entrance, or b) by visiting [www.touchpay.com](http://www.touchpay.com). You may order commissary items using the kiosk available in the dayroom.
3. You must have sufficient funds in your account to purchase commissary items; the purchase cost is deducted from your commissary account.
4. Commissary is normally distributed four times weekly. Generally, commissary is delivered on Mondays, Tuesdays, Thursdays and Fridays.
5. You are prohibited from purchasing commissary items for other detainees. You may not give commissary items to other detainees upon your release/transfer.
6. The Lincoln County Detention Center does not warranty the operation of radio players, pens, or any other items purchased through commissary; all purchases are on an as-received basis. Typically, only damages or shortages identified by you upon delivery and verified by a staff member may be refunded. To investigate a possible issue with a radio player, requires you to submit a Commissary request and will result in a \$2.00 fee charged to you.
7. You have only 5 business days to claim commissary received following your release/transfer. Unclaimed orders will be considered abandoned. Refunds are not provided.

The Commissary Program is a privilege and not a detainee right. Program participation is subject to suspension at any time without notice.

## **E-CIGARETTE PROGRAM**

Smoking or chewing tobacco products are strictly prohibited by detainees in any area of the jail. Possession of tobacco or unapproved tobacco products, matches, lighters or other fire producing materials is strictly prohibited and may result in disciplinary action and/or prosecution.

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Rules for participation of the E-Cigarette Program:

1. At the time of delivery, you must: be at least 18 years of age; have sufficient funds in your commissary account (cost plus tax); not be on cell restriction for safety, security and/or discipline; and present your detainee identification to the staff member. Detainees are only allowed to purchase 5 e-cigs at a time.
2. You may verify that the e-cigarette works at the time of delivery, while the staff member is present. The Lincoln County Detention Center does not warranty or provide replacements for e-cigarettes that do not function as expected after delivery.
3. A used e-cigarette must be properly discarded in the trash or returned for applicable credit toward your next purchase.
4. You must not alter or tamper with the e-cigarette in any way.
5. You are not to bring the e-cigarette out of the dayroom for any activity including, but not limited to: recreation, library, court, visitation, and sick call. This will result in the e-cigarette being removed immediately and discarded without reimbursement to you.
6. You are not to trade, donate or barter with the e-cigarette in any way.
7. You are prohibited from attempting to obtain or obtaining an e-cigarette through deceit or theft.
8. Violation of any of these rules may result in discipline and/or the immediate removal of the e-cigarette from an individual and suspension of the program for an individual, dayroom or the entire facility at the discretion of the Detention Division Commander.

## **EXERCISE**

You may use the allotted time out of your cell to use the dayroom for recreation. Access to the exercise/recreation area is a privilege. You will generally be provided access to the exercise/recreation area on a regular basis depending on your classification, disciplinary status and the facility schedule. The recreation area is generally utilized between 0600 and 2230 hours daily.

## **READING MATERIALS**

Access to reading materials, including books is a privilege. Generally, your dayroom will be provided weekly access to a book cart for Book Exchange. Book Exchange requires you to return a book to take a book from the cart. You are allowed to have no more than two (2) non-legal books in your possession at one time, including puzzle books. Personally owned books may be released by submission of a Property Release Form or donated to the book cart.

You may receive paperback books/publications directly from a reputable publisher/supplier, without submission of a Mail Exception request. These books are subject to facility rules/review and count towards the authorized total number of permitted books.

For the safety of the detainees in the Lincoln County Detention Center, local newspapers are prohibited. You may request national publications through submission of a Mail Exception request. Approval will only be granted on a monthly basis in response to the Mail Exception. Examples of approved publications include: New York Times, Wall Street Journal, and USA Today. You are required to properly dispose of newspapers within 48 hours of delivery. Failure to properly dispose of newspapers may result in your suspension from receiving them. You may also be subject to disciplinary action.

For safety and security reasons, magazines are prohibited.

## **MAIL PROCEDURES**

All incoming mail is checked for contraband by detention staff.

Professional mail and legal/governmental correspondence, is accepted to the facility without request for exception. Legal mail from private/non-legal sources may be accepted with approval of a Mail Exception, but is not privileged communication. Privileged mail is: correspondence received from your attorney of record, including their staff; officers of the court; officials of the confining authority; administrators of the grievance system; members of paroling authority, including probation; consulates; and, elected officials. For mail to be treated as privileged requires the envelope to be clearly labeled or designated as "Legal Mail", "Confidential", or "Privileged" with the sender's name and full address displayed. Privileged mail will be opened and examined, in your presence, for contraband.

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Should it contain non-legal material(s), it will be considered contraband and placed in your property. Privileged mail will not be read by detention staff members. Letters from you to your attorney are mailed without examination or censorship.

Non-legal/non-governmental correspondence is accepted in the form of postcards. This practice provides a safer, contraband-free environment for both detainees and detention staff. All postcards not meeting the standards listed below will be returned to sender.

## **Postcard requirements are as follows:**

- Postcards may be no larger than 4.25 inches by 6 inches and must be properly addressed; must contain the sender's name/return address and the detainee's name (and preferably) cell assignment in addition to the Lincoln County Detention Center address listed below.
- Metered post cards are preferred and will generally be delivered unaltered; stamped mail will have the stamps removed which will likely damage some portion of the postcard.
- Postcards containing stickers, adhesive labels, watermarks, stains, lipstick, and/or any other suspect alteration/adulteration will be returned to sender.

Exceptions to the postcard requirement must be made by submission of a Mail Exception request and include the sender's full name and address and specify the exception and facts for consideration. All exceptions require prior approval of the Detention Division Commander or designee. You may have only have photographs on the kiosk. Items identified as not meeting the standards or containing unapproved items, will be placed in your property. The sender of rejected mail, either returned to sender or placed in your property, will be notified in writing. Mail received under an exception will have stamps, labels, staples, paperclips and clasps removed prior to delivery to the detainee. Outgoing mail is not similarly restricted.

Money orders, personal checks/cash for commissary deposit are not accepted through the mail.

You may send outgoing mail as often as you wish, provided your letters do not violate regulations of the United States Post Office or the safe and secure operations of the Lincoln County Detention Center. You are required to include your full name and return address on outgoing mail. Failure to do so will result in the mail being returned to you for correction. Your mailing address while in custody of the Lincoln County Detention Center is:

Lincoln County Detention Center

C/O (your name, cell assignment, and Alien # if applicable)

65 Business Park Drive

Troy, Missouri 63379

You are responsible for advising family and friends of the proper mailing address. The sender's full name and complete return address are required on all correspondence. Mail without the complete name and return address will be returned to sender. If unable to be returned, it will be placed in your property.

The Lincoln County Detention Center offers the ability to send and receive secure e-mail and SMS messages for nominal costs. Secure e-mail and SMS messages are conducted through the kiosk in the dayroom. To begin secure e-mail/SMS communication, your family/friends will need to visit [www.citytelecoin.com](http://www.citytelecoin.com). All e-mail/SMS communication is subject to monitoring. Inappropriate or abusive e-mail/SMS communication may result in disciplinary restrictions.

Detainees housed in separate dayrooms are not allowed to correspond/communicate by any means. Examples of prohibited communication include, but are not limited to: the passing of notes, telephone conference calls, U.S. Mail, and voice. If detainees are of immediate family, incarcerated in excess of 30 days and require direct communication due to exigent circumstances, the detainees must submit a General request to the Detention Division Commander, who may make an exception to this rule upon a demonstration of sufficient need and evidence of relationship. Correspondence between detainees held at different institutions is also prohibited, for security reasons. The Detention Division Commander, upon receipt of a General request, may grant an exception and permit correspondence between family members held at different institutions. You must provide hard-copy documentation of relationship (marriage license, birth certificate, etc.) for consideration.

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Exceptions to the aforementioned rules are at the Detention Division Commander's discretion and may be subject to such restrictions, as necessary.

The Detention Division Commander and/or designee reserve the right to search any incoming/outgoing correspondence as a preventive security measure.

## **TELEPHONE SYSTEM**

You will have regular access to the detainee phone system provided by City Tele Coin ([www.citytelecoin.com](http://www.citytelecoin.com)) in the dayroom which is accessed with a personal identification number assigned during intake. These telephones are available under normal circumstances according to individual dayroom schedules. Use of the telephone may be restricted as operationally necessary for safety and security purposes, or during periods of high volume. Calls on these phones are for outgoing calls through the use of pre-paid accounts and calling cards. Pre-paid calling cards are available for purchase through the commissary kiosk. Other credit card calls, time and charge calls, and third number calls are prohibited. In verified emergent situations, detainees will be provided the opportunity to make emergency calls.

The detainee phone system permits non-citizens to contact a consulate or Immigration and Customs Enforcement free of charge. The system also permits free calls to local Public Defender's Offices and the PREA Hotline.

Telephone calls to the Courthouse, Sheriff's Office or employees of the Sheriff's Office are prohibited.

With exception to the local Public Defender's Office, calls are subject to recording and monitoring.

## **VISITATION**

Visitation, outside of professional visits, is a detainee privilege. Visitation is non-contact and conducted on the kiosk in each dayroom you can also visit on the tablets provided to your housing unit.

You are responsible for notifying your family/friends of your current dayroom assignment and the scheduled visitation times. You may also direct family/friends to [www.lcsomo.com](http://www.lcsomo.com) where they can access all details for visits at the Lincoln County Detention Center.

Visits will be limited to one continuous one (1) hour period per day. Only persons seventeen (17) years of age or older, with proper identification, will be allowed in the visit, except in the case of a juvenile accompanied by a parent/grandparent. All visitors are subject to a warrant check.

There is no right to privacy during non-attorney visitation. Your visitation period is recorded and may be monitored.

The Lincoln County Detention Center offers the ability to have video visits for a nominal fee. These are conducted through the kiosk in the dayroom. All visits are monitored and recorded. Inappropriate behavior by you or the calling party will result in the suspension of video visits and may result in discipline.

Contact visits are limited to privileged visits. Privileged visits include visits by defense/legal counsel, law enforcement, prosecutor's office, etc.

Professional visits are limited to clergy, psychologist, medical, representatives of the treatment courts, etc. and should be pre-arranged and approved by the Detention Division Commander. Professional visits are generally limited to Monday through Friday during regular business hours unless documented, unusual need exists. Professional visits from members of the clergy are coordinated and approved by the Detention Division Commander or designee.

Visit times are from 7:00 am and 9:00 pm every day. All visits with family will be conducted on the kiosk located in the lobby and your housing unit. You are allowed one visit per day. Detainees are not allowed to use another detainee's pin for visitation if you use another detainee's pin you will be subject to discipline.

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Visits for detainees in Holding and on Administrative Segregation, including ICE Detainees on Disciplinary Restriction, will be held independent of the visitation schedule. Detainees may submit a Special Visit request for consideration. The request should include the date requested and specify 12:00 noon to 12:25 pm, 12:30 pm to 12:55pm, 6:00 pm to 6:25 pm, or 6:30 to 6:55 pm. Pending availability of the visitation area, up to one (1) visit may be approved per week and will be scheduled for up to twenty-five (25) minutes. All other rules for visits apply. This process ensures detainees on Administrative Segregation receive reasonable opportunity for visits and limits interruption of/by visits for no segregated detainees.

Visits between detainees are not permitted. The Detention Commander may approve special exceptions based on extenuating circumstances.

No person who appears to be intoxicated or under the influence of drugs or narcotics will be permitted in the visiting area.

No visitor may record or photograph the visitation area, detainee, staff member or any part thereof.

## **DETAINEE AND VISITOR CONDUCT AND BEHAVIOR**

Detention staff members monitor both visitor/detainee conduct and behavior during the visit. Conduct during a visit may be used as the basis for terminating a visit and denying future visits. Visitors and detainees are expected to behave in a manner that is decent and non-offensive to other visitors, detainees and staff. Visitors and detainees may not tamper with telephone equipment, glass, or building fixtures. Visitors may be asked to leave if their conduct affects the safety, security and/or orderly operations of the Lincoln County Detention Center. The use of wireless devices and cameras, as well as smoking and/or the use of tobacco products are prohibited while in the visiting.

## **RELIGION**

You will generally be afforded reasonable opportunity to pursue your religious faith as long as such practice does not interfere with the safety and security requirements of the facility or the rights of another detainee. A volunteer Chaplain may be available, upon submission of a Religious request, to answer questions or provide religious assistance.

Available religious reading materials are located in Programs and may be accessed during Book Exchange. Materials may also be received following the Detainee Mail Procedures outlined in this handbook.

## **PROGRAMS**

Faith based, Domestic Violence, Substance Abuse and similar programs are offered inside of the facility as providers are available when considering detainee classifications and the facility schedule. To participate, you cannot be on current disciplinary restriction and must follow staff directions when services are announced.

## **HAIR CARE**

The Lincoln County Detention Center strives to provide necessary hair care for personal hygiene. Detainees desiring a haircut must submit a Haircut request on the kiosk. Haircuts are regularly scheduled once monthly on evenings between 1500 and 2100 hours. This is contingent on facility operations and available staff.

In addition:

1. Detainees usually do not have access to hair care services for the first 30 days of incarceration and are limited to one request every thirty (30) days thereafter, unless medically necessary or court-ordered.
2. An independent hair care provider, when available, will generally provide haircuts.
3. The cost of a haircut from an independent service provider is subject to change and will be deducted from the detainee's commissary account.

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5. Indigent detainees, as defined in this handbook, are eligible to receive an indigent haircut. These haircuts are done by a detention staff member when/where available. No cost will be charged to the detainee's commissary account for the indigent haircut.

6. Detainees may be restricted from haircuts if medical staff believe there is a medical condition that could be aggravated by the use of haircutting equipment.

## **REQUEST SYSTEM**

The Request System is provided for you to make specific requests, reasonable inquiries and/or access facility services. Staff will not respond to unreasonable requests. To ensure the most efficient processing of your request, you should submit unrelated topics individually and on the appropriate form. Requests, other than as detailed in this handbook, are not to be addressed to a specific detention staff member. Your request will be routed to the proper detention staff member to handle the specific request. Detention staff will not respond to duplicate requests.

Detention staff will not conduct an active warrant check for you outside of the routine check conducted at time of intake and immediately prior to release.

Detention staff will not be able to provide information on court addresses, court dates and other information outside of the 45th Judicial Circuit. You will need to contact your attorney or another outside source for this type of information.

Detention staff will not be able to provide information, including addresses and phone numbers for businesses or individuals. You will need to utilize family, friends or local phone books provided in Programs, which may be accessed during Book Exchange, to locate this type of information.

You are allowed to submit a reasonable number of requests per day. Abuse of this procedure can result in a suspension of this privilege, excluding Disciplinary Panel Appeals and Grievances. Requests of a non-emergency nature are generally answered within 24-72 hours.

The reporting of maintenance issues should be done by submission of a Maintenance Request.

Do not use the Request System for immediate facility/personal/medical emergencies; contact a staff member directly.

## **GRIEVANCE PROCEDURE**

Immigration Detainees must follow the grievance procedure outlined in the National Detainee Handbook. Additionally, Immigration Detainees may submit formal grievances as identified below or directly to Immigration and Customs Enforcement.

You may submit a Grievance to the Detention Division Supervisory Staff if you feel you have been subjected to abuse or abridgement of your Constitutional Rights while incarcerated. You are limited to one issue/incident per grievance submission. You are not permitted to file a grievance on behalf of other detainees.

Grievances are submitted on the kiosk in the dayroom. You must file your grievance within forty-eight (48) hours of the alleged abuse or abridgement you are reporting (unless you are reporting sexual abuse/harassment) and include specific details supporting your grievance. The Detention Division Supervisory Staff will investigate your grievance and resolve any issues found. You will be notified of the findings in writing only through the kiosk.

If you feel the Detention Division Supervisory Staff did not adequately address your grievance, you may submit a Grievance Appeal to the Detention Division Commander on the kiosk in the dayroom. You must file your grievance appeal within forty-eight (48) hours of receiving written notification of the Detention Division Supervisory Staff's findings/actions and include specific details explaining why you feel that the response was not appropriate. The Detention Division Commander will investigate your appeal and resolve any issues found. You will be notified of the Grievance Appeal findings in writing through the kiosk.

Your failure to exhaust each appellate level in the specified order and described manner will disqualify you from the grievance process.

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## **MEDICAL/DENTAL SERVICES**

It is the policy of the Lincoln County Detention Center to grant access to all reasonable/necessary detainee medical and dental care. Initial medical assessment is conducted within 14 days of your arrival at the facility. When non-emergency medical services are needed, you must submit a Medical Health Request.

Payment or billing disputes for medical/dental services through insurance co-pays are your responsibility, not the responsibility of the Lincoln County Detention Center. Medicaid and Medicare are not accepted.

With exception of Immigration & Federal Detainees, sick call complaints for which you request and/or require examination by the nurse, or the completion of a medical protocol will result in a fee being deducted from your commissary account. Doctor visits will result in a charge being deducted from your commissary account. Follow-up visits initiated by medical will not be charged to you.

Necessary health care is not denied because of your inability to pay. Medical/dental services are provided and you are billed for those services. With exception of Immigration Detainees/Federal, the costs for prescribed medications, including administrative fees, will be deducted from your commissary account at the time of delivery.

Should you refuse medication prescribed to you, the medication ordered for you be discontinued by the doctor, or you are released/transferred from the facility; any unused medications will be returned to the pharmacy.

Sick call is normally conducted each business day between the hours of 0900 and 1700 hours. Additional services will be scheduled, as needed. The medical staff screens for necessary dental attention and will schedule additional services, as needed. Extractions are normally the only additional service provided.

Approved medication is administered as directed by the medical staff. You must take your medication immediately, in the presence of a staff member, and show that you have swallowed it. All medications are dispensed at regular medication times unless otherwise prescribed.

Only non-controlled substances will be prescribed by the jail physician. If a detainee is brought to the facility with a current prescription for a controlled substance, the jail physician will review the prescription and make a medical determination as to what course of action will be taken. If you have non-controlled medications at home which are current and in their original bottles, you may have them dropped off to the facility. The medications will be reviewed by the jail nurse and verified by the physician. Upon approval they will be provided. If you do not have any non-controlled medications at home but claim to be on prescription medication, you will need to send a nurse sick call with the following information. Name of medication, name of pharmacy, the last date the medication was filled, and the prescribing physician. Verifying this information, the facility doctor at the time of admission becomes your treating physician. Will make the determination as to what course of action will be taken.

You must follow these procedures during regular scheduled medication pass periods:

1. When the announcement for medication pass is made, you will line up as directed.
2. When directed by staff, only one person is to approach the medication cart at a time.
3. You are not allowed to touch any part of the medication cart at any time.
4. Prior to receiving your medication, you must present your detainee identification.
5. You must take your medication and open your mouth for inspection by the nurse/detention staff member attending the medication pass.
6. Anyone trying to hide medications may be subject to discipline and the immediate discontinuation of the medication.
7. No other requests will be addressed during medication pass.

## **COURT APPEARANCES/COURT DEMEANOR**

You will adhere to the following rules:

1. You shall not communicate with anyone going to or coming from court without permission of the escorting detention staff member.
2. You shall not communicate with anyone in court, except your attorney or presiding judge.
3. You shall be respectful of the judge and court staff.
4. You shall not leave your assigned seating area.
5. You shall not have physical contact with anyone.

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6. You are not permitted to wear personal clothing unless approved by the court.
7. You will move up and down hallways in a single file line.

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## **ACCESS TO THE COURTS/LEGAL MATERIALS**

Access to the courts is provided to you through your assigned legal counsel and the United States Postal Service. Generally, all detainees will have weekly access to kiosk and law library, where the Lincoln County Detention Center maintains an electronic law library. The law library is generally accessible between 0800 and 1630 hours on the weekends.

Pro se and Immigration Detainees may submit a Law Library request for additional access to the law library materials beyond that of Book Exchange. These requests are subject to availability of Programs, detention staff and the number of similar requests.

A reasonable amount of legal materials related to your criminal case may be kept within your assigned cell. The volume of materials maintained in your cell may not exceed what may be kept in the cell storage tote.

A reasonable amount of all other legal materials may be placed in your property. Access to legal materials in your property may be granted upon submission of a General request and approved as staffing, and other facility activities permit.

Legal publications and periodicals are permitted without need for Mail Exception request, so long as the safety and security requirements of the facility are met.

## **NOTARIZATION OF LEGAL PAPERS**

Legal documents requiring a notary outside of your assigned legal counsel will not be accepted at the window. You must submit a Mail Exception request to receive the documents. Once you have the documents, you must submit a Notary/Copies/Letter of Incarceration request specifying the need for notary services. Notary services are typically available once per week at a cost of \$2.00 per use.

## **LETTER OF INCARCERATION**

A letter of incarceration will be offered, free of charge, at the time of release or transfer to another facility. A letter of incarceration will be provided upon submission of a Notary/Copies/Letter of Incarceration request specifying the need for a letter of incarceration. The cost is \$2.00 per document. Requests made after release/transfer shall be made through Records in the Administrative Division.

## **PHOTOCOPIES AND FAXES**

Legal Copies - You are required to coordinate making legal photocopies through your assigned legal counsel. Detainees who are Pro se in their criminal case may submit a Notary/Copies/Letter of Incarceration request specifying the need for legal photocopies and are required to provide the original documents. The cost is \$0.10 per copied page.

Medical Copies - To acquire photocopies of your medical record, you must submit a Notary/Copies/Letter of Incarceration request specifying the need for a copy of your medical records. The cost is \$2.00 plus \$0.10 per copied page.

Copies of Other Records – To acquire photocopies of other records, you must submit a Notary/Copies/Letter of Incarceration request describing the document needed. Each document requires a separate request. The cost is \$2.00 plus \$0.10 per copied page.

Faxes – Immigration Detainees may request a fax to be sent on their behalf by submitting a Notary/Copies/Letter of Incarceration request detailing the number of pages and the number where the document is to be faxed. The cost is \$2.00 plus \$0.10 per faxed page.

## **ATTORNEY VISITS**

You are entitled to see and contact your attorney while you are incarcerated. In addition to a professional visit, contact with your attorney can be accomplished in two ways:

- 1) You may use the telephone available in the dayroom.
- 2) You may write a letter and send it to your attorney through the U.S. Mail.

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Although attorney visitation is available 24 hours a day/7 days a week, most are normally conducted Monday through Friday from 0800 hours until 1700 hours. Times other than this are subject to delays due to other scheduled operations of the facility. All professional/scheduled/regular/other visitations at any time may be cancelled, delayed or interrupted at specific times for security or facility operational needs. Pre-arrangements for professional visits of an extraordinary nature, including the participation/involvement of non-attorney professional staff, should be arranged/coordinated with the Detention Division Commander or designee (see VISITATION).