

IDAHO JAILS ORIENTATION HANDBOOK

*A HANDBOOK FOR
FAMILIES AND FRIENDS OF
INMATES INCARCERATED IN IDAHO JAILS*



This handbook has been created for you by

**The Idaho Sheriff's Association and
The Idaho Jail Administrator's Association**

INTRODUCTION

Having a friend or family member booked into jail can create confusion and uncertainty both for the inmate and the loved ones involved. Although you have seen movies about jails, very few of those movies paint an accurate picture of jail life. It is important that you become familiar with and learn what to expect from jails in Idaho. You also need to know what to expect when dealing with the Staff and Administration.

You may have questions about mail, phone calls, visiting, health care, and more. You may find it difficult to contact the person who was arrested for some time after booking, and the nature of the jail system may make it difficult for you to acquire the information you need concerning the arrest.

This document was designed to help you understand the Idaho jail system and give you an understanding of how and why things are done the way they are. By addressing the issues mentioned above, we hope to provide you with the information you need to interact effectively with jail staff while supporting your friend or family member in custody.

In the following pages, we will discuss some of the components of the Idaho jail system. We hope you will find this resource useful. Because this booklet is produced for all Idaho Jails, you will find the information general in its explanation. Should you have additional questions or need more definitive information on the policies of a particular jail in Idaho, please contact the detention staff of that jail for answers to your questions.

For a list of Sheriff's Office addresses and phone numbers you may go to the web site:
www.usacops.com/id/shrflist.html.

ROLE OF THE JAIL IN YOUR COMMUNITY

The primary purpose of a jail is SAFETY. The community's safety and your safety are driving forces behind the existence of jails and their operations. The safety of the men and women who work in the jail and who live in the jail are just as important. Many rules and regulations have evolved over time in an effort to make jails safer.

Not all people put in jail are dangerous; many are not, especially when they are not under the influence of substances. Many people that are not normally dangerous can become unpredictable in their behavior when under the influence. They can be a danger to themselves or others. Jails hold people who suffer other afflictions that when not properly treated can result in unpredictable behavior and danger to themselves or others.

Jails do hold dangerous people, those accused of and found guilty of crimes like murder, child molesting, rape, terrorism and other very serious crimes. Most Counties don't have the resources to keep the very dangerous people in separate buildings from the less dangerous people. Your jail administrators work very hard to overcome this difficult situation by implementing procedures to keep the dangerous away from the less dangerous so all are safe.

The Prison Rape Elimination Act promotes zero tolerance for prisoner rape. Idaho Jails have been proactive in creating policies and procedures to protect inmates from sexual assault including several ways for the inmate to report any instances of sexual misconduct. Inmates and family are asked to report immediately any threat or instance of sexual assault so that the staff can respond without delay to the incident

If your incarcerated friend or family member indicates to you that they do not feel safe, please call the jail administrator immediately.

Jail staff and jail administrators do not get to pick and choose who is brought to jail, who stays in jail, or who is released from jail. Idaho Law requires that jail staff accepts all persons committed to the jail on lawful authority. Once a person is in jail, only bond (if it applies) or a Judge can release a person from jail. Sheriff's, jail administrators, and jail staff cannot authorize the release of a person.

TERMS YOU SHOULD KNOW

Administrative Segregation - A status of confinement for non-disciplinary reasons that provides closer supervision, control and protection than is provided in general population.

Close Custody – This custody is for those who must be closely watched because they are an escape risk, have been convicted of very serious crimes, have a serious medical or mental health issue, or their behavior suggests they are a danger to themselves or others.

Commissary Items – Items that are offered for sale by the facility through the Commissary Program and are intended for personal use or consumption by the inmate.

Contraband - Any item possessed by an inmate or found within the facility that is illegal, altered, an explosive, a deadly weapon, a controlled substance, or any other item that is controlled, limited or prohibited on the grounds or within the secure perimeter of the jail.

Custody Level – An assigned category achieved by objective data that identifies an inmate's required housing and supervision needs, and which determines to a large extent where and how the inmate is housed.

Custody Level Override – A classification action that requests a custody designation and a housing unit assignment more or less restrictive than the inmate's scored custody designation.

Detainer – Refers to a request filed by a criminal justice agency with the jail in which an inmate is incarcerated, asking the jail either to hold the inmate for the agency or to notify the agency when release is imminent.

Disciplinary Hearing – A hearing held in the jail to determine if a rule violation report is substantiated and, if so, what discipline the inmate will receive.

Disciplinary Hearing Officer – The person(s) responsible for conducting misconduct hearings and decides if discipline is deserved.

Disciplinary Segregation - A restrictive status of confinement to which an inmate receiving major discipline can be committed. Inmates in this status are restricted to their living area and generally lose all revocable privileges, retaining the rights to professional visits, showers, and legal phone calls.

Good Time – Time earned off an inmate's sentence in the County Jail. Idaho statute allows the Sheriff of the County to recommend to the sentencing Judge up to five (5) days of good time each month for an inmate who exhibits good work habits and behavior. Good time that is granted by the Judge may be revoked through a disciplinary hearing for rule violations or criminal activity while incarcerated.

Grievance – A formal written complaint that is submitted by inmates to address a perceived problem in their housing, care, or treatment by staff.

Indigent Inmate – Inmates are deemed indigent when they have little or no money for a specified amount of time. Each jail varies on the amount of money and the time frame to be considered indigent.

Kite – A form the inmate completes to make a request for something from the staff.

Lockdown – Securing a detention facility or unit by restricting prisoner movement to their housing area.

Non-Contact Visit – A visit in which the inmate and the visitor are not permitted to be in physical contact and are generally separated by a physical barrier.

Professional Visit – A visit by a Court Official or Representative, law enforcement, the inmate's religious advisor, or the inmate's attorney. Identification and proof of profession is generally required. These visits are in addition to the regular weekly personal visits.

Reclassification – The reassessment of an inmate's custody level following the addition or removal of charges, sentencing, or jail incidents.

Special Visit – A visit granted when there is a special need which cannot be satisfied through normal procedures.

OVERVIEW OF THE IDAHO JAIL SYSTEM

The State of Idaho has forty four (44) counties and the majority of those counties either have a full size detention facility or a short term holding facility to house people who are arrested in the county. The counties that do not have a detention facility contract for a fee with other counties to house people who are arrested in their county.

Short term holding facilities are jails that do not have full services and can hold inmates up to 72 hours before being required to house them in full service detention facilities. Generally these jails hold a new arrest in their jail until after the first court appearance and then transport him/her to a county from which they contract full service jail beds.

Full size detention facilities are jails that can hold people accused or convicted of crimes for up to one year per charge. These full service jails provide visiting, recreation, programs, medical services, etc. to inmates during incarceration. Occasionally, full service detention facilities become overcrowded and are forced to contract beds from detention facilities in other counties.

It is very feasible that your friend or loved one could be arrested in one county but be housed in a county several miles from the county of arrest.

Virtually every aspect of jail operations is subject to careful oversight. The Idaho Sheriff's Association sets the standards for the operation of local detention facilities. These standards are voluntary but every jail in Idaho is inspected once a year by the Idaho Jail Standards Coordinator to evaluate the jail's compliance with the standards.

WHAT HAPPENS WHEN A PERSON IS BOOKED INTO A COUNTY JAIL?

When a person is arrested, he/she may be taken to a local police station where they will be interviewed, and where necessary reports and forms are prepared. If the individual is arrested for driving under the influence, a breath, urine, or chemical blood test will usually be conducted. This process can take a few hours before the person is brought to a county jail to be booked. Since a good deal of time may pass before the jail has any notification of a person's arrest, you may call the jail shortly after the arrest and find that your friend or loved one has not yet been entered into the system. The detention staff is usually not aware of the arrest or details until the person has actually been brought to the detention facility so patience on your part is greatly appreciated.

When arrested individuals arrive at the detention facility, they go through the intake process before being housed in the inmate population. During intake they will be searched to verify that no contraband is being brought into the facility. This is for the protection of both staff and other inmates. If the person is intoxicated, combative, threatening suicide, exhibiting signs of mental or physical illness, or is a danger to himself/herself or others he/she will be placed in a secure holding cell until the booking paperwork can be completed.

Once the person is cooperative, he/she will be asked to complete the booking process. The booking process is comprised of medical screening, booking paperwork, and the classification. Their personal information and charges are entered into the computer system, their bail calculated, and a court date is set, when possible. They are then photographed and fingerprinted.

Intoxicated inmates may be held for up to 24 hours to ensure they are sober enough to be safely released. Most inmates are eligible for bail, and they have access to telephones to arrange bail through friends, family, or bail bondsmen. A list of bail bondsmen may be obtained from each facility. The detention staff is not allowed to recommend a bail bondsman to you. When it is determined that inmates will not be released on bail, they are classified into the appropriate housing unit.

BOND

Once the bond is set, there are several ways that bond may be posted. The friends and family of the inmate may pay the entire bond with cash. This cash will be held by the courts until the inmate has appeared at all of his/her court hearings and a disposition has been reached. Normally, any fines will be deducted from the bond money and the remainder will be returned to the person who posted the bond. If the person you post bond for fails to appear to his/her court hearings, the bond will be forfeited and a warrant will be issued for his/her arrest.

Another way that bond may be posted for an inmate is through a bondsman. Before contacting a bondsman you should verify with the detention staff that the bond is not a “Cash Only” bond. The bondsman will charge you a fee for posting the entire bond amount and will generally require some kind of collateral. The money you pay the bondsman is his/hers to keep and you will not receive a refund. If the person you post bond for fails to appear to the scheduled court hearings, the bondsman will require that you reimburse him/her for the entire bond amount that was posted.

Many jails in Idaho require that you pay a bonding fee for each charge when a person is bonded out of jail on either a cash bond or through a bondsman. This is an administrative fee paid directly to the Sheriff’s Office and must be separate from the bond payment. Check with the detention staff before posting bond to determine if they charge a bonding fee.

A third way to post bond is to go through the courts to post a property bond. You will be required to promise property that you own as collateral for the property bond. If the person you post bond for fails to appear to his/her court hearings, the bond will be forfeited and your property must be turned over to the court.

INMATE CLASSIFICATION

Inmates are classified to place them in the proper housing unit and security level in an attempt to provide safety for the community, staff, and other inmates. A number of objective risk factors are considered in determining the custody level of an inmate. These factors such as violence, criminal history, previous escapes, and institutional behavior problems, establish the relative degree of risk posed by that inmate. Housing inmates of similar classification together minimizes the risk of conflict between inmates.

Although the objective classification system is regarded as very reliable, situations may arise justifying an override of the inmate’s custody level. Those inmates who disagree with their classification can submit an Inmate Request Slip or Grievance to the designated staff member in the facility.

After the initial classification process, there are several events that may result in the reclassification of an inmate. The addition of new charges, reduction of charges, sentencing, and serious disciplinary actions are all events that might trigger reclassification.

INMATES WITH DISABILITIES

The jails in Idaho strive to accommodate individuals with disabilities who are booked into their facilities. Inmates are generally allowed to retain glasses, dentures and other prosthetic devices while in custody. After screening by the jail medical provider, approval may be granted for mobility aids such as canes, crutches and wheelchairs.

After consultation with the inmate, the jail medical provider may also recommend specialized housing, bunk assignments and medical care in order to meet the inmate's specific needs.

ACCESS TO COURTS AND COUNSEL

When a person is incarcerated on a new charge, he/she will be scheduled to appear for an arraignment within 24 hours of the arrest, excluding weekends and holidays. At that arraignment the judge will ensure that the inmate is advised of his/her rights, in most cases will set bond, and will have an application prepared for appointed counsel when necessary. Some jails conduct this arraignment through a system called video arraignment where the person talks to the judge via a video system at the jail. You may attend arraignments, even video arraignments, at the courthouse. Please call the courts if you have any questions about a court date as the staff will not always know when an inmate is scheduled for court. Encourage your friend or family member who is incarcerated to keep track of his or her own court date as they are normally given it in their court hearing or receive it in their legal paperwork.

The date and time of special court hearings, trials, sentencing, etc. are set by the courts. If you have any questions on a court date and time, you may contact either the courts or the detention facility for further information.

Inmates are entitled to confidential correspondence and consultation with the courts and legal counsel. Attorneys and other professionals of record can visit an inmate by presenting legal photo identification and a professional Bar Card. The professional visit may be limited to a reasonable length of time because of facility operations or needs. All briefcases and parcels entering the jail are subject to search by security staff.

Foreign citizens who have been incarcerated can have professional visits with consular staff from their country.

Inmates are allowed to send sealed letters to attorneys, courts, government officials, officials of the confining authority, and administrators of grievance systems. Legal mail is considered confidential and may be searched only in the presence of the inmate.

Inmates who wish to speak to their attorney in person can submit the request on an Inmate Request Slip and the detention staff will advise the inmate of the proper procedure to contact the attorney. However, it is solely up to the inmate's attorney if he/she wishes to respond to the inmate's request.

In addition to confidential correspondence, inmates are allowed to make a reasonable number of unmonitored telephone calls to their attorneys. The jail can require that these phone calls be collect phone calls and it is the attorney's decision on whether or not to accept the collect call.

INMATE PROPERTY

Personal property is taken from the inmate during the intake process and is placed in the Property Room of the facility for safekeeping. Any money that is on the inmate's person at the time of intake is removed and is either placed into an account for the inmate or is placed in a locked container to be added to an account later. The inmate may use the money from this account to purchase commissary items and other things.

When the inmate is released, the property and any unused funds will be returned to him/her.

Prior to being assigned to a housing unit, inmates are required to exchange most, if not all, their personal clothing for jail clothing. Their personal clothing will be stored with their personal property in the Property Room until their release.

If the inmate wants to have a friend or family member pick up any of his personal property, he/she must designate the person that can pick it up. If you are the person designated to pick up the property, you must check to see that all of the property that is listed as being released is accounted for. Once you leave the building, the jail is no longer responsible for any property listed on the property release to you. After you have confirmed that all of the property is accounted for, you will be required to sign for acceptance of the property.

Most jails drastically limit the amount and type of personal property that may be mailed or brought in to an inmate from the outside. Before wasting your time and money, please check with the jail for clarification of what they allow and do not allow.

Inmates may only possess items which have been issued by jail staff, purchased through commissary, permitted at the time of booking, permitted to be received by mail or person, or by court order. All other items are considered contraband and will result in the item being confiscated and disciplinary action may be taken against the inmate.

Except for polaroids, photographs are generally allowed. They cannot contain pictures of nudity, be sexually suggestive, or promote gang activity. Contact the detention staff for verification on the size and number of pictures that an inmate may have in his/her possession.

INMATE MONEY ACCOUNTS

Most jails deposit the inmate's money into an account to safeguard it as long as the inmate remains in custody. While in custody, inmates can use the money "on their books" to make purchases from the Commissary or other authorized purchases. The law authorizes jails to use this fund to collect medical fees when medical services are accessed, see **MEDICAL SERVICES**.

Funds may be deposited to the inmate's account through the mail or brought in person. **Please do not send cash by mail.** If you would like to send money or bring money in to place on an inmate's account, please check with the jail to find out what types of deposits are accepted (i.e. money orders, cashier's checks, etc.) and the procedure for placing money on the inmate's account. Many jails do not accept personal checks.

Please do not put money on another inmate's account at the request of your friend or family member who is incarcerated. Inmates are not allowed to give money to other inmates. By placing money on another inmate's account, you could be playing into a potential illegal activity perpetrated by other inmates.

COMMISSARY

Inmates may purchase a variety of commissary items to be delivered to them in their housing units. Normally items such as snacks, hygiene products, writing materials, postage, and various other selections are available.

The inmate must have the money on the account at the time he/she orders commissary or the order will not be filled. Most commissary programs limit the amount that can be ordered each order day.

Inmates are not allowed to purchase commissary for other inmates.

A limited number of hygiene and writing items are usually available to indigent inmates and their account will go into a minus balance if any are ordered. Any money subsequently brought in to the inmate will first be used to satisfy the minus balance.

TELEPHONES

Once an inmate is assigned to a housing unit, he/she will generally have liberal access to a "collect call only" telephone in the dayroom of the housing unit during specified hours. The majority of these telephones electronically record or monitor your phone conversations. Telephone access may be restricted throughout the day for emergencies, transports, headcounts, etc. Telephone access may also be restricted for disciplinary reasons against an individual inmate or an entire housing unit.

The collect calls from these phones can be very expensive so you may want to set limits on how often the inmate calls you and how long you talk. If you have any questions on the price of the phone calls, please contact a supervisor at the jail.

Some agencies have telephone systems that allow a pre-paid telephone card to be used instead of a collect phone call. The inmate must buy these credit cards from commissary when they are available. No phone cards from outside the facility can be used. The per-minute cost is somewhat lower for pre-paid cards than for the collect phone calls, so it may be advantageous to keep sufficient funds on the inmate's account to allow him/her to purchase the less costly phone time.

Situations sometimes arise in which an inmate will use the telephone to threaten or harass victims, witnesses and other individuals. If you become the victim of this behavior, please contact the jail in which the inmate is housed. If the jail uses the "collect call only" telephones you may also have your phone blocked from receiving jail-originated calls by contacting the jail.

Inmates cannot receive incoming phone calls, messages, or e-mail. In the event of an emergency, please contact the jail where the inmate is housed and ask to speak with a supervisor. He or she will determine if notification to the inmate is appropriate.

MAIL PRIVILEGES

Writing letters can be an important and inexpensive way to maintain a close relationship with someone who is incarcerated. Inmates may purchase envelopes and postage and may send and receive as many letters as they desire. Those without sufficient funds are provided a limited supply of envelopes and postage each week. All mail entering and leaving a detention facility is searched for contraband and the writing will be perused for security issues.

In the case of "legal mail" between an inmate and the inmate's attorney, Board of Corrections, courts, or other public officials, the correspondence is checked for contraband but not read or perused.

When addressing correspondence to a person in jail, please be certain to write legibly and put the full name of the inmate, correct address of the institution, and your return name and address on the envelope. Envelopes that do not have a return address on them normally will not be given to the inmate and will be placed in his/her property.

VISITATION

Inmates are allowed to have limited personal visits each week except when restricted for disciplinary purposes. Visits are normally non-contact visits. Each jail is different in the days, times and lengths of personal visits so you must contact the individual jail for visiting schedules and instructions on how to sign up for visits.

Visiting rules can be very strict and must be adhered to. Generally, you will find a list of visiting rules posted outside the visiting area or in the lobby of the facility. If the visiting rules are not posted where you can view them, ask the detention staff for information.

Each adult visitor must present government issued photo identification such as a driver's license, state issued ID card, military identification, or passport in order to visit an inmate.

Do not try to pass anything to the inmate or bring any contraband into the facility as you may face criminal charges for doing so. You are subject to random searches when you are visiting an inmate.

The jail will attempt to honor all approved visits; however, visitation may be changed or cancelled without notice due to facility security or disciplinary reasons.

Special visits must be approved through the jail administration. With prior arrangements, the jail administrator will make special arrangements for persons who must travel over 150 miles to visit an inmate when such visits cannot reasonably coincide with regular visiting hours.

Visitors may be excluded for one or more of the following reasons:

1. The visitor refuses to register and show proper identification, consent to search, or to abide by the visiting rules;
2. The visitor represents a clear and present danger to the facility;
3. The visitor has a past history of disruptive conduct at the facility;
4. The visitor appears to be under the influence of alcohol or drugs;
5. The inmate refuses the visit; or
6. Persons listed in no-contact orders, and domestic violence civil prosecution orders.

The full visiting rules and hours for Clearwater County Jail is found on the last page of this packet.

HOSPITAL/MEDICAL FACILITY VISITS

Occasionally, inmates may be admitted to hospitals for medical treatment or taken to special medical facilities. Please do not go to the hospital or medical facility to visit the inmate without prior approval and authorization from the Detention Administration. Many hospitals have policies restricting visits and access to incarcerated persons. If prior arrangements have not been made, you will not be allowed to see or speak to the inmate.

If the visit is approved, you will be required to adhere to strict rules and regulations during the visitation. Any violation of these rules will result in the loss of future hospital visits with the inmate.

REQUESTS FOR TEMPORARY RELEASE

Occasionally, a family tragedy occurs such as a critically ill relative or a death in the family while a loved one is incarcerated. If this happens, it will be up to the inmate and/or his friends or family to make arrangements with the court to obtain a temporary release from custody or a court ordered transport to allow the inmate to visit the relative or attend the funeral.

WORK ASSIGNMENTS

Many of the jails have work programs such as inmate workers, labor detail or work release programs.

All inmates are responsible for maintaining clean living quarters and a clean housing unit through daily cleaning. Inmates who do not clean can face disciplinary action.

Inmate workers are low risk inmates who are used throughout the facility to perform duties such as cooking, cleaning, laundry, maintenance, etc. The criteria allowing inmates to work in these assignments differs from agency to agency.

Inmate labor details are comprised of groups of low risk inmates who are taken outside the facility to perform work in the community. They are supervised by a deputy and have strict rules that they must adhere to. Some detention facilities charge a fee to participate in this program.

Inmates who participate in the Work Release Program are allowed to work at regular jobs in the community and spend their off duty hours in the jail. In the majority of jails, there is a fee to participate in this program. Sheriff's Office personnel will make regular checks on work release inmates to verify that they are at their place of employment. Failure to obey the rules and regulations of the Work Release Program can result in the work release being revoked and disciplinary action being filed against the inmate.

For more information on these programs, or to find out which ones are available in an individual jail, please contact the detention staff of that jail.

GOOD TIME CREDITS

Idaho law allows the Sheriff of the Detention Facility to recommend up to five days a month off of an inmate's sentence for good behavior and completing daily tasks in an orderly and

peaceable manner. Upon recommendation from the Sheriff, the Judge will allow the good time.

INMATE RULES AND MISCONDUCT

Each individual Idaho Jail has established rules and regulations that inmates must follow while in custody. If an inmate is suspected of violating a rule, a report is written to document the suspected violation and to identify witnesses to the incident.

Violations range from very serious major infractions such as assault, to less serious minor infractions such as not following directions. An inmate may be charged with multiple violations arising from a single incident. For example, an inmate involved in a fight may receive a rule violation for participating in a fight, refusal to obey an order to break up the fight, and using abusive language.

When an inmate is believed to have violated a rule, the following things happen:

1. An investigation is conducted
2. The violation is documented
3. A supervisor or designated employee will review minor infractions
4. The inmate is allowed a hearing for major infractions
5. If determined guilty of committing the violation, appropriate discipline within established policy and standards will be imposed
6. The inmate may appeal the findings or the level of punishment.

Discipline may include loss of certain privileges such as telephones, personal visits, commissary, etc. Major violations may also result in periods of disciplinary lockdown, loss of “good time” credits, or other sanctions.

INMATE GRIEVANCES

All inmates have the right to submit a grievance in regard to almost any aspect of their confinement in the jail system. This means that if inmates feel they are not being treated properly, or if they feel a condition exists that presents a health hazard, they can voice their complaint and receive a response from the appropriate authority. Issues that can be addressed through the grievance process include – but are not limited to- medical care, classification actions, program participation, telephone use, mail distribution, visitation procedures, treatment, food, clothing and bedding. Disciplinary action may also be grieved. The Sheriff’s grievance process ensures that problems or concerns confronting inmates will be addressed by jail staff in an appropriate manner. It can also provide inmates with an explanation on those occasions when living conditions are affected necessarily by security requirements.

To file a grievance, inmates are generally provided with Inmate Grievance forms, although any writing material may be used. Inmates are expected to explain their complaint in language that is not abusive or offensive.

BOOKS AND PERIODICALS

Each jail usually maintains a supply of books and magazines which are available to inmates. In most cases, books must have soft covers. Many jails gladly accept book donations on behalf of all incarcerated persons. Contact the jail you are interested in donating to for the procedures.

Individual jails have different policies on what books and magazines are allowed to be mailed or brought in. Many jails require that books be bought and mailed directly from the publisher or bookstore to the jail. Normally, books that contain obscene or sexually explicit material will not be allowed.

Before purchasing any books or magazines, please contact the detention staff of the individual jail to learn their regulations on receiving books and magazines.

EXERCISE AND RECREATION

Inmates have the opportunity to visit exercise areas throughout the week. These areas provide space for exercise not available in their regular housing units. Each jail has its own schedule for recreation times.

Many jails also provide access to televisions, board games, and playing cards in the housing unit.

FOOD SERVICES

Inmates are provided three nutritious meals per day, two of which are hot. Idaho Jail Standards require a minimum of 2500 calories daily be served to the inmates.

Incarcerated people with special medical diet needs can also be accommodated. These special diets are generally approved or ordered only by the jail medical staff, after a medical visit.

Requests for medical or religious diets will be investigated and provided, if verified.

MEDICAL SERVICES

Each jail provides inmates with medical services. Inmates put in medical requests to see medical staff when necessary and the requests are forwarded to medical personnel for an appointment. The policies of the facility and agreements with medical providers dictate which days inmates are seen by the medical provider. The medical provider will often be the one who refers inmates to mental health services and dentists.

The medical provider must validate and approve all prescriptions brought in from outside the facility, prior to being dispensed. When deemed necessary, the Medical Provider may refuse to allow prescription medication brought in from the outside or may prescribe an alternate medication for the medical condition.

Each inmate's medical information is protected by confidentiality. The jail staff cannot give out a lot of medical information on inmates. If you are concerned about an inmate's medical condition or treatment, please contact the inmate for release of information.

Medical fees may be charged to the inmate for each medical visit and he/she may be required to pay for any medication that is prescribed. No inmate will be refused medical treatment or prescription medication because of an inability to pay. However, his/her money account may go into a minus balance and any money brought in to the inmate will first be used to satisfy the minus balance before allowing the purchase of commissary. Check with the individual jail for information on medical fees or purchases.

PROGRAM SERVICES

Many jails offer a variety of programs to the inmate population to provide constructive activity. The programs may include educational programs, religious services, substance abuse programs, life skills, etc. Except when specifically ordered by a judge, participation in programs is voluntary and inmates sign up on a first come first serve basis. For a complete list of what each jail offers, you may contact the detention staff.

VOTING

Inmates who are registered voters may vote in elections using an absentee ballot. Requests should be directed to the Detention Administration up to 60 days before an election.

RELEASE FROM CUSTODY

Inmates held in Idaho Jails may be released for a number of reasons. The circumstances of an inmate's arrest, the type of release involved, and the release schedule of the facility where the inmate is housed, all determine the time of day at which the release from custody will occur.

Individuals who are arrested under the Alcohol and Intoxication Treatment Act and have no criminal charges, will be released within 24 hours of arrest when it is determined that they will be able to care for their own safety or when a responsible party agrees to care for them.

The court may order an inmate to be released from custody at any time if the judge deems this to be the appropriate course of action. The court may also reduce an inmate's bond so that he may be released on bond. Please be patient when orders for release are issued by the court. It can take a while for the paperwork to be forwarded to the jail and the release to be processed. To avoid wasting your time sitting around the jail lobby waiting for the release, we recommend you contact the jail and find out from detention staff an approximate time of release.

Inmates will be released from custody when they have completed their sentence. The actual release date may be different than the original outdate if the inmate has earned good time credits off of the sentence.

Inmates will occasionally have holds on them from other agencies. When the inmate has completed his sentence at the original agency, he/she will be transported to the hold agency to face charges there or begin serving a sentence. For [security](#) purposes, inmates and their family or friends will not be advised of the date or time of the transport.

HOUSING FEES

Idaho law allows the jail to collect a \$25.00 a day fee up to a total of \$500.00 per incarceration from the inmate. To find out if an individual jail charges this fee or for any questions regarding the payment of housing fees, contact the detention staff.

CONCLUSION

We hope you have found this orientation handbook helpful and that it has answered some of your questions. It is the goal of the jails in Idaho to help you work through the confusion and stress of having a family member or friend incarcerated by providing this information to you. Should you have any questions, whatsoever, about jail operations, we encourage you to contact the detention staff or detention administration of the individual jail for answers.

CLEARWATER COUNTY SHERIFF'S DEPARTMENT
JAIL VISITING HOURS, RULES & REGULATIONS

Visiting hours for inmate's family and friends are as follows:

Sundays 6:00pm - 9:00pm
Thursdays 6:00pm - 9:00pm
Saturdays 1:00pm - 4:00pm

Visiting hours for holidays are from 1:00pm-4:00pm. The holidays observed for visiting are New Years day, Christmas day, Thanksgiving day, and July 4th.

Rules and Regulations

1. Visits will be limited to 20 minutes.
2. Picture I.D. required for all visitors upon the request of the Jail Staff.
3. No intoxicated person or any person who is suspected of drinking will be allowed to visit.
4. Visiting is a privilege. Any visit can be terminated by the Jailer on duty.
5. No food or drink allowed in the visiting area.
6. No smoking or tobacco use allowed.
7. No weapons allowed.
8. Inappropriate language, disruptive or disorderly conduct will not be allowed.
9. Persons waiting to visit must remain seated in the hallway.
10. Persons under the age of 18 must be accompanied by their parent or legal guardian at all times.
11. Children must remain next to the parent or legal guardian.
12. No items may be left for an inmate at any time. Only money in the form of cash, money order, or cashiers check is allowed.
13. Complaints must be submitted in writing to the Jail Administrator.
14. Inmates have the right to refuse a visit.
15. Clearwater County Jail does not allow contact visits.

16. Visitors that travel 150 or more miles to the jail may request a special or extended visit that must be approved prior to the visit.

Your cooperation and patience is appreciated.