



Louisville Metro Department of Corrections

Inmate Handbook



**Louisville Metro Department of Corrections
400 South Sixth Street
Louisville, Kentucky 40202**

Serving Justice with Duty, Integrity, and Professionalism

Revised 10-2018

Louisville Metro Department of Corrections
Inmate Handbook



Do you need affordable health insurance?



- WHAT:** According to the Affordable Care Act most Americans must have health insurance. Through kynect you can qualify for help paying insurance costs, K-chip, and other program options.
- WHO:** Uninsured individuals and families
- WHERE:** You will be offered the opportunity to enroll prior to your release. If you are not called to have a face to face interview with the kynector make sure that you leave your paper application with the booking floor medical nurse. If you are not contacted by our ACA coordinator and are interested please contact your floor counselor to be referred.
- WHEN:** You can enroll for health insurance if you are uninsured as part of the release process at LMDC.

KIPDA
Kynector Program

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A message from Metro Corrections Director Mark Bolton



Welcome to the Louisville Metropolitan Department of Corrections (LMDC). This facility is more than a place of safekeeping and custody for those who are convicted of crimes. It is a place where you can take stock of your life, make a new beginning, learn and grow. At this facility, we encourage you to take on greater responsibility and participate in the programs offered to you.

We believe that everyone has the ability to learn from their experience here at our facility. LMDC has a responsibility to our community for the safekeeping, care and custody of all inmates that are housed here. Our goal is to offer you opportunities for learning and growth while you are at our facility.

This handbook is a guideline to the operation of our facility. It explains what is expected of you during incarceration. The rules and regulations are listed, as well as practical details for daily living. Read this book thoroughly as you are expected to comply with these regulations. If you do not understand what is written here, ask for assistance from staff members, who are available in all living areas. Copies of this handbook are also available in all living areas.

Our policies and procedures are in a constant state of review and change. If there is a need to update the materials contained in this book, an addendum will be distributed in advance before any changes are implemented.

Finally, LMDC is committed to professionalism. This facility strives to meet the strict guidelines set forth by the American Correctional Association Accreditation. The rights and dignity of every person are respected in a spirit of staff, management and inmate cooperation.

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Mission Statement

The Louisville Metropolitan Department of Corrections (LMDC) enhances public safety by controlling and managing offenders in a safe, humane, cost-efficient manner, consistent with sound correctional principles and constitutional standards.

LMDC is committed to excellence, emphasizing accountability, diversity, integrity and professionalism. We shall assess offender's needs and provide services that assist the offender in transition and reintegration back into the community.

Vision

The Louisville Metropolitan Department of Corrections is an innovative leader within the corrections profession and is an integral component of the criminal justice system. The Louisville Metro community is a safer place to live and work because LMDC provides services and programs that allow for appropriate management and supervision of offenders.

Core Values

Provide leadership in public safety and ensure model practices in the control, supervision and management of offenders.

Create and consistently enforce practice to ensure a safe and healthy environment in all our operations.

Create a highly effective workforce which practices and demonstrates the highest professional standards.

Develop and implement quality programs and services that provide offenders the opportunity for positive change.

Recognize the interest of victims, volunteers, and criminal justice providers; and acknowledge their input in the Department's management of offenders.

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Admission

All persons legally confined to the Louisville Metro Department of Corrections will be held until ordered by the courts of Jefferson County or any other jurisdiction which he/she is ordered confined.

Booking Process

Louisville Metro Department of Corrections will ensure all inmates brought into custody are processed through the booking system in an efficient and timely manner. The booking process will ensure proper information is retained on inmates and inmates are identified accurately. Prior to an inmate being accepted into the facility, staff will determine the legal commitment of the inmate and whether there is an immediate need for medical attention.

The admission/booking process for inmates received into LMDC will include searching, fingerprinting, recording of personal data and information, verification of criminal history, identification number, photographing, medical screening, classification, pre-trial services and the inventory and storage of the inmate's personal property.

LMDC will ensure each inmate is provided with an orientation to the facility prior to being placed in permanent housing. Inmates will receive necessary information during the orientation program concerning rules and regulations, rule violations and sanctions, classification and custody levels, facility placement, housing and available programs. The Classification Department will ensure that all non English speaking inmates are provided assistance through interpreters.

Information will also be provided to inmates about sexual assault/abuse including:

Prevention/intervention;

Self protection;

Reporting sexual abuse or assault; and

Treatment and counseling.

Additional information on the Prison Rape Elimination Act is included within this handbook.

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Booking Fee

Louisville Metro Department of Corrections has adopted an administrative booking fee as authorized by Kentucky Revised Statute 441.265. The Department will impose an administrative booking fee as approved by Louisville Metro Council currently assessed at thirty five dollars (\$35.00) and subject to change. Available funds in the inmate's account shall be used to pay any outstanding balance owed to LMDC prior to release of the funds for any other purpose.

Refund of Fee

If an inmate has paid any part of the administrative booking fee and the case that served as the basis for the booking process is subsequently dismissed in its entirety with prejudice by the Court with no stipulation of probable cause, the inmate will receive a refund of the fee. Any former inmate billed in error shall also receive a refund of the fee.

Any former inmate who meets the criteria needs to submit a written request for refund to the Office of the Director of Corrections. It is the sole responsibility of the inmate to provide the documentation supporting the refund request including a copy of any applicable court order. Administrative booking fees are not grievable. Refunds may only be sought by submitting a written request to the Director of Corrections.

Appeal Procedure

If the Director or his designee fails or refuses to issue a refund of the administrative booking fee within ten days of the written request, the inmate has a right, pursuant to Louisville Metro Ordinance 32.289 and KRS 441.265, to appeal the decision. The inmate shall submit a written appeal and request for a hearing to:

*Code Enforcement Board
Department of Inspections, Permits, and Licenses
444 S. 5th Street, Suite 200
Louisville, Ky. 40202*

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Inmate Rights

All inmates incarcerated at Louisville Metro Department of Corrections shall have certain rights relative to the conditions of their confinement. These rights, as per 501 KAR 3:140 Prisoner Rights, will address access to: court(s), attorney(s), mail, telephone, grievance procedure, search and seizure, disciplinary procedure, racial segregation, medical care, mental health care and religion. LMDC will prohibit one inmate or group of inmates to be given control or allowed to exert authority over other inmates.

Access to Courts and Counsel

LMDC will ensure inmates have access to the courts and counsel.

Inmates will be assisted in making confidential contacts with attorneys and their representatives. Such contact includes, but is not limited to, telephone communications, uncensored correspondence and visits.

Inmates will have access to the law library and legal materials to facilitate the preparation of documents.

LMDC will provide, free of charge to any indigent inmate, related materials and services required to prepare a defense or exercise their constitutional rights through State or Federal Courts.

LMDC will provide free notary services to inmates for legal documents through the Classification Department.

Inmate Legal Materials

Louisville Metro Department of Corrections will provide legal or law related materials and assistance to inmates. The Department will ensure the inmates' right of access to the courts by providing legal assistance necessary to:

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Challenge unconstitutional past/present jail conditions;

Seek the release or dismissal of a criminal charge, if not represented by an attorney;
or

Pursue a direct appeal, habeas, RCr 11.42 relief from a conviction or otherwise pursue a release from a conviction, if not represented by an attorney.

Inmates seeking to research legal matters can utilize the kiosk research station. Inmates may sign up to use the research station by requesting availability through their assigned floor counselor.

Research available on the kiosk includes:

STATE CONTENT:

KENTUCKY STATUTES ANNOTATED
KENTUCKY RULES ANNOTATED
KENTUCKY JUDICIAL DECISIONS
KENTUCKY SHEPARD'S CITATIONS

FEDERAL CONTENT:

UNITED STATES CODE SERVICE
US CONSTITUTION
FEDERAL COURT RULES
US SUPREME COURT REPORTS, LAWYER'S EDITION 2d
FEDERAL CASES 6th CIRCUIT
SHEPARD'S CITATIONS US, -- AND FEDERAL

REFERENCE MATERIALS:

BALLENTINE'S LAW DICTIONARY
FEDERAL HABEAS CORPUS PRACTICE AND PROCEDURE
CONSTITUTIONAL RIGHTS OF PRISONERS

Inmates are permitted to retain privately owned legal materials in their living areas, subject to limitations imposed for security reasons and inspection without notice.

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Upon request, indigent inmates may receive reasonable amounts of legal supplies, postage and copying services as necessary.

Other inmates and indigent inmates who have received supplies, who demonstrate by court order will be permitted copies when their funds are inadequate to pay the expense. However, the inmates account will be charged to reflect a negative balance for the cost of requested materials.

Inmates Access to Pre-Trial Services

Pre-Trial Services staff will interview fresh arrest inmates within twelve (12) hours of arrest and conduct a ROR release eligibility.

Inmate Voting Privileges

Inmates may register to vote in a General/Primary Election if not convicted of a felony. If convicted of a felony, civil rights must be restored by the state prior to voting.

Within three (3) months of any public Primary/General Election, an inmate may request an absentee ballot in writing to the Board of Elections:

Board of Elections
810 Barrett Avenue
Louisville, Kentucky 40204

Mail and Telephone

Louisville Metro Department of Corrections will allow inmates to correspond freely with persons, agencies, and organizations outside of LMDC by means of the U.S. Postal Service. Any restricted correspondence will be in accordance with established law and security needs of the facility. Mail will be picked up/delivered to inmates Monday through Friday except on holidays. Since LMDC inmates assume the cost of postage, there is no limit on the amount of letters he/she can send/receive in length, language, content, source of mail, except when there is reasonable belief the limitation is necessary to protect the facility.

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Inmates deemed indigent are eligible to receive two (2) stamped envelopes and two (2) sheets of paper every two (2) weeks by utilizing the commissary order form to request indigent supplies.

All incoming mail, with the exception of privileged mail, will be opened and searched prior to delivery to the inmate. Incoming mail may be read if there is justifiable concern for the safety and security of LMDC, public officials or the public. Inmates will be notified in writing when incoming or outgoing mail is withheld.

Privileged mail will be opened and searched for contraband in the presence of the inmate it is addressed to. All legal mail will be logged and will require the inmates signature upon receipt.

For safety and security reasons, several categories of correspondence or publications will be rejected in their entirety and returned to the sender.

These categories include but are not limited to:

- Sexually explicit photographs;
- Publications that are racially or sexually explicit;
- Publications expressive of cults;
- Mail that contains obscene language or drawings;
- Correspondence suggesting affiliation of gangs, depicting gang symbols, or written in code;
- Correspondence that contains plans for escape;
- Mail that contains threats of physical harm against any person or threat of criminal activity;
- Publications containing material likely to pose a threat to LMDC security;
- Any illegal reproduction of published material.

Unless specifically approved in writing by the Director/designee, LMDC inmates are not to correspond with inmates housed in any LMDC facility or any other detention/correctional facility. This privilege will be granted on a case-by-case basis.

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Louisville Metro Department of Corrections will provide inmates access to reasonably priced public telephone services in order to maintain essential community and legal contacts.

Newly admitted inmates will be permitted and if necessary assisted, to place a telephone call to an attorney of the inmate's choice or to a family member. Phones will be available in the booking area for inmate use. During the booking process local calls are free of charge. All inmate telephones will have a fifteen (15) minute time limit governed by an automatic cut-off. There will be a warning one (1) minute prior to the automatic cut-off. Collect call only phones are available in inmate housing areas and shall be accessible by an established facility schedule.

In case of an emergency situation and with the approval from Classification Staff, inmates may be authorized supervised use of a Departmental phone to place emergency phone calls.

Inmates with hearing and/or speech disabilities and inmates who wish to communicate with parties who have these disabilities will be provided access to Telecommunication Device for the Deaf (TDD). Inmates that have a need for use of the TDD telephone are to submit a request through Classification Staff. The Classification Supervisor will coordinate use of the TDD phone in a timely manner.

All inmate telephone calls except those placed to the public defender's office may be monitored or recorded.

Foreign Nationals

LMDC will ensure foreign national inmates have access to diplomatic representation of their country of citizenship. Classification staff will assist inmates in contacting diplomatic representatives of their country.

Inmate Grievance Procedure

An inmate grievance procedure is made available to all inmates and includes at last one (1) level of appeal.

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No inmate will be subject to retaliatory treatment or reprisal for filing a grievance.

LMDC has established a grievance process to address inmate complaints fairly and reasonably with prompt decisions and actions. The grievance process provides the means for an administrative review of legitimate concerns/issues in order to achieve effective resolutions.

Grievable issues include any aspect of confinement within the facility that is not specifically identified as a non-grievable issue.

Grievable issues may include, but are not limited to the following:

- Personal and social services or needs;
- LMDC policies and procedures;
- Personal action by staff;
- Staff conflicts;
- Canteen privileges;
- Health care concerns

A grievance that stems from a non-grievable issue will be returned to the inmate.

Non-grievable issues include, but are not limit to:

- Appeal of a court decision or order;
- Non-departmental complaint;
- Booking Fees (as it has its own appeal);
- Inmate Disciplinary Procedure (as it has its own appeal);
- Classification (as it has its own appeal);
- Open Records denial;
- Rejected mail

Grievance forms will be available to the inmates via the Grievance Counselor or the Classification Floor Counselor upon request.

The grievance is to be in writing and legible. It should be contained within the space on the grievance form with no more than one (1) additional page. The grievance is to be signed and dated by the inmate.

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A grievance about a specific incident is to be filed within five (5) working days after the incident occurs.

The grievance is to pertain to one issue. Separate grievances are to be filed for separate issues and unrelated incidents.

The grievance must not contain vulgar or abusive language that is unnecessary to explain the grievance. Such grievances will be rejected by the Grievance Counselor.

The grievance is to include all aspects of the issue that the grievant wants to be addressed including sufficient information to identify staff.

An inmate filing a grievance concerning an identified staff member is not to suggest a specific form of disciplinary action.

The Grievance Counselor may reject a grievance that does not comply with the grievance process requirements.

After the grievance has been properly filed, an attempt to resolve the problem will be made through informal resolution means. The resolution stage will involve inquiries or discussions to attempt to resolve the grievance.

Response to the grievance is to be within ten (10) working days from receipt of the grievance unless special circumstances require additional attention. The inmate will have five (5) working days after receipt of the resolution to decide whether to appeal to the next level. The Director/designee will examine the grievance and make a decision. The Director/designee's decision on an appeal is final.

Search and Seizure

All inmates are immediately searched upon arrival to LMDC.

Searches will be conducted in a professional and dignified manner.

Inmates are not subjected to personal abuse, corporal punishment, personal injury, disease, property or harassment.

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Inmate Disciplinary Procedures

Louisville Metro Department of Corrections (LMDC) has established a system for inmate discipline and administrative procedures to ensure fair and impartial due process for all inmates. The disciplinary process shall ensure fair disciplinary practices, proper documentation of rule violations and comply with applicable federal and state laws and regulations as well as American Correctional Association (ACA) Standards.

When an alleged rule violation is reported, an investigation will begin within twenty four (24) hours of the time the violation is reported and completed without unreasonable delay unless there are exceptional circumstances for delaying the investigation.

An inmate pending a disciplinary hearing may remain in their existing housing location until the hearing is held unless the inmate's conduct poses a threat to facility security, their own safety or the safety of others. If such circumstances exist, the inmate shall be placed in administrative segregation pending the disciplinary hearing.

Inmates may waive the mandatory twenty four (24) hour interval between the notification and the hearing by signing the waiver section on the Inmate Disciplinary Report.

Inmates charged with rule violations shall be present at the hearing unless they waive that right in writing. The inmate also retains the right to have witnesses called in their defense. If an inmate is found guilty, the inmate will be provided with a copy of the decision. The written decision shall include the supporting reasons for the decision. The Disciplinary Officer's decision will be based solely on information obtained in the hearing process including staff reports, statements of the inmate charged and the evidence derived from witnesses and documents.

Inmates may appeal decisions of the Disciplinary Officer to the Deputy Director of Administrative and Support Services, as designated by the Director. The Deputy Director must then affirm or reverse the decision of the Disciplinary Officer within fifteen (15) days of the appeal.

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Minor offenses are violations less serious in nature which may result in a verbal or written reprimand, possible transfer to another housing unit, disciplinary segregation and/or loss of privileges.

Major offenses are violations more serious in nature which may result in loss of privileges, restitution damages, disciplinary segregation and/or criminal prosecution.

Minor Offenses - Category I

The following offenses shall constitute Category I Rule Violations. The administrative penalty for the commission of any Category I offense is confinement in disciplinary segregation for one (1) to five (5) days for each Category I offense, with a combined total not to exceed fifteen (15) days for all Category I offenses arising from the same incident.

- a. **Affixing any material, picture, etc. to a wall, door, fixture or bunk;**
- b. **Defacing, destroying or not wearing an armband;**
- c. **Failure to maintain a clean living area, cell and/or dorm;**
- d. **Failure to maintain personal hygiene;**
- e. **Failure to maintain personal property in assigned storage bag;**
- f. **Failure to make bed;**
- g. **Filing frivolous requests;**
- h. **Not wearing jail clothing in a proper manner;**
- i. **Refusing to perform assigned work (work-aide dorms, laundry, kitchen, etc) ;**
- j. **Standing, sitting or lying on tables;**
- k. **Stockpiling commissary items;**
- l. **Tying knots in sheets and/or blankets;**
- m. **Unauthorized clothing or bedding items;**
- n. **Unauthorized items in living area/cell;**
- o. **Using abusive language towards other inmates;**
- p. **Utilizing any equipment, material or other items other than instructed;**
- q. **Wearing jewelry (body piercing(s), wedding band, religious medallions, etc) ;**
- r. **Wearing unauthorized items on the head, such as “doo rags” ;**
- s. **Aiding in the commission of the above,; and**
- t. **Persistent Rule Violation Offender (only Disciplinary Officers may charge inmates with this offense).**

Minor Offenses - Category II

The following offenses shall constitute Category II Rule Violations. The administrative penalty for the commission of any Category II offense is confinement in disci-

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plinary segregation for one (1) to ten (10) days for each Category II offense, with a combined total not to exceed thirty (30) days for all Category II offenses arising from the same incident.

- a. **Altering, damaging or destroying Departmental clothing, bedding or towels;**
- b. **Disruptive behavior, to include but not limited to, shouting, beating on windows and/or doors and excessive noise;**
- c. **Encouraging others to refuse to work;**
- d. **Entering another inmate's cell;**
- e. **Gambling and/or possession of gambling materials;**
- f. **Gang related graffiti;**
- g. **Harassing telephone calls;**
- h. **Horse play (rowdy, boisterous play);**
- i. **Obstructing any window, cell door or observation device;**
- j. **Possession of money, credit cards, checks or other negotiable instruments (except Work Release Program);**
- k. **Possession of pornography or sexually explicit materials;**
- l. **Possession of property belonging to another person;**
- m. **Possession of tattoo paraphernalia;**
- n. **Returning late from approved release (CCC only);**
- o. **Sending or receiving mail through unauthorized sources;**
- p. **Tampering with or destroying another inmate's property;**
- q. **Threatening another inmate with psychological or physical harm;**
- r. **Unauthorized use of a telephone;**
- s. **Aiding in the commission of the above; and**
- t. **Persistent Rule Violation Offender (only Disciplinary Offices may charge inmates with offense).**

Major Offenses - Category III

The following offenses shall constitute Category III Rule Violations. The administrative penalty for the commission of any Category III offense is confinement in disciplinary segregation for ten (10) to twenty (20) days for each Category III offense,

with a combined total not to exceed sixty (60) days for all Category III offenses arising from the same incident. Violations of Category III offenses may also result in criminal charges.

- a. **Absent from any assigned release site (Community Release Program only);**
- b. **Altering, tampering, damaging or destroying Departmental or vendor proper-**

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- ty (i.e., telephones, televisions, building structure, etc);
- c. Assaulting any inmate (i.e., fighting)
- d. Being in an unauthorized area (excluding any inmate living area);
- e. Committing any misdemeanor not heretofore specified, including but not limited to: terroristic threatening; criminal mischief; etc;
- f. Failing or refusing Breathalyzer or drug tests;
- g. Indecent exposure;
- h. Interfering with lockdowns, counts or searches;
- i. Knowingly introducing contraband into any LMDC facility or knowingly makes, obtains or possess contraband;
- j. Loaning property or other items of value for profit (i.e., loan sharking);
- k. Lying or providing a false statement to staff pertaining to staff to an investigation;
- l. Making and/or possessing any intoxicants;
- m. Misuse or abuse of authorized medications or possession of unauthorized medications;
- n. Participating in a work stoppage or group demonstration;
- o. Possession of a cigarette lighter or matches;
- p. Refusing to follow the orders, directions or instructions of staff;
- q. Smoking and/or possession of smoking materials (cigarette lighter, matches, etc);
- r. Stealing;
- s. Tampering with heating or air conditioning ducts, vents and/or outlets;
- t. Threatening staff with physical harm;
- u. Unauthorized contact with the public;
- v. Using abusive and vulgar language directed toward staff;
- w. Wearing a disguise or mask in an attempt to conceal identity causing a threat to security;
- x. Aiding in the commission of above and:
- y. Persistent Rule Violation Offender (only Disciplinary Officers may charge an inmate with this offense)

Major Offenses - Category IV

The following offenses shall constitute Category IV Rule Violations. The administrative penalty for the commission of any Category IV offense is confinement in Disciplinary Segregation for fifteen (15) to thirty (30) days for each Category IV offense with a combined total not to exceed sixty (60) days for all Category IV offenses arising from the same incident. Violations of Category IV offenses may also result in criminal charges.

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- a. Arson;
- b. Assaulting staff, including spitting or throwing human waste at or on any staff;
- c. Attempting to solicit staff to engage in unauthorized activity, including but not limited to, introducing contraband or establishing inappropriate relationships;
- d. Committing any felony not specified, including but not limited to: murder; attempted murder; possession of controlled substance; wanton endangerment; etc.;
- e. Engaging in sexual activities with another person;
- f. Escape or attempted escape;
- g. Extortion, blackmail, protection or demands with a threat of bodily harm or for anything of value from any person;
- h. Knowingly introducing dangerous contraband into any LMDC facility, or knowingly makes, obtains or possess dangerous contraband;
- i. Participating in any major disturbances (i.e., riot, hostage, aggressive group action, etc) ;
- j. Possession of any dangerous or deadly instrument or weapon;
- k. Possession of any flammable or explosive materials or devices;
- l. Possession of any object or chemical agent which could be utilized as a weapon;
- m. Possession and/or use of any Schedule I, II, III or IV controlled substance without Departmental Medical authorization;
- n. Possession of any uniform or other item of employee clothing;
- o. Sexual assault;
- p. Sexual harassment;
- q. Spitting, urinating and/or defecating in an unauthorized place;
- r. Stopping up plumbing (sinks and toilets) with foreign objects with the intent to damage, flood or disrupt facility y operations;
- s. Tampering with any fire or safety equipment;
- t. Tampering with any locking device;
- u. Aiding in the commission of the above; and
- v. Persistent Rule Violation Offender (only Disciplinary Officers may charge an inmate with this offense.)

Offense Sanctions

1. If the inmate is found guilty of any offense charged, the Disciplinary Officer may

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impose the following sanctions or combination thereof:

- a. Reprimand - verbal or written;**
- b. Restriction of any privilege (i.e., visitation, recreation, telephone commissary, etc.);**
- c. Probated disciplinary segregation time;**
- d. Placement in Disciplinary Segregation for a maximum of thirty (30) days for a minor offenses or a maximum of sixty (60) days for major offenses;**
 - i. The maximum confinement shall not exceed sixty (6) days arising out of one (1) incident.**
 - ii. Continuous confinement beyond thirty (30) days requires the review and approval of the Director/designee**
- e. Restitution for damages, destroyed property or injury;**
- f. Forfeiture of any available and/or earned sentence credits (i.e., service credits for work per KRS 441.127); and**
- g. Violations may result in criminal prosecution.**

Housing and Grooming

LMDC will ensure male and female inmates are housed separately.

Inmates are allowed freedom in personal grooming except when a valid security interest justifies otherwise.

Inmate Hygiene

Inmates will have access to toilets and wash basins twenty four (24) hours a day. Inmates will also have access to operable showers with temperature controlled hot and cold running water. The exchange of clothing (jumpsuit or pants and shirt), linen and beddings including towels will be conducted weekly with specific schedules for each housing area.

Laundry will be conducted on the days scheduled for each housing area and on a weekly basis. A mesh laundry bag will be provided to the inmate to place clothing

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and linen for proper washing and drying.

All inmates are to be responsible for each item of Departmental clothing, bedding and linen. Inmates may be charged a reasonable fee for the replacement of lost or damaged items issued to them while in custody of LMDC. Damaged items may result in the issuance of disciplinary sanction.

Each inmate will be issued a mattress upon arrival to their assigned housing unit. Upon release of the inmate, the pillow and mattress will be returned to security staff before departing the floor to ensure accountability and proper sanitizing.

LMDC will ensure hair care services and hygiene items are available to inmates. Inmates will have the opportunity to receive hair care services during scheduled recreation time. Razors will be provided to the inmate population on a daily basis and must be returned to security personnel when requested. Failure to return an issued razor will result in a disciplinary sanction.

Inmates will receive a hygiene pack upon their assignment to a permanent housing location including a washcloth, toothbrush, tube of toothpaste, bar soap, comb and container of deodorant.

Toilet paper will be distributed to inmates daily. Feminine products will be distributed to each female living area daily.

ATTENTION: IMPORTANT INFORMATION REGARDING ACCESS TO HEALTHCARE SERVICES

Please be advised that the process for requesting Health Services will be changed effective Friday 1/20/17.

When you have a health complaint that is not an Emergency, you will complete a Health Services Request Form (HSR).

- You can obtain a HSR form from a nurse during one of the scheduled medication passes "pill call".
- The HSR forms will be collected by a medical staff member ONCE daily during the morning medication pass that begins around 7am (time will vary based on operations).
- Please have your form complete with your Name, Date, CIN#, a detailed explanation of your health issue so that we may better serve you.

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- Only ONE health concern should be placed on a HSR form. If you have multiple health concerns, please complete one form for each complaint.
- Please write clearly on the HSR form.
- If you have a medical issue that is an emergency, please continue to notify medical at that time.

Thank You in Advance,
Health Services Administration

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Medical and Mental Health Care

Louisville Metro Department of Corrections ensures health care services are provided to the inmate population in an acceptable professional manner and in similar fashion with commonly accepted medical practices in the community. Inmates housed in the facility will have unimpeded access to a continuum of health care services so that their health care needs including prevention and health education, are met in a timely and efficient manner. Louisville Metro Department of Corrections will seek reimbursement from inmates in custody for expenses incurred when receiving medical, dental or mental health services; however, all inmates access to health care will not be precluded by inability to pay.

Inmates will have access to twenty four hour medical treatment, care or services. Inmates may initiate requests for health care services on a daily basis. Inmates may request a Health Services Request Form from the nurse during rounds made in all living areas. The Health Services Request Form is to be completed and given to the nurse during medication pass.

To ensure healthcare is initiated at the time of incarceration, medical services attempts to obtain medical/mental health information from you during the booking process. Within the first fourteen (14) days of incarceration, medical staff will offer a thorough physical, dental and mental health evaluation at no charge. It is important that medical is aware of your medical/mental health needs in order to deliver optimal healthcare services/treatment during your stay.

If you have received services/medications from the medical department during your incarceration, upon release please return to the front desk and request to speak to a nurse. The medical staff will provide you with medical instruction and medication, if applicable.

Pregnant Inmates

Female inmates will have access to pregnancy management services.

Dental Care

Routine and emergency dental care is provided to each inmate under the direction and supervision of a licensed dentist.

Louisville Metro Department of Corrections Inmate Handbook

Pregnant Inmates

Female inmates will have access to pregnancy management services.

Mental Health Services and Referrals

Louisville Metro Department of Corrections will provide screening and referral services to all inmates who appear mentally ill, developmentally disabled or whose adaptation to the correctional environment is significantly impaired. All inmates will be screened upon admittance for mental health risk issues and behavioral health risk, in which recommended protocols for housing may be made. Inmates referred for mental health treatment will receive a comprehensive evaluation by a licensed mental health professional.

Medical Co-Payments

Louisville Metro Department of Corrections will impose a medical co-payment fee for inmates.

The co-payment schedule for all inmates shall be as follows:

Physician/Psychiatrist/Nurse Practitioner Visit	\$ 6.00
Dental Visit	\$ 6.00
Nurse (RN or LPN) Visit	\$ 4.00
Lab Fees	\$ 4.00
Prescription Handling	\$ 2.00
Over-the-Counter Medication	\$ 0.75
Follow-up Services	\$ No Charge

Religion

Inmates have the opportunity to practice their religion within limits necessary to maintain facility order and security. Each inmate is given the opportunity to participate in religious services and receive religious counseling. Inmates are not required to attend or participate in religious services or discussions.

Louisville Metro Department of Corrections Inmate Handbook

The Departmental Chaplain will be responsible for providing religious activities and developing community resources to meet the religious needs of all inmates.

Group worship and study will be conducted in designated places and times. Services will be available to all inmates unless participation is limited to maintain the order and security of the facility.

All segregated inmates may receive visits from the Chaplain and/or other clergy.

Any inmate requesting a religious diet, consistent with their religious faith, may make a written request to their counselor who will forward the request to the Chaplain for review and approval.

Visitation

Louisville Metro Department of Corrections will grant inmates the right to receive visits twice a week. All visitors to LMDC facilities will register upon entrance. A maximum of two (2) adult visitors or one (1) adult and one (1) minor child will be allowed per visit. Inmates have the right to refuse a visit. (See page 47 for visitation schedule)

During orientation, all inmates will be assigned to a permanent floor at which time they will receive their visitation schedule.

LMDC will ensure and facilitate inmate access to counsel and assist inmates in making confidential contact with attorneys. Routine attorney visits will take place in the designated attorney booths on each floor.

LMDC will also ensure and facilitate inmate access to Clergy. All Clergy requesting to visit an inmate must present a Certificate of Ordination.

Inmate to Inmate visits (inner-jail visits) may be permitted on a limited basis with immediate family members only. Immediate family members will consist of mother, father, sister, brother, son, daughter or spouse.

Louisville Metro Department of Corrections Inmate Handbook

The request must be submitted in writing by the inmate requesting the visit and approved by the Director/designee. Prior to forwarding to the Director/designee, Classification Staff will verify the inmate family relationship.

Access to Programs and Services

Louisville Metro Department of Corrections will provide programming consistent with the needs of the inmate population and will ensure inmate programs and services are available. Programs and Services include social services, religious services, substance abuse, academics, and recreation. LMDC is committed to providing a continuum of services to address the inmates needs from the initial intake and discharge, in order to assist in a successful transition back into the community.

Certain programs require a referral. Classification Staff will ensure their respective caseloads are screened for potential participation.

Substance Abuse (Enough is Enough)

LMDC will provide counseling and program services for inmates with drug and alcohol addiction problems. Inmates who wish to participate in this program are to receive an action request from the respective Floor Counselor requesting admission into the program. The Substance Abuse Program Coordinator will evaluate and review each inmate for acceptance into the program.

Work Aides

LMDC will provide as many inmates as possible the opportunity to work productively in internal work assignments consistent with their security and supervision requirements and the needs of the Department. Pretrial and un-sentenced inmates are not required to work except to do personal housekeeping and to clean their housing area. Non-sentenced inmates willing to work voluntarily who meet the established requirements to be a work aide will be placed on a facility assignment upon availability or placed on a waiting list.

Louisville Metro Department of Corrections Inmate Handbook

Any of the following will eliminate an inmate from consideration for work aide status:

- ♦ **Out of County holds shall be eligible for Laundry work aid, one on one observation, or in house jail sanitation in the Work-Aide housing units only;**
- ♦ **Fugitive/Governor Warrants;**
- ♦ **Felony parole or probation detainer;**
- ♦ **Promoting contraband within three (3) years considered with approval by Deputy Director;**
- ♦ **Previous escape from work release; may be considered after three (3) years, pending approval from a Deputy Director.**
- ♦ **Open escape charge;**
- ♦ **Charge of Assault 1st – 3rd. Misdemeanor Assault 4 Domestic Violence considered with approval by Deputy Director for inside assignments only;**
- ♦ **Violation of Emergency Protection Order (EPO), Domestic Violence Order (DVO) considered with approval by Deputy Director for inside assignments only;**
- ♦ **Stalking charges;**
- ♦ **Terroristic Threatening 1st;**
- ♦ **Assaultive felony charge;**
- ♦ **Bond of \$50,000 or more;**
- ♦ **Maximum security custody level;**
- ♦ **Documented disciplinary history within the institution; or custody level of Maximum (MX) or History of Behavior (HB) will not be considered for work aid status.**
- ♦ **No history of charges of Sexual Abuse.**

Inmates with Court Order Job Search and Work Release can be used for outside clearance work-aides. The court has deemed these inmates eligible to work outside of Metro Corrections and Metro Corrections can employ them to work due to inmates being paid for services

Inmates will be compensated for work performed. Where statute permits, incentives such as monetary compensation, special housing, extra privileges and good time credit will be distributed in accordance with written guidelines.

Louisville Metro Department of Corrections Inmate Handbook

The following pay scale will be utilized:

Position

Road Crew	\$8.00
Food Service	\$2.00
Laundry	\$2.00
Commissary	\$2.00
One-on-One Watcher	\$1.00
Special Details	\$1.00
Sanitation Work Aides	\$2.00
CCC First Floor Food Worker	\$2.00
Jail Complex (CCC Work Aides)	\$2.00
Metro Recycling Center	\$2.00
Barber	\$2.00
Bio-Hazard Cleanup	\$1.00

Floor Sergeants will be responsible for the accounting of all hours worked by work aides returning from details on each respective shift.

Inmates who have been sentenced for misdemeanor charges and perform work details will receive sentence reduction unless precluded by written order of the sentencing court. The following work details for sentenced misdemeanor charges are as follows:

- Food service workers (kitchen)
- Laundry workers
- Commissary workers
- Road Crew
- Outside clearance from Community Corrections Center.

When credit is granted, it will be uniform and based on the following:

For every eight (8) full hours of work, one (1) sentence credit will be earned.

For every five (5) sentence credits earned, one (1) day of the sentence to be served by the inmate will be deducted.

Louisville Metro Department of Corrections Inmate Handbook

Sentence credits will be deducted from the maximum expiration date of the sentence.

If an inmate violates Departmental rules or engages in other misconduct, LMDC may withdraw sentence credits earned by the inmate.

LMDC staff will ensure that all inmates are properly trained in the use of chemicals and equipment for sanitation duties, cutlery, food service equipment and machinery. Inmate working conditions will be compliant with all applicable federal, state and local work safety laws and regulations. The inmate work day will be approximate to the work day in the community. Inmates can not be forced to work more than eight (8) hours in a day. Any special or protective clothing or equipment necessary for work details will be provided by LMDC.

Inmate Library Services

LMDC will ensure library services are available to all inmates. The library cart will be available to each housing unit once a week. Inmates will be permitted to check out one (1) book at a time. Inmates will only be permitted to check out a new book upon return of the previously checked out book. Prior to release, inmates must return all Departmental books to staff.

Pre- Release Planning

In order to provide a continuum of care to the inmate population and strive to decrease the rate of recidivism, a collaborative plan will be developed to identify strengths, resources and needs of inmates during incarceration and upon release. LMDC will provide screening, assessment and case management services for inmates who meet the eligibility requirements for the Pre-Release Program.

Louisville Metro Department of Corrections Inmate Handbook

Participation and eligibility requirements are as follows:

Period of incarceration must be thirty (30) days or greater;
No more than one (1) disciplinary infraction of inmate rules;
Risk of being homeless upon discharge;
Lack of occupational skills which deter inmate from securing gainful employment;
No employment upon re-entry back into the community;
Need for continuing health care for pre-existing medical conditions;
Need for mental health referral based on identified of mental health diagnosis;
History of alcohol/substance abuse, abuse, dependency;
Lack of GED or High School diploma;
Lack of financial resources upon release;
Lack of transportation upon release;
Need for clothing;
Need for obtaining food;
Need for childcare assistance; and
Need for support services (AA, NA, other support groups).

For admittance into the program, inmates must submit an action request to the Floor Counselor who will in turn route the request to the Senior Social Worker who coordinates the program.

Substance Abuse/ Re-Entry Program (Pathways)

LMDC will provide counseling, program services and case management for inmates at the Community Corrections Center for alcohol and drug treatment. Inmates who wish to participate in this program must submit an action request to the respective Floor Counselor requesting admission into the program. The Senior Social Worker will assess and review each inmate for acceptance into the program.

Louisville Metro Department of Corrections Inmate Handbook

Academic Programs

Louisville Metro Department of Corrections will provide inmates access to GED programming while incarcerated. All inmates will be evaluated during orientation for suitability to participate in the Departmental GED program. Only inmates that have not received a high school diploma or GED will be eligible to participate. Inmates who have a documented disciplinary history or demonstrated a negative and uncooperative demeanor will not be eligible. Upon placement into a GED class, instructional and resource materials will be readily available for inmates from the instructor. Inmates sentenced to state time may take the GED test at LMDC and receive ninety (90) days off their state sentence. This credit will be calculated by Probation and Parole once letter of completion is received from the Department of Education in Frankfort, KY.

Jefferson County Public Schools Adult Education teachers that are licensed and certified by the State Department of Education will administer the GED Program.

For admittance into the program, inmates must submit an action request or GED referral form to the Floor Counselor who will in turn route the request to the Classification Supervisor for approval.

Recreation

Inmates will be allowed to participate in leisure time and recreational activities on a daily basis. Leisure time activities will include games such as chess, checkers, dominoes and will be distributed to inmate living areas by the Gym Officer as needed or requested.

Inmates will have access to exercise opportunities and equipment.

Established gym schedules are assigned to each inmate housing unit.

Louisville Metro Department of Corrections Inmate Handbook

Security

Louisville Metro Department of Corrections provides twenty-four (24) hour supervision of inmates by trained correctional personnel. Inmate counts will be conducted at various times throughout each shift in which cooperation of all inmates is expected.

LMDC correctional staff are authorized to conduct searches of the facility, inmates and their living areas at any given time to maintain the safety and security of the facilities.

LMDC attempts to prevent the introduction of and the possession of contraband within its facilities. Contraband per KRS 520.010, is any item which a person confined in a detention facility is prohibited from obtaining or possessing by statute, Departmental regulation or posted institutional rule or order. Dangerous contraband, per KRS 520.010, is contraband which is capable of use to endanger the safety or security of a detention facility or persons therein, including but not limited to dangerous instruments as defined in KRS 500.080, any controlled substances, any quantity of an alcoholic beverage, and any quantity of marijuana, and saws, files, and similar metal cutting instruments.

A person is guilty of promoting contraband when he/she knowingly introduces contraband into the facility either by making, obtaining, or possessing any item prohibited by LMDC. Inmates found to be in possession of contraband may be prosecuted as provided by KRS 520.060 or be subject disciplinary action.

LMDC may administer a drug screening test based upon suspicion the inmate is under the influence of a controlled substance. When a urinalysis test is to be administered, the inmate will have three (3) hours to produce a urine specimen. Failure by the inmate to submit and/or produce a urine sample shall result in disciplinary action.

Dorm/Dayroom Hours

During the hours of **11:30 PM to 4:30 AM** all inmates shall be required to be in their bunk in an effort to decrease noise levels and limit movement in the housing units during nighttime hours to promote a healthy sleeping environment.

Louisville Metro Department of Corrections Inmate Handbook

Property

Louisville Metro Department of Corrections will provide space for the safe and secure storage of inmate personal property.

Initial Intake

Inmates and their property will be immediately searched upon admittance into the facility. All inmates will be provided a receipt of personal property inventoried.

Personal Clothing and Issuance of Jail Attire and Linen

Prior to assigning inmates to permanent inmate living areas, LMDC will issue inmates clean laundered jail attire and bed linen in exchange for their personal clothing. Inmates will be allowed to keep their briefs or boxers, white socks and white tee-shirt or undershirt. At this time, qualified medical staff will conduct a visual skin assessment and tuberculosis testing.

Each inmate will be issued a storage bag containing the following:

Two (2) sheets;
One (1) towel;
One (1) blanket;
One (1) hygiene kit

**Inmates will be assigned one sleeping mattress upon incarceration and will be responsible for it throughout incarceration. Any damages, other than normal wear and tear, will result in charges to that inmate's account.

**Shower shoes will be issued to any inmate who does not have shoes upon arrest or has shoes deemed *inappropriate*

Inmate Access to Personal Property

Any inmate housed at LMDC may submit a request to have allowable personal property retrieved from the Property Room. To request allowable personal property, the inmate is to complete an Action Request Form, specifically listing those items to be retrieved.

Louisville Metro Department of Corrections Inmate Handbook

Allowable Property

The following lists of items is allowed in the inmate living areas, unless restricted otherwise.

Males

Seven (7) tee-shirts and/or undershirts, white without writing;
Briefs and/or boxers;
Seven (7) pairs of white socks;
One (1) pair of shoes or boots, any type except steel toe;
One (1) pair of shower shoes;
Two (2) sets of thermal underwear (white);
One (1) pair of gym shorts (orange); and
One (1) cubic foot of legal paperwork, papers and books. Legal work over the allowable limit must be approved.

Females

Seven (7) panties;
Seven (7) bras, no wire;
Seven (7) pairs of white socks;
Seven (7) tee-shirts and/or undershirts, white without writing;
One (1) pair of shoes, any type except steel toe or high heel;
One (1) pair of shower shoes;
Two (2) sets of thermal underwear (white);
One (1) pair of gym shorts (orange); and
One (1) cubic foot of legal paperwork, papers and books. Legal work over the allowable limit must be approved.

Commissary

All unopened hygiene commissary items from other agencies, similar to what can be purchased at LMDC is allowed. No food items shall be allowed, and will be properly disposed of. .

No aerosol or spray bottles of any kind is allowed
No alcohol based products.

Louisville Metro Department of Corrections Inmate Handbook

Hygiene Items

Soap with dish;
Toothbrush with case;
Toothpaste;
Shampoo;
Conditioner;
Powder;
Plastic comb;
Deodorant;
Lotion;
Lip balm (any brand);
Female hygiene items (sanitary napkins).

Deposit to Inmate Accounts

LMDC will receive, transfer and credit money to the account of any inmate submitted by family members or the general public. Money orders and electronic account services will be available.

To make payments, you must have: **Inmate's Name and CIN#**

Money orders for deposit to inmate accounts will be accepted Monday through Friday from 10:30 a.m. to 12:30 p.m. Closed weekends and Metro Holidays.

Only United States Postal Service Money Order deposits will be accepted.

Money Order Payment Information

All money orders must be filled out properly to be accepted. The money order is to be made payable to: **Metro Inmate Fund** with the inmate's name, CIN or booking number written in the memo section of the money order. Money orders can be dropped off at the Exit Lobby on Liberty Street of the main jail complex building or mailed to:

**Louisville Metro Department of Corrections
Attention: Inmate Accounts
400 South Sixth Street
Louisville, KY 40202**

Louisville Metro Department of Corrections
Inmate Handbook



SELECT A SERVICE

Press an image button below to select a service



Electronic deposits can be made via website :

www.louisvilleky.gov/corrections

or kiosks located in the

LMDC Exit Lobby and the Hall of Justice.

Deposits can also be made by calling **1-888-497-2387.**

**Applicable vendor fees will be charged*

Louisville Metro Department of Corrections Inmate Handbook

Inmate Account Restrictions

Inmates owing the Department money, restitution or by court order will have their account restricted until payment is made. If an inmates account is restricted, releases from that account or commissary purchases will not be permitted until payment is made and the account returns to unrestricted status. Deposits to the account will be permitted.

Inmate Property and/or Money Release (Third Party)

Upon authorization from the inmate, LMDC will release inmate property and/or money to persons other than the inmate. This will only be allowed during initial intake and orientation of the inmate. Once an inmate is placed in general population, all property releases will not be completed unless authorized by the Property Supervisor.

Unclaimed Property

LMDC, in accordance with law, will dispose of property not retrieved within (90) days after an inmate's release from custody.

Special Management

Louisville Metro Department of Corrections will maintain safe and secure housing for offenders who require detention, protection or whose behavior indicates they require more physical controls than are available in general population housing units. Inmates will be placed in the Special Management Housing (SMU) only after Administrative consideration and/or a disciplinary hearing. The SMU operates and supervises the inmates housed in Administrative Segregation, Temporary Confinement, Protective Custody, and Disciplinary Segregation.

Segregation housing units will provide living conditions that approximate those of the general inmate population.

Louisville Metro Department of Corrections Inmate Handbook

Classification

Louisville Metro Department of Corrections will utilize a formal, objective classification process to house and manage inmates based upon the agency mission, classification goals, agency resources and inmate program needs. Classification is a process for determining the needs and requirements of those for whom confinement has been ordered and for assigning them to housing units and programs.

The classification process will be utilized to manage and separate inmates into groups to reduce the probability of assaults and disruptive behavior. The classification will evaluate at minimum; criminal history, mental and emotional stability, escape history, medical status, age, institutional history and the need to keep inmates separated from others. Classification will conduct a periodic reclassification review of inmates status as needed in response to changes in inmate behavior or circumstances.

Inmates who wish to appeal classification decisions are to complete and return an action request concerning their classification to the respective Floor Counselor. The Floor Counselor will then review with a Classification Supervisor who will make a determination. If the supervisor needs additional clarification from Medical, Mental Health, or Security Staff the request will be reviewed with the Classification Review Committee that meets twice a week.

Orientation

Inmate orientation will be held after inmates are arraigned. All inmates will be arraigned within twenty-four (24) hours of arrival unless designated holidays create a delay. Inmates that are not required to attend arraignment will be orientated within twenty four (24) hours of arrival. During orientation Classification Staff will gather the most recent and accurate personal information, emergency contacts, criminal charges and history, gang/group affiliations and obvious needs for special housing.

Louisville Metro Department of Corrections Inmate Handbook

During orientation the inmate will be given information on the following;

LMDC rules and regulations;
Visitation;
Telephone and mail procedures;
LMDC inmate grievance procedures;
Explanation of fees, charges and/or copayments that may apply while in custody;
Inmate Commissary;
Inmate Programs and Services including eligibility requirements;
Accessing medical treatment;
Prison Rape Elimination Act (PREA);
Americans with Disabilities (ADA) and hearing impaired; and
MRSA staff infections

Americans with Disabilities (ADA)/ Hearing Impaired

LMDC will prohibit discrimination on the basis of disability in the provision of services, programs and activities. Metro Corrections will ensure that a consistent high level of service is provided to all inmates, including those who are deaf or hard of hearing. Metro Corrections will make every effort to ensure that staff communicate effectively with inmates who are hearing impaired. Various types of communication aids, known as “auxiliary aids and services” will be used to communicate with inmates who are deaf or hard of hearing. These will include, use of gestures or visual aids to supplement oral communication, use of a notepad and pencil to exchange written notes and use of a qualified oral or sign language interpreter if necessary.

The type of aid that will be required for effective communication will depend on the inmate’s usual method of communication, and the nature, importance, and duration of the communication at issue. Inmates with hearing and/or speech disabilities and inmates who wish to communicate with parties who have these disabilities will be provided access to a Telecommunication Device for the Deaf (TDD). Inmates that have a need for the use of the TDD telephone are to submit a request through Classification Staff which will be coordinated in a timely manner.

Louisville Metro Department of Corrections Inmate Handbook

Inmate Request for Services

Once an inmate is housed to a permanent floor, a Floor Team Classification staff member will be assigned to each inmate. The Floor Counselor will make rounds Monday through Friday to ensure inmate requests are met in a timely manner.

Floor Counselors will be available from 7:00 a.m. to 3:00 p.m. excluding weekends. Floor Counselors will conduct rounds on their assigned floors daily beginning at 7:30 a.m. Inmates who have requests or need assistance must be available to meet with the counselor at this time. Any request for services can be made by utilizing forms available.

Inmates with requests for any type of information such as using the typewriter, TDD, notary services, photocopies of legal or other documents etc. will be provided an Action Request Form to complete in its entirety. Inmate Grievance Forms will be available to inmates upon request. GED Referral Forms are available to inmates requesting attendance in weekly GED class. All Health Services Request Forms will be available to all inmates having inquiries about or the need for medical services. Forms may be obtained from Medical Staff during medicine pass.

Open Records

Inmates may request copies of their current criminal history, past criminal history and court ordered motions/commitments by submitting an Open Records Request. Louisville Metro Department of Corrections shall provide for the open examination of these records, in accordance with the Open Records Act, only upon written request from the inmate. All Open Records Requests are to be in writing and must contain the signature of the inmate. Fees for inmates making open records requests will be deducted from the inmate's account prior to the release of the records. An inmate must have available funds on their account to receive such records. Open Records Request forms are available upon request from the floor counselor.

Copies	\$.10/page
LMDC arrest history	\$.10/page

Louisville Metro Department of Corrections Inmate Handbook

Food Service

Louisville Metro Department of Corrections will provide all inmates a nutritionally adequate diet that meets the nationally recommended dietary allowances for basic nutrition for appropriate age groups.

Three (3) meals, including at least two (2) hot meals, will be provided at regular times during each twenty-four (24) hour period. Variations may be allowed based on weekends and holiday food service demands provided basic nutritional goals are met.

Medical Diets

Therapeutic diets will be provided as prescribed by appropriate clinicians (physicians or dentist). Medical diets include:

- Diabetic;
- Cardiovascular (low fat/cholesterol);
- Low Sodium;
- Lactose Intolerant;
- Pregnancy;
- Renal; and
- Bland or liquid

Food allergies will be recognized upon a determination that the food allergy exists in the inmate medical history file.

Religious Diets

Special diets will be provided for inmates whose religious beliefs require the adherence to religious dietary laws when approved by the LMDC Chaplain. The Chaplain will verify and confirm the religious diet needs.

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Commissary

Louisville Metro Department of Corrections has established guidelines which allow inmates the opportunity to purchase approved items, in addition to those items issued by LMDC, from a contract vendor with their personal funds. Commissary items will be distributed in each living area weekly. Commissary order forms will be provided to the inmates in each living area by contract service staff.

Indigent Commissary Request Forms will also be delivered by contract staff. Inmates will be eligible for Indigent Commissary if an inmate has less than \$5.00 on his/her account for a period of at least fourteen (14) days, and has not received commissary or a recently detained inmate entered the facility with less than sixty cents (\$.60).

The maximum amount allowed for weekly commissary purchases is sixty (60) dollars. Personal hygiene items will be a priority over food items if the account is short the appropriate amount.

Special Management inmates, such as Administrative Segregation and Protective Custody will have access to commissary items on a weekly basis. Disciplinary Segregation inmates will be limited to personal hygiene items and writing materials. Single Cell Commissary order forms will be posted in designated areas for inmate utilization.

Inmates that qualify as indigent may request postage and writing materials to maintain contact with their attorney or the courts by submitting an Indigent Commissary Form.

Records Department

Louisville Metro Department of Corrections shall ensure that all inmate sentences are accurately computed in conformance with applicable statutes and regulations. All sentences are processed through the LMDC Records Department.

Louisville Metro Department of Corrections Inmate Handbook

Answers to common inmate questions:

Misdemeanor sentences are sentences of twelve (12) months or less.

Felony sentences are years or months greater than twelve (12). Convicted felons may receive a jail sentence as a condition of their probation.

When a sentence runs concurrently, the maximum terms shall be merged and the sentences are satisfied by discharge of the term which has the longest unexpired time to serve. On a concurrent sentence, unless otherwise specified by the court, the start date of the sentence begins on the first day of the present arrest. The total sentence ends when the out date for the longest sentence expires.

When a sentence runs consecutively, the terms are added together to arrive at an aggregate term and are satisfied by the discharge of such aggregate term. The first sentence shall be calculated from the date of the present arrest. The consecutive sentence begins on the date the last sentence ends.

When an inmate serving a sentence escapes from custody, the escape will interrupt the sentence. Sentences for escape or attempted escape will be calculated to run consecutively unless otherwise specified by the court.

Kentucky Department of Corrections Probation and Parole shall calculate all jail credit on all felony convictions.

Work release and Home Incarceration

Louisville Metro Department of Corrections will comply with all court orders and adhere to all jurisdictional laws with regards to Work Release and the Home Incarceration Program. Inmates granted releases on all charges will be considered in the custody of LMDC until sentence obligations have been completed.

Louisville Metro Department of Corrections Inmate Handbook

THE PRISON RAPE ELIMINATION ACT OF 2003

The Prison Rape Elimination Act, known as PREA, was signed into law in September of 2003. The purpose of PREA is to:

- establish zero tolerance for sexual abuse of individuals under custodial supervision
- make prevention of sexual abuse of inmates a top priority
- develop national standards for detection, prevention, reduction and punishment of sexual abuse of inmates

OUR ZERO TOLERANCE POLICY

Inmates have the right to be free from sexual abuse and harassment by staff and/or other inmates while in our facility. The Louisville Metro Department of Corrections has zero tolerance for sexual abuse and/or harassment of inmates, by staff, contractors or volunteers or by other inmates in accordance with PREA.

SEXUAL ABUSE AND HARASSMENT DEFINITIONS

Sexual abuse of an inmate by another inmate and/or sexual abuse of an inmate by a staff member, contractor, or volunteer include the following acts by overt or implied threats of violence, or are unable to consent or refuse:

- contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- contact between the mouth and the penis, vulva, or anus
- penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument
- any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or vol-

Louisville Metro Department of Corrections Inmate Handbook

unteer includes any of the following acts, with or without consent of the inmate, detainee, or resident:

- contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- contact between the mouth and the penis, vulva, or anus
- contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire
- penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire
- any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse or gratify sexual desire
- any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described above
- any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate

Sexual harassment is:

- Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate directed toward another
- Repeated verbal comments or gestures of a sexual nature to an inmate by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures

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Voyeurism by a staff member, contractor, or volunteer is:

- An invasion of privacy of an inmate, detainee, or resident by staff for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.

REPORTING ABUSE

If you or another inmate is a victim of sexual abuse or harassment as above, it is important that you consider reporting that abuse or harassment. Correctional staff is available and willing to help you. You can also report to medical and mental health staff member, clergy or volunteer staff, or your counselor.

Additionally, you can make those reports in a number of different ways including:

- ◇ verbally
- ◇ in writing
- ◇ by calling the sexual assault hotline at (502) 574-8884
- ◇ third parties

AFTER YOU REPORT

Every claim will be taken seriously and investigated. Once you report, in addition to the investigation the following may happen:

- move your housing for safety reasons, including protective custody
- medical health care
- mental health assessment
- evidence collection and interviews with investigators
- be available to PSU for questioning
- notification of a finding from the investigation

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DISCIPLINE

Anyone engaged in sexual abuse or activity while incarcerated in LMDC is subject to discipline unless you are the victim of sexual abuse.

As a matter of policy, inmates cannot engage in sexual activity. If an inmate reports sexual abuse or harassment, the allegation will be investigated and if proven true, the predatory inmate will be disciplined in accordance with our policies and state criminal laws. Consensual sexual activity between inmates is against LMDC policy and violations will result in administrative sanctions.

Additionally, it is never, under any circumstances, okay for staff to engage in sexual abuse or harassment of an inmate. Allegations of this nature will be investigated swiftly and with integrity. If the allegation is founded, staff will be disciplined in accordance with policies and state criminal laws.

Any retaliation or threat of retaliation, by staff or other inmates will also be disciplined in accordance with our policies. LMDC will enforce all federal, state and local laws pertaining to sexual abuse or harassment of inmates.

Prison Rape Elimination Act (PREA)

Break The Silence Of Abuse...

**Report In-Custody sexual abuse Inmate to Inmate/
Staff to Inmate sexual assaults and misconduct...**

502-574-8884

**Anonymous
Hotline**

To report In-Custody Sexual Abuse use any jail phone. After selecting your language, Press "1" for collect then dial 502-574-8884. There will be a long pause and then there will be information about how to report sexual abuse in both English and Spanish. If this is an emergency and you need immediate assistance, notify an on-duty staff member now.

Informar en custodia abuso sexual usar cualquier telefono de carcel. Despues de seleccionar su idioma, pulse "1" para recoger luego marcar 502-574-8884. Habra una larga pausa y continuacion, habra informacion acerca de como informar de abusos sexuales en ingles y espanol. Si se trata de una emergencia y necesita ayuda inmediata notificar a un miembro del personal de deber ahora.

Report Sexual Assault To A Staff Member or to the **HOTLINE...**

Romper el Silencio de Abuso... Informe la Agresion Sexual a un Miembro



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June 2012



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**The End Result of Addiction are Jails, Institutions and Death.
You've Already experienced the First Two, The Only Thing Left is
Death. Stop Playing With your Life.....**

THE IMPACT OF ADDICTION CAN BE FAR REACHING

- Cardiovascular disease
- Stroke
- Cancer
- HIV/AIDS
- Hepatitis B and C
- Lung disease
- Mental disorders

..... **DEATH**

Abuse and addiction to alcohol, nicotine, and illegal substances cost Americans upwards of half a trillion dollars a year, considering their combined medical, economic, criminal, and social impact. Every year, abuse of illicit drugs and alcohol contributes to the death of more than 100,000 Americans, while tobacco is linked to an estimated 400,000 deaths per year.

People of all ages suffer the harmful consequences of drug abuse and addiction.

- **Infants** exposed to legal and illegal drugs in the womb may be born premature and underweight. This drug exposure can slow the child's intellectual development and affect behavior later in life.
- **Adolescents** who abuse drugs often act out, do poorly academically, and drop out of school. They are at risk of unplanned pregnancies, violence, and infectious diseases.
- **Adults** who abuse drugs often have problems thinking clearly, remembering, and paying attention. They often develop poor social behaviors as a result of their drug abuse, and their work performance and personal relationships suffer.
- **Parents'** drug abuse often means chaotic, stress-filled homes and child abuse and neglect. Such conditions harm the well-being and development of children in the home and may set the stage for drug abuse in the next generation.

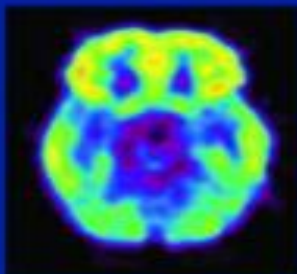
Can addiction be treated successfully?

YES

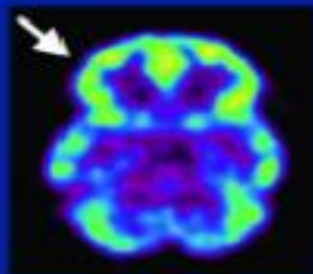
Addiction is incurable, progressive but treatable. Discoveries in the science of addiction have led to advances in drug abuse treatment that help people stop abusing drugs and resume their productive lives.

The consequences of drug addiction are vast and varied. It not only affects you, but it affects at least 10 members of every family. Who are you affecting?

DECREASED BRAIN METABOLISM IN **DRUG ABUSER**



Healthy Brain



Diseased Brain/Cocaine Abuser

Are you tired of fighting addiction?

.....If so, help is here.

Seven Counties Services.....589-1100

JADAC.....583-3951

(Jefferson Alcohol and Drug Abuse Center)

Healing Place.....584-6606

Volunteers of America.....636-0771

*If you are in-custody and seek help, please contact your case manager to refer you to in-custody services.



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www.louisvilleky.gov

5/24/2012



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Enough is Enough Substance Abuse Program

The Enough is Enough program is a 90 day recovery program housed in LMDC is a voluntary, intensive substance abuse program coupled with a monitored medical detox for men/ women.

The program itself is designed to be structured, disciplined and motivational. Through an application/interview process the inmates are accepted to enter the program. The 3 three main components that integrated in this program are:

Identification- Identification through a series of recovery meditation readings as well as incorporating the 12 step model is an important with any substance abuse issues. Only through awareness, admitting and acceptance of the disease is treatment possible. Sharing with peers, recognizing similarities and becoming humble are imperative to recovery.

Information- Daily use of AA/NA literature, as well as some MRT, life skill classes, spirituality groups and a major focus on warning signs and symptoms as it relates to relapse prevention, provides a safe atmosphere for learning. An aggressive approach to cognitive therapy is introduced immediately. Without a clear understanding that substance abuse is nothing more than a symptom, the emphases has to be on criminal errors in their thinking and if not corrected will lead them back to using substances and eventually back to jail or prison.

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Prevention- The inmates in this group for are there for varies lengths of time. To gain maximum effectiveness, this topic needs constant attention. Through applied relapse prevention strategies, recovery is possible. The participants are encouraged to build positive support systems, attend 12 step meetings, and complete abstinence for all mind altering substances. The danger with this population is, it's very hard for them to keep them from taking a pill when they have appropriate symptoms such as a cough, pain, anxiety, insomnia, a muscle spasm or an upset stomach. They have to understand they can't use any substances successfully. Because for many of them, opiates and benzodiazepines was their drug of choice.

Finally, the program/detox dorms are made up of 16 men/ women that are in treatment phase of the program and up to 14 detox inmates in each dorm (there are three different dorms) stay in the program for varied times (determined by medical staff). In addition to daily groups and meetings, program inmates' aid and monitor inmates that are detoxing/withdrawing from a variety of drugs (most are withdrawing from opiates with the majority heroin).

Some of these inmates need constant attention; withdrawal symptoms vary from person to person and at times are very severe. Taking care of the detox inmates helps the men/ women who are in the program overcome their total self-centeredness (which is the root cause of addiction) that robs them of the experience to serve others. By having detox inmates in the dorm, it is a reminder daily of the horrors of active addiction. Hopefully this reinforces their dedication to staying drug and criminal free upon their release.

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MRSA/ Methicillin-resistant Staphylococcus aureus

Staph aureus, often referred to simply as “staph” are bacteria commonly carried on the skin or in the nose of healthy people. Sometimes this staph can cause infection and is the most common cause of skin infections. Some staph bacteria, however, can cause serious infections. Treatment of these types of infections has become more difficult because staph bacteria have become resistant to various antibiotics including commonly used penicillin-related antibiotics. These resistant bacteria are called methicillin-resistant staphylococcus aureus or MRSA.

Staph bacteria can cause different kinds of illness including skin infections, bone infections, pneumonia, bloodstream infections and others. Since MRSA is a staph bacteria, it can cause the same kinds of infection as staph in general; however, MRSA occurs more commonly among persons in hospitals and healthcare facilities. Recently; however; MRSA has been seen in places where a number of individuals are housed such as jails and prisons and in the general community.

Most MRSA infections will start as a pimple or boil. Staph bacteria and MRSA are treatable with antibiotics. Most skin infections can be treated without antibiotics by draining the sore.

Staph bacteria and MRSA can be spread from one person to another by touching areas that have been in contact with the bacteria. Staph and MRSA are not spread though the air.

How can inmates protect themselves from MRSA?

- ♦ Wash hands frequently and any time something wet is touched.
- ♦ Use soap and water when washing hands and a clean towel or paper towel that can be thrown away.
- ♦ Do not let another inmate borrow soap or a used towel.
- ♦ Wash towels, linens and clothes often.
- ♦ Hang wet towels and wash cloths out to dry each time they are used.
- ♦ After working out, wipe down benches and equipment with a dry towel.
- ♦ Shower frequently.
- ♦ Keep all areas as clean as possible.
- ♦ See the nurse for any unusual wounds, boils or pimples that do not heal.
- ♦ If the doctor orders antibiotics, take all the prescribed medication.
- ♦ Keep open wounds covered and change bandages frequently.

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Patient educational information on Lice

Lice are small insects that live and grow in the clothing and warm hairy areas of the body. The eggs (nits) hatch in approximately one week. These new lice are able to bite and irritate your skin and attach new eggs to hair strands. Itching almost always occurs when you have lice. Lice commonly occur on your head and pubic hair. They can occur on other hairy parts of your body. It is hard to see the lice, but easier to see the nits on the hair.

Sharing hairbrushes, sheets or any articles that come in contact with the lice or nits can spread head and body lice. Pubic lice can be spread through sexual contact, sharing pants and underwear, and sharing towels and sheets.

Lice is treated by medication. Please take the medication as prescribed. Follow the directions on the label. **Do not use the medication if you are pregnant or think you are pregnant.**

- ◆ Use the comb to remove nits and lice;
- ◆ Do not get the medication in your eyes or mouth;
- ◆ Do not use on eyebrows;
- ◆ Put on clean clothes after you use the medication;
- ◆ Your clothes and sheets should be exchanged for clean clothes and linens.

The medication kills the lice, but may not kill all of the eggs (nits). If you continue to have problems, notify the medical staff and they will determine if another treatment is necessary

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Video Visitation Schedule - NJC

Note: Visitors need to register in the basement of the Hall of Justice located at 600 West Jefferson Street. A valid picture ID is required.

J2/Females Saturday/Monday	8:30 to 10:00 a.m. & 7:00 to 9:00 p.m.
J2/Males Saturday/Monday	10:00 to 11:00 a.m. & 6:00 to 7:00 p.m.
J3 Sunday/Thursday	7:30 to 10:00 a.m. & 4:30 to 9:15 p.m.
Special Management	9:45 to 10:15 a.m. & 4:00 to 4:30 p.m.
J4 Saturday/Wednesday	7:30 to 10:00 a.m. & 4:30 to 9:15 p.m.
Special Management	9:45 to 10:15 a.m. & 4:00 to 4:30 p.m.
H5 Sunday/Tuesday	8:30 to 11:00 a.m. & 6:00 to 10:00 p.m.
H6 Sunday/Friday	8:30 to 11:00 a.m. & 6:00 to 10:00 p.m.
Special Management	7:30 to 8:30 a.m. & 5:00 to 6:00 p.m.
H1 (Kitchen) Daily	8:00 to 11:00 a.m. & 6:00 to 10:00 p.m.
H3 Saturday/Tuesday	8:30 to 11:00 a.m. & 6:00 to 10:00 p.m.

Video Visitation Schedule - CCC

Note: Visitors need to register at 316 East Chestnut Street. A valid picture ID is required.

Sunday and Wednesday

Non Work Release	8:00 to 9:00 a.m. & 6:00 to 8:00 p.m.
Work Release	9:00 to 10:00 a.m. & 8:00 to 10:00 p.m.

Commissary Schedule

Monday	J2 & H6
Tuesday	H5 & J3
Wednesday	Shortages and Fresh food delivery
Thursday	J4
Friday	H1/H3
Saturday	CCC

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Mental Health Community Resource List

HOUSING/SHELTER

Coalition for the homeless	1300 S. 4 th Street	636-9550
Salvation Army	831 Brooks St.	671-4904
Wayside	812 E. Market	584-3711
YMCA	2400 Crittenden Dr.	635-5233
St. Vincent DePaul	1034 Jackson St.	584-2480
Choices, Inc.	800 E Liberty St	585-3780
Department of community services and revitalization	810 Barrett Avenue 444 South Fifth Street, Fifth Floor	574-4377
Jefferson street Baptist center	733 E Jefferson St Louis-ville	584-6543
Haven House	1727 Green St	812-285-1197
Family Scholar House- wm w/ children wanting education	403 Reg Smith Cir	584-8090
House of hope- wm/ Substance Abuse	1157 Dixie Hwy	566-6007
Mattie's house- wm w/ Substance Abuse	1716 W Ormsby Ave	724-6807
Rhonda's another chance- women	710 S 31st St	776-8830
Healing Place- Men	1020 W. Market	583-0369
St John's center- Men	700 E Muhammad Ali Blvd	568-6758
House of Ruth- HIV	607 E St Catherine St	587-0722
Beacon House- Substance Abuse	963 S. 2 nd Street	581-0765
Bliss House- Substance Abuse	211 E. Maple	812-280-7533

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Domestic Violence

Center for women and families-main	927 S. 2 nd Street	581-7200
Center for women and families- Bullitt	Address not given- call ahead	538-0212
Center for women and families-Indiana	Address not given- call ahead	812-734-0280
Center for women and families-Indiana	Address not given- call ahead	812-944-6743
Hossier Hills DV Center	Address not given- call ahead	812-883-1959

SUBSTANCE ABUSE

AA Central office	332 W. Broadway-620	582-1849
AA & Associates	4006 Dutchman Ln. -200	896-6900
Alcohol Education & Counseling	6801 Dixie Highway- 130	933-4504
New Beginning	2210 Meadow Drive - 5	459-0391
Jefferson Alcohol & Drug Abuse	600 S. Preston	583-3951
The Morton Center	1028 Barrett Ave	451-1221
Greater Louisville Counseling Center	332 W. Broadway-905	587-9737
Above & Beyond Counseling	5404 Valley Station Rd. - 102	935-3700
Better Alternatives Counseling	1169 Eastern Parkway- 1138	454-6350
Life Management Inc.	116 Bauer Ave- 2 nd floor	773-3406
DUI School	8311 Preston Hwy	964-7147

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Healthcare

UofL Medical	550 S. Jackson	562-3000
Jewish Hospital	200 Abraham Flexner Way	587-4011
Norton Hospital	200 Chestnut Street	629-8000
Baptist Hospital	4000 Kresge Way	897-8100
Phoenix	712 E. Muhammad Ali	568-6972
West Louisville Healthcare	1015 W. Chestnut Street	584-2992
Family Health Center	Multiple locations	583-1981
Park Duvalle	Multiple locations	774-4401
Planned Parenthood	1025 S. 2 nd	584-2473
Planned Parenthood	2708 Paili Pike PL. Suite J	812-945-4844
Family Health Center of Clark County	1319 Duncan Ave	812-283-2308
Family Health Center of Floyd County	1000 East Spring Street	812-941-1701

Mental Health Services

Seven Counties	Access line	589-1100
Seven Counties	Crisis line	589-4313
The Brook-KMI	8521 Lagrange Road	426-6380
Norton Psychiatric	200 E. Chestnut	629-8850
Caritas Peace Center	2020 Newburg Rd	451-3330
Central State	10510 Lagrange Road	253-7000
UofL-Psychiatric	555 Jackson Street	852-5866
Louisville Counseling	2950 Breckenridge Lane-10A	552-8962
Phoenix Health Center	712 Muhammad Ali	568-6972
Lifesprings	450 Spring Street	812-280-2080
Wellstone	2700 Vissing Park Road	812-284-8000
Centerstone	335 Spring Street	812-258-0310
Personal-Counseling-Service	1205 Applegate Lane	812-283-8383
Quality Community Services, Inc.	3411 Knobs Valley Drive	812-923-9999

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Nutrition

Jeff St. Baptist Community	800 E. Liberty or 733 E. Jefferson	585-3787
Our Lord's Kitchen	2732 S. 5 th Street	634-1665
Salvation Army	831 Brook Street	671-4904
St. Augustine Church	1310 W. Broadway	584-4602
St. Vincent De Paul	1026 S. Jackson Street	584-2480
Wayside Christian Mission	822 E. Market	584-3711
Southeast Christian	920 Blankenbaker	253-8000
Northside Christian	4407 Charlestown Road	812-282-6272
Graceland Baptist Church	3600 Kamer Miller Road	812-944-6448
Interfaith Community	702 E. Market	812-948-9248

Clothing

Portland Promise Center	1831 Baird Street	776-2635
Walnut Street Baptist	1111 S. 3 rd Street	589-3454
Wayside Christian Mission	822 E. Market	584-3711
Southeast Christian	920 Blankenbaker	253-8000

Education and Employment Services

One Stop	2900 W. Broadway	574-4100
Nia Center	2900 W. Broadway	775-2556
Employment Services	600 W. Cedar Street	595-4762
G-test Staffing	4200 Bishop Lane	581-0058
KY Vocational Rehabilitation	600 Cedar St	595-4173
Adult Education	546 S. First Street, Room 103	485-3400
College Access	200 W. Broadway	584-0475

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Medication Assistance

Kroger	Numerous locations	\$4.00 for most non-name brand
Target	Numerous locations	\$4.00 for most non-name brand
Wal-Mart	Numerous locations	\$4.00 for most non-name brand
Rite aid	Numerous locations	\$10.00 for most non-name brand
Walgreens	Numerous locations	\$20.00 Rx saving card- gives discounts on all medications. Prices vary.
West Louisville Communities	Must live in service area	778-2815
South Louisville Ministries	Must live in service area	367-6445
Shively Area Ministries	Must live in service area	447-4330
Southeast Associated Ministries	Must live in service area	499-9350
Southwest Community Ministries	Must live in service area	935-9957
East Louisville Community Ministries	Must live in service area	561-0722
Eastern Area Ministries	Must live in service area	244-6141
United Crescent Hill Ministries	Must live in service area	893-0346

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Notes:

Useful Telephone Numbers

Jail Information	574-8477
Pretrial	595-4451
District Court Clerk	595-4428
Circuit Court Clerk	595-4320
Public Defender	574-3698 (3699) (3704) & (3707)
Securus	1-800-844-6591
Impound Lot	574-7078

Homeless and Emergency Night Shelters

Center for Women and Families
927 South 2nd Street
581-7200 or toll free : 1-844-BE-SAFE-1

The Healing Place (Men)
1020 West Market Street
585-4848

The Healing Place (Women)
1607 West Broadway
568-6680

Haven House
1613 East 8th Street, Jeffersonville, Indiana
284-1197

Wayside Christian Mission
812 East Market Street
584-3373

Salvation Army
831 South Brook Street
625-1170

3rd party reporting of sexual assault: 574-2111

*This handbook is subject to change at any time.
Revision date: April 6th , 2018 by Steve Flener*

