

**COLLIER COUNTY
SHERIFF'S OFFICE**



**Kevin J. Rambosk
Sheriff**

**INMATE
INFORMATION SHEET**

* * * * *

**IMPORTANT FACTS ABOUT
THE COLLIER COUNTY
JAIL SYSTEM**

The information contained herein, is adopted and enacted by the Sheriff of Collier County pursuant to federal, state and county guidelines. No individual will be discriminated against because of age, sex, race, creed, religion, physical handicap(s) or national origin. Upon confinement, basic Constitutional and Civil rights are preserved, which can be restricted to the degree necessary to maintain **order, discipline, security, and safety**. The Jail facilities are a smoke-free environment. Do not hesitate to ask staff for assistance.

INMATE RIGHTS

- To be treated respectfully, impartially, and fairly by all staff.
- To be informed of the rules, procedures, and schedules concerning inmate activities or programs.
- To freedom of religious affiliation, and voluntary religious worship.
- To health care, nutritious meals, bedding, clothing, an opportunity to shower regularly, proper ventilation for warmth and fresh air and hygiene articles.
- To visit and correspond with family members, and friends, and with members of the news media keeping within institution guidelines.
- To unrestricted and confidential access to the courts and legal representation by correspondence and interviews.
- To participate in education, vocational and employment training as resources are available.
- To use funds for institutional expenses (i.e. commissary and fees). Funds may be released to outside sources within guidelines.

PRISON RAPE ELIMINATION ACT (PREA)

The Collier County Sheriff’s Office (CCSO) has a zero tolerance policy regarding sexual abuse and sexual harassment of inmates. Inmates have the right to be free from sexual abuse, sexual harassment, and retaliation for reporting sexual abuse or harassment. We are committed to the safety of staff and inmates. Staff has been trained to make every effort to prevent sexual abuse, take necessary steps to ensure incidents are responded to appropriately and investigate every allegation.

Staff shall not reveal any information related to a sexual abuse report other than to make necessary treatment, investigation, and security decisions. No one has the right to pressure you to engage in sexual acts. You cannot consent to engage in sexual behavior with any staff, contractual employee, volunteer or other inmate. This includes conversations or correspondence which indicate a romantic or intimate relationship.

How to Report an Incident (PREA)

- Contact a staff member.
- Report an incident in writing by using an Inmate Grievance Form.
- Use PREA toll-free hotline (*1111#).
- A 24-hour Crisis & Referral Hotline - Project Help; non-profit organization. Trained counselors are available 24/7 by calling (*7732#). Project Help services are free and confidential.

Response to an Incident (PREA)

- Report the incident immediately.
- Do not change clothes, shower, use the restroom, brush your teeth, eat or drink.
- You will be separated from the alleged abuser and staff will work with you to keep you safe and free from retaliation.
- You will receive immediate medical attention.
- You will have access to crisis intervention services.
- All incidents of sexual abuse will be investigated and the abuser will be subject to disciplinary and/or criminal sanctions.

How to Prevent Sexual Abuse

- If you or someone else is being pressured for sex, tell a staff member immediately. Don't wait for abuse to happen!
- Follow the dress code. Think about who you associate with and how you carry yourself. Pay attention to your surroundings and the behavior of others.
- Be aware of areas where it may be hard to be seen or where you would have trouble getting help if needed.
- Stay out of other inmate's cells and keep them out of yours. Have respect of other inmates' personal space, privacy and belongings.
- Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, leave or call out for a staff member. It's your right to say "NO," "Stop it," or "Don't touch me".
- Avoid talking about sex. These conversations may be considered an invitation or portray that you have interest in a sexual relationship.
- Anyone offering you favors, lending you things, providing you protection may be expecting repayment of the debt with sexual favors. (Targeting you as a potential victim, setting you up for abuse). This applies to both staff and other inmates.
- Only buy what you need in small amounts. Commissary items can be used as commodities.
- Be alert – contraband (drugs and alcohol) make it hard to stay alert and make decisions.
- Do your own time. Get involved in programs and activities offered.

THE BOOKING PROCESS: Includes: medical screen, photograph, fingerprints, and telephone calls. Bail will be set depending on charges. Personal possessions, valuables, and money will be collected and inventoried. A receipt will be issued. Personal property, not already released, will be returned to you upon release.

Personal Commissary Account: Money will be placed into a Personal Commissary Account and can be used to post bond, purchase commissary, payment for services rendered or released to immediate family. To release money, ask a deputy for a Property Release Form.

Subsistence Fees: An admission fee of \$25.00 will be charged at the time of booking. Inmates with \$2.00 or more in their account will be charged \$2.00 a day to offset costs (i.e., meals, hygiene items, laundry, etc). Indigent inmates or inmates with less than .50 cents in their account for 14 consecutive days, and inmate work force will not be charged.

Issued Personal Property: The following items will be issued: jail uniform, shower slides, a personal storage container with two sheets, blanket(s), a pillow, a pillow case, toilet paper, a drinking cup and personal hygiene items (toothbrush, toothpaste, a comb and soap). You may be charged to replace lost or damaged items.

FIRST APPEARANCE COURT: Subjects not released from jail, will attend First Appearance Court within 48 hours. The judge determines if there was probable cause to arrest, sets bail and/or modifies charge(s).

HOUSING: Classifications conducts an objective classification assessment, reviews current charges, prior history, medical and psychological recommendations to make housing assignments.

Lockdowns: Inmates are locked down from 11:00 p.m. to 5:00 a.m. When special lockdowns occur (i.e. maintenance, codes, etc.) inmates shall return to cell/bunk immediately. Do not interfere with the lockdown.

INMATE RESPONSIBILITIES/RULES

Please become familiar with this information. You will be required to follow the rules and regulations. It is the duty of the Corrections Staff to enforce rules and regulations.

- Recognize and respect the rights of others.
- Follow schedules.
- Maintain neat and clean living quarters.
- Keep area free of contraband.
- Seek medical and dental care as needed.
- Conduct yourself properly during visits.
- Do not violate the law or institution guidelines through correspondence.
- Present honestly and fairly your petitions, questions, and problems to the court.

RESOURCES *(use area code 239 unless otherwise indicated)*

St. Matthews House, 774-0500

Food, shelter, clothing & diapers

St. Vincent DePaul, 775-1667

Food, utilities, rent & daycare

Catholic Charities, 793-0059

Food, utilities, medicine & counseling

Salvation Army, 775-9991

Food, rent, utilities, clothing & daycare

Helps Outreach, 593-3226

Food, utilities & counseling

Credibility, 1-800-984-0977

FREE Credit Counseling

Immokalee Friendship House, 657-4090

Guadalupe Center of Immokalee, 658-1999

Food, clothing, education & child care

Legal Aid, 775-4555

FL Dept. of Elder Affairs, 1-800-963-5337

Bureau of Prescription Health, 1-888-812-5152

Mental Health Association, 261-5405

Homeowners Hope Hotline, 1-888-995-HOPE

National Foundation for Credit Counsel, 1-866-557-2227

Alcoholics Anonymous, 262-7227

24 Hour Hotline

Alcoholics Anonymous, 262-6535

After hours meeting locations

Narcotics Anonymous, 1-866-389-1344

24 Hour Hotline

Project HELP, 262-7227

24 Hour Crisis & Referral Hotline

Appeals for DHS grievances will be addressed by the Detainee Grievance Committee (DGC) within 5 working days of the detainee's appeal.

To file a member misconduct complaint against an officer employed by the Department of Homeland Security, inmates must write to:

US Department of Homeland Security/ Stop 2600
Attn: Office of Inspector General Hotline
245 Murray Drive, SW, Building 410
Washington, D.C. 20528

Jail Requests or Grievances (ICE): Can be completed on a CCSO Inmate Grievance Form or Request Form and submitted to a deputy. Address to CATF Lieutenant. The CATF Lieutenant or designee will reply to the grievance or request in a timely manner.

Recreation (ICE): Outside recreation for ICE detainees is allotted 5 days per week for 1.5 hours (total 7.5 hours).

Personal Hygiene (ICE): Disposable razors will be provided to detainees on a daily basis. Detainees will not be permitted to share razors

Writing Implements, Paper, and Envelopes (ICE): Writing paper, writing implements and envelopes are provided at no cost to detainees.

Subsistence Fees (ICE): No charge.

Phone Calls (ICE): Phone calls made using a detainee phone may be monitored. If confidential calls need to be made, a request should be submitted to the Officer in Charge, the CATF Lieutenant or designee.

- Office of Inspector General..... *6666#
- 1-888-351-4024 (ICE Detainee helpline).....*9116#
- 1-800-898-7180 Executive Office for Immigration review (EOIR).....*9180#

Visits with Legal Counsel (ICE): Visitation with legal counsel and their authorized representatives is allowed 7 days per week, between 0700-2300 hours (except during meal times).

Law Library (ICE): Available for use. ICE detainees desiring to obtain information or requesting to use the Legal Kiosk must complete an Inmate Request for Legal Materials Form. The form can be obtained from the housing deputy or kiosk. Upon completion of the form turn it in to the housing deputy.

- Utilize programs and activities which may help you live a successful and law-abiding life within the institution and in the community.
- Meet financial and legal obligations (i.e. court imposed assessments, fines, and restitution).
- Comply with headcount procedures.
- Help in cleaning the common areas.
- Be in full uniform when outside cell or bunk area.
- Have bunk made at all times.
- Do not tamper with wrist bands. If it is damaged bring it to a deputy for replacement.
- While being escorted outside the housing area walk single file along the right side of the hall with hands behind your back and no talking.
- Keep all personal property in a personal storage container, which is to be stored under the bottom bunk (except dirty laundry, hygiene items, towels and shoes). Hygiene items may be stored on the shelf or sink.
- When called, respond to the control center or the sallyport.
- Bring problems to the attention of the deputy.

DO NOT:

- ⊗ Argue with staff.
- ⊗ Display pictures or hang anything on the walls, windows or bunks.
- ⊗ Use bed coverings or pillows for other than sleeping purposes.
- ⊗ Write, mark on, destroy, or deface the walls, floor, tables, stools, linens, windows, glass or ceiling.
- ⊗ Be off of assigned bunk during lockdown.
- ⊗ Cover or block any light, bars, vents or windows.
- ⊗ Allow paper, trash, garbage or debris to accumulate.
- ⊗ Enter another housing area or a cell other than the one assigned.
- ⊗ Change cell or bunk assignments without authorization.
- ⊗ Have television, telephone or any special privilege until the housing area has passed all inspections.
- ⊗ Have food (except commissary items) in cell. Commissary items must be stored in personal storage container.
- ⊗ Have or wear more than one, non-metallic religious medallion/ornament provided by the Chaplain.
- ⊗ Wear unbuttoned uniforms. Uniform pants will not be stuffed in socks.
- ⊗ Wear any cover on head, face or eyes.
- ⊗ Alter, color, draw or write on any personal clothing except for your name or A# inside the back collar (not on uniforms). Unauthorized clothing will be placed in inmate property. Altered clothing will be discarded.
- ⊗ Wear tank top style t-shirts.
- ⊗ Install or use a clothes line.

- Pass any object or item under the pass-through door from one housing area to another.

Rules of prohibited conduct

Any act, which is a felony or misdemeanor in the State of Florida, may lead to criminal prosecution. Institutional rules and prohibited conduct are enforced through the disciplinary process, which may result in a recommendation of up to 30 days in Disciplinary Confinement per violation. Inmates may be required to pay for damaged, destroyed, or misappropriated property or goods. We strictly enforce Florida State Statute 951.23 (10) Governing County Detention Facility Inmate Conduct, which reads: "It is a misdemeanor of the second degree, punishable as provided in FS. 775.082 or FS. 775.083, for a county prisoner or a municipal prisoner in a county detention facility to knowingly, on two or more occasions, violate a posted jail rule governing the conduct of prisoners". When charged with a rule violation a hearing will be held no later than 7 days, excluding holidays and weekends. A written record of the rule violations 24 hours prior to the hearing will be provided to prepare a defense.

Rules of prohibited conduct include:

- Assaulting / battering any person.
- Fighting with another person.
- Threatening another with bodily harm, or any offense against another person or property.
- Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others to avoid bodily harm, or under threat of informing.
- Engaging in sexual acts with others.
- Making sexual threats or proposals to another.
- Indecent exposure.
- Escape.
- Attempting or planning an escape.
- Wearing a disguise or mask.
- Setting a fire.
- Destroying, altering, damaging or defacing government property or the property of another person.
- Stealing (theft).
- Tampering with or blocking any locking device.
- Adulteration of any food or drink.
- Possession or introduction of any explosive, ammunition, firearm or weapon.
- Possession of contraband. Anything not issued by the jail or purchased through approved methods is considered to be contraband.
- Misuse of authorized medication.
- Loaning of property or anything of value for profit or increased return.

LEGAL MATERIAL: Indigent inmates qualify for legal research materials. Fill out an "Inmate Request for Legal Materials". We do not do research and we do not give advice. Law library is available to conduct research.

GETTING OUT OF JAIL

Jail staff are not authorized to intervene in bonding matters. There are numerous ways to become eligible for release. These include:

- **Cash Bond:** Cash bonds posted guarantees appearance in court.
- **Surety Bond:** Posted by a licensed bondsman with the State of Florida and registered in the county. A listing of bondsmen is posted in booking, housing and kiosk. Most bonding agencies are also listed in the local phonebook.
- **Purge:** The authorized release by a court order involving a payment of money (most often associated with child support).
- **Release on Own Recognizance (ROR):** Ordered by the court without exchange of money or other items of value.
- **Pre-Trial Diversion Program:** Must meet certain requirements and follow the conditions of release.
- **Time Served:** An inmate has completed the sentence imposed by the courts.

IMMIGRATION & CUSTOMS ENFORCEMENT (ICE) DETAINEES ONLY

An ICE detainee is any subject being held for ICE ONLY and awaiting transfer to an ICE detention facility.

The Naples Jail Center is a contract facility with the Department of Homeland Security (DHS), which houses detainees on behalf of Immigration and Customs Enforcement. When arrested an immigration detainer may be placed if you are subject to removal proceedings based on several factors. Criminal Alien Task Force (CATF) members are on duty at the Naples Jail Center 24 hours per day. If you have any questions or concerns about an immigration detainer CATF members are Designated Immigration Officers under Section 287(g) of the Immigration and Nationality Act and can answer any questions. There is a member of the local ICE office located in the jail several days per week during regular business hours. Requests to speak to CATF or ICE shall be submitted using an Inmate Request Form.

Local ICE office address and phone number are:

DHS/ICE/ERO
8860 Salrose lane, Suite 201
Ft. Myers, FL. 33912
239-690-8150 ext. 0

DHS Grievances (ICE): Detainees who wish to file a grievance with the (DHS), should complete a grievance form and address it to the DHS Grievance Officer. DHS grievances will be replied to within 5 working days.

www.GovPayNOW.com. You will need a credit or debit card, Inmate's name, Arrest # and Pay Location Code # 5500.

VIDEO VISITATION AVAILABLE: On a first come, first serve basis once placed in housing. Visitors with felony charges or pending felony charges are only permitted to visit immediate family. If the names are not the same, they must show proof of relationship. Schedules and rules are posted in housing areas and visitation. When called for a visit, report in full uniform. Video visits take place at the Inmate Video Visitation Center located at 3311 E. Tamiami Tr., Building D or at the Immokalee Jail Center located at 302 Stockade Road. Inmates may have 2 one-hour visits per week. No more than 1 visit per day. Three visitors (max) per visit are allowed, which includes small children and infants. Visitors under the age of 18 must be accompanied by an adult.

Video Visitation Schedule

- Public Visits: Monday-Sunday 12:00-4:00 p.m., 5:00-9:00 p.m.
- GED Block: Monday-Friday 3:00-9:00pm, Saturday & Sunday regular visiting hours.
- Project Recovery: Monday-Tuesday 5:00-9:00 p.m., Saturday & Sunday regular visiting hours

MEDICAL & DENTAL CARE: An initial medical exam will be completed within 14 days of incarceration. Emergency medical and dental care is available seven days a week. Non-emergency health care is available by request. Fees are charged for non-emergency health services. You will not be denied medical or dental care due to lack of funds. To access non-emergency care, obtain a Medical Request Form. Medical Request Forms can only be obtained from and returned to medical staff.

RECREATION: Outside recreation is permitted 3 hours per week (weather permitting). Uncontrollable or violent inmates are not permitted outside recreation.

LIBRARY: Books may be obtained by filling out a Library Request Form. There is a limit of 3 library books per inmate at one time.

PROGRAMS

An Inmate Request Form should be submitted to participate in any of these programs:

- **Religious:** Services are provided to meet the requirements of the diverse religious faiths. Jail Chaplains plan and supervise all aspects of religious services.
- **Narcotics/Alcoholic Anonymous:** Meetings are held weekly.
- **Project Recovery:** A drug/alcohol program designed to assist inmates in dealing with addictions.
- **Educational:** This includes Educational Television programming, General Education Development (GED), and Education Block.

- Possession of anything not authorized for retention or receipt by the inmate and not issued to them through regular institutional channels.
- Mutilating or altering issued clothing, bedding, linen or mattresses.
- Rioting or encouraging others to riot.
- Engaging in or encouraging a group demonstration.
- Refusing to work.
- Encouraging others to refuse to work or participating in a work stoppage.
- Refusing to obey an order of any staff member.
- Unexcused absence from work or any assignment.
- Malingering, feigning an illness or injury.
- Failing to perform as instructed by a supervisor or staff member.
- Insolence towards a staff member.
- Lying or providing a false statement to a staff member.
- Being off of assigned bunk during lockdown.
- Conduct which disrupts or interferes with the security or orderly running of the institution.
- Counterfeiting, forging or unauthorized reproduction of any document, article, identification, money, security or official paper.
- Participating in an unauthorized meeting or gathering.
- Being in an unauthorized area.
- Failure to follow safety or sanitation regulations. Keep one's person and one's quarters in accordance with posted standards.
- Using any equipment or machinery contrary to instructions or posted standards.
- Failing to stand for count.
- Interfering with count procedures.
- Making intoxicants or being intoxicated.
- Smoking or possession of tobacco products.
- Using abusive or obscene language.
- Gambling, preparing or conducting a gambling pool, or possession of gambling paraphernalia.
- Tattooing or self-mutilation.
- Unauthorized use of mail or telephone.
- Unauthorized contacts with the public.
- Correspondence or conduct with a visitor in violation of posted regulations.
- Giving or offering any official or staff member a bribe or anything of value.
- Giving money or anything of value, or accepting money or anything of value from another inmate, member of their family or their friend.
- Failure to wear wristband.

Items Allowed in Cells: A limited amount of personal property is allowed and must fit within the personal storage container. Excess items will be inventoried and placed into property.

Inmate Counts: Inmate counts occur numerous times throughout a 24-hour period. When announced, comply as instructed. Do not resume any activities until directed to do so.

Meals: Three wholesome meals served daily. When mealtime is announced, be seated in dayroom. Remain seated until the meal is served and the deputies have left the block. Headcount will be conducted.

Television: Turned on at 8:00 a.m. (if everything is in order). Turned off at 11:00 p.m. The inmate orientation (English & Spanish) is broadcast twice daily.

American Disabilities Act: Inmates with disabilities will be housed in a manner, which provides for their safety and security. Equal access to programs and activities is available to inmates with disabilities.

Personal hygiene: Articles necessary to maintain personal hygiene are provided. An announcement will be made that supplies and razors are available for issue. Supplies will be issued daily. Nail clippers can be checked out and are used in the confines of the sallyport. Haircuts are provided monthly.

COMMUNICATION (forms)

Inmate Request Form: Used for most routine business within the jail. Obtain from kiosk or deputy. Allow time for the request to be replied to.

Inmate Grievance Form: Used to address conditions related to confinement that cannot be resolved by housing staff such as policy and procedure compliance, allegations of member misconduct, food, and medical issues. Grievance forms may be obtained from the kiosk or deputy. The deputy will provide a receipt by initialing, dating and returning a written copy. A written response will be returned within 14 business days. When filing a grievance, include the specific nature of the complaint. An inmate knowingly filing an untrue grievance, may be subject to disciplinary action.

Grievance Appeals: If dissatisfied with the response file an appeal to the Jail Administrator within 15 days by using an inmate grievance form. Include the original grievance number followed by the word "appeal".

PHONE CALLS: A TTY phone for the hearing impaired is available. Calls from housing (including local) are collect. The arrest number (A#) located on wristband is used for a PIN#. **DO NOT** give to anyone. Instructions on how to make calls are posted in each LCC and kiosk. Inmate phones are available from 8:00-10:30 a.m., 1:00-3:30 p.m., and 6:30-10:30 p.m.

Important Numbers

Sex Abuse Hotline..... *1111#
Social Security Office..... *2222#
Public Defenders Office..... *3311#
(Normal Business day 8:00-9:00 a.m. & 3:00-3:30 p.m.)
TIPS Hotline (Unsolved Crimes)..... *4444#
Investigations Unit..... *5555#
Office of Inspector General..... *6666#
Project HELP (PREA)..... *7732#

SENDING MAIL: Inmates may send and receive letters subject to limitations necessary to maintain order and security. The jail receives mail deliveries Monday - Friday (except for legal holidays) from the U.S. Postal Service. Mail, except legal or other privileged mail, is opened in mailroom and inspected for contraband and money orders. Legal and privileged mail is opened in the presence of the inmate. Inmates may receive magazines, photographs, and illustrations providing the materials do not facilitate sexual and/or criminal activity, threaten the security or discipline of the facility. Magazines must be sent directly from the publisher. Inmates may not receive packages. Mail requiring signature will NOT be accepted.

Inmate's Mailing Address:

Collier County Jail
Inmate Name & Arrest Number (A#)
3347 Tamiami Trail East
Naples, FL 34112

Do not draw on the outside of envelopes. Do not seal personal mail. Privileged mail may be sealed. Inmates within the Collier County Jail may communicate with immediate family who are also at this facility by U.S. Postal mail. Immediate family includes parents, siblings, and spouses; Administrative approval is required.

Smart Jail Mail: Two way e-mail messaging system. Cost is \$0.50 per message and \$1.00 per picture. To learn more log onto the kiosk. Outside users may visit <http://www.smartjailmail.com/>

COMMISSARY: May be purchased two days a week. Order forms must be submitted by 9 a.m. Commissary Order forms may be obtained from the housing deputy the morning the order is due. There must be sufficient money in inmate account to cover the order. During the delivery of commissary, witness the counting of the order and identify any discrepancies then sign for the order. Indigent inmates, (less than .50 cents in account for 14 consecutive days), will be provided an indigent package. Monies received must be sent through the U.S. Postal Service in the form of a Money Order with the inmate name and A# or deposited at a public kiosk in the jail lobby or Video Visitation Center. Online access to deposit money can be found by going to