

SAFETY AND SANITATION

1. No food will be saved from in-cell trays without medical approval.
2. Inmates are responsible for the cleanliness of the housing area. Cleaning equipment is provided. Should other cleaning supplies be needed, contact the Module Officer.
3. Cell lights are kept on for protection and must not be tampered with. Ventilation screens will be kept clear to insure proper ventilation.
4. Excess paper items shall be disposed of due to the fire hazard.
5. Papers, pictures, etc. are not to be attached to walls or fixtures.
6. Lines of any kind are not to be strung. "Ratlines" are prohibited.
7. All inmate property shall be retained in the property container issued. Property not stored in containers will risk confiscation by Jail staff during routine cell searches.

CONTRABAND

1. Contraband is any article or item which inmates are not authorized possession of without specific written approval from a Shift Commander. Approved items that have been altered without permission shall be considered contraband.
2. Examples of contraband include, but are not limited to:
 - a) Excess medication
 - b) Weapons
 - c) Tools
 - d) Money and jewelry
 - e) Food (except commissary items)
 - f) Narcotics, paraphernalia, alcohol
 - g) Personal clothing
 - h) Tattoo kit
 - i) Cigarettes, tobacco or "pruno"
 - j) Matches/lighters
 - k) Crafts
 - l) Altered property or commissary items
 - m) Ink pens or markers
 - n) Any item, other than legal paperwork, in possession during transport.
3. Disciplinary action shall result from possession of contraband items.
4. Possession of weapons, drugs without a prescription, narcotics or alcohol will be prosecuted as a criminal offense in addition to jail disciplinary action.

COUNT

1. When count is announced, enter the dayroom or the front of the cell. When the module officer calls your name, approach the officer quietly, show your wristband, and return to your cell.
2. Disruptions or interfering with the count will be subject to immediate disciplinary action.
3. Remain quiet until count is completed.

HOUSING ASSIGNMENT

The Classification Unit will determine inmate classification and housing assignments. Classification is administered objectively and is supported by all information regarding the inmate's criminal history and other criteria.

CORRESPONDENCE

1. There is no limit on the number of incoming or outgoing mail.
2. Officers will seal outgoing mail after it is searched for contraband. Legal mail must be marked "Legal" on the envelope and will be inspected and sealed by an officer in your presence.
3. Packages delivered to the jail by mail will not be accepted and shall be returned to sender.

4. Your name, return address, booking number, and CID number must appear on the upper left corner of the envelope on all outgoing mail. The following address will be used for your return address and for your mailing address:

Your name, booking number, and CID number
Santa Barbara County Jail
4436 Calle Real
Santa Barbara, CA 93110
5. Mail sent to you without your booking number, as part of the address may be returned to sender. Your name and booking number are required for delivery of mail sent to you.
6. Inmates without funds may mail unlimited legal mail and two (2) personal letters per week.
7. Mail containing any of the following will not be accepted:
 - a) Personal checks
 - b) Polaroid photographs
 - c) Obscene or pornographic materials
 - d) Gang related material
 - e) Homemade greeting cards with glue or paste
 - f) Postage stamps or stamped envelopes
 - g) Any type of food, and
 - h) Books, magazines or newspapers not mailed directly from the publisher. (A bookstore is not considered a publisher.)

DISCIPLINE AND REVIEW BOARDS

Conduct or acts committed contrary to the safety and security of this facility shall be subject to disciplinary action. The disciplinary process is an administrative, not a judicial, process.

1. Minor acts of non-conformance or minor violations of jail rules may be handled informally by any staff member through counseling or advising the inmate of expected conduct, or removal from a work assignment without loss of work or good time credits. Temporary loss of privileges such as access to television, telephone, commissary, or lockdown for 24-hours, may also be considered minor discipline as long as they are supported by written documentation, and they are reviewed and may be appealed to a supervisor.
2. The degree of punitive actions taken by the disciplinary officer shall be directly related to the severity of the rule infraction. Acceptable forms of discipline shall consist of, but not be limited to, the following.
 - a) Loss of visiting
 - b) Loss of commissary
 - c) Loss of privileges
 - d) Short term lockdown for 24 hours or more
 - e) Removal from work details
 - f) Forfeiture of "good time" credits earned under Penal Code Section 4019
 - g) Forfeiture of "work time" credits earned under Penal Code Section 4019
 - h) Disciplinary segregation
 - i) Disciplinary segregation with disciplinary diet
3. An Inmate Disciplinary Review Board (I.D.R.) shall be conducted within 72 hours on serious inmate discipline matters. Refusal to sign the disciplinary form will be considered a waiver of your right to appear before the board.
4. If your case is not acted upon within 72 hours following the written report of the incident, no further action will be taken (criminal cases excepted).
5. Criminal violations occurring in this facility will be sent to the District Attorney for prosecution.

VISITATION

1. You may visit with an attorney or bondsman anytime.
2. Visitation times for family and friends are available by dialing "0" on the inmate telephone system and following the instructions.
3. Visitors may leave money for you in the form of cash or travelers checks. Money Orders may be deposited to inmates' accounts. They must be made payable to Santa Barbara Sheriff Custodial Account. Personal checks will NOT be accepted. Money may also be deposited via any Western Union Office.

BEDDING

1. You will be issued one (1) mattress, two (2) blankets, one (1) towel and one (1) sheet at dress-in, prior to housing.
2. Clean bedding is issued weekly, blankets exchanged monthly.
3. All items of bedding will be maintained on the bunk. Any items of bedding found elsewhere will be confiscated. Damage to bedding items will result in disciplinary action which may include reimbursement for the damaged item.
4. All issue items, clothing and bedding, shall be returned and accounted for prior to release from custody.

CLOTHING

1. Jail clothing will be issued at dress-in, prior to housing.
2. Clothing shall be worn in the manner intended. Any deviation may warrant disciplinary action.
3. Clothing will not be sold or traded. Inmates are responsible for any loss, damage or alteration of issued clothing. Damage to clothing will result in disciplinary action, which may include reimbursement for the damaged item.
4. Clean clothing is issued weekly.
5. Inmates will be fully clothed for any activity outside the housing module.
6. Inmates will wear pants at all times when in the dayroom. Female inmates will always wear a shirt while in the dayroom.
7. Inmates are not permitted to possess more clothing than issued. Excess clothing will be cause for disciplinary action.

COMMISSARY

1. Commissary items may be ordered on a weekly basis. The Utility Worker will announce commissary order times and pass out order forms.
2. Commissary items may be purchased in an amount not to exceed the balance of the inmate account. The maximum allowable purchase is \$80.00 a week.
3. Inmates without funds may order a welfare pack, which contains personal care and correspondence materials. If at any time prior to your release money is placed in your account, you will be charged for the welfare packs you have received.
4. Commissary items from the outside or other custodial facilities will not be accepted.
5. Transferring monies, or orders, from one inmate's account to another is forbidden. Transfers of monies between husband and wife or other relatives may be allowed with written permission from jail staff.
6. No Refunds - You have 7 days from your date of release to pick up your order.

RECREATION

1. When going to the yard, inmates will remain quiet, orderly and shall be fully clothed. Inmates returning from yard must be wearing at minimum pants and T-shirt.
2. Male inmates may remove shirts and T-shirts while in the exercise yard.
3. Female inmates must wear bras and shirts while in the exercise yard.
4. NO food, drinks, bedding, books, or games are allowed in the yard.

TELEPHONE CALLS

1. Within three (3) hours after arrest, you are entitled to make three (3) local telephone calls at no expense within the local area.
2. After you are in the housing modules, telephone calls may be made on the phones provided.
3. All telephone calls must be placed collect. Inmates cannot receive incoming calls.
4. The Public Defender's Office may be called free of charge Monday thru Friday 8:00 AM to 5:00 PM at the following numbers:

Santa Barbara	568-3470
Lompoc	737-7770
Santa Maria	346-7500
5. After regular business hours a Public Defender may be reached by cell phone at the following numbers:

South County	705-9093
North County	705-9092
6. Using a third party to make direct telephone contact with jail offices is prohibited and will result in discipline.

MEDICAL AND DENTAL CARE

1. A medical pre-screening is completed on each inmate during the booking process. A sick-call form can be submitted by an inmate at any time and forwarded to Medical indicating any medical problems.
2. Medical problems that develop during incarceration must be reported on a sick call form before medical staff will see you. **EXCEPTION: IF YOU SUDDENLY BECOME SEVERELY ILL, YOU SHOULD IMMEDIATELY NOTIFY THE OFFICER ON DUTY.**
3. Inmates who have submitted a sick-call form will be seen as scheduled by medical staff. There will be a co-payment for inmate-initiated non-emergency medical and dental care visits (See medical request form for amount.) However, an inmate will not be denied medical treatment due to lack of funds (PC4011.2).
4. Medications must be taken in the presence of medical and custody staff. Swallowing of medications will be visually witnessed by medical staff.
5. Medical sick-call forms must be completed correctly.
6. Only acute dental care is provided.
7. Certain over-the-counter medications are available through commissary. The maximum amount of these medications possessed at one time is listed and should last for one week. If more than the amount allowed is in an inmate's possession, the entire amount will be considered contraband and confiscated. Any packets found opened or unsealed will be confiscated.

MENTAL HEALTH SERVICES

1. Mental Health Services are available upon request for crisis management, medication management, and discharge planning for inmates meeting the criteria of the mental health program.
2. Mental health assessments may be recommended for an inmate by jail staff.
3. Mental health staff is responsible for determining the qualifications for and type of service needed.



CUSTODY OPERATIONS
INMATE ORIENTATION
JAIL RULES

LIBRARY PRIVILEGES

1. Books from the jail library are distributed weekly. No more than two (2) library books are allowed in your possession. You may be required to pay for books you damage or destroy.
2. A book passed between inmates is not allowed.
3. All reading material in your possession must fit into one property container.
4. Legal Research materials are available through Inmate Services upon request.
5. Inmates who are Pro-Per should speak to the Module Officer about special needs.

CHAPLAIN AND RELIGIOUS SERVICES

1. Jail chaplains make routine visits to the jail and are available upon written request.
2. Only approved jail chaplains will conduct formal religious services.
3. Jail chaplains are not authorized to mail letters, make telephone calls, or pass any item, including notes, from one inmate to another. Do not ask them to do so.
4. Inmates attending religious services are required to maintain a respectful attitude and remain quiet during the service.
5. Bibles and other religious reading materials are available through the jail chaplain. Bibles will only be accepted through the publisher.

INSIDE WORK CREW

1. Inmate workers housed inside the Main Jail participate in some cleaning, laundry, and food serving duties.
2. In order to participate in these programs, complete an Inmate Request form addressed to the Classification Unit.

WORK PROGRAMS

1. The MSF is available to qualified inmates who may be assigned to various work crews. Submit a request to the Classification Unit.
2. The Community Release program is available to sentenced inmates and allows you to work in the community during the day and reside at your residence at night and on weekends while being electronically monitored.
3. The Sheriff's Work Alternative Program (SWAP) is also available to qualified sentenced inmates.
4. For more information and to apply for these programs, submit a request to the Population Control Officer (PCO) for an application form.

SUBSTANCE ABUSE AND ALCOHOL ABUSE COUNSELING

1. The Sheriff's Treatment Program (STP) and other drug and alcohol services are available to inmates who meet the eligibility requirements. Admission to these programs is at the discretion of the Drug and Alcohol Director and the Classification Unit.
2. Inmates must complete the required Inmate Request Form to be considered for the Sheriff's Treatment Program and/or other drug and alcohol services.
3. Inmates are subject to review before admission into any of the drug and alcohol programs.

SHERIFF'S PAROLE

1. Any inmate who has served seven (7) days of their sentence may request and be considered for Sheriff's Parole, providing the sentencing judge has not prohibited parole consideration.
2. To be considered for Sheriff's Parole, an inmate must complete an Alternative Sentence Application, which may be obtained from the Module Officer.
3. An application for parole shall not be considered if the applicant has an active "hold" or "detainer."
4. Inmates who have lost good-time or have had work-time credits stopped due to a violation of jail rules are not eligible to apply.
5. Applicants convicted of an offense for which there is a mandatory minimum term of incarceration required will be evaluated on a case by case basis for parole consideration.
6. Parole denial may be appealed on a grievance form specifying alleged factual errors. Inmates shall be provided an opportunity to appear before the Parole Board and speak on their own behalf.
7. The Sheriff's Parole Board is conducted each month, as needed.

DAILY ROUTINE

1. Upon completion of the morning count, cells will be cleaned and remain orderly throughout the day.
2. Upon completion of the evening count, inmates may return to the dayrooms until ordered by an officer to lock down. All lights except nightlights in the cells will be turned off at this time.
3. Inmates who are scheduled to appear in court shall leave their assigned cells promptly and in an orderly manner for court transportation at the direction of the module officer.

COMPLAINT PROCESS

Inmates with complaints may use the following:

1. Inmate Request Form (kite):
 - a) Once this form is complete and given to the module officer, the officer will answer your question or complaint. If the module officer cannot resolve the issue or answer the question, it will be forwarded to someone who can.
2. Grievance Form:
 - a) Complaints will be answered within a reasonable time. Resolution of a grievance will be at the lowest appropriate staff level.
 - b) If you feel the response to your grievance is inadequate or does not fully address the issue of your complaint, you may request an appeal by checking the appropriate box on the grievance form. Give the completed form to the module officer.
3. Writ:
 - a) This is to be used when a legal constitutional problem arises.
 - b) Request this form from your module officer.
 - c) The Writ is filed with and heard by the Superior Court and answered within a reasonable time.

MEALS

When meals are provided, inmates will remain quiet and orderly. Food trays will be returned to designated area once meal is complete.

EDUCATION PROGRAMS

Instruction in basic reading, English and Mathematics is available. You may enroll in high school level courses and obtain a G.E.D. To register for education programs, or to receive a list of services offered, submit a request (Inmate Request Form) to Inmate Services.

VOTER REGISTRATION AND VOTING

Inmates who are eligible to vote may acquire voter registration forms and/or absentee ballot forms or information by submitting an Inmate Request form to Inmate Services. It remains the individual's responsibility to report any change of address or voter status if released from custody prior to the actual election.

ADDITIONAL INFORMATION

Inmate Services distributes a list of programs offered. Other useful information is printed on the back of the Program Calendar.

OMBUDSMAN

The Ombudsman program is operated by the American Civil Liberties Union (ACLU). It is provided to assist inmates who have issues or concerns they believe have not been addressed or resolved through the established forums of communication available such as speaking with a module deputy, shift supervisor, submitting an Inmate Request form, or Inmate Grievance form. As a non-biased third party the Ombudsman can provide guidance to the inmate.

The Ombudsman is prohibited from performing special requests or favors such as, placing money in an inmates jail account, passing messages to family members, friends and or other inmates. Additionally, the Ombudsman is prohibited from giving inmates any personal items or financial assistance.

Inmates must submit an inmate request form to request a visit by the Ombudsman.

The following material has been provided for your information and guidance during your incarceration in the Santa Barbara County Jail. The rules are directive in nature and are intended to insure safety, decent living and working conditions, as well as fair treatment for all inmates. Your failure to follow these rules will result in disciplinary action. It is your responsibility to know and follow these rules. If you have ANY questions or do not understand any part of this document, ask an officer to explain.

INMATE CONDUCT

1. Inmates shall follow all instructions given by staff personnel.
2. Officers and jail staff shall be treated with courtesy and respect. Staff will be addressed as "Sir", "Officer", "Mister", or "Ms."
3. Criminal offenses occurring in the jail will be prosecuted.
4. Noisy or boisterous conduct will not be tolerated. Profanity directed against another inmate, jail staff or an officer is prohibited and may result in disciplinary action.
5. The stealing of property from any source is a crime and violators will be prosecuted.
6. All inmates' movements' outside their housing units shall be orderly with hands clasped behind back. Inmates shall not talk and will face the wall when halted.
7. Unnecessary noise from the module will not be tolerated.
8. All inmates shall be fully dressed with their shirt tucked in before leaving their housing units.
9. Smoking is prohibited.
10. Passing of any item into another housing area is prohibited.
11. Obstructing the view into any cell or covering of lights or intercoms is prohibited. Clothing or towels may be draped over property box or towel hooks only.
12. The marking, defacing, or damaging of jail property or clothing is a violation of the law. (4600 P.C.). Violators risk prosecution and disciplinary action.
13. Tattooing, tattoo kits and body piercing are prohibited. Inmates involved are subject to disciplinary action.
14. Inmates shall not tamper with the television sets, hot water dispensers, or outlets. Should a malfunction occur, contact your module officer.
15. Inmates will remain dressed while in dayrooms. Males will wear pants or jumpsuit. Females will wear pants and T-shirt or jumpsuit.
16. Gambling is forbidden by law. Violators may be prosecuted (330 P.C.).
17. Fires of any kind are prohibited.
18. Inmates shall not supervise the activities of another, or direct punishment or work assignments (4019.5 P.C.).
19. The wristband issued to you at intake must be worn at all times. Removal or alteration of a wristband is subject to disciplinary action.
20. Intercoms shall be used for emergencies only. Covering intercoms is prohibited and subject to disciplinary action.