# **INMATE GUIDE**



# ISABELLA COUNTY CORRECTIONAL FACILITY

Sheriff:Michael MainUndersheriff:Tom BurnsJail Administrator:Kevin F. Dush

207 Court Street Mt Pleasant, MI 48858 (989) 772-5915

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**<u>Purpose</u>**: To provide guidelines governing the living conditions of inmates.

## Introduction:

This booklet has been prepared for you as a guide while you are in jail. It is important that you read and know the contents of this handbook. It is your responsibility to seek help from corrections officers on anything in this handbook you do not understand.

This handbook contains your rights and responsibilities. It also describes acts prohibited in the jail and types of disciplinary action that may be taken if you commit any of the prohibited acts. If you do not follow all of the rules, administrative, disciplinary, and/ or legal action could be taken against you. This handbook also contains information you will need to make your stay here as beneficial to you as possible.

The rules and regulations presented here are for your benefit and welfare. As a community, it is necessary to respect the rights, privileges and responsibilities of everyone. You have certain rights that are listed; at the same time, there are responsibilities that you must meet.

The **EMERGENCY PHONE**: the phone in the cell has an emergency number that will ring into master control; the number is 020#. THIS NUMBER IS TO BE USED FOR EMERGENCIES ONLY.

## **Rights:**

- 1. You have the right to expect that you will be treated respectfully, impartially and fairly by all jail staff.
- 2. You have the right to be informed of the rules, procedures and schedules within the facility.

- 3. You have the right to proper care, which includes: nutritious meals, clean jail clothing, an opportunity to shower regularly, toilet articles and medical treatment.
- 4. You have the right to correspond with family members and friends.
- 5. You have the right to unrestricted and confidential access to the court by correspondence.
- 6. You have the right to legal counsel.
- 7. You have the right to attend non-denominational religious services as provided by the volunteer clergy.

## Admission Process:

All individuals received at the Isabella County Jail will go through the booking process. During this procedure, you will have your personal possessions collected, inventoried and bagged for storage. Your money will be inventoried and placed in your inmate account. If you have been lodged on current local charges, or lodged because of a violation of the court, or previous charges, you will be arraigned in accordance with court procedures. You will be photographed and fingerprinted. After completion of the above items, you will be classified, issued jail clothing, a wristband, strip-searched and moved into general population. Your wristband must be worn at all times or disciplinary actions will be taken. You will be advised of the charge(s) against you and you will be provided with information relative to your bond status and commitment.

# General Regulations Governing the Supervision and Conduct of Inmates:

Lights will be turned on at 6:00am each morning. Inmates will get up and make their own bed. Bedding is to be laid completely flat on the bed. It cannot be folded up or rolled at one end for use as a pillow. Televisions may be turned on no earlier than 6:00 am and must be turned off by midnight unless otherwise directed by the officer in charge. Televisions will be turned off for cell cleaning time. Inmates are allowed to lie on top of their beds, but are not allowed to get under the covers until after lights out, which will be after the following is completed:

- 1. Nighttime cell cleaning.
- 2. Evening headcount.
- 3. Evening medication has been passed out.

Failing to get up and make your bed or failing to turn off the television as directed will result in disciplinary action.

## **1. INMATE PROPERTY**

#### Money

At the Isabella County Jail, a cashless commissary system is used and inmates are not allowed to have cash in their possession. Commissary purchases are made by computer and the cost of the order is deducted from the inmate's account. Any inmate found possessing cash shall be disciplined. All cash will be deposited into the inmate's account.

### **Personal Property**

Any unauthorized items you have in your possession will be considered contraband and will be taken from you. This may also result in legal/disciplinary action being taken against you. Upon admittance to the jail, you will have your personal property taken, inventoried and placed in a storage locker until the time you are released or transferred. Items that you may keep in your possession include:

- a) Addresses and phone numbers
- b) Legal papers
- c) Personal mail (quantity kept within reason)
- d) One soft covered Bible or related religious literature
- e) Prescription eyeglasses with soft case
- f) Contact lenses and case and non-alcoholic lens cleaner

#### **Authorized Items**

Clothing and Bedding: Inmates housed at the Isabella County Jail will be given the opportunity to exchange their jail uniform for a clean one once a week. Bed linen for all inmates will also be exchanged once a week. Upon entry to the jail each person will be issued the following:

- a) One mattress
- b) One sheet
- c) One blanket
- d) One towel
- e) One property bin
- f) One shirt
- g) One pair pants
- h) One pair shoes
- i) One hygiene packet
- j) Bar of soap

**NOTE:** Destruction or altering of issued bedding or clothing will be cause for criminal and/or disciplinary action.

- 1. A list of personal property items other than clothing that inmates may possess is shown above. Inmate accounts will be charged for damaged or altered items. The jail will not be responsible for any items in possession of the inmate that are damaged, lost or stolen.
  - a) Inmates may receive newspapers and postcards in the mail. The mail will be searched to make sure that it is not used to hide items that inmates are not allowed to possess.

### **Prohibited Items**

Any personal property which inmates are not allowed to possess will be taken from you. It will be inventoried and placed in a secure locker.

# 2. INMATE TRUST FUND / COMMISSARY

Commissary order forms are passed out on Tuesday evening and collected Wednesday morning. The order forms are then scanned into a computer which then places your order. To place an order for commissary items, you must have the proper amount of money in your account or your order will be cancelled. Money orders are accepted at the jail as long as they are filled out properly and completely. Family and friends may also deposit money in your name at any time, and may mail money orders addressed to "Inmate Accounting." (see Sec 6)

Internet commissary orders are also accepted at the facility by using the web site www.isabellapackages.com. Orders are processed and delivered the same day as regular commissary.

Phone cards will be sold once per evening if you have the funds and sign up for one on the phone card/weekend pack list, which is passed out each evening. Hygiene kits (1 pen, 1 washrag, 1 toothbrush, 1 toothpaste, 1 spoon, 1 deodorant, 1 shampoo, 1 bar of soap and two (2) postcards) will be sold at the time of being moved to general population and every other Sunday. Indigent kits will be provided to inmates once every 14 days to people who qualify under indigent status.

## 3. CUSTODY CLASSIFICATION

All inmates are routinely evaluated in terms of their psychological, medical and criminal history. The classification officers will review your current charges, prior history and any medical/psychological needs. Facility assignments are then made according to the classification level and available space.

Minimum-security inmates must display a cooperative attitude toward the staff as well as the ability to follow the rules and regulations of the facility. The inmate must not be considered an escape risk. If an inmate meets all of the criteria, they may be eligible to become a trusty or a member of a work crew. They may also be eligible for work release or school release. Minimum security levels 6, 7, 8, may be considered to participate in all "inside" activities. You may also be considered for an outside trusty position, work release or community service. You will be housed in a minimum-security unit.

#### **Medium Security**

Inmates assigned to medium security will include those sentenced misdemeanants and felons who do not qualify for minimum security, and who do not require a higher level of security. In addition, inmates in the facility awaiting trial or sentencing and who do not require a higher level of security will be placed in medium security. These inmates will require a normal amount of staff supervision. Medium security inmates will be allowed to participate in most in-house programs. Participation will require authorization from the jail administrator for activities other than visitation. They may be housed in Maximum or Medium security units. Medium classification levels are 3, 4, & 5.

#### **Maximum Security**

Inmates who are assigned to a maximum-security level will be those inmates who have been charged with extremely serious felony crimes and/or have holds or other pending court action against them. In addition, those types of inmates may have displayed a significant disciplinary problem within the facility and/or may have displayed the need for a maximum amount of supervision. Maximum-security inmates may be allowed a very limited amount of out-of-cell activity. They are not eligible to participate with in-house programs. They may participate in visitation and some out of cell activities such as meeting with an attorney or counselor. Maximum security inmates will not be allowed to associate with the general inmate population and they should be housed in a maximum-security cell.

# 4. DISCIPLINARY PROCEDURES

The following is a list of rules and regulations that are to be observed by inmates at the Isabella County Jail at all times. The rules explain what is expected of each inmate and they are intended to insure a safe and secure living environment for all inmates. Any infraction of the rules may result in loss of privileges, loss of good time, or any other type of appropriate disciplinary action. In addition, inmates are required to obey all laws and may be prosecuted for any criminal offenses they commit.

## A. Minor Violations (including but not limited to):

- 1) Throwing or wasting food
- 2) Rattling cell bars or otherwise summoning corrections officers under the pretext of an emergency
- 3) Adulteration of any food or drink
- 4) Possession of money or currency, unless specifically authorized
- 5) Unauthorized possession of property belonging to another person
- 6) Loaning of property or anything of value for profit or increased return
- 7) Possession of anything not authorized for retention or receipt by the inmate and not issued to the inmate through regular institutional channels
- 8) Possession of unauthorized jewelry
- 9) Possession of food or drink not provided from the kitchen or the commissary service
- 10) Possession of unauthorized clothing
- 11) Mutilating, altering, or an excess of clothing issued by the jail

- 12) Refusing to assist with routine cell cleaning and work duties
- 13) Encouraging others to refuse to work
- 14) Participation in a work stoppage
- 15) Refusing to obey an order of any staff member
- 16) An inexcusable absence from any work assignment
- 17) Malingering and/or falsifying an illness
- 18) Failing to perform work as instructed by a corrections officer
- 19) Insolence toward a staff member
- 20) Lying or providing a false statement to staff
- 21) Conduct that disrupts or interferes with the security or orderly function of the facility
- 22) Being in an unauthorized area
- 23) Failure to follow safety or sanitation regulations
- 24) Using any equipment or machinery which is not specifically authorized
- 25) Having pictures or other such material on cell walls
- 26) Hanging of clothing, towels or bedding from bars that obstruct the view of corrections officers when looking into the cell
- 27) Interfering with the taking of inmate count and attendance
- 28) Using abusive language
- 29) Being unsanitary or untidy: failing to keep oneself and one's quarters in accordance with posted standards
- 30) Tattooing or self-mutilation
- 31) Unauthorized use of mail or telephone as specified under rules of the inmate guide
- 32) Yelling or screaming through the facility's duct work
- 33) Attempting to commit any of the above-mentioned offenses and/or aiding another inmate to commit any of the above-mentioned offenses and/or making plans (aiding or abetting) to commit any of the above-mentioned offenses shall be considered the same as a commission of the offense itself
- 34) Acting in a disruptive manner

- 35) Misuse or unauthorized use of telephone and/or mail
- 36) If you are called to the master control area from your cell for any reason, you are to walk directly there and directly back to your cell when finished without making any stops or without talking to inmates from other cells

### **B.** Major Violations (including but not limited to):

- 1) The possession or receipt of any contraband including any attempt to receive or aid and abed another inmate to receive contraband. This attempt shall include, but not be limited to having the contraband brought into the facility or any attempt to have the contraband brought into the facility
- 2) Violation of the criminal code
- 3) Assaulting any person
- 4) Fighting with another person
- 5) Threatening another with bodily harm, or with any offense against his/her person or property
- 6) Extortion, blackmail, protection
- 7) Demanding or receiving money or anything of value in return for protection against others to avoid bodily harm
- 8) Engaging in sexual acts with others
- 9) Indecent exposure
- 10) Making sexual proposals or threats to another
- 11) Infliction of punishment under pretense of law on any inmate
- 12) Holding" kangaroo court" or initiating or participating in inflicting punishment as a result of this "court"
- 13) Escape
- 14) Attempting or planning escape
- 15) Wearing a disguise or mask
- 16) Setting a fire or attempting to set fire
- 17) Destroying, altering or damaging jail property
- 18) Destroying, altering or damaging property belonging to another person

- 19) Stealing or theft
- 20) Tampering with, or blocking any locking device
- 21) Possession or introduction of an explosive
- 22) Possession or introduction of ammunition
- 23) Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife or unauthorized tool
- 24) Possession or introduction or use of any narcotic, narcotic paraphernalia, intoxicants, or any medications not prescribed for the individual inmate by the medical staff
- 25) Sell, accumulate, give, misuse or hide medication
- 26) Exchanging, defacing, or mutilation of any issued identification tags and markers
- 27) Rioting or encouraging others to riot
- 28) Engaging in, or encouraging a disruptive group demonstration
- 29) Making intoxicants
- 30) Being intoxicated
- 31) Gambling
- 32) Counterfeiting, forging, or unauthorized reproduction of any document, article or identification, money, security or official paper
- 33) Possession of any staff member's clothing
- 34) Giving or offering any staff member or official a bribe or anything of value
- 35) Giving money or anything of value to another inmate, accepting money or anything of value from another inmate or a member of his/her family, or his/her friends unless through official channels
- 36) Failure to arrive at an assigned inmate work or treatment program
- 37) Failure to return from an assigned inmate work or treatment program
- 38) Creating a disturbance at an assigned inmate treatment program
- 39) Failure to comply with conditions of work, trusty or treatment program contract

- 40) Being involved in an unlawful act while at an assigned inmate treatment program
- 41) Any 3 minor violations accrued during incarceration

#### **Minor Violation - Disciplinary Punishments**

1<sup>st</sup> Violation: Loss of privileges for 24 hours.
2<sup>nd</sup> Violation: Loss of privileges for 48 hours.
3<sup>rd</sup> Violation: Loss of privileges for 72 hours and/or the loss of good time.

Minor infraction violations may result in:

a) Loss of commissary

b) Loss of phone calls, T.V., visitation

c) Loss of recreation

d) Removal from trusty or inmate worker status

#### **Major Violation - Disciplinary Punishments**

**1**<sup>st</sup> **Violation**: Loss of privileges for 72 hours and/or the loss of good time.

 $2^{nd}$  Violation: Loss of privileges for five days and/or the loss of good time.

**3<sup>rd</sup> Violation:** Loss of privileges for one week and/or the loss of good time.

Major infraction violations may result in:

- a) Any of above listed minor consequences
- b) Loss of good time
- c) Administrative segregation (24-72 hours).

## 5. DISCIPLINARY RIGHTS

The inmate has the right to:

- a) Make a verbal and/or written statement as a witness, or in his/her own defense.
- b) Appeal to the Jail Administrator.

# 6. INMATE MAIL

There is no limitation on the volume of mail that an inmate may send or receive. All incoming and outgoing mail is subject to inspection and is processed on a daily basis. Mail will be picked up by corrections staff once per day (between 9:00pm and 10:00pm whenever possible). Mail from one inmate to another inmate (whether at this or another facility) is prohibited. Inmates found in violation of the provisions of this section will be subject to disciplinary action.

**Incoming Mail:** Inmates may receive incoming mail from the public, provided it meets the following requirements:

1. It is on a standard size postcard.

(Max: 6" x 4<sup>1</sup>/4"; Min 5" x 3<sup>1</sup>/2").

2. Only postcards will be accepted.

3. The mail is not contraband and does not contain prohibited or unlawful content.

4. Items not allowed: Stickers, glitter, perfume or scent, make-up, glue, tape, or pictures of a sexual nature (exposing the buttocks, pubic area or genitalia, the female breast below the top of the areola, including exposure through "see through" materials, or actual or simulated sexual acts).

5. Metered postcards are preferred – postcards with stamps will have the corner containing the stamp cut out and disposed of.

Properly identified envelopes (addressed to "Inmate Accounting") containing money orders for deposit to an inmate account will also be accepted.

**Legal Mail:** Properly identified incoming mail from an attorney or a court is not subject to the postcard limitation. Legal mail received for an inmate will only be opened in the presence of the inmate, inspected for contraband items, with confidentiality of writings being maintained.

**Outgoing Mail:** Inmates may send outgoing mail so long as it does not contain contraband, or does not violate any laws, policies, or postal regulations. Properly identified outgoing mail to an attorney or a court (i.e. legal mail) shall not be opened or read by corrections staff. Envelopes for outgoing mail shall have only the inmate name with return address, mailing address, and postage. Any extra graffiti, drawings or writing on an envelope is prohibited and will be returned to the inmate. The return address on outgoing mail shall be as follows:

Isabella County Correctional Facility Suite A – *write inmate name here* 207 Court Street Mount Pleasant, MI 48858

**Rejected Mail:** Except as otherwise provided in this section (e.g. legal mail), and absent a court order to the contrary, all other incoming envelopes, packages, or **mail in violation of the afore mentioned rules is prohibited and will be returned to sender.** 

**Appeal Process:** If mail is returned to sender, the inmate addressee will be notified via the "Notification of Denied Mail" form that will be completed by corrections staff and delivered to the inmate. Inmate addressees who wish to file an appeal may do so via an inmate request form (kite) to the Jail Administrator. All appeals must state "Mail Appeal" and include the reason(s) the person filing the appeal feels the decision was incorrect. The filer of the appeal will be notified of the decision.

The sender of rejected mail may appeal the decision to return to sender. The sender must include their contact information, inmate's name, and why they feel the decision was incorrect. This must be done in writing via letter to the following address: Isabella County Correctional Facility Jail Administrator - Mail Appeal 207 Court Street Mount Pleasant, MI 48858

Appeals will be reviewed by the Jail Administrator who will consider the appeal and render a decision. The decision of the Jail Administrator is final and cannot be appealed.

## 7. HEALTH, HYGEINE, AND SANITATION

Each inmate is expected to maintain personal cleanliness. Showers and toilet articles are available for this purpose.

- a) Inmates shall keep living areas clean and orderly.
  - I. Each inmate shall be responsible for the cleanliness and order of their own immediate area.
  - II. Floors shall be swept and mopped daily.
  - III. Toilets, sinks and showers will be cleaned daily.
  - IV. Windows and sills shall be kept clean and free of clutter.
    - V. Trash receptacles will be emptied and cleaned daily.
  - VI. Litter will not be permitted to accumulate on the floors or in an inmate's cell.
  - VII. The placing of pictures or other items on the walls is strictly prohibited.
  - VIII. The placing of items in windows, on sills, on cell bars, or hung from lighting or ventilation fixtures is strictly prohibited.
- b) Inmates shall be fully clothed at all-times except when showering.
- c) Inmates shall not engage in tattooing or body piercing.
- d) Inmates shall not possess excess commissary items. Inmates are allowed a reasonable number of items from the commissary store, but no facility food items are allowed in cells or housing units without permission of a staff member.

- e) Inmates shall return all kitchen utensils, containers and eating implements upon completion of meals.
- f) All inmate workers assigned to assist with food preparation and serving shall wear plastic gloves and hair nets (as provided by the kitchen staff). They must also wear their issued clothing.
- g) Inmates are to eat facility food only in designated areas within the housing units or cellblock.
- h) Inmates shall not save food from the daily meals for future consumption. Any food not consumed shall be removed with the meal carts or disposed of properly.

#### **Razors**

Razors will be passed out to inmates who have ordered them each Sunday, Wednesday and Friday from 6am until 8am. Correction Officers will pick up razors and inspect them for damage or tampering. Inmates who damage or tamper with razors will be disciplined.

#### **Issued Clothing**

You are required to dress in jail-issued clothing. Alteration to county issued clothing is not allowed, and may be punishable as an infraction. All clothing must be worn properly (pants will be worn up around the waist and pant legs will not be rolled up or tucked in). ICSD lettering will be worn on the outside and in back of the uniform, the clothing will be sized to properly fit, so as to not hang off the body or be worn in a loose and baggy manner.

Inmates who have no money will be given hygiene items needed for bodily cleanliness. The officer-in-charge or their designee will inform the inmate of the facility procedure for requesting these items.

## 8. RECREATION

Recreation is offered Monday through Friday for (one) 1 hour. Recreation is held inside the recreation room. During times of jail maintenance, jail lock downs, classes or services, or if the recreation room is being used for other purposes, recreation may not be offered. Rule violations may result in loss of recreation.

## 9. VISITATION

### Required

Appearance for visits: Full dress (shirts, trousers, footwear, and armband) will be required for visitation, religious services, medical services, social services, educational classes, and attorney's visits. Inmates may provide the names of people who they would like to have approved as visitors. They must include the address, age and relationship of each visitor. The Jail Administrator or designee must approve all visitors. Visitors may be denied for any of the following reasons:

- 1. The visitor has caused problems during previous visits.
- 2. The visitor is under the influence of alcohol or drugs.
- 3. The visitor does not have proper identification.
- 4. The visitor took part in the crime for which the inmate is in for.
- 5. The officer-in-charge feels the visitor is a security risk or the visitor might create problems.
- 6. The visitor is a minor.
- 7. The visitor has a warrant from another department.
- 8. The visitor is currently on probation or parole.
- Visitors are accepted on a first-come first-served basis.
- Inmates are allowed ONE visit per week for 20 minutes in duration, with <u>no more</u> than two (2) visitors allowed when visiting at the facility.

- All visitors must be 17 years or older when visiting at the facility.
- No children under 17 are allowed in the visitation or waiting areas.
- Visitors must present a valid driver's license or state ID with a photo in order to visit.
- All visitors must be authorized and cleared by corrections staff before visiting.

### **Visitation Schedule:**

- Home Video Visitation: 8:00am to 9:00pm each day.
- Visiting at the facility: 5:00pm to 9:00pm each day.

Maximum Security Cells:

Cell #2 Monday and Tuesday Cell #3 Wednesday and Thursday Cell #4 Friday and Saturday

# SCHEDULE A HOME VISIT: www.securustech.net

Therapists, Clergy, and Religious visits are: Monday through Thursday, 9:00am until 4:00pm

## **10. RELIGION**

Inmate religious practices may be regulated consistent with the needs for security and the orderly operation of the jail facility. Church services are held on Sunday in the recreation room. Religious material will not be allowed in the facility without prior approval from staff in accordance with the jail's policies and procedures. Religious visits will take place in the visitation room.

# **11. WORK PROGRAMS**

The development of lasting work skills and work habits are fundamental to an inmate's success in jail and following release. Work assignments are based on the needs of the jail and on the skills, interests, and abilities of the inmate. It is typical for inmates to be assigned to a variety of jobs as changes are made in their security status and housing. Cooperative participation in work activities is rewarded by allowable sentence reduction credits or other incentives. Successful work performance demonstrates positive behavior and may allow an inmate to be eligible for participation in other programs and activities.

#### Work Release Program

Entry into the Work Release Program is at the discretion of the Jail Administrator or his designee (unless ordered by the court). The inmate must have a classification level of a 6, 7, or 8. Work release is only allowed within Isabella County unless approved by the Jail Administrator. Work release inmates must wear a GPS tether at all times and tampering with the device is strictly prohibited. Work release fees and GPS fees must be paid weekly. (Local inmate housing fees) Inmates can be removed from work release for rule violations. Transfer to another job/employer is at the discretion of the Jail Administrator.

### **Trusty Program**

The position of trusty (inmate worker) is a privilege, not a right. Eligibility to be assigned as a trusty will be based upon the inmate's classification and the inmate's ability to perform the required tasks. Each inmate who wishes to work as a trusty for the Isabella County Jail must meet the following criteria:

- 1. Inmate must be sentenced to Isabella County Jail and be classified as minimum custody.
- 2. Sentenced inmates must have at least thirty (30) days remaining on their sentence (less than 30-day approval is at the discretion of the inmate work supervisor).

- 3. Inmates can be denied trusty status based on behavioral problems, providing that the inmate's file contains reports of unacceptable behavior.
- 4. Inmates having served time at Isabella county jail in the past or previously being a trusty does not qualify you as a trusty.

## **12. PROGRAM ACTIVITIES**

- A.A., Substance abuse
- Church
- School

# **13. OUTSTANDING CHARGES, DETAINEES**

Inmates who have criminal charges pending against them in any court or department in the United States for which a hold or detainer has been placed on them may contact that court or department in writing.

## **14. INMATE GRIEVANCE PROCEDURE**

Inmates with unresolved complaints about conditions of confinement, such as actions, conduct, incidents, or policies may file a formal grievance after they have sought assistance by talking with staff. Inmate Grievance Forms are available to inmates upon request.

- 1. Inmates and staff seek to resolve problems through informal communication.
  - a) Inmates should first attempt to resolve the complaint with a corrections officer.

- b) If the inmate does not feel the corrections officer has resolved the complaint, they should then attempt to resolve the complaint with a sergeant or the corrections officer in charge on shift.
- c) If the inmate does not feel the sergeant or corrections officer in charge has resolved the complaint, they may file an Inmate Grievance Form.

## **Steps in the Grievance Process**

- 1. If informal resolution does not work, the inmate should submit a written grievance, which is screened under the rules.
- 2. If accepted, the facility will seek to resolve the grievance consistent with department policy.
- 3. The sergeant on duty or officer-in-charge will investigate the grievance and take appropriate action. If it is not resolved at the sergeant level the grievance will be forwarded to the jail administrator.
- 4. The jail administrator and/or the assistant jail administrator will investigate the grievance and take appropriate action.
  - a. The total grievance process should take no longer than 14 days.

### **Rejection of Grievance**

Certain grievances will not be accepted. Grievances will be rejected whenever inmates seek to challenge:

- 1. State or Federal court decisions;
- 2. Any form of department Policy or Procedure
- 3. Disciplinary actions
- 4. Actions not yet taken

Grievances will also be rejected when they:

1. Are filed more than 7 days after the event;

2. Seek a remedy for another inmate;

3. Involve more than one incident; each incident must be filed separately.

4. Has use of language that is generally considered profane, vulgar, abusive, or threatening.

## **15. COURT INFORMATION**

The most frequently asked court addresses are listed below. If the court information you need is not listed, you may ask a trusty or ask a corrections officer.

65 <sup>th</sup> District Court	Saginaw-Chippewa Tribal	21st Circuit Court
245 E Newark St.	6954 East Broadway Rd	300 N. Main St
Ithaca MI 48847	Mt. Pleasant MI 48858	Mt. Pleasant MI
75 <sup>th</sup> District Court	64-B District Court	76th District Court
301 West Main St.	617 N. State St.	300 N. Main St.
Midland MI 48640	Stanton MI 48888	Mt. Pleasant MI 48858
61st District Court	31st Circuit Court	72 <sup>nd</sup> District Court
333 Monroe NW	201 McMorran Blvd	201 McMorran Blvd
Grand Rapids MI 49503	Port Huron, MI 48060	Port Huron, MI 48060