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## **MISSION STATEMENT**

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The Mission of the Detention Services Division is to remain responsive to community needs, maintain a safe and secure facility and provide varied services and programs for stability and enrichment.

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## **INTRODUCTION**

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This Handbook is provided to assist each inmate in adjusting to confinement in the Jefferson County Detention Facility. You will be held accountable for the information contained in this Handbook. If you have any questions concerning any of the contents, ask any member of the staff to assist you. The information and procedures described in this Handbook apply to all inmates and detainees, regardless of their length of stay, or the reason for their incarceration.

It is the responsibility of the Jefferson County Detention Facility to ensure the safety and security of each inmate, the facility staff and the community.

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## INMATE RIGHTS AND PRIVILEGES

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A *right* is something to which you are entitled. Rights are generally determined by law.

**Rights include:**

- Safe, clean and sanitary living conditions
- Balanced, nutritional diet
- Access to Courts, Attorneys and Legal Materials
- Right to Religion
- Contact with family and friends **via mail**
- Disciplinary due process
- Time outside cell
- Medical care

A *privilege* is a benefit granted by the Detention Facility that can be lost due to poor discipline, security risks or emergency situations. Privileges will vary between security levels.

**Privileges Include:**

- Attendance in programs
- Access to and use of the inmate telephone system
- Access to recreational and educational reading materials
- Visits with family and friends
- Purchase of commissary items
- Television
- Friday and Saturday night movies
- Freedom in personal grooming

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## INMATE RESPONSIBILITIES

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You are expected to:

1. Follow staff orders or requests.
2. Respect Detention Facility property and the property of others.
3. Maintain your cell and dayroom in a clean, orderly and sanitary manner.
4. Maintain daily personal hygiene.
5. Conduct yourself in a responsible manner.
6. Treat all staff and other inmates with respect.
7. Comply with rules and regulations of the Detention Facility.
8. Sexual Harassment is strictly prohibited. Sexual harassment includes but is not limited to the following: unwanted sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature,

indecent exposure, placing or showing sexually explicit pictures, cartoons or drawings where they may be visible to any person.

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## **BOOKING**

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Upon your arrival at the Jefferson County Detention Facility you were processed through the Booking Unit. All clothing, money and other valuables were taken, inventoried and placed in your personal property storage. You were given the opportunity to retain prescription eyeglasses and legal papers for your current case along with addresses and/or telephone numbers before your personal property container was sealed and placed in storage. Your property will remain in storage until you are released from custody or you may release all of your property between 1:30 - 9:00 p.m., Sunday through Saturday to someone outside the facility. Once the property bag is sealed, nothing will be added or removed from the contents. This includes any items obtained while in custody.

All property in excess of authorized amounts or items of contraband were returned to the arresting officer when you arrived at the facility. You must contact that agency upon your release to retrieve your property.

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## **IDENTIFICATION WRISTBANDS**

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A wristband will be affixed to your right wrist when you are booked into the facility. The information on this band includes your photo, full name, Jefferson County Identification number (JCID) and your property number.

Your wristband shall be worn at all times. If your wristband comes off or is broken, contact a staff member immediately for replacement. Failure to wear or properly display your wristband may result in disciplinary action. Any program or service may be denied if your wristband is not worn in the proper manner. There will be a replacement fee of \$5.00 for breakage not related to work as an inmate worker or normal wear.

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## **PREVENTION OF SEXUAL ABUSE AND ASSAULT**

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The Jefferson County Detention Facility staff is concerned with the prevention of and intervention into situations concerning sexual abuse and assault. If you have a concern about sexual abuse and assault you need to make staff aware of your concerns immediately.

If you are being sexually abused or assaulted you have the right to reasonably protect yourself by informing any uniformed or civilian staff

member immediately. Treatment and counseling reference sexual abuse and assault is available from your assigned counselor, and mental health professionals.

There is also a no cost phone number, which can be accessed from any of the collect call phones in any housing module, to report incidents of sexual assault or abuse. That number is 303-555-1234.

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## **CLASSIFICATION**

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You will be screened by Medical and Counseling Staff during the "classification" process. Refusal to cooperate with either Counseling or Medical will result in your remaining in classification status until proper screening can be completed. You will be classified for assignment to a housing unit as a minimum, medium or maximum security inmate. All inmates will be given access to a FREE phone call during the Classification process. Privileges will vary between security classifications. This assignment is based on several factors including your attitude and behavior, current charge(s), previous criminal history and behavior during the incarceration process. If, for any reason, you feel your classification is unfair, you may appeal in writing to the Detention Services Manager. You must list the reasons for your appeal. Movement from one classification to another is not a right and is not part of due process.

The Classification Counselor makes the initial module and cell assignments and module changes. Deputies may make cell assignment changes within their assigned module.

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## **HOUSING**

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After you are classified, and absent exigent circumstances, you will be moved to a general population module. Following is information and important rules you need to be aware of and abide by:

All staff members will be addressed by title and last name ("Mr. Smith," "Deputy Jones," "Specialist Smith," etc.). No first names are allowed.

Cell door shall always remain closed, whether going in or coming out, to include going to and from the shower.

Do not enter or stand at the doorway of another inmate's cell at any time. This includes cells that are not currently in use, to include the sleeping areas in the Direct Supervision Unit.

Do not allow another inmate not assigned to your cell into your cell. Inmates are strictly forbidden to enter any cell other than the one they are assigned to.

All housing units with the exception of Disciplinary Segregation Unit, Special Housing Unit, Minimum Security and inmate worker housing will be managed with an in/out system. Inmates on the lower tier and upper tier will have access to the dayroom on an alternating 1½ - 2 hour schedule during the day and evening. The schedule is not in effect during routine lockdowns for shift changes, laundry exchange, counts, maintenance work, meals, nightly lockdown and during emergency situations. During these times all inmates will be locked down.

Programs and activities such as commissary, education, medical rounds, recreation, visiting, movies and law library, will be scheduled so that all eligible inmates will have access to these activities. Note: Programs are a privilege, not a right, and may be canceled at the discretion of a supervisor. Programs are not available to inmates while in the Classification Unit.

Do not whistle or yell to have your cell door opened. Obscene, profane, rude, insulting, abusive language or any unnecessarily loud and disruptive noise is prohibited.

Do not attempt to feed, pet, whistle at, tease or harass any K-9 or K-9 Team. The Canine Teams working in the Detention Facility are trained to attack with or without command when a threat is perceived.

Do not leave your personal property unattended in the dayroom. Any property left unattended in the dayroom will be considered abandoned and disposed of.

Do not sit on tables, dayroom fixtures, slide down stairway rails or hang on stairs.

Do not cover the vents in the cell. This maintains proper airflow (air conditioning and heat) and ensures the smoke evacuation system functions properly in the event of a fire.

Do not attach any material to cell walls, inside lockers or the under side of top bunk.

Do not cover your cell windows with any material.

Do not cover your cell lights with any material. The night-lights remain on to ensure your safety.

If assigned to a cell with a double bunk, do not hang or drape any item, in any manner, to cover the lower bunk.

Do not borrow, lend or give away any item. If ownership cannot be proven, the item(s) may be seized and disposed of.

All housekeeping tasks and personal hygiene responsibilities must be satisfactorily completed prior to the exercise of any privileges or programs to include television, telephone, library, recreation and movies. Movies will be shown on scheduled evenings and specific holidays in dayrooms that have passed inspection for cleanliness.

All areas are subject to inspection, at any time, for cleanliness and contraband. Daily, unannounced inspections will be conducted to ensure that sanitation requirements are being met and to assist in the control of contraband.

Your bed is to be made any time you are not sleeping in it.

The Jefferson County Detention Facility is a non-smoking facility. Smoking or use of any tobacco product is strictly prohibited and will result in disciplinary action, as well as possible criminal charges. Ashtrays, ashes, cigars, cigarettes, cigarette butts, rolling paper, lighter, matches, or strikers will be considered evidence that a violation occurred.

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## COMMUNICATION

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Communication with facility staff, including counselors, during your incarceration is not confidential, however, any release of information is limited to parties with legitimate correctional or law enforcement concerns.

It is your responsibility to communicate with family, friends, attorneys, courts and other agencies through:

- Phones available in module dayrooms
- Regular or Legal mail
- Family, friend or professional visits

**KITES:** A "kite" is the term used in the jail to identify the Inmate Request form. If you have a problem, complaint or need information, complete a "kite" and give it to a staff member. If the receiving staff member cannot answer your questions or request, your kite will be forwarded to the proper person. "Kites" requiring routing or research will be answered as soon as possible. "Kites" which contain obscene language or sexual connotations will not be accepted. You must be as thorough as possible when making your request. Limit your requests to one (1) per "kite". This will speed up

the response process. See Detention Facility Provided Items on how to obtain these forms.

**AUTOMATED INMATE INFORMATION SYSTEM:** From the dayroom phones inmates are able to access the Interactive Voice Response (IVR) system, with options in English and Spanish. To access the system inmates will dial \*11, then as prompted, dial the 9 digit identification number, dialing number "7" in place of the letter "P" and number "5" in place of the letter "J". Inmates can retrieve charge information, next court date, bond and/or fine information, projected release date, cash and debit balances and visits remaining for the current week.

The inmate phone system is equipped with a no cost "TIPS" number. Information about criminal activity can be reported using this number. You do not have to give your name when leaving a message at this number. The number is: 303-555-1234.

**TELEPHONE CALLS:** During the booking and classification process, Supervisors, Booking Deputies and Counseling staff may, at their discretion, allow you to place non-toll calls to procure bond or for verified family emergencies. All inmates will be given access to a FREE phone call during the Classification process. After this initial call, the Counseling staff **WILL NOT** provide telephone assistance except in confirmed EMERGENCY situations. All other calls to contact family, friends, employers, attorneys, etc., will be made on the dayroom collect call telephones. All calls, with the exception of attorney/client privileged conversation, may be monitored and/or recorded for the safety of staff, inmates, the community and the security of the facility.

Telephone rules:

1. There is a fifteen (15) minute time limit on all calls.
2. **To complete a telephone call, you must enter your 12 digit PIN (Personal Identification Number). Your PIN consists of your 8 digit JCID number (example: P01023456) without the alphabet character, followed by the day and year of your birth date in a 4 digit (DDYY) combination. The PIN used would be 01023456DDYY (example: 010234560872).**
3. You are not allowed to talk loud, make threats or abuse the phones. **Abuse of the collect call, coin or visitation phones may result in criminal charges, including associated monetary responsibility for repairs or replacement.**  
You may be instructed to end a call for any abuse of the telephones. If you do not end a call when instructed, the phone may be shut off.
4. **Phone numbers may be blocked if there is any indication of**

attempted 3-way calling, potential fraud, possible non-payment or harassment. There are value limits per day, per week and per month for each specific number called. If you exceed these limits, the phone provider will automatically block the number.

5. Current guidelines regarding the number of call attempts per seven (7) day period, accepted calls, denied calls and talk time limits for both local and long distance calls is posted in your assigned housing area. Exceeding any of the limits listed will cause an automatic block.

Telephone calls to the Public Defender and other inmate assistance programs are, in general, open and are not subject to a charge.

Questions concerning and/or complaints regarding inmate telephone services should be submitted on an Administrative "Kite" to the Phone System Administrator. Inmates are not permitted to call the Correctional Billing Services 800 number to set up an account. This number is available, to provide to family and friends so they can set up an account.

**PERSONAL OUTGOING MAIL:** All personal outgoing mail is subject to inspection for contraband. You may write as many personal letters as you wish as long as you have pre-franked envelopes which may be purchased through commissary. (Postage stamps are not allowed.) Outgoing mail must be placed in an envelope and NOT SEALED, except for legal mail. Artwork on any part of the envelope is not allowed; it intrudes with the processing and delivery of the mail.

All outgoing mail must have your full name and return address, as shown below, on the front, upper left hand corner of the envelope:

Your Full Name  
P.O. Box 16700  
Golden, Colorado 80402

If you are indigent, you will be allowed to order TWO envelopes PER WEEK for personal correspondence and a reasonable number of additional envelopes for legal correspondence upon request.

Mail that is processed through the U.S. Mail is permitted between inmates. In-house correspondence between inmates is prohibited.

You may be charged for additional postage for the purpose of mailing overweight legal or foreign mail. The necessary amount of postage, in First Class increments, will be determined by current postage rates. The pre-franked envelope may be taken to Detention Inmate Services Unit for weighing, if necessary, and returned to you for preparation of a Property Intake/Release Form for the necessary postage amount. The previously

inspected mail (if applicable) and a sealed pre-franked envelope will be sent to Detention Inmate Services Unit with the completed Property Intake/Release Form for the necessary amount of cash to be released from your cash account.

**PERSONAL INCOMING MAIL:** All incoming mail is opened and inspected for contraband and incoming funds. There are no restrictions on the number of letters you may receive, but there are size and content restrictions. Letter and legal size envelopes are acceptable. Packages are accepted with limitations listed in the Personal Property section of this Handbook.

Outgoing or incoming mail may be rejected and returned to sender if there is reason to believe that it may contain inappropriate materials, including but not limited to:

- Plans for the introduction of contraband.
- Plans for criminal activity.
- Threats of extortion.
- Instruction for the manufacture of weapons, drugs, drug paraphernalia, explosives or alcohol beverages.
- Plans for escape or unauthorized entry.
- Codes not understood by the scanner, to include gang graffiti or "tagging".
- Plans for activities in violation of facility rules.
- Information, which if communicated, would create serious danger of violence and/or harm to any person.
- Mail which contains potentially infectious and/or offensive materials (body fluids, etc.).
- Sexually explicit photographs or drawings.
- Material which promotes racial conflict or discrimination.
- Materials which may disrupt the operation and/or safety and security of the facility.
- Illegal gang materials.
- Items not authorized for retention, ie., stickers, stamps, envelopes, blank paper, laminated plastic, newspaper/magazine clippings, musical cards, cards larger than 8" x 11", or Polaroid pictures.
- An excess of three pictures, or pictures larger than 4" x 6", including photos printed from a computer.
- Multiple photographs compiled as a collage to make one picture.
- Funds sent, other than the allowable U.S. Postal or International Postal money orders, checks from other Law Enforcement Agencies, cashier's checks or certified funds.

Requests for specific recreational books will not be accepted. Requests for specific Religious books should be directed via Kite to the Chaplain. These specifically requested Religious books, not otherwise available through the chaplain's office, may be brought to the chaplain through the lobby for inspection and approval by the administration. Approved books will be released to the inmate against a signed "Responsibility for Personal Property Waiver" form.

When outgoing or incoming mail is rejected, you will receive a written notice stating the reasons.

You will be responsible for return postage fees on unauthorized items received through the mail that would require it to be returned to sender. Or you may choose to have items not accepted be destroyed or donated at the discretion of the Detention staff processing the mail. The remaining authorized items will be delivered to the intended recipient. If you do not have money in your personal money account to cover the return postage fees, the items will be held no longer than 10 business days, at which time it will be properly disposed of. Due to changes in Federal guidelines, the U.S. Postal Service will no longer permit return packages from the Detention Facility that have been opened for inspection purposes to be resealed and returned.

The Detention Facility is not responsible for delays or errors on the part of the U.S. Postal Service in the daily delivery of mail.

Only the following described property is allowed to be received through the mail:

- Photographs may be received in personal correspondence or package, only 3 photos at a time, each picture is not to exceed 4" X 6". NO multiple photographs compiled as a collage to make one picture or Polaroid photos allowed
- Incoming funds that are mailed to the facility for you must be in the form of U. S. Postal and International Postal money orders, cashier's checks or certified funds made payable to the Jefferson County Sheriff's Office (J.C.S.O.). No personal checks or credit cards will be accepted.

Limitations of these items are listed in the Personal Property Section of this Handbook.

Once you have been released or transferred from the Jefferson County Detention Facility, all incoming mail addressed to you will be returned to sender. No mail will be forwarded.

**LEGAL MAIL:** Incoming legal mail must be clearly marked on the envelope "Legal Mail" and the address of the sender must be typed or printed to indicate the source or origin. Incoming legal mail will be inspected in the presence of the inmate to whom it is addressed.

Upon request, indigent inmates will be given a reasonable number of envelopes for legal correspondence.

Outgoing mail will not be inspected if it is sealed and clearly marked "Legal Mail" and addressed to the following:

Elected Sheriffs	Parole Boards
Chiefs of Police	U.S. Marshals
State Attorney General	U.S. Attorney General
American Civil Liberties Union	Attorneys
State & Federal District Attorneys	Legal Aid Societies
Prosecuting Attorneys	
Director of Bureau of Prisons	
Judges: Federal, State, County and Municipal	
Non Law Enforcement Public Officials acting in their Official Capacity	

Misrepresentation of "Legal Mail" is strictly prohibited and may result in disciplinary action. Inter-Office envelopes will be provided to send legal mail to Jefferson County government offices. All legal mail must go through the U.S. Postal System, except for legal mail addressed to the following Jefferson County agencies: Courts, District Attorney's Office, Sheriff's Office, Probation, Public Defender's Office, and Human Services/Social Services. Those legal letters may be handled through the Jefferson County Interdepartmental mail system.

**VISITS:** You are allowed two (2) 30 minute non-contact visits per week while you are in medium or maximum security housing. The visiting week begins on Sunday and ends on Saturday. If you are on Disciplinary Segregation Status, you may have visitation privileges unless the Disciplinary Hearing Deputy as a sanction has restricted the privilege.

Those with minimum-security classification may have the following number of non-contact visits:

Minimum Security	(3) 30 minute visits per week
Food Service Workers	(1) 30 minute visit per day

Inmate workers may only receive visits during regular visiting times, during the inmate worker's non-working hours.

Visits are allowed daily between 9:00 - 10:30 a.m., 1:00 - 4:00 p.m., and 7:00 - 8:30 p.m.

You are allowed no more than three (3) visitors at a time in the visiting area.

All adult visitors, 18 years of age or older, must provide proof of identification, bearing his or her photograph, issued by a government agency. Children may visit only if an adult accompanies them.

No previous inmate of the Jefferson County Detention Facility will be permitted to visit within 60 days of release.

Visitors must be appropriately dressed. Shirts and shoes are required. No clothing that may represent any specific club or organization known to be involved in criminal activity, no form fitting, suggestive or revealing clothing will be permitted. Persons inappropriately dressed will not be allowed to visit.

If you or your visitor abuse visiting privileges, display any misconduct or become a threat to safety and security, your visit will be immediately terminated and you may lose your visitation privilege through disciplinary action.

**PROFESSIONAL VISITS:** Attorneys, Probation Officers, Parole Officers Law Enforcement officials and Clergy specifically verified and authorized by the Detention Chaplain are considered professional visits. These people are allowed contact visits with you during any reasonable hour after presenting proper credentials and identification. Bondsmen will be permitted non-contact visits only. Attorney Investigators may have a contact visit with an inmate only after authorization by the Administrative Sergeant, otherwise they will be permitted non-contact visits only.

Inmates will not be served a meal in a contact-visiting booth during extended professional visits.

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### **INMATE PERSONAL MONEY ACCOUNT**

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When you were processed into the Detention Facility, all currency was taken from you and forwarded to Inmate Services Unit and placed in your personal account for your use during incarceration. Any coin was placed in your property bag.

**INCOMING FUNDS:** Family and friends may deposit money into your account, from 8:00 a.m. to 9:00 p.m. at the Inmate Services Unit of the Facility. The following forms of funds will be accepted: checks from other Law Enforcement Agencies, U. S. currency, U. S. Postal money orders, cashier checks, certified funds, made payable to the Jefferson County Sheriff's Office (J.C.S.O.). No personal checks or credit cards will be accepted.

No money or property may be exchanged between inmates.

**OUTGOING FUNDS:** Upon your release from custody or transfer to another Detention Facility, your funds will be returned to you by check.

**INDIGENCE:** To qualify as indigent, for any service provided by the Detention Facility, you must have less than \$1.00 for a period of no less than twenty-one (21) days in your facility account.

**GARNISHMENT:** The Detention Inmate Services Unit will garnish your funds based on a Writ of Garnishment request from the courts.

**COLLECTIONS:** Booking fees, medical co-payments and other debts owed, from current or prior incarcerations, will be deducted from your account.

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### **COMMISSARY PRIVILEGE**

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Commissary privileges are available on Friday. You may purchase the current posted limit of commissary goods per order. The current limit is posted in your housing unit. Various food, hygiene and personal items are available through commissary. The following procedures will be followed:

- Commissary order forms will be passed out between 5:00 and 6:00 p.m. each Thursday and picked up at lockdown that same evening.
- Money must be deposited and credited to your account prior to 6:00 a.m. on Friday.
- You must sign for your commissary order when you receive it. There will be no exchange of items you ordered.
- Commissary is a privilege that may be restricted for disciplinary, medical or dietary reasons.
- **You are not allowed to purchase commissary items for other inmates.**
- If you purchase an AM/FM radio, it will be opened and checked at the warehouse. Upon acceptance you will have 10 days to send the warranty card in. Only defects are covered for 90 days. In case of a defect, you are responsible for sending the headset directly to the manufacturer. Neither the commissary contractor nor the Detention Facility accepts any responsibility for defects. You may purchase one radio, gray t-shirts and/or gray thermal tops or deck shoes over and above the \$45.00 limit. After you inspect the headset, return it to the module deputy and it will be engraved with your JCID number.
- If you have purchased an AM/FM radio, you may purchase and are allowed to have only one battery at a time. Batteries will be exchanged, 1 for 1, when commissary is delivered. Any batteries not claimed during commissary delivery will be disposed of. Batteries will not be kept or

held for you.

- All commissary items in excess of the following quantities will be considered contraband and will be disposed of:  
Consumable and non-edible items - 1 each (coffee cups, shower shoes, shampoo, soap, lotion, etc.); 2 games, 2 pencils, 2 erasers and 1 set of colored pencils are allowed. Additionally, you may purchase and possess t-shirts and thermal tops, not to exceed a combined total of three.
- You are not allowed to keep containers in your cell after the original contents are emptied. (Shampoo bottles, cheese or peanut butter jars).
- Your order will be held for you, by the module deputy, if you are out of the module for work. You must sign for your commissary order upon receipt from the module deputy.
- Filled commissary orders will be delivered on Saturday.

Commissary is not available to inmates while in the Classification Unit.

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## **MEALS AND FOOD SERVICE**

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The regular menu is planned by a registered dietitian and prepared by the Food Service Manager, to provide a balanced and nutritional diet. Due to the large variety of foods and number of inmates, providing modified diets to accommodate personal preferences is not feasible. Generally, sensitivities to food products require no therapeutic modification of the person's diet; one simply avoids the food known to cause distress.

Medical or allergy diets must be prescribed and canceled only by the medical staff.

Requests for non-religious/non-medical vegetarian diets will be honored if requested within seven (7) days of arrival to the facility.

Religious diets must be ordered and canceled by the chaplain. Requests for religious diets shall be submitted by "kite" to the chaplain within seven (7) days of arrival to the facility.

The facility serves three meals each day at approximately the following times:

Breakfast	04:45 AM to 05: 45 AM
Lunch	10:45 AM to 12:45 PM
Dinner	04:45 PM to 05: 45 PM
Dinner - Work Release	07:00 PM to 07:45 PM (Monday – Friday)
Dinner - Work Release	04:45 PM to 05:45 PM (Saturday, Sunday & Holidays)

Complaints regarding food services should be submitted on a "kite" to the Food Service Manager.

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## **MEDICAL SERVICES**

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The Medical Unit provides medical services 24 hours a day 7 days a week.

**Medication Rounds:** Medication administration rounds are scheduled twice a day to begin at approximately 7:30 AM and 7:30 PM. Medications as prescribed are administered by the nursing staff.

When medication rounds are announced, if you have prescribed medications, you must line up at the pass window. If you fail to respond, it is assumed you are refusing your medications. If you take medications, you must bring your cup with water to the pass window. If you are caught "cheeking" or not swallowing your medications, then an order will be obtained to crush the medications.

You must show your wristband to the nurse to receive medications. Without a wristband you will **not be given** medication(s).

All medications must be taken directly from the paper cup. You are not allowed to handle any medication. Medications must be taken immediately and completely ingested in the presence of the nurse as soon as received. You will be required to open your mouth for inspection to ensure that you have swallowed the medication(s).

Insulin Dependent diabetics are scheduled to receive glucose testing and medications one to four times a day, before breakfast and the evening meal. These medications will be dispensed in the medical unit or in the housing module.

**Sick Call:** To receive routine medical treatment you must request a "Medical Request Form" (Medical Kite) from the nurse during med rounds. The completed form is to be returned to the nurse.

All inmates requesting medical or dental attention will be screened and evaluated by a nurse. The nurse may initiate treatment protocols written by the medical or dental provider based on the nurse's assessment. If indicated, an appointment with a medical or dental provider will be scheduled according to medical priority. The dentists provide urgent care only.

**Co-pay for Medical Services:** You will be charged for medical, dental and pharmacy services. Current cost for each of the following will be posted in the housing unit and are listed on the Medical Services Summary Information Sheet that you were given at Booking:

<b>ALL</b> nurse evaluations and Medical Requests (medical kites) - (This includes unscheduled urgent visits: including request by inmates' through the deputy staff after sick call hours)	See current posted cost per visit/per kite
Medication(s) -	See current posted cost per month/per medication
Nursing Protocol medication(s) -	See current posted cost per protocol/per visit
Nursing referral to a practitioner	no charge

Questions concerning co-pay charges should be asked at the time of your visit. **No refunds will be given.** It is your responsibility to keep your copies.

Under normal circumstances medical requests will be collected during med rounds and a nurse evaluation will be completed within 24-32 hours.

**Duplicate medical requests submitted within this 24-32 hour window will result in duplicate charges to you.**

All medical care regardless if it is an emergency or routine care will incur a co-pay at the time of service. See current cost on posting in module. Medications will be charged per prescription per month. If you require medical treatment (as determined by the Medical Provider) outside the facility and have medical or dental insurance, it will be applied to the total cost of the care. Emergency Medical Care is defined as care for an acute illness or unexpected health care need that cannot be deferred until the next scheduled sick call or clinic. (Cardiac/Respiratory arrest)

**There will be no charge for the following services, but you will be charged for your medications:** Intake and mental health screenings completed during the booking process, any mental health treatment, pregnancy and pre/postnatal care, chronic disease clinics scheduled by the medical unit, 14-day and/or worker physicals and job related injuries. Any on the job injury must be reported immediately to your supervisor. If there is a delay in reporting the injury, you will be charged the normal co-pay amount for the medical visit.

**14-Day History and Physical Exams/TB Testing:** All inmates are to receive a history and physical exam within 14 days of arrival. This examination includes TB skin testing. All inmate workers must have completed this examination and test prior to work assignment. **No inmate may refuse TB skin testing.**

Inmates desiring testing for HIV need to submit a Medical Request Form and will be subject to the normal co-pay for medical services. The medical staff will evaluate risk factors and other circumstances to determine the need for testing. **Note:** Results are confidential and will not be disclosed to detention staff without written permission from the inmate, or if there is a risk of exposure to detention staff that has been identified.

**NO INMATE WILL BE REFUSED MEDICAL CARE BECAUSE OF AN INABILITY TO PAY FOR THE SERVICE. (However, if you receive money on your account at any time including future incarcerations, medical fees that you owe will be deducted from your account.)**

Questions concerning charges should be directed to the Medical Unit in the form of an Administrative Kite. The Inmate Services Unit does not send out account statements.

**Over The Counter Medications (OTC):** OTC medication is available through the commissary. Three packets (2 tabs in a packet) of each OTC medication may be kept in your cell. Excessive amounts will be confiscated and destroyed.

**Essential Medications Upon Release:** An Administrative Kite has to be written, in order to receive a written prescription for at least 3 days worth of **essential** medications only, upon your release. This kite must be written 3 days prior to your release. No prescription will be given for narcotics.

**Refusal of Medical Care:** You have the right to refuse medical, dental, or psychiatric care and/or the medications associated with this care (Unless this care or medication(s) are court ordered). To do so, you must come to the medical unit and sign a Refusal of Medical Care form. A medical provider will explain the medical, dental, and/or psychiatric risks that may occur if you refuse care and/or medication(s). **(Upon your refusal the care providers may discontinue any treatment, procedure and/or medications associated with your refusal.)**

**Medical Diets:** Diets are prescribed and canceled by a medical provider only. Diabetic diets are ordered based on caloric need and include an evening snack. Snack content is determined by the total amount of calories of the prescribed diet. Medical diets are not prescribed based upon personal food preferences. **(Food allergies are recognized when accompanied by written verification from your health care providers as to an actual allergy.)** A health care provider may be your own doctor, a clinic or a hospital in which you may have received treatment for your allergic reaction.

Complaints regarding medical services should be submitted on an

Administrative "Kite" (not the Medical Request Form/medical kite) to the Health Services Administrator.

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## **HYGIENE AND SANITATION**

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Personal hygiene is very important to your health as well as the health of others. Hygiene items will only be distributed during the scheduled times.

**SHOWERS:** You are expected to maintain personal body cleanliness and are required to shower at least once a week. You must be fully dressed when going to and from the shower. You are not allowed to leave your towel, washcloth, or any clothing or linen item in the dayroom area.

**PERSONAL HYGIENE:** You were issued soap, toothpaste and a toothbrush when you were processed through Classification. Additional personal hygiene products are available through commissary. You must return your used toothbrush and toothpaste tube to receive another.

To receive toilet paper, you must return the inner core from your previous roll.

**HAIRCUTS:** A licensed barber is provided on a scheduled basis. If you wish to receive a haircut, you must sign up for it on the haircut sign-up sheet posted in the module. Haircut sign-up sheets are to be **posted on Tuesday** evenings and **collected on Thursday** evening to be **turned in on Friday** mornings.

If for whatever reason the barber does not get to your name on the barber list, you will need to sign up on the list for the upcoming week, if you would still like to get a haircut.

- The cost of a haircut or beard trim will be deducted from your personal money account. The current cost for haircuts and beard trims is posted in your assigned housing area.
- A **reasonable** tip is allowed but not required.
- The County will pay for haircuts for inmates who qualify as indigent. Only one indigent haircut in any 30-day period will be authorized. No indigent beard or mustache trims will be given. To qualify as indigent, you must have less than \$1.00 for a period of no less twenty-one (21) days in your facility account.
- You must have clean hair prior to the cut. The barber has the authority to refuse to cut your hair at any time based upon reasons of behavior or hygiene.

**RAZORS:** Razors and/or clippers will be issued for use and returned. Razors and/or clippers will not be issued at the same time.

If you have a court date on the day that razors are not issued, you must request a razor the night before your court appearance.

**LAUNDRY EXCHANGE:** Laundry will be exchanged, 1 for 1, on a regular schedule.

**USE OF WASHERS AND DRYERS:** If your housing area is equipped with a washer and dryer, you may wash your own undergarments. Garments are to be washed and dried by placing them loosely in the machines. Other garments such as towels and bedding are to be laundered by using the Facility Laundry service (See Laundry Exchange). Only approved laundry soap is to be used in the machines.

**CLOTHING:** You will be held responsible for clothing and other issued items while incarcerated in the Facility. A replacement cost will be deducted from your account or debited to a future account for missing or damaged items upon release. All inmates are responsible for making sure that their issued uniforms fit properly and that they maintain their issued clothing and linens in the same condition as it was received. Any damage to clothing and/or linens prior to being issued shall be brought to the Deputy's attention. Missing or damaged uniforms, beyond normal wear and tear, could result in disciplinary action. This is to include damage to uniforms because of improper fit.

**DAMAGE TO CLOTHING/LINEN:**

**First offense** will result in a verbal warning and will be documented by the Deputy.

**Second offense** will result in further documentation and loss of dayroom time, up to four hours.

**Third offense** and/or any subsequent offenses will result in either a three (3) day lockdown and/or restitution for the damaged or missing property.

Depending on the nature of the damage, a Deputy may select any course of action outlined above.

Pant legs will not be rolled up past your ankles. Pants will be pulled up at the waist and worn properly at all times. "Sagging", a slang word for wearing of pants lower than designed, is strictly prohibited. Shirts may be neatly tucked in at the waist. Shirts may only be removed in designated recreation areas. Wearing of clothing, linen items or any other such items as a head covering is prohibited. You are required to wear your uniform shirt, pants and shoes at all times outside your cell. Exception: Male inmates may remove their shirts in designated recreation areas.

**HOUSEKEEPING:** For the safety, health and welfare of inmates housed in the Detention Facility, and because of the close living conditions, you are required to keep your living area neat and sanitary. You are responsible for the cleanliness of your cell. To ensure compliance, staff members will conduct unannounced, daily inspections during each watch.

- Your bed will be *properly* made anytime you are not sleeping in it.
- Floors will be swept and mopped.
- Walls will be washed.
- Marking on walls is prohibited.
- Your toilet will be clean and flushed at all times.
- Your mirror will be wiped clean and dry.
- Cell windows will be cleaned.
- Trash will be removed from your cell each day.
- Trash such as plastics, wrappers, cloth and clothing items as well as paper products other than toilet and tissue papers shall not be flushed down toilets.
- Clothing will be folded and stored properly.
- Books, paper, magazines and personal items will be stored neatly.
- You are not allowed to have any portion of a newspaper in your cell at any time.
- You are not allowed to hang paper, pictures or any item anywhere in your cell, including covering the cell lights, windows, or vents.
- Bedding and linens will be used for sleeping purposes only.
- Bedding and linens will not be taken into the dayroom.
- Nothing is to be hung or draped in a manner to obscure full view of your cell.
- Items from meal trays and sack lunches are not to be retained in your cell or housing area.

**The Properly Made Bed:** The mattress must be on your bunk. The mattress cover must be over the mattress; the sheets placed on top of the mattress cover; the blankets must cover the top of the bed. The blankets and sheets must be tucked under the end and both sides of the mattress to make a firm, smooth surface. The pillow must be centered at the head of the bed.

**CLEANING SUPPLIES AND EQUIPMENT:** You are not allowed to have cleaning supplies or equipment in your cell except while cleaning. Cleaning supplies are available during your "OUT" time.

All cleaning supplies and equipment must be returned to the proper storage cart after you are completed with your tasks.

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## **PROPERTY**

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When you were booked into this facility, you were assigned a property number. Your clothing and personal items were inventoried and placed in your property storage. Property that does not fit within the property bag will not be stored. You will be required to either have someone pick up your excess property, have it mailed out at your expense or have it disposed of in accordance with J.C.S.O. Policy and Procedure. Property will be released through the Detention Facility Visitor Lobby between 1:30 PM – 9:00 PM.

You will not be allowed access to your property once it has been sealed and booked into the facility except for real emergency situations. A Booking Supervisor will verify the emergency after a kite has been submitted.

**PERSONAL PROPERTY:** You are allowed only the following personal property items in your cell. Facility Staff shall confiscate excess property.

- Personal correspondence received during the past 30 days.
- Legal papers concerning your current case only. Due to cell and facility sanitation regulations and space limitations, your legal papers must fit inside one box measuring 2ft. by 2 ft. by 2 ft. This is consistent with Colorado correctional facilities.
- Not to exceed 5 books, magazines or pamphlets in any combination (includes 1 Bible or Koran, religious pamphlets, study volumes, and AA/NA pamphlets).
- GED Study Guides
- 3 photographs, each not to exceed 4" x 6" (no multiple photographs compiled as a collage to make one picture or Polaroid photos allowed).
- Commissary items (See the Commissary Privilege section for details).
- Medical items such as inhalers, crutches, elastic wrap, and splints. You must have your "on person" contract available upon request by staff.
- 2 golf pencils

Eyeglasses, contacts and UNOPENED medication or prosthesis may be accepted through the Lobby.

Only the following property is allowed to be received through the mail:

- Photographs, only 3 photos at a time, each picture is not to exceed 4" X 6". NO multiple photographs compiled as a collage to make one picture or Polaroid photos allowed.

All other property is available only through commissary.

Borrowing, lending, selling, purchasing, giving away or receiving personal property of another is prohibited. Property no longer wanted or in excess of

allowable limits shall be donated or destroyed.

If you leave this facility on an out-of-county writ, your personal property will be removed from your cell, bagged and placed in storage.

**SENTENCED TO DEPARTMENT OF CORRECTIONS:** If you are sentenced to the Department of Corrections, no additional property will be accepted for you prior to transfer. Property not accepted by the Department of Corrections or other agencies must be released or authorized for mailing prior to your transfer or it will be destroyed. Lobby hours for property release are 1:30 PM – 9:00 PM.

**The United States Marshal and Immigration Officers** will not transport any property except trust fund money, medications and legal materials.

**DETENTION FACILITY PROVIDED ITEMS:** Certain items are provided to you by the Detention Facility. You must maintain these items during your stay in the Facility. The replacement cost will be deducted from your account or debited to your account for missing or damaged items upon your release.

**Hygiene Items:**

1 roll toilet paper, exchange for empty tube  
1 comb  
1 toothbrush, exchange for used  
1 bar of soap  
1 tube of toothpaste, exchange for empty  
2 white washcloths  
2 white bath towels

**Bedding Items:**

1 blanket (Summer) 2 blankets (Winter)  
2 sheets  
1 mattress cover  
1 mattress  
1 pillow (if available)  
1 pillow case

**Other Items:**

1 cup and 1 spoon  
2 golf pencils

**Clothing Items:**

2 uniform shirts  
2 uniform pants  
1 pair shoes  
3 white underwear  
3 pair white socks

**In addition –**

**Females receive:**

3 white bras and may be issued  
3 white t-shirts but may not exceed a combined total of  
3 garments.  
(See Commissary Excess Quantities rule)

**Male inmate workers:**

may be issued 3 white t-shirts but may not exceed a combined total of three garments (See Commissary Excess Quantities Rule)

If you purchase hygiene items from Commissary to include soap, toothpaste, and toothbrush you may not retain Facility provided items. Anything in excess of the listed items is considered contraband, possession of which may result in disciplinary action.

Detention Facility provided hygiene items, i.e.: toilet paper, soap, toothpaste, toothbrush and combs are issued on a one for one exchange. These items are passed out on Sunday, Tuesday and Thursday night shift.

All Detention Facility forms, indigent paper, envelopes and pencils are passed out Sunday, Tuesday and Thursday night shift.

**STREET CLOTHING:** You are allowed only one set of street clothing in your property storage at any time. If new clothing is to be accepted for a court appearance, the clothing currently being stored must be released in exchange for the new items. You are allowed to wear street clothing to court for any **TRIAL OR SENTENCING**.

Street clothing will not be exchanged or accepted into the Facility for any reason other than court appearances or where your clothes have been seized as evidence.

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## **PROGRAMS AND SERVICES**

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**COUNSELING SERVICES:** Counseling services are available through the Detention Counseling Unit. This Unit provides individual and group counseling. They also make appropriate referrals and make initial classification recommendations. As a rule, the screening Counselor will be your assigned Counselor during your stay in the Detention Facility. You must complete a "kite" to speak with your Counselor. The Counseling Unit coordinates various self help classes such as, Alcoholics Anonymous, Narcotics Anonymous, Education Services, Life Skills Applications, Domestic Violence classes, and as staff are available, provide notary service upon request. The Counselor will provide ONE free phone call during the initial classification intake process. Counselors will NOT provide any additional calls, except in case of an emergency. It is your responsibility to contact family, friends, attorneys, probations, courts or any other outside agency using the dayroom phones or the mail.

If you are a citizen of a foreign country, the Counseling Unit will provide the telephone number for your diplomatic representative.

**RELIGIOUS SERVICES:** Scheduled Interfaith religious services, Catholic Mass, and Bible studies are provided on a regularly scheduled basis. The

Detention Chaplain will assign a volunteer for one-on-one spiritual counseling as requested or for inmates not allowed to attend group religious activities. You are allowed to bring 1 Bible, pencil and paper to the chapel service or Bible study.

**LIBRARY:** Selection of books and magazines are on carts in each module. The carts will be made available on a regular schedule.

**EDUCATION SERVICES:** Remedial Education (RE), General Education Development (GED), studies are available. To request participation, send a "kite" to the education specialist. You are allowed to bring your educational supplies with you to class.

**LAW LIBRARY:** The inmate law library is scheduled by module. If you wish to utilize the law library, you must sign up on the "Law Library Sign Up" sheet posted in your module. You will attend in the order that your name appears on the list; however, priority will be given to Pro-se inmates.

All inmates, except Pro-se, are allowed to attend the Law Library for one hour session each day (midnight to midnight) Pro-se inmates are allowed to attend the Law Library for one 2-hour session each day (midnight to midnight). Any inmate may be authorized additional access if no other inmate has signed up.

All research will be conducted via the Legal website. Instructional material is provided. Only one inmate will be allowed in the Law Library room at any given time. Filing forms for criminal cases and civil rights claims will be provided upon request from the module deputy. Inmates needing legitimate copies of legal material must first submit a request, along with the item(s) to be copied, to the module deputy. The request must clearly state what needs to be copied. The module deputy will contact a Watch Supervisor to address the request. A Watch Supervisor will be responsible for responding to the request(s) to approve or deny the requests that have been forwarded. "Denials" will be returned to the inmate. Module deputies will make copies for "Approvals" and return them to the inmate.

Abuse of the law library room or its equipment and materials may result in denial of access to the law library and possible criminal and/or disciplinary action. If you are not conducting legal research you will be returned to your housing area. You may bring pencil and paper to the law library.

**RECREATION:** Indoor and/or outdoor recreation facilities are available to inmates for use year round. The recreation schedule is determined by classification and housing assignment.

**NEWSPAPER ACCESS:** Daily Newspapers will be delivered to designated housing areas and are to be used in dayroom areas only. You are not allowed to have any portion of the newspaper in your cell at any time.

**TELEVISION USAGE:** Television usage is a privilege that may be terminated at staff discretion. Television sets may be removed any time they are tampered with, including the wiring or electrical outlets. Video taped movies are shown to inmates during scheduled dayroom access on Friday and Saturday nights.

**INMATE WORKER PROGRAM: Colorado Revised Statute (17-26-113) requires sentenced and confined persons to work.** Sentenced inmate workers may receive extra "Good Time" in exchange for work performed during their incarceration. Every sentenced inmate receives statutory "Good Time" of two (2) days for every thirty (30) days served. Extra "Good Time" is in addition to statutory "Good Time". The number of days is dependent upon the job or training assignment. A variety of jobs are available based on jail needs. Statutory "Good Time" is deducted from your sentence prior to Extra "Good Time".

All sentenced minimum-security inmates are eligible for the Inmate Worker Program. It is not necessary to send a kite requesting worker status. All sentenced minimum-security inmates are reviewed regularly. Once selected, you will be briefed on rules, work assignments, and safety issues by an Inmate Worker Supervisor.

The Medical Unit must clear you before you can be assigned to a job in the Inmate Worker Program. This physical examination will be given at no cost to you. The medical staff may remove you from a job assignment based upon your physical limitations.

You may be suspended from inmate worker status, pending a disciplinary hearing, for failure to perform your duties, for any rule violation, or for violating the Inmate Worker Agreement. The Disciplinary Hearing Deputy may remove you from the Inmate Worker Program as a sanction if you are found guilty of a rule violation.

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## **DETENTION FACILITY SECURITY**

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This is a jail environment where custody and care are major concerns. The use of telephone recording/monitoring, audio and/or video monitoring equipment is used throughout the Detention Facility for the safety and security of staff members and inmates. You are prohibited from tampering or interfering with any security device.

**SEARCHES:** All inmates in custody in any area of the facility or its annexes are subject to a search at the discretion of the Staff. You are required to cooperate with all searches.

Unless reasonable suspicion exists that an inmate is in possession of dangerous or illegal contraband, inmates held for offenses, for which strip searches are not permitted, will be thoroughly pat-searched and segregated from general population.

**ADMINISTRATIVE SEARCHES:** For the security and safety of inmates and Staff, regular, unannounced searches of your housing area and property will be conducted.

Any contraband, extra issue or property in amounts over what facility rules permit, will be confiscated and disposed of according to JCSO policy. You may be subject to administrative sanctions or criminal charges. You do not have the right to be present during any inspection or search.

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## **CONTRABAND**

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**DANGEROUS/ILLEGAL CONTRABAND:** Under the provisions of Colorado State Statutes, the following items are deemed Dangerous Contraband:

1. Dangerous Instruments (18-8-203 and 204)  
Dangerous Instrument as used in this section and in section 18-8-204.1 means a firearm, explosive device or substance (including ammunition), knife or sharpened instrument, poison, acid, bludgeon, or projective device or any other device, instrument or material or substance which is readily capable of causing or inducing fear of death or bodily injury, the use of which is not specifically authorized.  
(Example: firearms, explosive devices or substances, knives or sharpened instruments)
2. Narcotic Drugs (12-22-303)
3. Dangerous Drugs or Controlled Substances (12-22-303)
4. Any Intoxicating Beverage or Fermenting Ingredient.  
(12-46-103 and 12-47-104)
  - Introduction of dangerous contraband is a class 4 felony.  
(18-8-203(2))
  - Possession of dangerous contraband is a class 4 felony.  
(18-8-204. 1(3))

**CONTRABAND:** Contraband is anything in your possession or under your control that is prohibited by the rules and regulations of the Jefferson County Detention Facility or the laws of the State of Colorado. (18-8-204)

If you are found with contraband items (either by description or quantity) in your possession, the contraband will be confiscated and disposed of, and you will be subject to criminal and/or disciplinary action.

- Contraband includes any key, key pattern or replica, lock pick, tool or instrument which could be used to cut, dig, pry, or file; money or coin, un-canceled postage stamps, combustible material, any drug other than a controlled substance, drug paraphernalia, chain, rope, or ladder. (18-8-204(2))
- Introduction of contraband into this Facility is a class 6 felony.
- (18-8-204.2(2))
- Possession of contraband in this Facility is a class 1 misdemeanor.
- (18-8-204.2(2))

**NUISANCE CONTRABAND:** Nuisance contraband is anything which has not been provided, or approved by the Detention Facility, or any approved item which has been altered, changed or misused, or any authorized items in excess of the allowed quantities.

1. You are prohibited from having in your possession, or under your control, any item that has not been issued to you or authorized for you to possess by Facility Staff.
2. You are prohibited from having in your possession, or under your control, any item not purchased by you through our commissary.
3. You are prohibited from having in your possession, or under your control, any item not in its original condition. Modifying or altering any item, whether issued or purchased, is not permitted. This includes playing cards, magazines or commissary items.
4. You are prohibited from having in your possession, or under your control, any item in the excess of those allowed quantities, whether issued or purchased.
5. You are prohibited from having in your possession, or under your control, any cardboard boxes, plastic bags, or any container after the original contents are emptied.

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## **SAFETY**

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Whenever you believe that your personal safety or that of another is in jeopardy, you should notify a Deputy or other staff member immediately.

Action will be taken to protect you or anyone else from violence or intimidation.

Facility staff, at their discretion, may transfer inmates from one location to another; may place inmates into different classifications pending administrative review, and may suspend privileges without notice whenever such action is necessary to preserve order or to protect persons or property from harm.

Emergency drills will be held periodically. These drills are for the safety of staff and inmates. You are expected to cooperate during all drills.

**ADMINISTRATIVE SEGREGATION:** If it is determined that you present a serious threat to life, property or to the security and orderly operation of the Facility or that your well being may be in jeopardy, you may be placed in Administrative Segregation. This action will be reviewed within 72 hours and the Classification Counselor will review your status every (7) seven days.

**"COOL OFF" PERIOD:** The "cool off" period is an informal process in which sanctions are imposed immediately for rule violations or when an inmate's poor behavior/attitude could potentially affect the safety and security of the facility. The purpose is to allow the inmate time to calm down. The lockdown is implemented in 1 hour increments and can last up to 4 hours, depending on the inmate's behavior. If there is no change in behavior after the 4 hour period has concluded a supervisor will determine the next course of action.

**LOCKDOWN:** "Lockdown" means you must immediately go inside your assigned cell and shut the door. You are to lockdown quickly and in an orderly manner at any time you are so instructed. This includes during regular population counts, laundry exchange, maintenance work, emergency situations, at nightly lockdown, during staff watch changes, and per the dayroom access procedures. Refusal, interfering, resisting, or delay in compliance may result in disciplinary action.

**ROUTINE LOCKDOWN TIMES:**

Watch Change/Population Count	6: 00 AM and 6: 00 PM
Nightly Lockdown - Maximum	10: 00 PM
Nightly Lockdown - Medium	10: 30 PM
Nightly Lockdown - Minimum	11: 00 PM

**DISCIPLINARY PROCEDURES**

In an effort to maintain a safe and secure environment, control of inmate behavior is essential. The following rules and regulations have been

established in order to do this in a manner that is fair, impartial and consistent.

You will be subject to formal or informal disciplinary procedures and the imposition of sanctions for the violation of a Detention Facility rule or regulation, or, for any violation of the provisions of this handbook. If your actions also constitute a violation of Federal, State or local law, your case will be forwarded to the appropriate office for prosecution.

Although some criminal offenses may not be listed as an infraction of these Rules and Regulations, they are subject to disciplinary procedures. Those offenses may be charged criminally whether or not disciplinary procedures are initiated. When an inmate is charged criminally, he or she is subject to be placed in Administrative Segregation even when disciplinary procedures are not initiated. This will occur when it is believed that the inmate poses a threat to the safety of inmates or staff, or to the security of the Detention Facility.

Information concerning your behavior, to include disciplinary action, may be provided to Probation as a part of their Pre- sentence Investigation.

**If sentenced to the Department of Corrections, full reports of all disciplinary action taken against you in this Facility will be forwarded to the appropriate DOC office upon your transfer. These records may also be forwarded to other county or out-of-state facilities.**

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#### **INFORMAL DISCIPLINARY PROCEDURES**

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CORRECTIVE ACTION is disciplinary action taken by a Staff member upon a violation of one or more major, minor, or operational rules. This results in a verbal reprimand or written reprimand.

CONSENT TO IMMEDIATE DISCIPLINARY SEGREGATION is disciplinary action taken by a Staff member upon a violation of a major, minor, or operational rule, and after you sign a Consent to Immediate Disciplinary Segregation form. Immediate Disciplinary Segregation will consist of a 23 hour lockdown period with limited privileges for up to 3 days, depending on the type of rule you violate, with one (1) hour scheduled dayroom time. If you refuse to consent to Immediate Disciplinary Segregation, the matter will be referred to formal procedures, and you may be relocated, pending a Disciplinary Hearing.

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## **FORMAL DISCIPLINARY PROCEDURES**

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DISCIPLINARY HEARING is the formal hearing held by the Disciplinary Hearing Deputy.

You will be informed, in writing, of the offense(s) within reasonable amount of time after the incident. After receiving the Notice of Disciplinary Hearing, you will have a minimum of 24 hours to prepare for the hearing unless you specifically waive this right.

The disciplinary hearing will be held as soon as possible after the date of the infraction. You will be notified of any continuances and the reason for them.

You may be present for the hearing unless you waive your right to be present or there is a documentable reason to exclude you from the hearing. If you refuse to attend the hearing when you are called, the hearing will be held in your absence and any decision will be made on the information available.

If your behavior at or during the hearing causes safety concerns, the hearing will be held in your absence.

You may request the assistance from a counseling staff member to help you understand the disciplinary process.

You may request witnesses whose testimony you wish to have included as a part of the hearing record. You do not have the right to cross-examine or question witnesses. Inmates who wish their identity to remain confidential will not give testimony in your presence. You do not have the right to legal counsel during the disciplinary process.

The Disciplinary Hearing Deputy, at the conclusion of the hearing, will advise you of your case disposition.

You have the right to appeal the results of a disciplinary hearing to a Detentions Lieutenant or Civilian Manager within 24 hours of receiving the written decision of the hearing. The appeal must be based on a violation of your civil rights during the disciplinary process, that the charge did not reflect the events that took place, or the sanctions are not in accordance with the violation.

All appeals must be submitted in writing. A Detentions Lieutenant, Civilian Manager or designee will respond to your appeal within a reasonable amount of time. The decision of the Lieutenant or Manager is considered final.

**DISCIPLINARY SEGREGATION:** If you are found guilty and your sanction includes disciplinary segregation, you may be moved to a segregation housing area. You will have limited privileges while on disciplinary segregation status. You may write and receive mail. You will receive medical and dental care as needed. You may not order commissary, you will be provided hygiene items through the disciplinary commissary sheet only. Any non-disciplinary commissary items in your possession, upon being placed onto disciplinary segregation status, will be confiscated. These items will be secured until the completion of your sanction. Visits may be restricted as a result of the disciplinary hearing. You will be allowed access to the dayroom area, telephone (if authorized), reading material (limited to one paperback book), and dayroom exercise. You will not be allowed to attend group classes or programs, while on disciplinary segregation. You may attend the law library for one hour during the scheduled periods for inmates on Disciplinary Segregation.

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## **I/D (Inmate/Detainee) RULES, REGULATIONS AND SANCTIONS**

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### **MAJOR RULE VIOLATIONS**

MAJOR rule violations may result in corrective action, immediate Disciplinary Segregation for up to 3 days, or a formal Disciplinary Hearing at the discretion of the reporting Staff member.

**Major Rule Violations include, but are not limited to:**

- M-1. Assault/Threaten to Assault (Committed if you cause or threaten to cause injury to any staff member, including K-9 Officers and their canines), or apply, or attempt to apply, an offensive substance against any staff member, or apply any amount of physical force or physical resistance towards a staff member regardless of whether or not injury occurs. Intentional touching of any Detention Facility employee is forbidden.
- M-2. Sexual Assault (Committed if you engage in non-consensual sexual intercourse, penetration or fondling of another person's intimate parts).
- M-3. Escape (Committed if you plan, attempt, aid or have any knowledge of the same).
- M-4. Arson (Committed if you set any fire or burn any item).
- M-5. Theft/Robbery (Possession of stolen property or theft of property, either that of the Jefferson County Sheriff's Office or another person with or without threat or force).
- M-6. Fraud (Any act of fraud, forgery, making any false statement, or deceit that results in personal gain of any kind).

- M-7. Disrupting or abusing programs or operations of the Detention Facility in a negative manner. Committed if you engage in negative behavior, which results in a disruption or the abuse of programs, to include church services, education services, recreation, law library, or counseling services. Operations include the cell door to cell door 'walk through' of a module by staff, razor distribution, medication rounds, the barber, commissary distribution, service of meals, hygiene/paper cart service, laundry, or distribution of mail. This includes any negative behavior, which results in the abuse or disruption of the medical unit or advisements (video court).
- M-8. Mutual Physical fighting with another inmate.
- M-9. Disobeying an order given by any Staff member.
- M-10. Violation of the Inmate Worker Agreement or Rules and Regulations pertaining to the Inmate Worker Program.
- M-11. Destruction, defacing, altering, or misuse of property (Committed if you intentionally destroy, alter or render useless any property belonging to the Detention Facility or any other person).
- M-12. Extortion, blackmail, bribery, or attempting to control the behavior of others through threats, coercion, force or intimidation ("bulldogging").
- M-13. Tampering with or interfering with any lock, locking device, security monitoring device, electrical outlet, or other Detention Facility hardware, to include, flooding or blocking any sink, toilet, or drain.
- M-14. Resisting or interfering with any Staff member during any lockdown procedure, search, shakedown, count, or disturbance, this includes failure to return to your assigned cell in a timely fashion when ordered to do so during one of the above listed events.
- M-15. Smoking any substance or use of any tobacco product. Tobacco or tobacco-like pieces, ashtrays, ashes, cigars, cigarettes, cigarette butts, rolling paper, lighter, matches, or strikers will be considered evidence that a violation occurred.
- M-16. Introduction or possession of contraband or dangerous/illegal contraband.
- M-17. Violation of rules and regulations pertaining to any direct supervision area. Direct Supervision rules are posted on the bulletin board in each Direct Supervision Module.
- M-18. Accessory to Crime / Rule Violation: Committed if you hinder, conceal, render assistance, promote, or facilitate the commission of a Crime or Major Rule Violation.
- M-19. Sexual Misconduct (Committed if you engage in consensual sexual intercourse, penetration, or the fondling of another person's intimate parts, to include kissing).

- M-20. Violation of any federal, state, or municipal law.
- M-21. Possession of any type, or portion, of tattooing materials; to include ink or similar coloring substances, and/or delivery devices.
- M-22. Assault/Threaten to Assault any inmate. Committed if you cause or threaten to cause injury to another inmate/detainee.
- M-23. Unauthorized use of ANY county telephone.
- M-24. (WM24/M24) Violation of Court Order - Failure to participate in the Work Release Program as authorized by the courts.

#### **SANCTIONS FOR MAJOR VIOLATIONS**

- Confinement to Disciplinary Segregation for up to 15 continuous days per violation, not to exceed a total of 60 days per incident.
- Loss of good time.
- Loss of privileges.
- At the discretion of the reporting Staff member, you may waive the Disciplinary Hearing with a "Consent to Immediate Disciplinary Segregation" for up to 3 days, 23-hour lockdown.
- At the discretion of the reporting Staff member, you may receive Corrective Action.
- Referral to the District Attorney's office for possible prosecution.
- Restitution for damage to property.
- If sentenced to the Colorado Department of Corrections (D.O.C.), a recommendation that no good time be credited for pre-trial confinement will be forwarded to the appropriate DOC office.
- Any combination of the above listed sanctions.

#### **MINOR RULE VIOLATIONS**

MINOR rule violations may result in corrective action, a formal disciplinary hearing, or at the discretion of staff, a consent to immediate disciplinary segregation may be offered for a period not to exceed two days.

#### **Minor Rule Violations include, but are not limited to:**

- N-1 Abusive or offensive language, racial, ethnic or sexual slurs, or gestures toward a Staff member or any person. Gestures include but are not limited to: indecent exposure, hand or body motions or movements.
- N-2 Sexual harassment of any type toward a Staff member or any person.
- N-3 – **vacated** –
- N-4 Attempting to feed, pet, whistle, tease or harass any K-9 and/or K-9 Team.
- N-5 Horseplay, to include wrestling, boxing, or other consensual

- physical activity similar to fighting.
- N-6 Excessive or disruptive noise or activity, to include whistling, yelling, stomping of feet, pounding or making banging noises.
  - N-7 Teasing or harassing another inmate.
  - N-8 Throwing any item, food, or liquid.
  - N-9 Removing, tampering, or improperly displaying of your identification wristband.
  - N-10 Refusing to work or encouraging others not to work, or engaging in group demonstrations.
  - N-11 Passing or receiving notes or any other item, to include under doors, in hallways, or during any activity.
  - N-12 Contact of any kind, both verbal and written messages, with any inmate placed on any Disciplinary Segregation.
  - N-13 Abuse of authorized medication or medication procedure, including, palming, concealing, "stockpiling" medications, or storing medications in other than its authorized container.
  - N-14 Failure to cooperate with or arguing with any staff member – to include Medical staff.
  - N-15 Borrowing, receiving, lending, or giving away any personal property item from or to another inmate. (If ownership cannot be proven, item(s) may be seized and disposed of.)
  - N-16 Gambling, preparing or conducting a gambling pool, or possession of gambling paraphernalia.
  - N-17 Failure to return meal tray/taking an extra meal tray.
  - N-18 Hanging any item over upper bunk or any structure in a manner to obscure full view of the entire cell.
  - N-19 Alteration or misuse of Detention Facility property.
  - N-20 Giving false information to facility personnel.
  - N-21 Fraternalization or any contact, physical or otherwise, or attempts to fraternize or make contact with any inmate of the opposite sex.
  - N-22 Accessory to Rule Violation: Committed if you hinder, conceal, render assistance, promote, or facilitate the commission of a Minor Rule Violation.
  - N-23 Abuse of the inmate phone system. Making or facilitating others to make three way telephone calls or any other use of the system other than that of a normal person to person call, by call forwarding, conference calling, or other means. Booking In-Check phones are to be used ONLY during your in-check process.
  - N-24 Operating any business within the jail, selling or trading any item or service to another inmate, or possessing any personal identifying information of another inmate.

## **SANCTIONS FOR MINOR VIOLATIONS**

- Confinement to Disciplinary Segregation for up to 10 continuous days per violation, not to exceed a total of 40 days per incident.
- At the discretion of the reporting Staff member, you may waive the Disciplinary Hearing with a "Consent to Immediate Disciplinary Segregation" for up to 2 days, 23-hour lockdown.
- Loss of good time.
- Loss of privileges.
  
- At the discretion of the reporting Staff member, you may receive corrective action.
- Referral to the District Attorney's office for possible prosecution.
- Restitution for damage to property.
- If sentenced to the Colorado Department of Corrections (D.O.C.), a recommendation that no good time be credited for pre-trial confinement may be forwarded to the appropriate DOC office.
- Any combination of the above listed sanctions.

## **OPERATIONAL RULE VIOLATIONS**

OPERATIONAL rule violations may result in corrective action, a formal disciplinary hearing, or at the discretion of staff, a consent to immediate disciplinary segregation may be offered for a period not to exceed one day.

### **Operational rule violations include, but are not limited to:**

- O-1 Failure to keep your person or cell clean, to include making your bed when not occupied and not exchanging laundry.
- O-2 Failure to participate in general module cleaning and sanitation, to include the dayroom area.
- O-3 Keeping cleaning supplies or equipment in your cell.
- O-4 Defecating or urinating in any prohibited area.
- O-5 Correspondence or conduct with a visitor in violation of published regulations or unauthorized contact with the public.
- O-6 Keeping containers in your cell after the original contents are emptied (example: peanut butter jars, shampoo bottles, etc.).
- O-7 Failure to wear your uniform properly, to include pant legs rolled up past your ankles, pants "sagging", underwear showing, wearing unauthorized items on your head or in your hair. (You are required to wear your uniform shirt, pants and shoes or shower shoes at all times when outside of your cell, including going to and from the shower.)

- O-8 Possession of nuisance contraband.
- O-9 Ordering commissary items on the incorrect security classification commissary form.
- O-10 Possession of any unauthorized clothing or linen items.
- O-11 – **vacated** –
- O-12 Sitting on tables, dayroom fixtures, sliding down stairway rails, hanging on stairs, or taking a dayroom chair into your cell.
- O-13 Using recreation equipment for any purpose other than its intended purpose or using any other item for recreational purposes.
- O-14 Misrepresentation of "Legal Mail". All addresses are subject to verification.
- O-15 Attaching or placing any item to or on any structure, fixture or furnishing, including cell lights, windows, window ledge, doors, vents, and walls.
- O-16 Writing or marking on walls, ceilings, doors, furniture, floors, windows, uniforms, bedding or linen items.
- O-17 Being in an unauthorized area, to include another inmate's cell, allowing a non-assigned inmate into your cell, or standing at the doorway of another inmate's cell door.
- O-18 Keeping food, other than items purchased through commissary, in your cell or in your possession outside of a regular scheduled mealtime.
- O-19 Failure to read the Inmate Handbook or have it explained to you.
- O-20 Accessory to Rule Violation: Committed if you hinder, conceal, render assistance, promote, or facilitate the commission of an Operational Rule Violation

#### **SANCTIONS FOR OPERATIONAL VIOLATIONS**

- Confinement to Disciplinary Segregation for up to 4 continuous days per violation, not to exceed a total of 16 days per incident.
- Loss of good time.
- Loss of privileges.
- At the discretion of the reporting Staff member, you may waive the Disciplinary Hearing with a "Consent to Immediate Disciplinary Segregation" for up to 1-day, 23-hour lockdown. You will be allowed out of your cell for one hour each day at a scheduled time.
- If sentenced to the Colorado Department of Corrections (D.O.C.), a recommendation that no good time be credited for pre-trial confinement may be forwarded to the appropriate D.O.C. office.
- Any combination of the above listed sanctions.

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## **GRIEVANCE PROCEDURE**

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A grievance must concern abuse, harassment, and abridgement of civil rights or denial of specified privileges. Group grievances or grievances submitted on the behalf of other inmates will not be accepted.

You must submit a grievance form within 5 days of the incident or situation upon which the grievance is based.

The grievance shall fully state the date, time, and location of the incident or situation, name(s) of person(s) involved and complete details of the incident or situation. Grievances, which contain obscene language or sexual connotations, other than direct quotes, will not be accepted.

After review and subsequent investigation of the grievance, a staff member will respond to you in writing, advising of the results of the investigation. Any disciplinary action taken against staff members will not be divulged.

If you are not satisfied with the disposition of your grievance, you may appeal that disposition, in writing, within 5 days of the receipt of the response, to a Detentions Lieutenant. The Lieutenant, or designee, will review the appeal, and respond to you in writing.

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## **ADDITIONAL INFORMATION**

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**COLORADO LEGAL SERVICES (Formerly Legal Aid Society):** Provides legal representation and advice to persons based on income guidelines as set by the U.S. Poverty Guidelines, as outlined by the Federal Government. Colorado Legal Services does not assist with criminal or traffic matters, they are able to assist in most civil matters. If a client does not meet eligibility requirements, or it is a legal problem that Colorado Legal Services cannot handle, a proper referral will be attempted to another attorney or agency.

**BOOKING FEE:** Pursuant to §30-1-104, C.R.S. you may be assessed a fee up to \$30.00. The fee may be deducted from your personal account or collected at the time of bonding. Unpaid debt for Booking Fees will be carried forward to future Bookings. Partial amounts will be deducted from your account if the total amount due is not available. For example: if the amount owed is \$30.00 and the amount in your account is \$6.00, then \$6.00 will be deducted from your account and the remaining \$24.00 will be deducted when you have money in your account.

**BONDING INFORMATION:** A bond is set according to a court-approved schedule. The purpose of the bond is to assure your appearance in court. The amount of the bond is what it will take to release you from jail. Bond types are as follows:

**BONDING FEE:** The Jefferson County Sheriff's Office charges a \$10.00 filing fee for each bond, including municipal and county bonds. Other agencies may charge a bonding fee in addition to the \$10.00 filing fee.

**CASH BOND:** Requires the full amount of bond in cash, which will be returned by the court, when court appearances are completed.

**PROPERTY BOND:** The equity in real property may be used to post a Property Bond. Property Bonds must be posted at the Court Clerk's office during regular business hours.

**SURETY BOND:** Bond may be posted through the service of a state licensed bondsman of your choice. The bondsman may require a co-signer and/or collateral to secure the bond. Staff members will not recommend a bondsman.

**PERSONAL RECOGNIZANCE BOND:** The Judge may grant a personal recognizance (PR) bond. A PR bond is a signature bond that involves no money or property as long as you appear at all future court dates. You will be released on your own signature. Your signature acts as your promise to appear in court.

**PR BOND WITH CO-SIGNER:** The Judge may also grant a PR bond with a co-signer. You must find someone willing to sign your bond that meets the co-signer requirements. You and the co-signer are responsible for the amount of money for the bond.

**OTHER COURT DATES:** If you have other court cases or proceedings in other jurisdictions that we are not aware of, it is your responsibility to make necessary arrangements and take the appropriate steps to insure your appearance. You may write a letter to the court or have family or friends contact the clerk of the court.

**WARRANT VERIFICATION:** A thorough check for outstanding warrants was conducted when you were processed into the Facility. Another check is completed prior to becoming qualified for some inmate worker positions or prior to being transferred to Work Release. A final check for outstanding warrants will be made prior to your release. **We will not conduct a warrant check for you at any other time.**

**RELEASE INFORMATION:** Prior to your release, you will return all of the items issued to you. You will be charged for any missing items. Release times will vary. If you have returnable funds, they will be returned to you in the form of a check. RTD bus tokens are available upon request.

**FURLOUGHS:** The Detention Facility will not authorize furloughs.

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### **COURT INFORMATION**

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**ADVISEMENTS:** An Advisement is the first appearance before a County Judge who advises you of your rights, charges, and sets your bond.

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### **HELPFUL TELEPHONE NUMBERS AND ADDRESSES**

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Jefferson County Court  
100 Jefferson County Pkwy.  
Golden, CO 80401-6002  
303-271-6215

Jefferson County Public Defender  
560 Golden Ridge Road, Suite 100  
Golden, CO 80401  
303-279-7841

Adams County Court  
1100 Judicial Center Drive  
Brighton, CO 80601  
303-659-6312

Adams County Public Defender  
4710 E. Bromley Lane  
Brighton, CO 80601  
303-659-4274

Arapahoe County Court  
1790 W. Littleton Blvd.  
Littleton, CO 80120  
303-649-6351

Arapahoe County Public Defender  
7208 S. Tucson Way, # 201  
Centennial, CO 80112  
303-799-9001

Boulder County Court  
1777 6th Street  
Boulder, CO 80302  
303-441-3750

Boulder County Public Defender  
1881 9<sup>th</sup> Street, #200  
Boulder, CO 80302  
303-444-2322

Broomfield City & County Court  
17 Descombes Drive  
Broomfield, CO 80020  
720-887-2100

Adams County Regional Office of  
the State Defender  
100 Judicial Center Drive  
Brighton, CO 80601  
303-659-1161

Denver County Court  
1437 Bannock Street  
Denver, CO 80202  
Court Admin. - 720-865-7800  
Traffic - 720-865-7840  
Municipal - 720-865-8040  
Criminal State - 720-865-7820  
Felony Courts - 720-865-8301

Denver County Public Defender  
110 16th Street, # 1300  
Denver, CO 80202  
303-620-4999

Douglas-Elbert-Lincoln  
County Combined Court  
4000 Justice Way, # 2009  
Castle Rock, CO 80109  
303-663-7200  
El Paso County Court  
270 S. Tejon  
Colorado Springs, CO 80903  
1-719-448-7650  
1-719-448-7651

Douglas-Elbert-Lincoln County  
Public Defenders  
611 Wilcox Street, Unit E  
Castle Rock, CO 80104  
303-688-3081  
El Paso Public Defender  
415 S. Sahwatch  
Colorado Springs, CO 80903  
1-719-475-1235

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## HELPFUL TELEPHONE NUMBERS

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### PROBATION

Jefferson County	303-271-6367
Denver County	720-913-4700
Adams County Pre-trial	303-654-1850
Adams County Probation	303-654-3408 or 303-451-5555
Arapahoe County - Main	303-708-8793
Littleton	303-794-3224
Aurora	303-214-4001
Boulder County	303-441-3780
Douglas County	303-814-7170

### PAROLE DEPARTMENT

Jefferson County, No. Region	303-426-6198
Denver County, West Metro	303-742-5450
Arapahoe County, So. Metro	303-761-2670 or 303-761-4749

### SOCIAL SERVICES

Jefferson County	303-271-1388
Denver County	720-944-3666
Adams County	303-287-8831

Arapahoe County	303-636-1130
Boulder County	303-441-1000
Douglas County	303-688-4825

**COLORADO LEGAL SERVICES (formerly Legal Aid Society):**  
Civil Matters Only                      303-837-1313

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#### **FACILITY LOCATION INFORMATION**

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The Jefferson County Detention Facility is located at 200 Jefferson County Parkway located in the SW area of Golden. If you take 6<sup>th</sup> Ave. West towards C-470, you should:

Turn right (North) on Johnson Road  
Turn left - Enter roundabout at Courthouse  
Take first right (exit) out of roundabout  
Follow the road, the jail will be on the right  
Enter into the first parking lot and enter Lobby

**General Information Number: 303-271-5444**

The automated system also provides directions to the facility.  
Follow the prompts to the heading "Location".

**RTD - Regional Transportation District:** For RTD bus routes and schedules, visitors may obtain information by the following:

- If you are within the Metro area dial 303-299-6000
- If you are outside the metro area and require regional transportation dial 1-800-366-7433
- Visit the RTD website at [RTD-Denver.com](http://RTD-Denver.com)