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Level Three Violations	Revised: 01/19/05
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## INMATE RULES

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### I. POLICY

- A. Order is essential to the safe and secure operation of the Mendocino County Jail. Inmate rules describe behavior expected of all inmates and the type of discipline, which may result from violations.
- B. All Level One, Two and Three violations will be posted in English/Spanish. Illiterate arrestees will have rules verbally explained to them by Corrections Division personnel.
- C. Any inmate found to be in violation of an inmate rule or regulation will be subject to disciplinary or criminal action depending on the type of violation.

### II. LEVEL ONE VIOLATIONS

- A. DISCIPLINE: Inmates who commit a Level One rule violation of the facility rules will be subject to informal disciplinary action by the Correctional staff. Inmates will be subject to one or more of the following informal disciplinary sanctions.
  1. Verbal warning.
  2. Extra work detail – not to exceed 4 hours.
  3. Confinement in cell – not to exceed 24 hours.
  4. Loss of television viewing access – not to exceed one 24-hour period. (Special Housing only)
  5. Loss of one commissary – except personal care items and stationery supplies.

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B. RULE VIOLATIONS:

1. Misuse of food.
2. Indecent exposure. Inmates must be fully clothed while outside of their cells or dormitories.
3. Pounding on doors, bars, or summoning a Corrections Deputy under the pretext on any emergency.
4. Possession of money or currency, unless specifically authorized by Corrections Division personnel.
5. Possession of anything not authorized.
6. Possessing jewelry in the facility unless authorized by a Corrections Sergeant or designated representative.
7. Possession of food not obtained through Commissary and/or authorized by the designated medical staff. All meals will be eaten at the tables provided unless a "lockdown" is in progress, or unless otherwise authorized.
8. Possession of unauthorized clothing or bedding in excess over what is authorized.
9. Malingering and/or feigning illness.
10. Placing pictures or other materials on the furniture walls, doors, bars, screens, or windows, or collecting large amounts of paper goods. This is to reduce the danger from fires.
11. Being unsanitary or untidy, failing to keep one's person and/or cell/dormitory in a neat, clean and sanitary condition. Inmates are responsible for cleaning their dormitory, cell, or immediate living area, directly after meals. Dayroom activities (telephone, television, exercise privileges) will not begin until the dayroom areas have been cleaned.
12. Moving or changing beds and/or lockers, unless authorized by Corrections staff.
13. Lying on another inmate's bed.
14. Using abusive or profane language/obscene gestures.

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15. Pushing, shoving or line jumping.
16. Being disorderly when going from one location to another. Inmates directed from one wing or housing unit to another location shall proceed as directed, in an orderly and quiet manner without disruption.
17. Unauthorized intrusion into areas designated as restricted and/or prohibited areas, to include cells/dormitories not assigned. Inmates will not enter any cell/dormitory except the one to which they are assigned, unless otherwise authorized by Corrections staff.
18. Unauthorized loitering on or around walkways, second floor platform, stairways and/or work areas not assigned.
19. Taking items into the outdoor recreation yard. Nothing will be taken to the outdoor recreation yard areas without authorization.
20. Dropping or throwing anything from the second floor platform.
21. Entering areas marked in red unless directed by Corrections staff.
22. Talking between recreation yards.
23. Communicating with other inmates who are not housed in the same housing unit, unless authorized by Corrections staff.
24. Running in housing areas or dayrooms. Inmate shall not run at any time in the housing units or yards.
25. Standing by, and peering through, housing unit windows into Central Corridor.
26. Not remaining on the bunk or in the cell after lights out, except for necessary bathroom trips.
27. Swinging, hanging, climbing, standing or sitting on, or other misuse, of railing and steps.
28. Roughhousing. Inmates participating in outside recreation will do so in such a manner so as to not cause injury.
29. Not being fully dressed in the dayrooms.
30. Tampering with or removing inmate identification armband.

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31. Not keeping personal cell property in black cell bags.
32. Possession of reading material exceeding two six books including magazines, bibles and recovering materials, or two magazines, one bible and one AA or NA book.

III. LEVEL TWO VIOLATIONS

A. DISCIPLINE: Inmates who commit a Level Two rule violation of facility rules will be subject to formal disciplinary action by Correctional staff. Inmates will be subject to one or more of the following formal disciplinary sanctions.

1. Loss of up to two weeks commissary.
2. Loss of up to two weeks visiting.
3. Disciplinary lockdown up to ten (10) days.
4. Loss of 4018.6 PC eligibility.
5. Combination of any of the above.

B. RULE VIOLATIONS:

1. Repetitive Level One rule violations during the current incarceration. (Two violations of any Level One rule.)
2. Refusing to obey an order from Corrections Division personnel or any other member of the Mendocino County Sheriff's Office.
3. Knowingly providing false information to Corrections staff.
4. Failing to perform work as instructed by Corrections Division personnel or designated person in charge of an assigned work detail.
5. Showing insolence towards Corrections Division personnel or visitor.
6. Possession of, receipt of, attempting to receive, and/or aiding and abetting another to receive any contraband.
7. Making statements or accusations that could endanger the safety and well being of an inmate or group of inmates.
8. Tampering with or blocking any locking device, fence, cameras or camera housing.

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9. Converting newspapers, books, or magazines to weapons. These are for reading only.
10. Possession of contraband. Any item not issued to an inmate, purchased in the Commissary, received by subscription from a publishing house, received in the mail (for example: family snapshots or letters), or something issued by an appropriate staff member is considered to be contraband. "Legal" mail/material is excluded.
11. "Cheeking" medications distributed by medical staff.
12. Making or possessing intoxicants.
13. Attempting to commit any of the above described offenses, aiding another person or inmate to commit any of the above offenses, and making plans to commit any of the above offenses shall be considered the same as a commission of the offense itself.
14. Indecent exposure. Willful exposure of genitals or breasts.
15. Possession of unauthorized property belonging to another.
16. Loaning anything for profit.
17. Unexcused absence from work detail and/or headcount.
18. Interfering with the taking of headcount.
19. Conduct that interferes or disrupts the orderly running of the corrections facility.
20. Using any equipment or machinery that is not specifically authorized.
21. Unauthorized use of mail or telephone.
22. Receiving anything from, or furnishing anything to, a visitor (during visiting hours), unless specifically authorized.
23. Unauthorized use of property and equipment.
24. Unauthorized wearing of assigned clothing or clothing not issued by the Corrections Division.
25. Opening or closing pass-through under any circumstances.

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26. Throwing items against windows, walls, and/or doors.
27. Covering, damaging, or disconnecting lights.
28. Gambling.
29. Giving money or anything of value to, or accepting money or anything of value from, another inmate, member of his or her family or friend, unless authorized through official channels.
30. Destroying, altering, or damaging jail property or property of another (damage of less than \$400).
01. A history of repetitive Level One rule violations during the current incarceration period. (Two violations of any Level One rule).
02. Refusing to obey an order from Corrections Division personnel or any other member of the Mendocino County Sheriff's Office.
03. Knowingly providing false information to Corrections staff.
04. Failing to perform work as instructed by Corrections Division personnel or designated person in charge of an assigned work detail.
05. Showing insolence towards Corrections Division personnel or visitor.
06. Possession of, receipt of, attempting to receive, and/or aiding and abetting another to receive any contraband.
07. Making statements or accusations that could endanger the safety and well being of an inmate or group of inmates.
08. Possession of contraband. Any item not issued to an inmate, purchased in the Commissary, received by subscription from a publishing house, received in the mail (for example: family snapshots or letters), or something not issued by an appropriate staff member is considered to be contraband. "Legal" mail/material is excluded. Any item used for other than its intended purpose will be considered contraband. Example: An empty shampoo bottle used to store other liquids.
09. Communicating with other inmates who are not housed in the same housing unit, unless authorized by Corrections staff.
10. Attempting to commit any of the above described offenses, aiding another person or inmate to commit any of the above offenses, and making plans to commit any of the above offenses shall be considered the same as a commission of the offense

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itself.

11. Possession of any property belonging to another.
12. Loaning anything for profit.
13. Unexcused absence from work detail and/or headcount.
14. Interfering with the taking of headcount.
15. Use or misuse of any equipment, property or machinery that is not specifically authorized.
16. Unauthorized use of mail or telephone (Includes attempts to make three-way calls)
17. Receiving anything from, or furnishing anything to, a visitor unless specifically authorized.
18. Unauthorized use of property and equipment.
19. Conduct that interferes or disrupts the orderly running of the corrections facility.
20. Unauthorized wearing of assigned clothing or clothing not issued by the Corrections Division.
21. Opening or closing pass-through under any circumstances.
22. Throwing anything against windows, walls, and/or doors.
23. Covering lights in any manner.
24. Gambling.
25. Giving money or anything of value to, or accepting money or anything of value from, another inmate, member of his or her family or friend, unless authorized through official channels.
26. Destroying, altering, or damaging jail property or property of another (damage of less than \$400).

IV. LEVEL THREE VIOLATIONS

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- A. DISCIPLINE: Inmates who commit a Level Three rule violation of facility rules will be subject to formal disciplinary action by Correctional staff. Inmates will be subject to one or more of the following formal disciplinary sanctions.
1. Loss of 4019 PC Work time credits.
  2. Loss of 4019 PC Good time credits.
  3. Loss of 4018.6 PC eligibility.
  4. Disciplinary diet.
  5. Disciplinary lockdown up to thirty (30) days.
  6. Loss of up to two weeks commissary.
  7. Loss of up to two weeks visiting.
  8. Restitution (replacement cost for jail property).
  9. Combination of any of the above.
- B. RULE VIOLATIONS:
1. Repetitive Level two rule violations during the current incarceration. (Two violations of any Level Two rule.)
  2. Refusing to work as assigned.
  3. Violation of any city, county, state, or federal law or ordinance.
  4. Attempting or planning to escape, or escape from confinement. Any inmate who leaves his authorized areas, grounds of the corrections facility, or fails to return on time from work furlough or pass, will be charged with the offense of escape.
  5. Destroying, altering, or damaging jail property or property of another (damage of more than \$400).
  6. Possession or introduction of an explosive or explosive device.
  7. Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife, or other unauthorized tool or instrument.

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8. Possession, introduction, or use of any narcotics paraphernalia, drugs, or intoxicants, not prescribed by the medical or mental health staff, to include misuse of authorized medications.
9. Smoking, use of, or possession of any tobacco products.
10. Possession or use of a lighter or matches.
11. Refusing to obey an order from Corrections Division personnel or any other member of the Mendocino County Sheriff's Office.
12. Communicating with civilians, unless authorized or during regular visiting hours.
13. Assaulting any person.
14. Threatening another with bodily harm, or with any offense against his person or property.
15. Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others to avoid bodily harm, or under threat of informing.
16. Engaging in sexual acts.
17. Infliction of punishment under the pretense of law on any inmate, or by the initiation of or participation in a "kangaroo court."
18. Wearing a disguise.
19. Setting a fire in the confines of the corrections facility.
20. Intentionally placing or throwing, or causing to be thrown, upon the person of another, any mixture of human excrement or other bodily fluids or substances.
21. Selling or giving away authorized medications to other inmates or person.
22. Rioting or encouraging others to riot, to engaging in, or encouraging, a disruptive group demonstration.
23. Counterfeiting, forging, or unauthorized reproduction of any document, article, or identification, money security, or official paper.

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24. Use of intoxicants or being intoxicated upon returning from an assigned work program or while in the corrections facility.
25. Violation of the Home Detention Contract.
26. Tattooing or piercing and/or use of any instrument used for tattooing or piercing.
27. Inmates will submit to a urinalysis or breathe test when requested by staff to do so for the detection of drugs and/or alcohol.

V. SPECIAL NOTE FOR CORRECTIONS DIVISION PERSONNEL

- A. Corrections Division personnel shall comply with all standards by recording, noting, and documenting every occurrence or aspect of the compliance, which may be called into question.
- B. The importance of accurate record keeping cannot be over stressed; and the value of having complete and current documentation cannot be overemphasized.

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