Johnson County Sheriff's Office

Jail Division

Inmate Handbook

Inmate Handbook (Edition #26-1)	Revised: 03/25/2026 Reviewed: 3/25/2026

Introduction:

You are being held at the Johnson County Law Enforcement Facility. Our staff is responsible for your care and safety during your stay. You are expected to obey all rules, regulations and policies of this facility. This handbook will assist you in this endeavor. By reading and becoming familiar with the handbook you will know what is expected of you, what your rights are and what services are available to you. This handbook does not cover all situations that may arise, but it does serve as a guide for your conduct and facility procedures. If there is anything contained within this handbook that you do not clearly understand or if you do not know the meaning of any words used or if you have any questions, it is your responsibility to ask a staff member for assistance. Inability to read or understand, along with choosing not to read these rules will not serve as an excuse for poor behavior. This is a smoke free facility.

General Information:

As you were being processed into this facility, you were assigned a "name number". This number can be found on the wristband that you will be wearing during your incarceration. The "name number" is a means to identify you. It is also used to facilitate your requests for services, purchasing commissary, making phone calls, receiving mail, money orders and video visitation. Periodic fire drills will be conducted; this may involve the moving of inmates.

Wristbands:

An identification wristband will be placed on your wrist during processing into this facility. You are required to wear your wristband twenty-four (24) hours a day without exception during your incarceration. If your wristband becomes damaged or worn or if the printing becomes illegible, it is your responsibility to request a replacement (without cost) by utilizing a "Request Form." If you remove your wristband, cause damage to or if a staff member discovers your wristband to be damaged, worn or illegible, you will be charged $10.00 for its replacement.

Mail:

Receiving of Mail:

1. Mail is received five days a week, Monday through Friday, except holidays.
2. The Sheriff's Office is not responsible for any delays, lost mail, or damaged mail occurring while in transit to and from the facility.

3. Any problems concerning incoming mail should be addressed to the mailroom at (317) 346-4753.
4. All inmates have a right to send and receive mail. Mail is picked-up and delivered as workload and staffing allows on a daily basis except Saturdays, Sundays and holidays.

All incoming inmate mail MUST be addressed as follows:

John Q. Inmate name number (on wristband)
C/O Johnson Co. Sheriff's Office
P.O. Box 609
Franklin, IN 46131-0609

a.) Line 1 Inmate's name and COMPLETE "name number on wristband"
b.) Line 2 Name of agency
c.) Line 3 Street address
d.) Line 4 City, State and Zip Code

5. All letters must be on standard size (8.5 x 11″) WHITE paper. No colored paper will be accepted. No computer generated letters will be allowed. All letters must be written in either pencil or black/blue ink only. No colored pens, crayons, felt tip, glitter pen or painted/colored drawings.
6. All greeting Cards must be simple single fold cards. No Musical greeting cards or Greeting Cards with glitter, ribbons, etc.
7. All inmate incoming mail MUST include all information as stated or it will be returned to the post office as undeliverable. All wording on inmate incoming mail must be handwritten. The only exception is Legal Mail. Stickers, labels or cards with stuck on attachments (to include return address labels) may not be affixed to an inmate's incoming mail or it will be returned to the post office as undeliverable.
8. All incoming inmate mail (except legal correspondence) will be opened and inspected for contraband then scanned into the corresponding inmate's kiosk documents. For legal correspondence, with the exception of inter-department mail, you will be removed from the block, the legal mail will be opened in your presence and copied in your presence. You will then be handed the copy of the legal mail and the original will be shredded in your presence. Inspection of your legal mail will occur during routine searches of the facility, your person, and property. Whenever jail officials delay, censor, copy or withhold correspondence, the addressee will be given prompt notice in writing. Jail officials shall maintain a record of each decision to withhold copy, censor and delay or otherwise interfere with the prompt transmission of correspondence.
9. You may not send or receive any mail from any other inmate from this facility or any other jail or correctional facility without prior authorization from the Jail Commander or his designee. Inmates requesting correspondence with another inmate that has a child in common must provide a birth certificate with both parents' names.

10. Dead letter mail is mail that you send out, then you leave the facility and the mail is returned to the jail as undeliverable. This mail will be held for 7 working days. If not claimed within that 7 days the mail will be destroyed. The following items will also be returned to the sender should they come through the mail which may include, but are not limited to blank money orders, cash, and magazine/newspaper clippings.
11. NOTE: All incoming money orders that are filled out to an inmate are accountable. This means that they must be put on your books to account for them. They will not be sent back. If you refuse to sign a money order, it will be placed on your account for deposit only. (See receiving money policy.)
12. All incoming religious materials must be addressed to the intended inmate as outlined in the incoming mail section. The religious materials must also come through a reputable distributor such as an online book store, Amazon.com, etc. The religious materials must be new and in the original packaging. No used or open religious materials will be accepted into the facility for distribution. The religious materials cannot have any metal/plastic/ fabric closer/attachments on the books. All incoming religious materials must also be softback, no hardback materials will be accepted. All publications are subject to review by the mail staff and mail staff have the final say on any and all religious publications and whether or not they will be approved. Once the religious publications limit (2) has been reached, trading or exchanging of publications will not be allowed. Excluding daily devotional subscriptions, which will be traded for the new editions when permitted by mail staff.
13. Once mail is received and uploaded to the HomeWAV kiosk, the original documents are not retained.

All "outgoing" mail must be addressed in the following manner.

In the left corner of the envelope:

Line one - Inmate's name and COMPLETE "name number on your bracelet"

Line two - The block you are located in. (failure to do this could result in your mail not being collected.

Indigent Mail:

If you have been determined to be indigent, that is, without funds for a period of seven (7) days, you will be provided with paper, pencil, and envelopes. This will be given once a week during commissary. Further, you will be entitled to mail two (2) first-class letters per week. All indigent mail will be picked up on Thursdays to be mailed out on Fridays, except on holidays. If Indigent Mail day does fall on a holiday, the indigent mail pick up and mailed out date will be shifted to the following weekday after the holiday. If you're mailing out indigent you will need to place an uppercase I in the top right hand corner. All inmates considered indigent may send out any legal mail at the expense of the county. If an indigent inmate requires additional paper and

envelopes for legal correspondence beyond the two provided for personal use, they must submit a request through the HomeWAV system using the Court/Transport Sergeant form. All subsequent mailings exceeding the personal indigent mail limit will accumulate and be mailed in the order received by the sheriff's mail office.

Legal Mail:

Legal mail can be mailed out on any day by placing the uppercase letter L in the top right hand corner. Legal mail is considered any communication between your legal counsel or the courts. Rehab applications and religious requests are not considered to be legal mail and will need to be mailed out in a stamped envelope or on indigent day if you are indigent. Incoming legal mail must be marked as legal mail. Legal mail that is not properly labeled as legal mail will be opened by jail staff prior to it being delivered to the inmate in the same method as regular mail. Inmates who are pro-se on their cases are still required to have their legal mail marked as legal mail and they still have to abide by the bulk mail policy. The mail division maintains the right to determine the validity of legal mail and will do so in a reasonable amount of time after ensuring that the mail is from a legitimate legal source prior to distributing the mail to you. Pro Se Legal Mail: If an individual is deemed by the courts to be pro-se on their case, verified by documentation from the courts, all prior mail rules apply. If a pro-se individual has documents sent into the facility for evidentiary purposes, the outside of the mail must still be labeled as “Legal” for the inmate’s current case in this county. That mail will be inspected in front of the inmate. The inmate will be provided a reasonable amount of time as determined by the mail staff to review the incoming documents and identify which documents are needed for evidentiary purposes. A copy of the needed documents will then be made and given to the inmate. The originals and any non-evidentiary documents will be placed in the inmate’s property. If mail staff determine that the inmate has accumulated what mail staff deem to be an excessive amount of mail in their property, mail staff will inform the inmate that they need to release their paperwork from the facility. All other mail rules apply to include picture policies and contraband policies.

Religious Publications:

The facility acknowledges your rights to religious freedoms. Religious publications such as Bibles, Quran’s, Beside Still Waters daily devotions are donated with a limited supply to this facility. The Facility in the past has given these out by request however; due to the introduction of the tablets into our facility you now have the option to read religious publications on the tablet. Bibles will no longer be handed out by request. A limited amount of Bibles will be provided to each Block. These Bibles are to remain in the block. You may request a Beside Still Waters however, you must keep them to exchange for a new one. Inmates who wish to have a specific Bible mailed in can do so with a limit 1 per inmate. Mail in Bible studies will be limited to 1. Multiple Bible studies will not be allowed.

Domestic Publications:

(Discontinued)

Books are available on the tablets and the list will be updated by HomeWAV at their chosen intervals.

Public Mail Procedures

1. All correspondence, including money orders, must, have a complete return name and addressed in the following format:

INMATE ADDRESS:

INMATES FIRST AND LAST NAME FOLLOWED BY THEIR "NAME NUMBER"
C/O JOHNSON COUNTY SHERIFF'S OFFICE
P.O. BOX 609
FRANKLIN, IN. 46131

RETURN ADDRESS: (Example) Your
FULL Name
1234 Your Street
Franklin, Indiana 46131

2. All letters must be on standard size (8.5 x 11″) WHITE paper. No colored paper will be accepted. No computer generated letters will be allowed. All letters must be written in either pencil or black/blue ink only. No colored pens, crayons, felt tip, glitter pen or painted/colored drawings.
3. All greeting cards must be simple single fold cards. No Musical greeting cards or Greeting Cards with extras like glitter, ribbons, etc.
4. Be certain to have your return address in the upper left hand corner of the envelope (return address must be handwritten and not a mailing label). This will insure the return of the letter in case the inmate has left our facility. Do not place any stickers, glitter or anything extra on the outside of the envelope.
5. All mail, with the exception of "legal mail", can be opened by staff, but those listed as legal, public officials and media are opened in front of the inmate for inspection for contraband inspection only, no reading aloud.
6. Mail is always scanned and inspected for contraband, obscenity and other rule violations.
7. Assume that everything you write will be read by jail staff, can, and will be used against you or the inmate in court.
8. Never write anything about the inmate's court case you would not want read aloud in court.
9. Mail is a right by law, but violations of the mail policies can result in the inmate's mail privileges being suspended for safety and security issues or reasoning.
10. The introduction of contraband by you into the jail through the mail could result in criminal charges being filed against both you and the inmate.

Examples of Contraband/Unauthorized Items:

a.) Drugs, weapons, hazardous material, etc.
b.) Stamps, stickers, stationary, envelopes, post-its, etc.
c.) Staples, paper, clips, metal, plastic, laminations, balloons, and jewelry.
d.) Musical greeting cards.

e.) Altered mail such as perfumed or lipstick covered.

f.) Paper with any type of stains such as grease, smudges, and foreign substances.

g.) Newspaper/Magazine clippings.

h.) Crayon, glitter, ribbons, felt tip, painted drawings, etc on letters.

Photographs: (Will be discontinued as of February 1, 2024)

a.) As of February 1 of 2024, all photos will have to come through the utilization of the HomeWAV kiosks and tablets. Physical photos will no longer be accepted into the facility after this date.

b.) Any sexually revealing, explicit, provocative, or lewd photographs are prohibited.

c.) Any photos deemed inappropriate or that may cause security hazards.

d.) Photos of weapons are prohibited

e.) Photos of drugs or consumption of drugs or alcohol are prohibited

f.) Photos of lewd behavior of people exhibiting too much skin are prohibited

g.) Photographs will only be available for up to 1 year from the date they were sent

h.) Picture messages sent into the facility, deemed by HomeWAV monitors to be sent in with the intent of bypassing text messaging costs will no longer be approved. Examples of this include screenshots of messages typed into a phone or on a computer that are then sent in as images, pictures of handwritten messages, and images sent with the intent to communicate messages via photo rather than by text message. HomeWAV monitors will have the final say on what is deemed an intent on bypassing the messaging costs.

***THE MAIL ROOM AND HomeWAV MONITORS WILL HAVE THE FINAL SAY ON ANY AUTHORIZED OR UNAUTHORIZED ITEMS.**

Religious Diets:

1) All allergy-based diet requests must be submitted to medical staff for physician approval. Medical staff cannot approve a religious diet request.
2) Religion-based diet requests must be submitted on a Religious Diet Request form
3) Religious diet requests must include the practicing religion of the inmate.
4) Inmates may cancel their religious diet request at any time by submitting a removal request using the Religious Diet Request form
5) If an inmate voluntarily changes their religious diet, they may not submit a new request for a religious diet for 30 days
6) If an inmate refuses their requested religious diet meal, they will be removed from the religious diet list.

Commissary:

If you had money in your possession when you were booked in, those funds have been deposited in the Inmate Trust Fund. You may use those monies and any subsequently received

funds to purchase items from the commissary. Commissary is scheduled to be sold two (2) times weekly. However, the Jail Commander, Assistant Jail Commander and Shift Commander may suspend the selling of commissary without notice.

As of February 1, 2024, all purchased commissary is required to be kept in your jail issued commissary bag. Each inmate will be allowed one (1) commissary bag that will be issued to them when taken to general population. If you do not receive your commissary bag, you are required to notify jail staff through the use of a REQUEST FORM prior to your commissary date so that one may be provided to you.

1.) All commissary sales are final. There will be no exchanges, refunds, and/or adjustments after you have accepted your items and you leave the window. The Johnson County Sheriff's Office does not warrant or guarantee any item sold in its commissary. Commissary purchases will be deducted from your account in the Inmate Trust Fund. Other deductions from your account may occur for damage to government property (including issued clothes and wristbands) and for medical expenses. If you have any questions concerning medical deductions from your account, direct them to the Matron.

2.) COMMISSARY IS A PRIVILEGE, NOT A RIGHT, AND MAY BE TERMINATED OR RESTRICTED WITHOUT NOTICE.

3.) All purchased items are required to be kept in your commissary bag. If you are removed from general population or placed in segregation, whether on disciplinary or administrative segregation, you are responsible for your items being in your one (1) commissary bag. If items are not in your commissary bag, and you do not place them there before you are removed from the block, jail staff are not responsible for anything you have left in your cell.

4.) If you are found to have purchased items outside of your commissary bag that you are not currently using, you may be found in violation of rule 3 and may receive a write-up for violating this rule.

Money:

You may receive additional funds in the form of a money order received through the mail (Money Order) or through jailatm.com. These mailings must follow all the requirements of all other inmate incoming mail (See Mail). Money orders must include the inmate's name and "name number" and must include the remitter's name and address. Inmates are not allowed to transfer funds to other inmates. The monies held in your account may be used to purchase commissary items, to post bond or you may release it to anyone of your choice who is not in jail. ("Property Release" form required to be completed). Any money or money order received will be placed on your books. It will not be placed in your property unless approved by jail administration. Money placed on your phone account or Talk-To-Me funds cannot be transferred to commissary, even though the HomeWAV system states it can. That is not something that works nor is it integrated at this facility.

Tablets

The Jail has transitioned to tablets that have the following features:

1) All incoming pictures will be sent through HomeWAV, and the use of third parties is discontinued **as of February 1, 2024**

2) A selection of movies is available on the tablets and is updated by HomeWAV at their discretion

3) Digital and audio books are available on the tablets

4) There are games available for purchase on the tablets.

5) Regular phone calls, video calls, and text messages through the HomeWAV application are available for use by each individual.

6) Music is available for purchase on the tablets.

7) It is still a requirement to wear a jail issued uniform as per the rest of the policy for jail visitation while utilizing tablets even though you may be in your room. Violations of this policy will still result in suspension of the inmate's visitation privileges.

8) Picture messages sent into the facility deemed by HomeWAV monitors to be sent in with the intent of bypassing text messaging costs will no longer be approved. Examples of this include, screenshots of messages typed into a phone or on a computer that are then sent in as images, pictures of handwritten messages, images sent with the intent to communicate messages via photo rather than by text message. HomeWAV monitors will have the final say on what is deemed an intent on bypassing the messaging costs.

The jail has provided one tablet per inmate, as available throughout the facility. The tablets are able to be charged in the blocks and will remain in the block unless otherwise dictated by the jail staff. The number of available tablets may increase or decrease depending on multiple circumstances.

Broken tablets need to be reported to jail staff through the use of a Visitation and Phone Request/Complaint form so that they can be sent off for repair. Repairs can take weeks to be done, so the later a tablet is reported broken, the longer that tablet is out of circulation.

****Jail staff cannot refund you for purchases made on the HomeWAV system. We do not have access to HomeWAV's finances. Any discrepancies will have to be taken up with HomeWAV directly upon your release from this facility. HomeWAV will not refund for accidental purchases, only for content that does not work as intended and on a case by case basis.

Visitation Procedures:

Visitation rules:
These rules apply to both on site video visitation and at home visitation.

Video Visitation hours
Sunday –Saturday
0430-1800 (04:30AM-6:00PM)
1900-2300 (7:00PM-11:00PM)

Video Visitation:

The Johnson County Jail utilizes Video Visitation, with the exception of court-ordered contact visits, attorney conferences and other visits that are approved by jail administration.
1.) Participation in video visitation is a privilege, not a right. Both visitor and inmate are expected to conduct themselves in an appropriate fashion at all times during a video visit.

2.) Johnson County reserves the right to deny, cancel, or terminate a video visit prior to or during a video session based upon visitor and/or inmate conduct. Johnson County also reserves the right to restrict visitor(s) from participating in any or all future use of the video system.

3.) Any nudity, tight fitting, lewd, or provocative clothing is strictly prohibited and will result in having your visitation privileges suspended.

4.) The sending in of messages or video messages that contain nudity, partial nudity, sexual acts, simulated sexual acts or depiction thereof, lewd acts or clothing, provocative acts or clothing, phone sex both verbal and through messaging is forbidden.

5.) RECORDINGS and PHOTOGRAPHS (screenshots) of any kind are NOT allowed during visitation, any of these actions may result in your visitation privileges being suspended indefinitely.

6.) The posting in part or in whole of any video message, picture of an inmate inside the facility, or video recording of an inmate to any social media account or any entity outside of the Johnson County Jail is strictly prohibited and will result in the suspension of the account in violation in accordance with the policies set forth by the Johnson County Jail.

7.) Driving while in video visitation is strictly prohibited and will result in suspension of the visitor’s account in accordance with the jail’s policy.

8.) Inmates are required to be in full jail uniform while on video visitation and at all times while outside their assigned bunk. Any inmate caught on the kiosk to be outside of the jail issued uniform will be subject to a 15 day video suspension for the first violation, a 30 day video suspension for the second violation, a third violation will result in an indefinite video suspension, and the inmate may face disciplinary action for failure to follow jail rules and regulations.

9.) Three-way calling of any kind is strictly prohibited and will result in account suspension in accordance with the policy of the Johnson County Jail.

10.) All use of the video visit system (friends, family, and inmate) is recorded and subject to monitoring by all Johnson County Sheriff's Office employees. Your use of the video visitation system constitutes consent to any and all recordings and monitoring.

Visitation Dress Code:

Provocative: arousing sexual desire or interest, especially deliberately.

Lewd: crude and offensive in a sexual way.

All visitors and inmates must remain fully clothed at all times during visitation. a.)
No halter tops
b.) No see through tops
c.) No low cut blouse or shirts
d.) No short shorts
e.) No clothing that has holes exposing the buttocks, breasts or groin area.
f.) No nudity of any kind will be allowed.
g.) Tight fitting, provocative, lewd, or see through clothing is prohibited.

VIOLATORS OF THE FOLLOWING WILL BE RESTRICTED FROM ON AND OFF SITE VISITS IN ACCORDANCE WITH JAIL POLICIES

1.) Tight fitting, provocative, or see through clothing is prohibited.
2.) Nudity, partial nudity, sexual acts, simulated sexual acts, or depiction thereof is prohibited.
3.) Security threat group or gang activity, signage, symbols, or other representation of any such group is prohibited.
4.) Any illegal activity, conspiracy to commit an illegal act, or depiction thereof is prohibited.
5.) Driving while participating in a video visit.
6.) No portion of a video message, video call, picture message, or screenshot may be posted on any form of social media or uploaded to the web in any capacity.
7.) Three way calling
8.) The sending in of messages or video messages that contain nudity, partial nudity, sexual acts, simulated sexual acts or depiction thereof, lewd acts or clothing, provocative acts or clothing 9.) Consuming or appearing in the visit that is under someone else's name.

Visitors who violate any of these rules will be suspended on the first offense for FORTY FIVE (45) days from the use of visitation.

If a visitor who is already suspended from visitation violates any other rule during their FORTY FIVE (45) Day sanction, said visitor will be suspended for a full THREE HUNDRED SIXTY FIVE (365) DAYS.

At this time HomeWav Monitor Violations during the FORTY FIVE (45) sanction include but are not limited to the following:

1. Setting up a new, alternate or fraudulent account to visit said inmate in an attempt to circumvent the loss of video privileges.

2. Three - way calling with an inmate.
3. Consuming or appearing in the visit that is under someone else's name.
4. Adding yourself to another inmate's account or re-adding yourself to the same account.
5. Any of the previously mentioned visitation rules.

Visitors that violate the rules on the THREE HUNDRED SIXTY FIVE DAY (365) sanction will be suspended indefinitely.

Visitors who appear to be under the influence of alcohol or drugs are subject to having their visit canceled, being barred from visiting in the future, and are subject to arrest.

On-Site weekend video visitation rules:

1. Each inmate in the Johnson County Jail is permitted one (1)-free (20-minute) video visit per week (MUST BE DONE ON-SITE). However, visitation may be canceled without notice if there is substantial evidence that such visitation jeopardizes the safety and security of the facility or the visitors. All visits are subject to cancellation due to violations from the public as well. This includes public nudity and vulgarity. Inmate's free video visits are scheduled by availability. The system will notify the visiting party of cancellations or changes via email. The system will also notify if the inmate's 1-free (20-minute) visit per week has been used or is already scheduled by giving a message of not available. On-site video visits must be scheduled at least 24 hours in advance by the visitor and accepted by the inmate prior to the visit's scheduled start time. Video visits can be scheduled online by going to HomeWAV.com or scheduled in the front lobby of the Johnson County Sheriff's Department.

Visitation schedule is as follows:

All female inmates:
Saturdays and Sundays from 8am-4pm

All Male inmates:
Saturday and Sunday from 8am-4pm

At the time of scheduling, the family member/friend must be prepared to provide the following information:

a.) Inmate Legal Name or Jail ID Number
b.) Visitor's Official Picture ID (Driver's License, School ID if minor)
c.) Visitor's Home Address
d.) Visitor's Telephone Number
e.) Visitor's Email Address

3.. Every visitor that scheduled their visit in advance must show up at least 15 minutes prior to the visit starting and no more than 20 minutes prior to the visit starting. Visitors who arrive late will not be allowed to visit on that day and will have to reschedule for the following week.

4. On-Site visitors are subject to search for a person.

5. During the visit, the visitor is required to stay seated at the visitation terminal. If the visitor leaves the terminal, the visit will be terminated.

6. Visitors under the age of 18 must be accompanied by a parent or guardian and visitors over 16 years of age must present a valid form of photo identification.

7. Visitors may only bring their identification and car keys into the visitation area. No purses, diaper bags, briefcases, etc. Cellular phones, cameras and other electronic devices are strictly prohibited and will result in the visiting privileges being revoked.

8. Loud talking or any type of behavior will not be permitted.

9. Defacing or damaging the visitation terminal will result in criminal prosecution.
10. If you experience a problem with the audio or video reception during your visit, you are required to notify Corrections Staff immediately.

Telephone Accessibility:

Telephones are provided in each cell block, dormitory, and holding tank for your convenience. There are also tablets available in each block that allow for regular phone calls, video calls and text messaging. The phone system is owned and maintained by a private vendor. Please note there can be a connection fee charge per call. All calls made by inmates are "collect" calls. However, calls to any public defender are toll free. The Johnson County Sheriff's Office does not set the usage rate on telephone calls. Intentional damage to any component of the telephone system will result in the filing of criminal charges against the responsible individual in addition to restitution for all damages. Damage to any component of the tablet system can result in criminal charges being filed against the responsible individual, in addition to restitution for damages. Staff also reserve the right to revoke the individual's tablet privileges. All telephones are monitored by closed-circuit video. The jail staff can turn on/off telephones at any time as necessary to ensure the safety and security of the facility. The Johnson County Sheriff's Office is not responsible for calls that are disconnected by any source.

All calls may be monitored and recorded.

We have a TIP LINE that you can call if you have any information on criminal activity. The number is 317-346-4604.

Dress Code:

All inmates are to be fully dressed with jail issued clothing at all times outside your assigned cell or bunk. This includes shirts, (bra for females) pants, underwear, socks and shoes. These clothing articles must be worn as intended (meaning your shirt will cover your torso, with your arms extending out the sleeves, both legs extending through the pant legs and waistband worn around the waist. Socks are to be worn with your foot inside the article and shoes on your feet. You must remain completely dressed while walking to the shower. You must

undress, shower, dry and dress within the confines of the shower stall. Any inmate found to be in violation of this rule will result in disciplinary action.

Count Procedures:

There will be a minimum of three head counts done during the day shift. Counts will be conducted at breakfast, lunch, and dinner. Every inmate will have to show the serving officer their wristband before receiving a tray regardless if they choose to eat or not. There will be a minimum of two counts completed on night shift. During this count, all inmates will be locked down until the count is cleared. Each inmate will be in their assigned housing location.

Wake Up Procedures:

All inmates will wake up and get completely dressed at 5:00 AM after hearing the "wake up" announcement every day. All cell doors are to remain open after exiting in preparation of receiving the morning meal. Inmates assigned to dormitories will exit their bunk area and assemble in the day area. Inmates are prohibited from returning to their bunks until meal trays are picked up and you receive verbal authorization from the on-duty officer. Those individuals designated to receive medication will remain in the day area until medication has been distributed and you receive verbal authorization from the on-duty officer. Any inmate found to be in violation of this rule will be subject to disciplinary action.

Lockdown Procedures:

Lockdown is at 11:00 PM every night. At the announcement of "lockdown" all inmates are to immediately report to their assigned cells (A, B, C, D, E, O, P, Q, R, S, T, U, V, W, and X blocks **WILL** shut their doors behind them) or to their assigned bunks (dormitories) without fail or delay. Inmates assigned to a dormitory are to remain in their bunks at all times during lockdown hours. The **ONLY** exceptions are to utilize the restroom and to report an emergency. The restrooms are not to be used for general hygiene during lockdown hours. To use the restroom during lockdown you must be completely dressed as outlined in the section titled "Dress Code". Cleaning supplies (mop buckets, trash, etc.) must be placed near the main entry door nightly prior to lockdown. Inmates may be directed to "lockdown" at any time without notice. Any inmate found to be in violation of this rule may result in disciplinary action.

Jail Sanitation & Inspections:

The jail shall be maintained in a safe and sanitary condition in compliance with all pertinent state and local laws and ordinances. Inmates are directly responsible for maintaining their own living areas in a clean, safe, and sanitary condition. Noncompliance of maintaining proper hygiene may result in disciplinary actions or being placed on temporary lockdown until the situation is resolved. The covering of windows, vents, speaker boxes, and lights, items being placed on ledges or bunks, and items being hung on the wall (toothpaste, black caulking or taping material) is prohibited. Jail staff shall provide all necessary cleaning supplies on a daily basis or more if needed. All areas of each cell block and dormitory shall be swept and mopped daily or more if needed. All cleaning items are to be used for cleaning purposes only. All trash will be removed from each cellblock and dormitory to include inmate living areas and common areas. If any discrepancies or problems are noted during the inspection, inmates will have the opportunity to immediately remedy the situation or face disciplinary actions. Written inspection reports will be maintained and steps taken as soon as possible to remedy unsafe or unsanitary conditions. The inspecting officer will report maintenance problems directly to the Sheriff's Maintenance office.

Clogging drains or toilets with any debris other than human waste will result in disciplinary action being taken including but not limited to the responsible party receiving a disciplinary write-up and facing time in segregation and/or the occupants of the cell being locked down for a period of 24hrs. If the debris that has caused the issue is found to be county property, the responsible party may receive criminal charges in addition to disciplinary action, and possible reimbursement from the inmate's account. Writing, drawing, or marking the surfaces of the cells or block will result in lockdown for the offending inmate or cell until the graffiti is cleaned off the surface. Being locked down for violating any of the rules or failing to maintain a clean living space can result in the loss of commissary and phone/visitation privileges as outlined in the informal charges section of the inmate handbook.

Property Issue/Laundry Services:

Upon being placed in the population, you will receive clothing, bedding and miscellaneous jail property. It is your responsibility to check all clothing, bedding and jail property for damage prior to acceptance. If, while in your care, any of the property is damaged, you must report it immediately to the jail staff by completing a "Request Form" and submitting it to the on-duty shift leader. All damaged items will be replaced immediately and without cost if properly reported. Intentional destruction of county-owned property will result in either criminal charges being filed or disciplinary action being taken. Either alternative will result in financial restitution being sought. If you have funds available in the Inmate Trust Fund, the appropriate amount will be deducted.

1. All machine washable property that is issued to you by the facility will be exchanged once weekly.
2. The time for laundry exchange will be determined on a daily basis by the night shift supervisor.

3. Any inmate caught hoarding jail property above the amount issued will result in disciplinary action.
4. The male inmate population will receive one shirt, one pants, 2 pairs of underwear, two pairs of socks, and one towel. Males will also receive one roll of toilet paper.
5. The female inmate population will receive one shirt, one pants, 2 pairs of socks, two bras, two pairs of underwear, and two towels. Females will also receive two rolls of toilet paper.
6.

Property Left at Jail:

All property left at the jail after you have been released must be picked up within 7 working days. All property left here after 7 working days will either be destroyed or may be donated to a local charity at the discretion of the Jail Administration (Salvation Army, Goodwill etc.).

Personal Hygiene/Indigent Hygiene:

All inmates, prior to placement into the population, are required to shower and delouse. After placement into a cell block or dormitory, every inmate is required to keep good personal hygiene. Inmates held in disciplinary or in administrative segregation will be allowed the opportunity to shower during their recreation/hygiene time. Razors will be issued and collected three times a week. Failure to return your assigned razor may result in a $10.00 deduction from your account and possible disciplinary action taken.

If you have been determined to be indigent, your inmate funds are less than .10 for a period of seven (7) days, you will be provided with bar soap, toothbrush, toothpaste, deodorant, and shampoo as long as you meet the indigent qualifications. Before receiving replacement hygiene items, used or consumed items/containers are to be returned for accountability. This should occur every Wednesday.

Inmates may be required to shave or have their hair cut for failing to maintain reasonable standards of cleanliness.

Hair clippers will be offered on the first weekend of every month. A Deputy will have the ability to provide each block with hair clippers, a chair, and an item to resemble a haircut apron. This is the only opportunity for inmates to receive a haircut. If the inmate wishes to receive a haircut during this time they must go to recreation with the block.

Inmate Workers:

Being an “Inmate Worker” is a privilege. That privilege may be revoked at any time and for any reason. Workers will follow all rules, regulations, and directions from any staff member whether Administration, Officer, Kitchen and/or Maintenance staff.

1. No inmate is in charge of any other inmate.

2. Inmate workers are to remain clean-shaven and their hair is to be no longer than the neckline.
3. Workers will maintain good personal hygiene by showering their body and changing their clothes at least once daily.
4. Workers are allotted the same privileges and rights as any other inmate in the general population. Nothing more is guaranteed to an inmate worker.
5. Workers are not to remove any items (except daily clothing exchange) from any work area(s) and take them to their housing unit.
6. Workers are not to pass, forward, trade, and/or loan any items to another inmate.
7. Workers will not have contact with any outside contractors without an Officer present.
8. All injuries must be reported immediately to the custody staff.

Prison Rape Elimination Act of 2003 (PREA):

The Prison Rape Elimination Act of 2003 PREA supports the elimination, reduction and prevention of sexual abuse and sexual harassment within corrections systems. PREA:

1. Establishes a zero-tolerance standard for the incidence of sexual abuse in confinement settings in the United States;
2. Makes the prevention of sexual abuse a top priority in each correctional system;
3. Develops and implements national standards for the detection, prevention, reduction, and punishment of prison rape;
4. Increases the accountability of corrections officials who fail to detect, prevent, reduce, and punish prison rape;
5. Sexual abuse includes:
    a.) Sexual abuse of an inmate, by another inmate; and
    b.)Sexual abuse of an inmate, detainee, or resident by a staff member, volunteer, or visitor

Sexual abuse by another inmate includes:

Any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse;

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
2. Contact between the mouth and the penis, vulva, or anus;
3. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
4. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person, excluding contact incidental to a physical altercation.

Sexual abuse by a staff member, volunteer or visitor includes:

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
2. Contact between the mouth and the penis, vulva or anus;
3. Contact between the mouth and any body part where the staff member, volunteer or visitor has the intent to abuse, arouse, or gratify sexual desire;
4. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, volunteer, or visitor has the intent to abuse, arouse, or gratify sexual desire;
5. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks that is unrelated to official duties or where the staff member, volunteer, or visitor has the intent to abuse, arouse, or gratify sexual desire;
6. Any attempt, threat, or request by a staff member, volunteer, or visitor to engage in the activities described.
7. Any display by a staff member, volunteer, or visitor of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident; and
8. Voyeurism by a staff member, volunteer, or visitor.

9. Voyeurism by a staff member, volunteer, or visitor means an invasion of privacy of an inmate by staff for reasons unrelated to official duties; such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions, or requiring an inmate to expose his or her buttocks, genitals, or breasts, or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.
10.

Sexual harassment includes:

1. Repeated and unwelcome sexual advances, requests for sexual favors or verbal comments, gestures or actions of a derogatory or offensive sexual nature by one inmate, detainee or resident directed toward another; and
2. Repeated verbal comments or gestures of a sexual nature to an inmate, detainee, or resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Any inmate who believes they were a victim or knows of another who may be a victim of any of the described behaviors is encouraged to report it to a staff member for immediate action. Inmates may also use the formal grievance procedure to report incidents as well as contact the St. Francis Hospital South, Center of Hope, at 317-528-5440 or 317-528-5262 to report an incident of sexual assault/misconduct.

Health and Medical Services:

Medical service at the Johnson Co. Law Enforcement Facility is provided by contractual agreement with Quality Correctional Care.

1. Inmates will not be refused emergency medical treatment due to the lack of funds or the inability to pay.

2. All inmates requesting health or medical services must complete a "Medical Request" form. Submit your request to the medical staff. Quality Correctional Care has available a staff physician complimented by medical personnel and a social worker. The staff physician visits once weekly. A $15.00 co-payment will be deducted from your account in the Inmate Trust Fund. The staff dentist visits occur once a month. A $15.00 co-payment will be deducted from your account in the Inmate Trust Fund.

3. Qualified personnel at the direction of the staff physician pass medication twice daily. If you receive medication more frequently, the prescription may be changed at the discretion of the staff physician. Hoarding of medication is a rules violation subject to a disciplinary action as well as having your prescription terminated by the staff physician.

Medical Policies:

1. As needed, your medical care may be referred to a physician other than the staff physician.
2. All medical services are confidential and will not be discussed with anyone without your signed consent utilizing a "Medical Release of Information" form. Medical records will be released only upon receipt of a subpoena.
3. Inmates will not be notified of scheduled medical appointment dates and times.
4. Inmates prescribed medication before being incarcerated will be responsible to provide proof of prescriptions, name and location of pharmacy and the prescribing physician.
5. Refusal to take medication or to receive medical treatment will require your signature on a "Waiver of Medical Treatment" form for each occurrence.
6. Discontinuation of medication or stopping of refills of medication must be placed in writing to medical staff by completing a “Medical Request” form. You will then be required to complete a “Waiver of Medical Treatment Form.” The final determination of this action is at the discretion of the staff physician.
7. Disrespectful behavior or arguing with the medical staff will result in disciplinary action.

8. Inmates recruited to work in the jail kitchen will require a physical and approval from the staff physician prior to placement.
9. After prescribed medication by the staff physician, only the staff physician may discontinue the prescription.
10. If you have your personal medication here and you leave the facility, it must be picked up within seven (7) working days or it will be destroyed.
11. Prescription eye glasses must be approved by Medical Staff prior to being provided to the inmate. Medical staff will have the final say as to whether glasses meet approval. Medical staff must be able to verify the glasses prescription prior to approval. An inmate having prescription glasses dropped off at the jail must be able to provide a valid prescription or provide the information allowing medical staff to verify the prescription.

Medical Co-Payment:

All inmates incarcerated at the Johnson County Law Enforcement Facility that have funds deposited into their account in the Inmate Trust Fund will be required by law to make copayment for any medical service provided to them while incarcerated. If you receive any medical service and you do not have funds available in your account, a hold will be placed on your account for a period of sixty (60) days from the date of the service until such a time when a transaction occurs to your account. Co-payments are charged $15.00 per service as follows: I.C. 11-12-5-5.

Medical Care:

Physician $15.00 per visit (inside or outside visits including specialist, OB, etc.).
Hospital $15.00 per visit
Nurse $15.00 per visit Dental Care:
Dentist $15.00 per visit (includes dental service, specialist, etc.).

Eye Care:

Optometrist $15.00 (includes any eye treatment, specialist, etc.).

Any other Health Care related service, including prescriptions and their related handling expenses. (Medication set-up and cancellation/refusal of treatment once requested)

Prescription $15.00 per prescription for handling (whether came in with medication or ordered).

The Sheriff or his designee will forward to the courts or to the Johnson County Prosecutor any unpaid medical expenses in an effort to obtain restitution from the individual that received medical services. This includes all medical co-payments, medical, dental and optometry services and prescriptions.

Recreation:

Every inmate shall be allowed to engage in physical exercise. Physical exercise will be limited to the indoor recreation area, the outdoor recreation area, and the dayroom, except during "lockdown" periods where the inmate will be allowed to exercise in their cells. Recreation is available during commissary sales and during dayroom periods.

Outside recreation will be made available during times of reasonable weather conditions at the discretion of the facility. **All inmates must stay in full uniform during recreation.** Failure to comply with this policy could result in termination of recreation or disciplinary action.

Inmate Disciplinary Plan:

Corporal punishment
Noun
cor·po·ral punishment | \ ˈkȯr-pə-rəl-\
Legal Definition of corporal punishment:
punishment inflicted on a person's body.

1. Corporal Punishment is not allowed by staff and should be reported immediately.

2. The following rules and principles shall apply in all disciplinary actions taken.
    a. Only those staff members authorized by the Sheriff or his designee may initiate disciplinary action.
    b. The jail shall at all times be operated under conditions of proper discipline and order.
    c. The jail staff shall take disciplinary action at such time and to the degree necessary to regulate an inmate's behavior within the confines of all pertinent federal, state, and local laws and ordinances.
    d. The jail staff will act in a fair, impartial, and consistent manner in all disciplinary matters.
    e. Disciplinary action shall not be impulsive or unpredictable.
3. Amendments to reports for clerical errors can be made until the hearing is conducted and shall be distributed to the inmate before the hearing.

The jail staff shall not impose or allow imposition of corporal punishment of any kind. The use of physical force as a means of discipline is strictly prohibited. Punishment for all disciplinary actions shall be reasonably related to the seriousness of the offense and the circumstances surrounding the inmate's conduct.

An inmate may file a written grievance whenever they feel that policies and procedures are not being followed in connection with their disciplinary actions.

Accurate, detailed reports of all disciplinary actions shall be kept and maintained, which records all pertinent information.

Each kiosk will have the "Inmate Handbook," which includes a listing of prohibited acts, the types of disciplinary actions that may be taken, the structure of the disciplinary system within the facility, and the possible consequences. It is the responsibility of the inmate to read the “Inmate Handbook”. If an inmate is in any way impaired or implies that they do not understand the handbook for any reason, a jail staff member will review the handbook with the inmate. If the inmate is language or sight impaired an interpreter will be provided. Inmates shall receive written notice of any amendment to the handbook. Amendments must be in writing and due notice given forty-eight (48) hours prior to becoming effective.

Outline of the Inmate Disciplinary Plan:

All violations of the Inmate Disciplinary Plan are classified as to their severity. All the rules in this section are enforceable by any jail staff member. Any violation of jail rules could result in a change of your custody status or classification. Major violations can come with segregation sanctions of up to 30 days per charge. Minor violations can come with segregation sanctions of up to 15 days per charge. All violations can include sanctions of limitation or denial of video visitation, phone, tablet use, and commissary restrictions as sanctioned by the CAB Officer. Informal write-ups may also be utilized as on-the-spot corrections in accordance with the policies and procedures outlined in this handbook.

General Orders:

1. Safety and Security of the population and facility are of the utmost priority and can require the entire block/facility to be locked down at any time.
2. Blocking windows and doors is prohibited at all times.
3. Purchased items that are altered will be disposed of by staff.
4. No item may be altered or used for any reason other than its original intended purpose.
5. Sitting on coolers is prohibited. The cooler is a privilege and not a right, and may be removed from the block at any time.
6. Placing items in the cooler for storage is prohibited due to contamination issues. Its use is for ice only.
7. Loitering on the second floor (tier) of A, B, C, D, E, F, G, H, O, P, Q, R, S, T, U, V, W, and X cell blocks is prohibited.
8. Unless instructed to by a staff member, inmates may not stand between the windows and the yellow and black floor markings.
9. The adjacent block doors and air vents are not for communication between inmates.

10. Mattresses, mattress covers, and blankets must remain on your bunk and/or portable bunk area at all times.
11. Any item not authorized to be taken to the jail population by the jail staff may be considered contraband or a prohibited item and will be destroyed.
12. Any other item used in trafficking with another inmate will be destroyed upon the completion of any investigation and/or disciplinary action.
13. Any commissary item container that is empty needs to be discarded and is subject to being destroyed by jail staff. (Drink mix containers, cracker boxes, etc.).
14. Consumable food items, including condiments, will be kept in the provided tote.
15. Reading material, mail, legal work, and stationary items must be kept in the provided tote.
16. Clothing, board games, books, and consumables such as coffee, soda, and soups that have been prepared for consumption may be left out of the tote.
17. Cell doors in the general population will remain open from wake-up until lockdown unless instructed or ordered by staff to lockdown or close the cell door. If the door is closed between these times, it will remain shut until the next meal is served or ordered by an Officer to open the door. Disciplinary actions (Lockdowns) toward general population cells/blocks override the previous.
18. Trash Cans and Ice Coolers are to remain inside the indicated square inside the block.
19. Inmates are only authorized one (1) mat per inmate unless medical deems this to be necessary to the inmate's health and well-being. Medical will issue inmates a pass if this is deemed necessary. Inmates in possession of more than one mat without medical authorization are subject to disciplinary actions, including up to segregation time, and loss of privileges.
20. Remotes for the televisions inside each block are to remain in the day area of the block. Remotes are also not to be in any inmate's possession. Inmates found in possession of the remote inside their cell rooms, or on their person, are subject to disciplinary actions, including up to segregation, and loss of privileges.

Administrative Segregation

Administrative Segregation:
Shall mean the physical separation of inmates who are determined to be mentally ill, an escape risk, assaultive\violent in tendency, destructive, or an inmate that is likely to need protection with the intention to keep the inmate safe while in the custody of the Johnson County Jail, to achieve the objective of protection for the welfare of the inmate and staff of the Johnson County Jail.

Once an inmate has requested or the facility determines that the inmate is to be placed into administrative segregation, the inmate will not have the ability to request to be moved from administrative segregation. This move will be determined by the Johnson County Sheriff's Office administrative segregation review process to ensure

that the welfare, safety, and security of the inmate, the remaining population, Johnson County Sheriff's Office Staff, and the facility remain without fault.

Administrative Reviews:

Administrative reviews should be conducted for each inmate once every seven days of incarceration; this is typically conducted on Fridays.

Items allowed to be purchased off Commissary for the inmate to possess while on Administrative Segregation.

All Hygiene and Correspondence options available on Commissary to include:

Jail Uniform	Toothpaste	Antibacterial Soap
Legal Pad	Underwear	Thermals
Mattress	Writing Tablet	Athletic Shoes
Bath Soap	Mattress Cover	Bible
Pencil/Pen/Eraser	Chap stick	Comb
Cough Drops	Shower Shoes (1 pair)	Toothbrush
Deodorant	Socks (1 pair)	Emery Board
Stamps	Envelopes	OTC Medications
Shampoo	Conditioner	Wash Cloth
Soap Holder	Toothbrush Cap	Ponytail Holders
Hair Pick\Brush	Lotion	Earbuds

Administrative Segregation Inmates are also allowed to purchase from Commissary: Word search, Sudoku, Crossword puzzle, Coloring books, Scratch Pads, Sketch Pad, and Logic Puzzle Books.

Inmates on Administrative Segregation will not be allowed to receive any publications or books via the mail, other than 1 Bible.

Disciplinary Segregation:

Inmates who violate any rule listed in the Johnson County Jail Inmate Handbook that creates a safety or security risk can be moved to disciplinary segregation prior to a Conduct Adjustment Board Hearing being conducted.

Length of Disciplinary Actions:

The Johnson County Sheriff's Office is an IDOC holding facility. Inmates who violate any of the rules outlined in the Johnson County Sheriff's Office Inmate Handbook will be subject to the following restrictions/sanctions: segregation time, loss of commissary privileges, loss of phone privileges, loss of tablet privileges, loss of good credit time, or any combination of these sanctions. Each violation carries a maximum amount of segregation time associated with each offense.

Major Violations will carry up to 30 days per offense or violation.

Minor Violations will carry up to 15 days per offense or violation.

Inmates are to receive the Notice of Disciplinary Action within 24 hours of the alleged offense unless the alleged offense is subject to an investigation. Inmates will then receive the Notice of Disciplinary Action within 24 hours of the investigation being completed. Inmates are to receive their Disciplinary Hearing within 7 business days of the Notice of Disciplinary Action being served to the inmate. The staff member writing the inmate up for violations may make corrections to the report and serve the inmate in violation with an amendment to the notice of disciplinary hearing at any time up to the date of the scheduled hearing. This does not affect the date by which the hearing is required to be held.

Appeal process for inmates, for Disciplinary Actions:

Each inmate has the ability to appeal the Disciplinary Hearing to the Sheriff of Johnson County, within 10 CALENDAR days of the hearing's completion. Appeals will be placed on the CAB Appeal form on the HomeWav Kiosk. At that time, a Hearing Officer will gather all paperwork associated with the hearing and present it to the Johnson County Sheriff.

Property allowed for Inmates on Disciplinary Segregation:

Inmates on Disciplinary Segregation are allowed hygiene and correspondence items sold on commissary:

Jail Uniform	Toothpaste	Antibacterial Soap
Legal Pad	Underwear	Thermals
Mattress	Writing Tablet	Athletic Shoes
Bath Soap	Mattress Cover	Bible

Pencil/Pen/Eraser	Chap Stick	Comb
Cough Drops	Shower Shoes (1 pair)	Toothbrush
Deodorant	Socks (1 pair)	Emery Board
Stamps	Envelopes	OTC Medications
Shampoo	Conditioner	Wash Cloth
Soap Holder	Toothbrush Cap	Ponytail Holders
Hair Pick\Brush	Lotion	

Informal Charges

Anyone found to be in violation of the following rules will receive a write-up resulting in informal charges so long as it is agreed upon by the person violating the rule. If the person who has committed the violation declines to agree with informal infractions, the charges will become formal infractions and the person who has committed the violation will be processed for a CAB hearing. Informal infractions will result in a progressive disciplinary action beginning with a 5 day restriction of phone privileges, and/or commissary privileges, and weekend visitation privileges. A second separate violation will result in a 10 day restriction of phone privileges, and/or commissary privileges, and weekend visitation privileges. A third separate violation will result in formal charges and a CAB hearing will be scheduled per the Conduct Adjustment Board policy.

Informal Charges are as follows:

Being outside of the assigned bunk / cell location in the improper uniform.

Having your blanket/sheet in the dayroom

Wearing of items on the head

Sitting on the coolers

Sitting on the tables

Not wearing a wristband

Failing to maintain a clean cell / bunk area

Having graffiti on cell or bunk walls

Covering of lights, doors, or windows in cells / bunk locations to any extent

Use of jail property as exercise equipment to include but not limited to: doing pull-ups or hanging from shower bars, use of tables for exercise purposes, hanging from or doing pull-ups on the bottoms of the staircases or the railings.

Being found to have any unauthorized jail items such as sporks, or extra jail issued clothing

Passing of items through doors or communicating through the doors.

Violations

Major Violation:
Attempting to commit any Major violation. Aiding, commanding, inducing, counseling, or procuring another person to commit any Major violation shall be considered a subject of the violation, as though they were in commission of the violation.

Throwing of any object (peanut butter lids, playing cards, toilet paper, etc.)

Having or placing, by any means, any object in the window sills.

Destroying, altering, or removing a RED TAG

Altering the tablets from their original state.

Destroying or causing damage to the tablets or their charging bases.

Violation of any federal, state or local criminal law.

Battery or attempted battery on other inmates, staff, volunteers, or visitors.

Inciting or participating in a riot.

Possession of a dangerous or deadly weapon, to include any explosive, ammunition, hazardous chemical, knives (homemade or otherwise), and firearms.

Committing a sex offense as defined under the Indiana Criminal Code or the Prison Rape Elimination Act against any person in the jail or making sexual proposals, threats, or remarks to or against any other person.

Escape or attempted to escape.

Possession or use of an electronic device (other than the jail-issued tablet) including cellular telephones and pagers.

Consumption or possession of alcohol or drugs as defined under the Indiana Criminal Code.

Setting or causing a fire.

Tampering with or obstruction of any security device, including doors, windows, cameras, monitors, speakers, lights, air vents, or bunks.

Causing a flood in any area of the jail.

Possession of any type of smoking material, including but not limited to tobacco, matches, and lighters.

Destroying, altering, or removing an ID wristband.

Disrupting headcount. Failure to exit cells or bunk areas or return to cells or bunk areas for roll call or headcount, or attempting to disrupt roll call or headcount.

Tattooing, self-mutilation, body piercing, or possession of tattooing paraphernalia.

Having money added to another person’s account for the purpose of getting around restrictions incurred as a result of disciplinary actions.

Flushing any article (other than human waste) that causes the toilet system to malfunction or to be in need of servicing.

Hoarding of jail tablets.

Destroying or defacing jail property, the personal property of another inmate or any property under the control of the Johnson County Sheriff's Office.

Lewd acts performed to arouse another or in a suggestive behavior. Indecent exposure/Nudity.

The use of another’s personal identification/identity.

Attempting to conceal, consume, or possess any medication without proper medical authorization.

Threatening, harassing, bribing or attempt of.

Engaging, pressuring, participating or authorizing others to engage in security threat group(s) (gang) or unauthorized organizational activities.

Extortion, blackmail or protection. Demanding or receiving money or anything of value in return for protection against others to avoid bodily harm or under the threat of informing.

Possession or introduction of any device capable of being used to pick locks or any other security device or equipment.

Possession or introduction of literature or plans regarding an explosive, ammunition or a dangerous or deadly weapon.

Possession of escape paraphernalia.

Physically resisting or fleeing a staff member while in the performance of their duty.

Disorderly conduct, fighting or exhibiting tumultuous or violent conduct which disturbs the peace and quiet, security or orderly management of the facility or in any other area in which the inmate may be located.

Any inmate who knowingly or intentionally attempts to defraud or defrauds the county of Johnson and or another associated agency for services rendered.

Theft.

Allowing another inmate to use your phone account for any reason.

Engaging in phone calls, video calls, or text messaging that includes lewd or sexual conduct

Being a habitual rules violator. Being found guilty of four (4) or more violations involving four (4) or more unrelated incidents within a sixty (60) day period.

Minor Violations:
Attempting to commit any Minor violation, aiding, commanding, inducing, counseling or procuring another person to commit any Minor Violation shall be considered a subject of the violation, as though they were in commission of the violation.

Placing any item other than a tablet in the charging docks.

Unauthorized possession of the property belonging to another person or to the Johnson County Sheriff's Office

Refusing to obey an order from or interfering with staff, volunteers, or visitors in the performance of their duties.

Lying or providing a false statement to a staff member, volunteer or visitor.

Trafficking or attempting to traffic with inmates housed in another cell block or dormitory.

Unauthorized use of the mail, telephones, or visitation.

Being in an unauthorized area.

Harassment of staff.

The borrowing, giving, loaning, and trading of any issued, personal, or purchased items is forbidden.

Receiving or taking more than one (1) food tray.

Failure to maintain personal hygiene.

“Photo Bombing” or being in the background of another inmate’s visit, and or to communicate through the same.

Creating any safety hazard.

Gambling.

Unauthorized contact with the public.

Hoarding any jail-issued item, including food.

Use of jail property as exercise equipment.

Loitering on the catwalks.

Hanging on or over the railings.

Failure to keep purchased items in commissary bag as required.

Intentional misuse of HomeWAV forms

Engaging in horseplay

Inmate Classification/Custody Status:

During your incarceration if you receive any disciplinary action, detainers from other agencies or a sentence by the court you will be reclassified and could be moved to a different housing location.

Notice of Disciplinary Hearing:

Inmates charged with a rules violation, which could result in the loss of good time credit or a change in credit class time, will receive written notice within twenty-four (24) hours of staff completing an investigation determining that a violation has occurred. The notice shall advise the offending inmate of the violations. A hearing will be set within seven (7) days, not including weekends and holidays of the written notice. Any staff member may recommend a disciplinary hearing for any violation of jail rules. Inmates have ten (10) days from the date of the hearing to apply for an appeal. All appeals must be in writing and submitted on an “Appeal Form” to the Sheriff.

Inmate Rights in Disciplinary Actions:

Inmates charged with any rules violation have a right to appear and present any written statements or evidence on their behalf unless it is deemed to be a safety or security risk. Inmates may call on witnesses to testify on their behalf. Witnesses don't need to be present at the hearing. In some cases, verbal or written testimony will be sufficient. Inmates may cross-examine witnesses testifying against them unless the hearing officer, with just cause, determines that the cross-examination may prove to be confrontational or cause risk to the security and safety of the facility and/or personnel. The hearing officer must document the denial of cross-examination. Inmates may request a lay advocate from the staff to assist in their defense. Staff may deny being a lay advocate and will be by the choice of a supervisor. Inmates will receive, in writing, within seventy-two (72) hours, the results of the disciplinary hearing. Inmates are entitled to an administrative review or appeal of the hearing officer's findings that must be requested within 10 days of their initial hearing. All initial appeals will go to the Sheriff. Hearing officers assigned for review of violations may not have any personal involvement in the violations.

Request for Services/Grievances/Medical Request:

This handbook provides clear guidance on the proper use of all available forms. Intentional misuse of these forms will result in the individual receiving a notice of disciplinary hearing.

Request and Grievance Submission Procedures

All requests and questions must be submitted in writing using the Kiosk or tablet located in your assigned housing area. Responses to submitted requests or grievances will be provided through the same Kiosk system.

Staff will respond to all requests within 10 business days of the initial submission. If no response is received within this timeframe, you may submit an additional Request Form, a Grievance Form, or an Inmate Grievance Request for Appeal Form, referencing your original request.

The subject line of each message must clearly identify the nature of the request or grievance.

- Requests or grievances submitted on the incorrect form will be closed and marked as “Incorrect Form.”
- Requests or grievances submitted on multiple types of forms will be considered duplicates and closed.

Medical and Dental Request Procedures

- All medical and dental requests, except in the case of a legitimate emergency, must be submitted in writing using the Sick Call Request Form located on the kiosk/tablet**.**
- In the event of a medical emergency, immediately notify any staff member or use the call box located in your cell block or dormitory to request assistance.

Effective immediately:
The following items are **not permitted** on Request Forms:

1. **Inmate Worker Terminations** – Do not submit requests asking why you were terminated as an inmate worker.
2. **Transportation Requests** – Requests for transportation must be submitted as a motion to the court through your attorney.
3. **Commissary Balances** – Commissary balance inquiries should be directed to the commissary. You may also check your balance through the kiosk commissary line; please note that updates may take some time following refunds or deductions.
4. **Holds or Pending Warrants** – These will not be reviewed until your release date or once your bond has been paid.
5. **Duplicate Requests** – Do not resubmit requests that are already pending.
6. **Requests to Speak with Staff** – All requests to speak with staff must include a specific reason. Requests lacking a stated purpose will be closed.
7. **Incorrect Forms** – Requests submitted on the wrong form will not be addressed.

For information on housing, transportation, rehabilitation, etc. upon release, utilize the Request to Speak with Jail Navigator Form.

For information on your Johnson County CCS and Court date, submit a CCS and Court Date Form. CCS is provided for Johnson County Cases only.

For all other court-related questions or to request indigent legal mail supplies, utilize a Court/Transport Sergeant form.

To submit a tip to staff, submit an Anonymous Complaint/Tip Form

For questions in regards to religion, or transaction history, submit a Matron form.

To appeal the outcome of a CAB hearing, submit a CAB Appeal Request Form.

To be placed on a list to speak to the Chaplain, submit a Chaplain/Pastor Request Form.

To request to attend a church service, submit a Church Request form. You may only sign up for one church service.

To file issues with commissary, such as receiving an expired item or issues with credits, submit a Commissary Grievance.

To file a complaint about staff members or conditions in the jail, submit an Inmate Grievance Form.

To appeal a response to a grievance form or to a grievance form that is outside the outlined time allowed for a response, submit an Inmate Grievance Request for Appeal Form.

To file a general request, such as a request to relocate cells, with a shift supervisor or approved staff, submit an Inmate Request Form. (Sergeants are the only ones who can authorize cell movement.)

To request to have something printed from the law library, for religious publications, for rehabilitation information, or general mail requests, file a Mail Requests form.

To be seen by medical, file a Sick Call/Medical Request Form.

To file a grievance related to medical care, submit a Medical Grievance Form to the medical supervisor.

To appeal a response to a Medical Grievance Form, submit a Medical Grievance Appeal Form.

To be seen by Mental Health, file a Mental Health Request Form.

To refuse medical treatment, file a Refusal of Treatment Medical Release Form.

To report building maintenance issues, submit a Maintenance Request Form.

If you wish to be an inmate worker, submit a Request to be an Inmate Worker Form.

To request to correspond with another inmate housed in this facility or another correctional facility, submit a Request to Correspond with Inmate Form.

To request to speak to investigations or detectives, submit a Request to Speak to Investigations/Detective Form.

To send information to the Sex/Violent Offender Registry Office, submit an SVOR Form.

To request an assigned tablet, submit a Tablet Rules and Request Form.

To request a religious diet, submit a Religious Diet Request Form

If you meet the definition of indigent as outlined in the Inmate Handbook and wish to request an indigent kit**,** you must submit a Segregation/Indigent Commissary Order Form.

All HomeWAV or tablet-related questions or issues must be submitted using a Visitation and Phone Request/Complaint Form**.**

***Jail staff does not have access to HomeWAV financial accounts**.** Any questions or concerns regarding funds on your HomeWAV account must be directed to HomeWAV directly after your release from this facility.

Call Boxes:

The call boxes located in every cell block, dormitory, and holding cell are for legitimate emergencies ONLY. The casual use of any call box is PROHIBITED, and any inmate violating this policy could face disciplinary action.

Law Library:

The law library is a service designed to assist inmates who wish to determine the state of the law. The law library is currently available on the kiosks in each housing unit.

You are entitled to receive and possess legal materials that are directly related to your individual criminal case or appeal. However, you may not accumulate excess paper that would constitute a fire hazard. These materials may be removed and placed into your personal property for return upon your release from this facility. To obtain access to legal research, submit a "Request Form" for the Law Library. To receive a printout of information from the law library, copy and paste the information you wish to receive into a mail request form, and the mail department will print it out and deliver it to you, keeping in mind the excess paper policy.

Professional Visits:

Inmates may receive visits from attorneys and ordained ministers at any reasonable time. Exceptions are during mealtime or any time a security risk is present in the jail, or during any lockdown period. All attorneys and clergy are required to show appropriate identification. Legal visits, at the request of the attorney, may be contact visits. Clergy visits will take place as regular visitation.

Indiana Department of Correction (I.D.O.C.):

If you are sentenced to the Indiana Department of Corrections and you have a complaint against the Johnson County Sheriff's Office, and you feel that your complaint was not resolved at the Sheriff's Office level. The offender may fill out an Ombudsman Bureau Complaint Form. If you are not sentenced to IDOC, they do not have jurisdiction over your case or complaint.

The Indiana Ombudsman Bureau suggests that offenders attempt to resolve a complaint at the facility level before sending a complaint to the Bureau. After this, any available appeal process should be exhausted, and all paperwork should be sent with the complaint to the bureau. If the issue is grievable, then the grievance process should be used, or if a conduct report has been filed, the disciplinary review process should be utilized. Once the offender has completed the appeal process, all paperwork should be sent to the Bureau for its review.

Ombudsman Complaint (IDOC Sentenced Inmates Only):

The Indiana Ombudsman Bureau receives, answers, and investigates complaints from offenders and/or offenders' family members. The jurisdiction of the bureau is limited to reviewing matters to determine whether the Indiana Department of Correction has violated any of its policies and procedures. Complaints should be submitted on the official Ombudsman Complaint Form. You can get this by submitting a request form to the Jail Commander or his/her designee requesting the Ombudsman Complaint Form. If your family would like to file a complaint, they can go to this website located at www.in.gov/icpr.

Address all complaints to:

Indiana Ombudsman Bureau
402 W. Washington St., W479
Indianapolis IN 46204
Ombud@idoa.in.gov

After filing a complaint:

Once a Complaint is filed, the Ombudsman Bureau will try to respond to the complaint within ten business days of receipt of the complaint. If an investigation is opened on a complaint, a response may take somewhat longer. However, after you file a complaint, you will receive a response from the Bureau in some fashion.

Social Services:

The following list and course descriptions are available services to inmates incarcerated at the Johnson County Law Enforcement Facility.

Inmates who are homeless and in need of services need to contact one of the Trustees listed below for assistance. As soon as you know your out-date, contact the appropriate office.

Blue River: Township	Ray Walton /812-371-6981
Clark Township:	Neil Trisler / 317-862-2250
Franklin Township:	Lydia Wales / 317-736-7511
Hensley Township:	Beth Baird / 317-710-5880
Needham Township:	Rita Lory / 317-738-3778
Nineveh Township:	Janet Renner / 317-933-2097
Pleasant Township:	William Hart / 317-535-7571
Union Township:	Annette Barr / 317-422-5773
White River Township:	Mark Messick / 317-422-1143

Important Addresses:

Circuit Court
87 Court Street
Franklin IN 46131
317-736-3705

Superior Court One
87 Court Street
Franklin IN 46131
317-736-3710

Superior Court Two
Annex North
5 West Jefferson St
Franklin IN 46131
317-738-4425

Superior Court Three
87 Court Street
Franklin IN 46131
317-736-3782

Magistrate Court
87 Court Street
Franklin IN 46131
317-736-3987

Juvenile Court
1121 Hospital Road
Franklin IN 46131
317-736-3010

Adult Probation
Annex North
5 West Jefferson St
Franklin IN 46131
317-736-3619

Franklin City Court
2851 North Morton
Franklin IN 46131
317-736-3959

Greenwood City Court
186 Surina Way
Greenwood IN 46142
317-882-5129

Prosecutor Office
80 South Jackson
Franklin IN 46131
317-736-3750

Indiana Civil Liberties Union
1031 East Washington Street
Indianapolis IN 46202
317-635-4056

Legal Notice:
Pursuant to 42 USC 1997e(a), no action shall be brought with respect to jail conditions, policies, and/or inmate rules under Section 42 USC 1983 or any other federal law by an inmate confined in this facility until all administrative remedies as are available to inmates in this facility are exhausted. The inmate grievance procedure is listed in this rulebook.

Updated: March 2026, Major Matt Rhinehart, Johnson County Sheriff's Office.