

SANTA CLARA COUNTY SHERIFF'S OFFICE CUSTODY BUREAU

INMATE RULEBOOK



This rulebook is available in English, Spanish and Vietnamese

ELMWOOD COMPLEX
701 SOUTH ABEL ST.
MILPITAS, CA 95035-5243

MAIN JAIL COMPLEX
150 W. HEDDING ST.
SAN JOSE, CA 95110-1718

Revised July 2018

**SANTA CLARA COUNTY SHERIFF'S OFFICE CUSTODY
BUREAU**

INMATE RULEBOOK



ENGLISH VERSION

I have a copy of the Sheriff's Office Inmate Rulebook. I must read, and follow the rules in this book. If I have questions, I know that I may ask an Officer for help. I have read my PREA rights and/or viewed the PREA/Welcome Video.

The rulebook may be updated and changed from time to time.

INMATE'S NAME: _____ PFN#: _____

INMATE'S SIGNATURE: _____

WITNESSING OFFICER: _____ DATE: _____

AFTER SIGNATURE, REMOVE THIS PAGE FROM RULEBOOK. FILE IN THE INMATE'S CUSTODY JACKET. WRITE "REFUSED" IF INMATE REFUSES TO SIGN.



A MESSAGE TO INMATES

This rulebook is given to you as a guide to the many programs and services within this facility. It outlines the rules that apply to you. Take the time to read the content of this rulebook and use it as a guide during your time in our jails.

It explains some of your rights. We expect positive, adult behavior from you. You can expect fair and equal treatment from us. We will respect your rights.

It is our job to keep you safe and secure. It is your job to follow the rules and directions given to you by jail staff members.

This is where you can have a new start by holding yourself accountable for your actions. Our goal is to give you a chance to work on personal growth, programs, job skills and services that will prepare you to stay out of jail and live a law abiding life. It will also prepare you for release back into the community. This new journey begins with you.

If at any time you are unsure about the rules or have a concern, ask an officer. You will make your stay here more pleasant if you follow the rules.

If a conflict or question arises, current jail policies and procedures are the controlling documents, not this manual.

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YOUR EXPECTED BEHAVIOR

It is our job to provide you with a safe, clean and respectful environment. In order to do that, inmates and staff must work together.

Please respect jail property and the property of others. Keep your cell, dorm bunk and housing unit clean and neat. Please practice good personal hygiene. Take showers regularly. Brush your teeth. Wash your hands frequently. Exchange dirty clothes for clean ones.

Show courtesy and respect to others. Know that while you may think certain actions or comments are okay, others may find them offensive, threatening, or inappropriate.

We will not tolerate cursing, sexually suggestive, or other crude language or gestures. Please do not interrupt a staff member who is talking to another person.

Please address staff members by their appropriate rank or title, such as Sergeant, Officer, Doctor, Nurse, Mr., Mrs. or Ms. Do not address staff by nicknames.

YOUR RESPONSIBILITIES

Read this rulebook to know what we expect of you. We will not accept “I didn’t know.” It is up to you to follow all laws, jail rules, staff orders, and schedules. Please tell staff if you have a disability that affects your ability to follow orders, fill out forms, perform tasks, or take advantage of programs or privileges.

Please check the bulletin board in your unit regularly for changes or updates.

RIGHTS AND PRIVILEGES

Rights in Custody

While you are in our custody, you have certain Title 15 and constitutional rights. This includes giving you the following:

1. Three nutritional meals each day
2. Clean clothing at least twice a week
3. Clean bedding
4. Time to shower
5. Basic hygiene items if you cannot afford them
6. Time to reasonably practice your religion
7. Access to legal materials
8. Access to legal counsel and the courts
9. Access to medical, dental and mental health services.
10. A safe and secure facility
11. Time to contact your consulate if you are a foreign national
12. Having social visits
13. Sending and receiving mail
14. Receiving newspapers
15. Taking part in voluntary jail programs, if you meet the eligibility requirements or you have been mandated by court order
16. Use of the exercise area
17. Use of a pay telephone.

Privileges

If you follow the jail rules, you may be allowed the following activities:

1. Use of television
2. Use of library services
3. Making commissary purchases
4. Becoming an inmate worker, if you meet the eligibility requirements and there is an opening.

Jail staff can limit or suspend these activities at any time to maintain the safety, security, or good order of the jail.

AMERICANS WITH DISABILITIES ACT

Per Title II of the American with Disabilities Act (ADA) and Santa Clara County Jail's Inmate Disability Program (IDP), all inmates with qualified disabilities will be provided reasonable accommodations for their disabilities and will have equal access to the jail's programs, services and activities that are offered for your classification and security level. You will not be discriminated against because of your disability. You will not be excluded or denied from participating in the jails' programs services or activities for which you are qualified.

The ADA Coordinator is responsible for management of the ADA and IDP at the Main Jail and at the Elmwood Complex.

This includes but is not limited to; furnishing auxiliary aids and/or services, sign language interpreters, telephone calls via a TTY / TDD machine, volume control telephones, writing material to facilitate visits or other communications, large print material/books, easy read

material/books, Braille materials/books, electronic equipment, hearing aid batteries, ADA compliant signage.

For hearing-impaired inmates, assistive listening devices or sound amplification devices will be made available to you upon request in order to help you with communication during programs or services. Closed-caption televisions will be made available in designated housing areas for hearing impaired inmates.

To ensure disabled inmates understand and can fully participate in these processes, staff will provide effective communication, help and/or other accommodations to inmates with disabilities during the following processes or circumstances:

- Intake/Booking
- Classification
- Medical, mental health, and dental appointments for providing effective communication
- Health care appliances, assistive devices, or durable medical equipment
- Inmate orientation; inmate disciplinary (Infraction) processes
- Housing; telephones/TTY / TDD
- Physical access and paths of travel; transportation; court movement; program activities; work assignments; access to your attorneys; the courts and during release from jail; library services; Visiting (contact and non-contact);
- Help with jail related forms; staff help to understand the rules;
- Emergencies; Inmate Commissary; Inmate Grievances; Inmate Request forms for ADA accommodations, etc.

Medical and Mental Health Staff will assess inmates during the Intake process for evidence of a disability or special management needs.

During your stay, if the need arises and you need Durable Medical Equipment which includes, but is not limited to:

- wheelchairs (manual and electric)
- canes
- crutches
- walkers

To request any of the items listed above, please fill out an ADA Request for Accommodation Form or an Inmate Request Form which are available in your housing area.

If you feel that you are being denied equal access to a jail program, service or activity because of your disability you can contact the ADA Coordinator via an Inmate Request or Grievance Form. This rulebook is also available in Spanish and Vietnamese.

*Medical Request form will be called a “white card” throughout this rulebook.

PREA – PRISON RAPE ELIMINATION ACT INMATE EDUCATION - LGBTQI

The Prison Rape Elimination Act (PREA) is a law that provides rules to detect, prevent, and deter rape, sexual harassment, sexual abuse and assault in a detention facility.

All inmates will be interviewed during the intake screening process for their risk of being sexually abused by other inmates or for being sexually abusive to other inmates. During the intake process, inmates will view a PREA video along with pamphlets on Sexual Assault and Sexual Harassment.

The PREA video is also played in all housing units at various times during the day. Posters are available in all housing units in English, Spanish and Vietnamese.

You may also use the Rape Crisis Center YWCA speed dial *99 (this line is not recorded and does not require your pin #), Jail Observer Program #37 (this line is not recorded) or Internal Affairs #39.

SEXUAL HARASSMENT / MISCONDUCT

The Santa Clara County Jail is committed to providing a safe environment for the persons in custody, this includes sexual safety. Santa Clara County Jail has a zero tolerance for sexual misconduct and will not tolerate **ANY** form of sexual misconduct by anyone in the jail. This includes inmates, staff, or visitors. You have the right to be free from sexual abuse and harassment.

You also have the right to be free from retaliation for reporting sexual abuse and harassment.

Examples of sexual misconduct are:

- Sexual assault
- Sexual harassment
- Any sexual advance
- Requests for sexual favors
- Threats or retaliation for refusing sexual advances
- Verbal or physical conduct of a sexual nature toward or with another person
- Invasion of privacy beyond that reasonably necessary for safety and security

Sexual harassment in any form, such as:

- Demeaning references to a person's sex, gender identity or sexual orientation
- Derogatory comments about a person's body or clothing
- Abusive, threatening, profane or degrading sexual comments or gestures
- Touching, attention, or conduct of a sexual nature
- Over familiarity, which includes but is not limited to:
 - Flirting
 - Exchanging personal gifts or letters

Reporting

It is important for you to report sexual misconduct immediately if you are a victim. Help is available through medical and mental health services. We take these reports seriously and thoroughly investigate all reports of sexual misconduct. We will take immediate action to protect you from further sexual abuse.

If you see or hear of others engaging in any uncomfortable behavior or sexual misconduct, you should report it. This can be done verbally by telling any staff member, including an officer, civilian employee, medical, chaplain, counselor or volunteer.

All reports of sexual misconduct and the investigations are deemed confidential. You may also report in writing by using the Grievance process or Medical Request form (white card), or a note to the unit officer.

You may also use the Rape Crisis Center YWCA speed dial *99 (this line is not recorded and does not require you pin #), Jail Observer Program #37 (this line is not recorded) or Internal Affairs #39. You may report in confidence or anonymously.

Confidential letters can be sent to the Facility Captain, Chief of Correction or Internal Affairs at the following addresses:

Elmwood Complex
701 South Abel Street
Milpitas, CA 95035

Main Jail Complex
150 W. Hedding Street
San Jose, CA 95110

Chief of Correction
55 W. Younger Avenue
San Jose, CA 95110

Internal Affairs Officer
55 W. Younger Avenue
San Jose, CA 95110

Use the method with which you feel most comfortable

If you are a victim of sexual abuse, assistance is available at no cost for medical and mental health services. We take reporting seriously and investigate for referral for criminal prosecution. We will discipline you if you make a false report on purpose.

If you are the victim of a sexual assault while in jail, immediately report the incident to a staff member. Do not shower, wash areas of your body, use the toilet, brush your teeth, or wash clothes or underwear. This could wash away hair or other bodily fluids that are critical evidence. Also, save anything that touched the person who assaulted you or anything the person left behind. We will take action to protect you from further abuse, gather evidence of the assault, and make sure you receive immediate medical attention and treatment.

Sexual conduct between any persons in the jail, even if it is consensual, is a felony and could lead to formal discipline and/or criminal charges.

ADMINISTRATIVE ISSUES

Wristband

This is our way of identifying you as you move throughout the jail, in case of any emergency, court appearance, pill call etc. You must wear

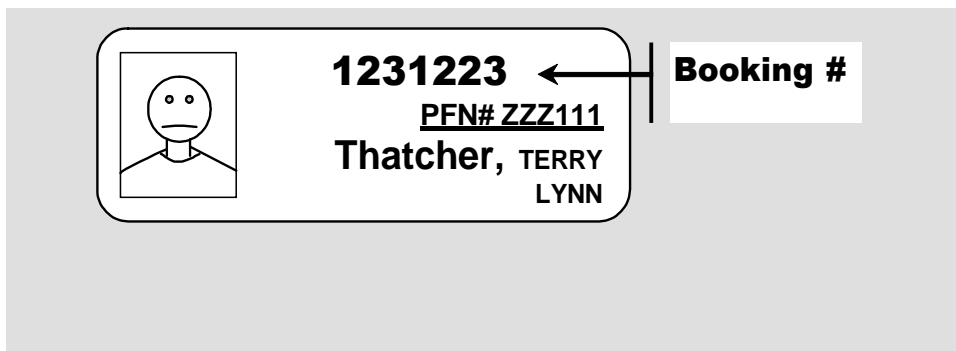
your wristband at all times. Do not remove or tamper with it. You must show your wristband to staff whenever they ask. Notify your unit officer if it becomes too loose or tight.

Name and Identification Numbers

When you fill out jail forms, write your full name exactly as it appears on your wristband. Do not use nicknames or aliases.

Write your last name first, then your first and middle names (example: Thatcher, Terry Lynn). Forms require your jail identification PFN #, booking, and housing unit number. You can find your PFN/booking numbers on your wristband.

Figure 1. Sample wristband



Inmate Request Forms

This form is your way of getting answers to questions you may have while in custody. Follow the rules below in order to help us get your answers quickly.

DO use an Inmate Request form to—

1. Ask jail staff for something that your unit officer cannot answer or do for you

2. Ask for Classification information
3. Ask for Booking and Release information
4. Contact Inmate Services regarding commissary, lost property/clothing, mail or money account information
5. Contact Programs regarding AA/NA, Catholic Charities, CASU, re-entry services, PACT parenting
6. For other services you can contact Chaplain, Food Service, Pre-trial services, pro-per services or visiting

DO NOT use an Inmate Request to—

1. Contact your attorney (Call or send a letter.)
2. Contact the courts (Send them a letter or have your attorney do it.)
3. Contact your probation or parole officer. (Call or send a letter.)
4. Communicate with any other outside agency
5. Ask for health care
6. Ask for a medical special diet.

Rules for request forms

1. You must fill out requests properly and completely using name, PFN and booking number.
2. The unit officer must sign your request and return a copy.
3. We must be able to read your writing.
4. Use one request form for each issue or request.
5. Request forms will be picked up daily and reviewed for response by the appropriate unit.

CONDITIONS OF CONFINEMENT

CLASSIFICATION

Upon your arrival Classification will do a review of your records to make sure that you are placed in the right housing. Classification will decide your “Classification level” and housing based on your behavior, risk factors, special needs and criminal history. Following the Classification interview you will be notified of your “Classification level” and housing assignment. It is our policy to try and house all inmates in the least restrictive housing possible.

Classification then conducts 60-day reassessments of all* inmates. Your file is reviewed for possible reclassification based on the same criteria listed above.

*Inmates who have reached their lowest level of classification will receive a ‘letter of achievement’ and they will no longer require 60-day reassessments.

You will again be notified by the Classification Officer of your Classification level and housing. During this time each inmate will be given the opportunity to ask questions regarding their assigned housing and security level.

Inmates with literacy concerns or those who have difficulty reading, writing, or understanding will receive help during the Classification process to ensure they understand the process.

Your housing assignment will play a big part in what services, programs and activities are available to you.

You may be housed in the general population or an ADA unit/area unless you are getting medical or mental health treatment that requires special housing.

You will not be given less privileges, less access to programs, services, or activities based solely on your disability, or because of your prescribed health care appliance/durable medical equipment, assistive device or other ADA accommodation needs.

If you feel that you have been improperly classified, you may request that the Classification Unit review your status by submitting an Inmate Request Form, which can be obtained from your Unit Officer.

You may also submit a grievance at any time during your incarceration if you feel that your housing is not appropriate.

TYPES OF HOUSING ASSIGNMENTS

There are several types of housing assignments based on your classification level or special needs. You cannot change your housing assignment without approval from Classification staff. If you need more details about your housing assignment, write an inmate request form to Classification.

Inmate Worker

Inmate workers will be housed in various units according to their work assignment and classification.

HOUSING UNIT OPERATIONS

Lockdown

When a unit officer gives the command “lockdown”, **stop what you are doing and immediately walk directly into your cell and securely close your door. If your door is locked wait, the officer will let you**

in. If you are in a dorm , go and sit on your bunk. Do not stop to question this command or delay going to your cell or bunk area. If you do, it will result in a write up which may affect your classification level. If your door is locked when you go to "lockdown", stand in front of your door until an officer opens the door. Do not talk or gesture to other inmates while waiting for the door to unlock.

Unit Rules

1. Approach the officer workstation only from the front.
 - Do not reach or step across the line on the floor by the workstation. See figure 2.
 - Do not lean on the workstation.
 - Do not touch, take, or read anything on the workstation.



Figure 2. Workstation line to stay behind

2. Do not shout or yell at anyone. Keep talk and laughter at a low noise level.
3. Do not go onto the upper tier of a unit if you are not housed there, unless you have permission from the unit officer.
4. Do not go to the visiting area or exam room without staff permission.
5. Do not run inside the unit at any time.
6. Do not sit on the stairs, repetitively climb them, or use them to do pull-ups.
7. Do not remove, write on, or tamper with any item posted on bulletin boards or in other areas.
8. Do not talk, gesture, or otherwise communicate with another inmate's visitor (Elmwood.)
9. Do not use sign language to communicate with inmates in another dorm.
10. Consume prepared food and drinks within your housing area and do not take them out of that area. All jail issued food must be consumed

within 30 minutes of being served and should not be saved in dorms or cells due to food borne illness, bugs, etc.

Cell Rules

1. Do not go into another person's cell or bunk area.
2. Do not stand at another inmate's cell door to talk to them.
3. Do not change your cell or bunk assignment without permission from the unit officer.
4. Do not cover or block vents.
5. Do not cover or place objects in the cell door window or the window above the bed.
6. Do not cover the lights in your cell or bunk area with any items.
7. Do not hang anything from any object in your cell or bunk area.
8. Do not tape or stick anything to walls, lights, doors, mirrors, or anywhere else in your cell.
9. Do not hang or drape clothing, sheets, towels or washcloths from any object in your cell or bunk area, except the towel hook near your sink.
10. Do not alter any item in your cell to use for anything other than its original purpose.
11. Do not flush garbage down your toilet.
12. Do not use items issued or accessible to you (i.e. chair, towels, garbage bags, mop bucket, etc.) as exercise equipment.

Counts

We will count each inmate several times a day. During counts, you must—

1. Sit on your bed or stand in a manner that allows the officer to see your face
2. Stay silent.
3. Follow staff instructions.

Lights On

You will be awakened each day for breakfast. After breakfast you will be allowed to sleep. If you have court, you are required to be out of bed and dressed. Lights will be turned on each day at 8:00 a.m. Inmate workers are required to assemble at their given assignment area on time.

Lights Out

Lights out will be at 11:00 p.m. each night. Televisions and phones are turned off and inmates will return to their cells/beds and remain quiet.

Bed

You must have your bed made by 8:00 a.m. each morning and keep it made throughout the day. Before leaving your cell for meals, exercise or other purposes, you must remake the bed or fold the blanket neatly at the foot of the bed.

Cell Inspections

Cell inspections will be conducted on a regular basis. Be sure to notify the officer of any prior or current damage, graffiti, broken or missing items immediately. You will be held responsible damaging any county property. You may be written up and/or charged criminally for any damage you cause to county property.

MEALS

Meals are provided on a regular schedule. You may be assigned to eat in your housing area day room, your cell or in a dining room.

An Officer will announce meal times. Approximate meal times are: Breakfast – 4:00 a.m.; Lunch – 10:30 a.m.; Dinner – 4:00 p.m. **Except MJN 8A: Breakfast – 6:30 a.m.; Lunch – 11:30 a.m.; Dinner – 6:30 p.m.**

Special Diets

You may request a special diet only for medical or religious reasons. To ask for a medical diet, fill out a Medical Request form (white card). Give it to Medical staff during pill call for review. They will research and decide whether to approve the request.

To ask for a religious diet, fill out an Inmate Request form. Tell us your religion and describe the type of religious diet you need. The jail chaplain will review and decide whether to approve your request. You may only request a special diet change once every 6 months.

The kitchen staff does not assign or modify special diets.

CLOTHING AND BEDDING

Care for Clothing and Bedding

We will make every effort to make sure clothing and bedding is in good repair; you must help keep it that way. You are responsible for all clothing, bedding, and the towel that staff issue to you. Do not trade clothing, bedding items, or towels with another inmate. Do not tie knots in or alter these items in any way.

Immediately report any missing or damaged items to your unit officer. If we find you have missing or damaged items, or more than the authorized number, you will be subject to disciplinary action.

Jail-Issued Inmate Clothing

Jail staff will provide you with all your clothing while you are in custody. We will issue you one complete set of clothing, one towel, and one pair of shower sandals when we house you.

The color and type of clothing you receive will vary based on your classification, gender, and inmate worker status. A full set of standard clothing is:

- Two Outer shirts
- Two pair of pants
- Two T-shirts
- One thermal (year round)
- One work out short
- Seven pairs of underwear (males) or panties (females)
- Two bras (females)
- One nightgown (females)
- Seven pair of socks
- One pair of shower shoes
- Two towels
- One wash cloth

Dress Code

Inmates will wear proper fitting shoes, pants and T-shirts when outside of sleeping and bathroom areas. (Exception: Male inmates may be shirtless while in the exercise area.) Tennis shoes will not be worn to court, unless approved by Medical staff and the inmate is issued and is wearing a medical wristband. Inmates will not wear any type of headgear, except as authorized by jail staff.

Inmates who leave their housing units for interviews, court, programs or other out of unit activities must wear their full issued clothing and wristband to include an undershirt, canvas color top and long pants. Workout shorts SHALL NOT be worn outside of the housing unit.

Dress Code “Do’s”

You may do the following when wearing your clothing:

1. Wear your outer shirt loose or tucked in your pants.
2. For safety reasons, roll your pant legs up if they are too long, but not above the ankles.
3. You may wear your exercise shorts only inside the unit.

4. Wear a t-shirt under your cover shirt when going to court and, you must tuck the t-shirt into your pants.
5. You must have a t-shirt on if you remove your outer shirt within the dayroom.

Dress Code “Don’ts”

You may not do the following with clothing:

1. Have your t-shirt hang down past your outer shirt while out of your housing unit.
2. Mark on or alter the appearance of your clothes.
3. Add any items to your clothing .
4. Tuck your pants into your socks.
5. Wear your pants with the waistband below the waist
6. Wear clothes that are too large or too small.

Bedding

Your bedding will consist of two sheets, two blankets, and a mattress. You may not take bedding out of your cell or bunk area, nor may you place it on the floor. Only use your bedding for sleeping on your bed.

Laundry Exchange

Each unit will have laundry exchange once a week. Your unit officer can tell you which days. You will get clean clothing, towels and sheets once a week, and blankets every 9 weeks.

We exchange the mattress as needed. You must turn in all of your soiled items during laundry exchange. Inspect your clean laundry at the point of exchange and immediately report any tears, damage, graffiti, or items of the wrong size to the unit officer. Do not wash clothing in your cells.

HYGIENE AND GROOMING

Showers

You may shower anytime during out-of-cell time in the unit, except during meals. Keep your showers short. Take your soap, hair-care bottles, and towel and shower sandals with you when you are finished showering. Mop up water on the floor afterward. Staff availability, space limitations, or safety and security concerns may limit showering opportunities in your unit.

Frequent showering using soap is important for reducing your chances of getting skin-transmitted infections and diseases.

Shaving

Depending on the housing unit, razors will be exchanged on a one-for-one basis. The frequency is determined by the type of housing unit you are in. For razors contact the Unit officer.

Hair Care

You may request a schedule for barber services from your Unit officer.

Grooming kits are available to all housing units. These items are security items and must be accounted for at all times. Contact your unit officer for use of these items.

Another inmate may give you a haircut. The unit officer will tell you where haircutting is allowed.

Do not style or cut designs into hair on any part of your body or beard in a way that staff construes to be gang symbols or affiliated with a security threat group. Do not bleach or color your hair.

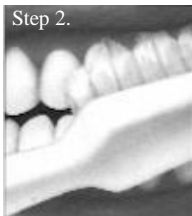
Fingernail and Toenail Care

Keep your fingernails and toenails neatly trimmed, clean, and short. Nail clippers are available for checkout from the unit officer.

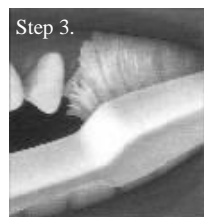
Dental Hygiene

For good oral hygiene brush your teeth after each meal or at least twice a day and floss once per day and after the last brushing of the day before going to sleep do not eat or drink anything except water so that you sleep with clean teeth and gums.

1. Use toothpaste. Brush all surfaces of the teeth—tongue side, cheek side, and chewing and biting surfaces. Pay special attention to the backsides of front teeth and all surfaces of back teeth.



2. Begin by brushing the outside of the front teeth. Place the brush at a 45-degree angle where the teeth meet the gums. Use a gentle back-and-forth motion while moving the brush in small circles. Do not brush too hard or fast because it can injure the gums and damage the teeth, and brushing softly usually cleans the teeth better.



3. Next, brush the outside back teeth, steering along the gum line. Make sure you get the very back teeth.



4. Inside the back teeth use short, angled brush strokes.



5. Inside the front teeth, tilt the brush and use an up-and-down motion.



6. On the chewing surface, hold the brush flat. Use a gentle scrubbing motion.

7. Be sure you reach every tooth. The toothbrush can clean only one or two teeth at a time. You should be moving it around frequently to cover all surfaces. It should take at least two minutes to brush your teeth properly if you have most or all of your teeth.

8. Scrub your tongue gently. This helps to remove decay-causing bacteria.



9. Rinse thoroughly.

10. Change your brush every three months or when the bristles are bent or frayed.

11. Floss whenever you brush your teeth.

Tattoos and Piercings

Do not draw on, tattoo, or pierce yourself or others. Tattooing and piercing devices can cause infections and spread HIV-AIDS, Hep-C, and other diseases. Tattooing or piercing devices are considered contraband. Do not use items to keep your piercings open.

Hygiene Kits

All inmates will be given a “one time,” free of charge, a hygiene kit when housed. The kit consists of a cup, pencil, a toothbrush, toothpaste, spork, comb and two (2) bars of soap. With the exception of razors, these items may be purchased through commissary. Inmates who have \$2.00 or less in their account may order free indigent Hygiene and/or Stationary Kits from commissary once per week.

Sinks and Toilets

Keep your sink and toilet area clean. Do not flush anything down a toilet except bodily waste and toilet paper. Do not attempt to clog your sink or toilet in any way. Do not flush sanitary napkins or tampons. Do not flush the toilet repeatedly. Do not use toilet paper for anything other than its intended purpose. You may use it to blow your nose, cough or sneeze. You may carry about an arm's length of toilet paper with you for use as a tissue.

Use the toilet before leaving your unit for scheduled appointments, visits or court because you may not have access to your cell or a bathroom.

Always wash your hands thoroughly with soap and water after using the toilet.

Sanitary Napkins

If you are a female inmate, tampons or sanitary napkins are available to you from your unit officer. These items are also available through Commissary. These items are not to be used for any reason other than their intended purpose.

SANITARY PRACTICES

You are responsible for the cleanliness and order of your own area.

Toilets, urinals, sinks, basins and showers will be cleaned daily. Windows, windowsills, bars and vents will be clean and free of clutter. Trash bins will be emptied and cleaned daily. Litter will not be permitted to gather on floors in any area.

Cleaning supplies will be provided. Ask an officer if you are unsure how to use a cleaning product.

Inmates are not required to clean up bodily fluids. If someone is sick, notify an officer to request a Biohazard Team to clean up the area. Bodily fluids can carry disease, including HIV/AIDS.

Follow these sanitation rules for a healthy and clean living environment:

1. Clean your sink, toilet, desk, mirror, and floors each day.
2. Keep the floors and walls clean and free of marks and unauthorized materials.
3. Place all garbage in a trashcan, recycling container, or approved bag.
4. Keep all property items stored neatly.
5. Keep commissary food items sealed in their packaging until you consume them.
6. Exchange soiled clothing and bedding.
7. Practice good personal hygiene.
8. Keep the showers clean and free of soap scum, shampoo bottles, and soap wrappers.
9. Do not spit in the jail, outside exercise area, any outside area, or in vehicles.
10. Keep vents clean and free of debris. Good airflow inside this jail is essential to your good health and to maintain proper cell temperature.

Bug Infestation and Disease Prevention

To help prevent bug infestations, such as head lice, and the spread of disease, you must not touch one another or share any personal or jail-issued items. Contact a jail staff member immediately if you find any bugs, rodents, rodent droppings, or have what you think are insect or spider bites.

EXERCISE AND LEISURE ACTIVITIES

A regular exercise program— exercising at least three to four times a week—can help you deal with the stress of incarceration as well as give you health benefits. Stop immediately if you experience pain while doing any exercise and contact your unit officer.

Do your exercises either in your cell, open dorm exercise area, or sundeck. Only one inmate in a bunk area may exercise at a time and must avoid disturbing other inmates when exercising.

You may walk around the inside perimeter of the unit. The officer must give you permission to do any exercises in a dayroom area. You should wear deck shoes when exercising.

A sample exercise program is in appendix 1 on page 83 of this manual. You may do your own exercises, but you must abide by these rules:

- ◆ Do not alter any item into a piece of exercise equipment.
- ◆ Do not repetitively climb stairs.
- ◆ Do not grab any part of the facility to aid in exercising, such as grabbing unit stairs or a doorframe to do chin-ups.
- ◆ Do not use chairs or other items to do “dips.”
- ◆ Do not engage in weight training by using any item as a barbells or other weight-training device.

Exercise Rules

The following rules apply while using the outdoor exercise area. It is important to adhere to these rules to prevent injury.

1. Do not yell or attempt to communicate in any way with the people outside the exercise area, except jail staff.

2. Do not engage in "horseplay." We do not want you to be injured and others may interpret such "play" as a fight and respond accordingly.
3. Follow dress code requirements while in the exercise area.
4. Do not spit
5. Do not take cups of water or coffee into the exercise area.
6. Do not sit or lie down. Either keep moving while in the exercise area or stand, but not to the point of loitering.
7. Do not restrict others from using the exercise yard.
8. Do not call out cadence.
9. Do not tamper with the walls, doors, windows, caulking, or any parts of the exercise area.
10. Do not take anything into the exercise area without the unit officer's permission.

Dayroom Activities

You may watch Television, read, write, draw, play cards and board games quietly in the dayroom. Games are available for check out from your unit officer.

EMERGENCY PROCEDURES

There are written emergency plans to cover disasters that may occur in the jail facility. **In case of emergency it is important not to panic and to follow instructions.** When people panic the chances of injury are higher. The Officers will tell you where to go and what to do when you get there. When you are told to report to a certain area, please report there immediately. If you have a disability, staff will help you during the evacuation. **Do not question this command nor hesitate going to your cell or bunk area.**

Earthquake Procedures

Remain calm and stay where you are. If indoors, take cover under counters, tables, desks, doorways or beds. Cover your head with your

arms. Stand against a wall near the center of the building or doorway. Stay away from windows. If outdoors, stay in the open as much as possible to prevent building materials from falling on you. Proceed to the center of an exercise area. Be aware of overhead electric wires.

Electrical Power Failures

Occasionally a power failure will occur. When this happens, please remain where you are. Usually the power failure lasts for only a few seconds before emergency power generators start. While on generator power, turn off all non-essential items (televisions, etc.) An Officer will instruct you to move to another area if necessary.

Fire and Emergency Evacuation

Leave the area as quickly as possible unless otherwise directed. Whenever possible, proceed to an exercise area. Notify staff right away. Use the fire extinguisher only if staff is not available. Do not pour water on an electrical fire. Treat any emergency drill as if it is real.

Medical Emergencies

When a medical or dental emergency arises, notify the staff immediately. Until help arrives, reassure the individual that help is on the way. Try to remain calm. This will help the patient.

- If an individual is having a seizure, remove any chairs, tables, etc. that he/she might bump against, causing injury. **Do not attempt to restrain the person or put anything in his/her mouth.**
- If an individual has fainted, slipped or fallen, **do not attempt to move him/her.**
- If an individual gets burned, it is best to soak the injury in cool water and contact staff for first aid. **Do not apply butter, salt, etc. on the injured area.**

- If an injury occurs where there is a large loss of blood, it is okay to apply pressure to the injured area in order to decrease the loss of blood until help arrives. **Do not apply a tourniquet.**

Searches

Officers are required to perform unannounced planned and random security searches of your person, items in your possession, or any other location in the jail. Searches may include body pat searches or strip searches which may be authorized by the Sergeant. We may search your personal property or living area for security of the jail. Your property will be treated with respect during the searches.

Suicide and Self-Harm

Being in jail can cause a great deal of stress. Some signs are: changes in behavior, feeling anxious, i.e., pacing, crying, looking sad or tired, not sleeping or eating, feeling hopeless or worthless, withdrawing, refusing medical treatment, giving things away, writing a will, suddenly “improving” from depression. Remember, there is always someone here to help you.

If you wish to speak with Mental Health staff, ask an Officer. If you or another inmate may be considering suicide, or self-harm, notify an Officer immediately.

INMATE MOVEMENTS

Property on Movements, Such as Court, Medical or Programs

Do not take any messages or personal items with you when you leave the unit. This includes items such as combs, pencils, mail, or any other item. You may take court papers or a medical chrono with you.

Self-Escort – Without Officer

Some lower level inmates may go to scheduled appointments, classes, or inmate work areas without an officer escort.

When leaving the unit on a self-escort, **do not** press the button in the unit. Wait patiently.

Staff will open the door and instruct you where to go. There may be times that you will need to press the intercom button for entry at your final destination, such as at the Elmwood Clinic. Pay attention to any signs that may have further instructions.

Walk directly to your destination staying on the right side of the hallway. Do not stop except to wait for a security door to open. Do not talk, gesture, pass notes, or otherwise try to communicate with other inmates. Do not take detours to other areas (laundry, programs, etc.), if that is not the purpose for which you are out of the unit. When returning to your unit, check in with the officer.

Escorted Movement

If you are in a housing unit that requires you be escorted by an officer when out of your living unit, wait patiently for that officer to arrive. **Do not** press the door or panic button. You may sit while you wait.

Inmate Worker Movement

If you are an inmate worker, you must follow the instructions of your supervisor or other jail staff for your work-related movement within the jail.

Do not tap on doors at any time to gain the officer's attention.

MONEY AND PROPERTY

INMATE ACCOUNT

Any cash that you came into the jail with when you were booked, is deposited to your own inmate account. You can use the money to buy commissary items or prepaid telephone time. It is in your best interest not to disclose your balance to other inmates.

Depositing Money

Adults from outside the jail may deposit money to your account by phone, online, lobby kiosk, or in the form of a Cashier's Check or Money Order made payable to the SANTA CLARA COUNTY DEPARTMENT OF CORRECTION or use the abbreviation "SCCDOC". The sender must write your name, Booking # and PFN on the Cashier's Check or Money Order.

Your money is credited to your account. We will give a receipt to you for any money sent by mail that is deposited into your account.

There is a three hundred dollar (\$300.00) limit per week; extra Money Orders or Cashier's Checks received for the same week will be returned to sender. No electronic deposits will be allowed once the three hundred dollar (\$300.00) per week limit has been met.

Releasing Money

You may release money from your account, twice during your current incarceration, to anyone you wish, except another inmate. The maximum amount you can release is \$100.00.

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PROPERTY AND MONEY RELEASES

When you are booked, your money, personal property and clothing are taken for safekeeping. You should keep your receipt. The Sheriff's Office will not be responsible for any personal property not surrendered at the time of booking.

You may release your stored property to an eligible person by filling out a Property Release form. You may not release your clothing or just a few selected items. You must release all of your property (except clothing) to one adult person.

The person picking up the property must show the same type of official (government-issued) picture ID that is referenced on the Property Release form. The hours for are 7:00 a.m. to 2:00 p.m. on any day of the week.

Property release when sentenced to State Prison (CDCR)

You are **not** allowed to take any items to State Prison. Once you are sentenced to State prison, you must have your property picked up before you leave or shortly after. We will only hold property for 120 days. Any property left beyond 120 days will be donated or thrown away.

Housing Property Storage Bins

All personal property consisting of, but not limited to, commissary, mail, hygiene products and books/magazines will be stored in your bin. Clothing or open food containers will not be stored within this bin. You are only allowed to possess one bin.

If it becomes necessary to take any of your in-custody property, you will be given a receipt and it will be placed with your personal property. Contraband is NOT considered in-custody property and will be discarded.

If there is a need to transfer property from your cell or bunk area to your personal property, talk to your unit officer. While you are in custody or prior to your release, you may donate your personal books to the jail library.



VISITING, MAIL AND TELEPHONE

VISITING

A strong family relationship is key to both good physical and mental health. It is important to remember that family and friends are your main source of support and guidance during periods of stress.

Visiting Schedules will be posted in the units and family can locate visiting information on-line.

You may visit with all of your children under the age of eighteen and up to two adults at one time. Underage children must be your child or be accompanied by their parent. The original birth certificate must be provided at the time of the visit. Prospective visitors are subject to an approval inquiry before visiting is allowed.

If a visit has been scheduled and you are reassigned to a different housing unit, visits will automatically be cancelled and your visitor must re-schedule the visit based on your current housing assignment.

There may be times when visits will need to be cancelled without notification due to unexpected circumstances.

Main Jail Complex

Approved visitors may schedule a visit in person or online. Same day visits may be made provided they register in person at the Main Jail Visiting Desk, thirty (30) minutes prior to the visit. Space is allocated on a first come, first serve basis.

Online visits must be scheduled/cancelled at least 24 hours in advance.

Each inmate is allowed two 60-minute visits per week. You may refuse any visitor scheduled to visit you. All visits are non-contact.

Elmwood Complex

Approved visitors may schedule visits by phone or online. Minimum Security inmates and those participating in R.C.P. may be eligible to receive contact visits. All other inmates receive non-contact visits. Each inmate may have two half-hour visits per week based on their housing unit visiting schedule.

Visitors must sign in no later than forty-five (45) minutes prior to your scheduled visit.

Visiting Registration

Your visitor must have, a government issued, valid picture identification such as:

1. A current California or Out of State Driver's License
2. A current California Department of Motor Vehicles Identification Card
3. A valid U.S. Passport or foreign passport, if it is constructed as an I.D. and contains a picture.
4. A current Military ID Card
5. An Immigration and Naturalization Service Alien Identification (Green Card)
6. A Mexican Consulate Identification (not Electoral Voter I.D.)

All visitors are subject to search while in the facility. All facilities have a “NO HOSTAGE” policy. Visitors must adhere to the basic dress standards listed on the Visitor’s Website and posted in the facilities.

For more visiting information, visitors may contact the facility, or visit the Sheriff's Office website, www.sccgov.org/sites/sheriff.

Hospitalized inmate visiting periods will be consistent with hospital visiting times. Visitors must present themselves to the Main Jail Information Desk and request permission from the Main Jail Captain prior to visiting at the hospital.

Attorney and Clergy Visits

We do not schedule attorney and clergy visits. All attorneys must present their bar card prior to legal visits. Clergy visitors must schedule an appointment with the senior chaplain to confirm their credentials prior to being approved for a visit.

Monitoring Visits

We monitor and record all visits except those with an attorney.

MAIL

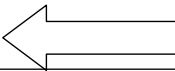
General Mail Rules

There is no limit on the number of letters that you may send or receive. However, all incoming mail is opened and searched for contraband. Incoming legal mail will be opened by an Officer in front of you and you will be asked to sign for it

Acceptable Mail

All incoming inmate mail must have inmate's name, booking number and PFN. Any mail not properly identified will be returned to sender. If unable to return, it will be thrown away. Outgoing mail must have your facility's return address with your name, Booking #, and PFN, be sealed and be placed in a mail receptacle.

All outgoing mail will be stamped as “County Jail Generated Mail.” Any outgoing mail which appears to have been misaddressed for the purpose of avoiding payment of the required US postage will not be forwarded for delivery. Example of correct way to address outgoing mail



NAME Your Full Name
Santa Clara County Jail
**Use the correct facility
address you are housed in**

BOOKING NO. Your Bkg #
PFN NO. Your PFN #

(Postage)

Recipient's Full Name
Street Address, Apartment Number
or P. O. Box Number
City, State, Zip Code

You must use the U.S. Postal approved envelopes purchased through commissary only. You may not send out packages or boxes. The Postmaster General has ruled that inmate mail is not U.S. mail until it reaches a U.S. Postal facility.

Outgoing mail may be opened, read and/or searched if there is a valid security reason to justify such action and the Facility Captain’s approval. All photographs received must have your name and PFN written on the back or they will be returned to sender.

If you have less than \$2.00 on your account, you may obtain two sheets of writing paper and stamped envelopes for your personal correspondence once each week from the commissary vendor.

If you need to correspond with the courts or your attorney, you may also request paper and envelopes by submitting an Inmate Request form

to Main Jail North Administration (if housed at the Main Jail), or Elmwood Administration (if housed at Elmwood) with the name and address of the Attorney, or Court with which you need to correspond.

Subscriptions

You may receive newspapers, magazines, periodical and books through the US Postal Service if they are mailed directly from the publisher. The label must be clearly marked with your name, PFN or CEN number. If any of the information is missing, it will be returned to the sender. They will not be accepted if sent by a bookstore or any other person. You may arrange with Catholic Charities for some materials to be delivered. No hardbound books will be accepted. You are responsible for your reading material.

Any subscriptions received after your release will either be thrown away or placed in the library for use by all inmates. In the event any item is withheld, you will be provided a receipt if the item is placed in your property. You may appeal this decision to the Facility Captain.

The mailing address for inmates at:

Main Jail Complex
150 W. Hedding Street, San Jose, CA 95110-1718

Elmwood Complex
701 S Abel Street, Milpitas, CA 95035-5243

Prohibited Mail

1. Cardboard
2. Plastics, or anything laminated
3. Anything GANG related (photos, colors, writing, symbols)
4. Drugs
5. Two-ply cards, cards with applique or a music device
6. Cards larger than 5" x 7"
7. Blank paper, cards, envelopes, stamps
8. Magazines, books and newspapers not from the publisher
9. Staples, paper clips and glitter
10. Items having suspicious stains or markings, lipstick or whiteout
11. Letters or envelopes having stickers on them
12. Hard bound books
13. Padded envelopes or Priority Mail
14. Artwork done with wax, water colors or heavy crayons, markers, felt tip pens and/or glitter.
15. Flowers
16. Envelopes or items with tape
17. Instant camera photos (i.e. Polaroid)
18. Photographs larger than 4" x 6" or not marked with name and PFN #
19. Photo copied pictures 4" x 6"
20. Posters
21. Food items
22. Packages
23. Photographs containing sexually explicit or suggestive images and/or graphic nudity

Legal and Official Mail

Legal mail is mail addressed to or from an attorney, American Civil Liberties Union, and Disability Rights and is clearly marked on the

outside of the envelope as “legal mail”. We will treat mail from your attorney not marked as “legal mail” on the envelope as personal mail. Official mail is to or from a jail command officer, the Sheriff, the County Administrator, probation authorities, District Attorney, state Attorney General, Governor, court, or a court official.

We will open and inspect legal and official mail in front of you to make sure it does not contain contraband. Staff will not read your legal or official mail.

If you send this type of mail, you must use an envelope from commissary that you label on the front with either the phrase “legal mail” or “official mail”. You may not send any personal correspondence in envelopes marked as legal or official mail.

You are subject to disciplinary action and criminal prosecution for fraudulently labeling an envelope as legal or official mail.

TELEPHONE CALLS

Inmate Access to Telephones

Inmates use telephones that are located throughout the jail housing units to place outgoing calls. Each housing unit has specific rules concerning the locations of telephones, hours of use, and the length of calls allowed.

How to use the phone and pin number

Telephones are available for outgoing calls. Inmates may only use the telephones in their designated housing areas and only during designated dayroom time. You will use your booking number along with a (4 digit) PIN number which will be assigned to you in booking.

The first time you use the phone, you will be prompted to change your PIN number. Jail staff members will normally deliver your PIN to you on a card during the intake process. It is your responsibility to remember it.



For your own safety, **DO NOT** share your pin number with anyone.

Your account will be locked if you enter the PIN number incorrectly three (3) times. It will then take approximately 30 minutes to reset. If you cannot remember your PIN number, notify your Unit Officer who will contact the phone provider to have it reset. You will also use the same sequence of “booking number then (4) digit PIN” for the Visiting phones as well.

Prepaid Phone Accounts

The inmate telephone services provider offers a pre-paid account plan, which allows called parties to receive and accept collect calls and prevents the called party’s telephone line from being restricted, as long as there are available pre-paid funds in the account. Called parties may contact the inmate telephone service provider or utilize the provider’s internet web page to arrange a prepaid account.

Incoming Emergency Calls

Incoming emergency calls will be accepted upon verification by the facility that the caller is a member of the criminal justice system. Inmates for whom emergency calls are received will be contacted and allowed access to a county telephone extension for completion of the emergency call. Family emergency calls will be handled via the Chaplain.

Blocked Numbers

If your called party has blocked number, the called party must contact their local phone service provider to remove the block. Once the block is removed, the called party may contact the inmate telephone services provider to arrange to receive calls.

Telephone Call Length

Personal calls are limited to 15 minutes each. The system will warn you before the 15 minutes are up.

Reporting Telephone issues

Inmates wishing to report telephone service issues should report them to the Unit Officer. Filing a Grievance or Inmate Request Form is not the right process for reporting issues with the inmate telephones. If there are problems with your money account fill out an Inmate Request Form

Use of TTY machine

The TTY machine will be made available to a hearing impaired inmate upon request. During the booking process, hearing impaired inmates are asked to provide phone numbers that they may call while incarcerated. Help is available from the Unit Officer for those not familiar with TTY devices. Instructions are also posted next to the TTY phone.

As a reminder, phones are monitored and recorded, subject to screening, may be shared with law enforcement, and may be used as evidence in a criminal or civil proceeding.

Speed Dial Services

The jail provides direct calling to county and community offices, departments and services, **These calls are FREE.**

You can use the Directory Speed Dial on all unit phones. Select the *contact* you wish to call and the number assigned to the contact. The list below can also be located at each telephone station.

Inmate Telephone System Speed Dial Number List

SPEED DIAL #	DESCRIPTION
#10	Dependency Advocacy Center Conflicts Office 4
#11	Dependency Advocacy Center Conflicts Office 3
#12	Dependency Advocacy Center Conflicts Office 2
#13	Dependency Advocacy Center Conflicts Office 1
#14	Dependency Advocacy Center Main Office
#15	DAC Office of Dependency Counsel
#16	DAC Family Legal Advocates
#17	Independent Defense Counsel's Office 2
#21	Public Defender – San Jose Office
#22	Public Defender – San Jose Office
#23	Child Protective Services
#25	Alternate Public Defender
#26	Probation Department
#27	CDCR Parole – Coleman Street
#28	Mexican Consulate
#33	Silicon Valley United Way
#34	Silicon Valley United Way - TTY
#35	Veterans Affairs Office
#36	Veterans Affairs Office
#37	Human Relations / Jail Observer Program- Not monitored or recorded
#38	Public Interest Law Firm / Mental Health Advocacy Project
#39	Internal Affairs – IA Sheriff's Department
#40	Independent Police Auditor - call to San Jose Police Dept. complaints only
#41	SJPD Internal Affairs - call to San Jose Police Dept. complaints only

CONTINUED ON NEXT PAGE

Inmate Telephone System Speed Dial Number List continued

SPEED DIAL #	DESCRIPTION
#42	Federal Public Defender
#45	DADS Assessment Line
#50	CDCR Parole – Lewis Road
#51	INS Pro Bono
#53	Public Defender – Palo Alto Office
#54	Public Defender – South County Office
#55	Public Defender – Proposition 47 Eligibility or Status
#67	Independent Defense Counsel’s Office
#77	CDCR Parole – West Taylor Office
#80	Pre-trial Services
#97	Next Door Domestic Violence Hot Line
#98	Santa Clara County Breastfeeding Support Line
*99	Rape Crisis Center YWCA - Is confidential and non-recorded by Custody Staff (does not require your pin #)

All calls listed as Speed Dial numbers are free

SERVICES AND PROGRAMS

COMMISSARY

Weekly Commissary Order

You may purchase commissary once a week, unless your commissary privilege has been taken away as a result of an infraction. A \$150.00 limit is placed on any commissary order.

If you need help with reading, writing, understanding the forms, staff will assist you in filling-out the commissary slip, and ensuring you receive the correct commissary order.

Orders must be printed clearly with your name, PFN, housing unit and signature. Commissary sales are considered final at the time of delivery. Orders must fit into your jail issued property bin.



You must check the accuracy of your order at the time you receive it and before you sign for it. Family members or friends may purchase up to \$100.00 in an “ICare” package that can be ordered online each week. Keep in mind, all commissary “MUST” fit inside one bin along with your other personal items.

All commissary slips are picked up on Sunday night and scanned Monday morning. The delivery days for each facility (jail) are as follows:

Elmwood Facility:

Minimum Camp and M8 housing:	Tuesday evening
Medium Security housing:	Thursday evening
Women's Facility:	Thursday evening

Main Jail:

Main Jail North and South:	Wednesday evening
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Please make note, that once you are sentenced to State Prison, Commissary will not be allowed to go with you.

HEALTH CARE SERVICES

Requests for Health Care

If you have a medical emergency, notify the officer immediately. All inmates will have access to medical/dental/mental health care.

All inmates housed at the jail for 30 or more days may be scheduled for a test/evaluation for developmental disability/intellectual disability. Emergency dental care is provided to all inmates. If you require dental care, submit a dental request form to the nurse at the morning pill call. If it is an emergency, notify an Officer immediately

All staff will assist with routine health/mental health/dental care including help with completion of Medical Form (white card) and reminders for appointments.

If you are not yet sentenced and wish to see your own physician at their office, you must obtain a court order. If you are sentenced, you must obtain a medical clearance and, if eligible, you may apply for a Temporary release or obtain a court order.

You will be responsible for treatment, security, transportation, and medical costs.

Medication

Pill call is conducted every day. An Officer will announce pill call in each housing area. Over-the-counter medication may be purchased through commissary.

If you fail to appear during the scheduled pill call, you may miss that dose of medication. If you are having a problem taking the medication when scheduled, you must fill out a White card to have this issue addressed.

Reading glasses

Reading or prescription glasses may be delivered by friends or relatives to Catholic Charities or the ADA unit whom will deliver to you. Glasses must be Non-wire frames.

If you are wearing prescription glasses at the time you are booked, you are allowed to keep them unless they are dark tinted.

Prescription glasses are not provided by the Medical Unit unless your eyesight is 20/100 or worse; however, an onsite Optometrist is available with an appointment.

Health Appraisals

For public health reasons, jail medical staff will perform a health appraisal on each inmate. Without a current health appraisal, we will not consider you for inmate worker status. These health appraisals are free of charge; we also will not charge for any needed lab work and X-rays as part of the appraisal. If we missed your health appraisal, for whatever reason, please fill out a White card.

This health appraisal requires tuberculosis (TB) testing. Because a jail is a high-risk environment for TB, you will be tested again even if you were recently tested. We may waive the requirement if records show the last test was less than three months old. There is no risk of injury or harm from receiving a TB test every three months.

If you have tested positive for TB in the past, please tell medical staff. They will determine if you need a chest X-ray. If you test positive for TB, a medical provider will evaluate you and x-rays, tests, and prescriptions may be ordered.

Dental Care

By law, a jail need only provide emergency dental care. This means you will only receive care for emergency conditions that require care, such as a filling or having a tooth pulled. Dental care does not include such things as cleaning, whitening, dentures, or crowns. You can obtain ibuprofen from the commissary if you have a painful tooth.

If you require dental care, submit a Medial Request form (white card) to the nurse at the morning pill call. If it is an emergency, notify an Officer immediately. If placed on the list to see the dentist, you may receive ibuprofen, acetaminophen, or other appropriate pain medication as determined by medical or dental staff.

Medical Special Housing

We provide special housing for ill or injured inmates who need around-the-clock medical care. All jail rules apply to inmates housed in the medical housing.

Medical Grievances

If you have an unresolved problem with medical, you must follow the grievance procedures in this manual.

ILLNESS AND DISEASE PREVENTION

There are several things you can do to keep yourself from getting sick or contracting diseases while in jail. The first thing is to help your body stay strong so it can fight off germs that can make you sick. To help do this—

- Eat a balanced diet. (Jail meals meet dietary requirements for this.)
- Do not skip breakfast.
- Drink plenty of liquids.
- Exercise regularly.
- Get plenty of rest.

Precautions

People leave germs on the things they touch. Germs most often enter the body through the mouth, nose, eyes, and breaks in the skin. Doing the things listed below will help prevent that from happening and making you sick:

- Do not share cups, eating utensils, towels, soap, razors, toothbrushes, or other personal items.
- Avoid physical or close contact with others. Do not touch other inmates.
- Keep your fingernails short and clean
- Keep cuts, scrapes, and open wounds covered with clean, dry bandages.
- Keep your personal items and cell or bunk area clean.
- Keep yourself clean. Shower regularly. Wear sandals in the shower.
- Always exchange your dirty clothing and linen for clean items each week. .
- Avoid touching your eyes, nose, or mouth.
- Use tissue to cover your nose and mouth area when sneezing or coughing. You may carry about an arm's length of toilet paper with you for this. If you sneeze or cough into your hands wash them immediately.



Wash your hands often and thoroughly! Hand washing is the single most important thing you can do to prevent yourself and others from getting sick!

Hand Washing

Keeping hands clean through proper hand-washing improves hygiene and is one of the most important steps we can take to avoid getting sick and spreading germs to others. Washing your hands with soap and water is simple and easy and will help you and others stay healthy, especially during these key times, illness such as a cold or flu, when germs are likely to get on your hands.

Before and After you- -

- Prepare or eat food
- Handle things others have handled, playing cards/board games
- Touch any cuts, scrapes, or open wounds
- Cut your own or another inmate's hair
- Use the toilet
- Handle garbage or take out the trash
- Touch your eyes, nose, mouth, or other part of your body
- Sneeze, cough or blow your nose
- Handle your dirty laundry
- Clean your cell or other area
- Touch uncooked meat, eggs, other potentially hazardous foods (kitchen workers)
- Have been interrupted while working with food, such as opening a drawer or door (kitchen worker)
- Remove gloves (inmate workers)
- Use nail clippers



How to Wash Your Hands

1. Use warm water to wet your hands.
2. Use soap, working it into lather by rubbing vigorously. It is the soap and scrubbing action that dislodges the germs so they can be rinsed away.
3. Wash between your fingers, up to the wrists, under your fingernails, and by your cuticles for at least 15–20 seconds.
4. Rinse the soap off your hands.
5. Dry your hands thoroughly with a clean towel.
6. Turn off faucet with the towel.

HIV-AIDS

HIV is a virus. It destroys the ability of a person's immune system to defend against infections and diseases. AIDS is the final stage of an infection or disease caused by the immune system not being able to defend itself. Once a person has HIV, the person is infected for life. A person can be infected with the virus and not know it for a long time. The infected person can infect others without showing any symptoms of being sick.

HIV is spread by direct contact with bodily fluids like semen, vaginal fluids, and blood. The way a person most often gets HIV is by having unprotected vaginal, oral, or anal sex with an infected person; sharing tainted blood by sharing needles used for injecting drugs, tattooing, or body piercing; or blood transfusions. A mother can give HIV to a nursing baby through her breast milk.

You cannot get HIV from toilet seats, objects handled by people who have HIV-AIDS, or being near a person with HIV-AIDS. HIV dies very quickly once it is outside of the body.

Hepatitis B and C

Hepatitis B and C viruses affect the liver and can lead to death. Hepatitis B can spread the same way as HIV—by direct contact with bodily fluids like semen, vaginal fluids, and blood or needle sharing. You can also get it by contact with bodily fluids by sharing razors or toothbrushes or having another person's blood come into contact with cuts or other skin openings you have. Hepatitis C is usually spread through contact with blood or contaminated needles.

Hepatitis B nor C is spread through food, water, hugging, or ordinary social contact. Like HIV, a person can be infected with a hepatitis virus and not know it for years; the person can infect others without showing any symptoms of being sick.

Sterilization – Your rights – PC 3440

As an inmate in the jail under Penal Code section 3440, you have certain rights regarding sterilization. While you are an inmate in the jail, you may not be sterilized for the purpose of birth control.

While you are an inmate in the jail, you may only be sterilized when:

1. It's required to save your life right away in an emergency, or
2. It's required to treat your medical need, and all the rules below are followed:
 - a. Other, less drastic measures to address your medical need don't exist; or you refuse them; or you try them and decide, while consulting with your provider, that they don't work. Don't exist; or you refuse them; or you try them and decide, while consulting with your provider, that they don't work.
 - b. A second doctor who is separate from, and doesn't work for, the Custody Bureau, meets with you in person to discuss, and confirms that a medical treatment that causes you to be sterilized is required to treat your medical need.

- c. You consent to being sterilized after you are made aware of (1) the final and complete effect being sterilized would have on your ability to have children; (2) that even if you refuse to be sterilized, you would still be given medical care; and (3) the side effects you could experience if you are sterilized.

If this subject comes up with your Doctor while you are in custody, you should request additional information regarding your rights from your doctor, and it will be provided to you.

If you are sterilized as allowed under these rules, you will get to talk before and after with mental health staff. You will also be given medical care afterwards, including hormones you could need.

Women's Facility

Per Penal Code Section 4023.5, every female confined in any local detention facility shall be furnished by the County with information and education regarding the availability of family planning services. Inmates with problems or questions regarding their personal hygiene, menstrual cycle, and reproductive system or birth control measures should see the nurse during pill call. Catholic Charities also provides information, and referrals regarding family planning services.

Any female inmate in any local detention facility shall have the right to receive the services of any physician and surgeon of her choice in order to determine whether she is pregnant. If the inmate is found to be pregnant, she is entitled to needed services from the physician and surgeon of her choice. Inmates who wish to be seen by their own physician and surgeon should submit their request to the nurse.

If your doctor requires that you must be seen in their office, you must obtain a court order so you can be transported to the examination / treatment.

Any cost associated with the transportation, security, and services of a physician, surgeon, and/or hospital whose services are **not** provided by the County are the sole responsibility of the inmate.

Per Penal Code Section 4028, a female detained in any local detention facility found to be pregnant and wants an abortion shall be permitted to obtain an abortion, if medically eligible. Any female inmate choosing to have an abortion should contact the nurse during pill call or make arrangements to see their own physician and surgeon at their own expense.

LIBRARY SERVICES

Recreational Library

Books are made available to all areas of the facility. If you wish to read a particular book, submit an Inmate Request Form to Catholic Charities for availability.

If the book is not available, it may be purchased, by friend or relative, from qualified bookstores and shipped to Catholic Charities. The address to Catholic Charities is in the Inmate Services section of this handbook located on page 63.

At the Elmwood Complex, Minimum Camp inmates and W2 building inmates may use the Inmate Library during program time, or as scheduled.

If you check out a book and it becomes damaged, tell your unit officer. We do not allow you to keep damaged books. Return them so we can get them repaired.

I.A. – Internal Affairs

Every person has the right to lodge a complaint against either the Sheriff's Office or any individual member employed by the department. If you need to contact I.A, use speed dial #39.

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I.A.C. – Inmate Advisory Program

This is a program which allows dialog between inmates and the Jail Administration to voice and resolve custody issues that affect groups of inmates and the inmate population in general. There is an IAC representative in various housing units. The representatives are chosen by their peers to represent them and their needs. If you need information, contact your unit officer.

Legal Research

Legal information will be provided to inmates through a contract service. If needed, ask staff for a Legal Research Request form and give it to an Officer. Instructions for filling out the form are on the reverse side of the form. If you need help filling it out, staff is available for help. Jail staff cannot give you legal help or advice. If you have any legal questions, you must talk to your attorney or ask for help from the court.

Voting

You may register to vote in an election while in custody if you meet all of the following conditions:

- You are a citizen of the United States
- You are a resident of the State of California
- You are at least eighteen (18) years of age as of Election Day
- You are not currently imprisoned or on parole for a felony; and
- You have not been judged by a court to be mentally incompetent to register to vote
- You have registered at least fifteen (15) days prior to Election Day

You are eligible to register and vote if you are:

- In county jail serving a misdemeanor sentence. A misdemeanor never affects your right to vote
- In county jail because jail time is a condition of probation
- On probation
- On mandatory supervision
- On post-release community supervision
- **If you have completed your parole**, your right to vote is automatically restored when you complete your parole.

If you expect to be in custody during the next election and wish to vote, the Inmate Services Unit will conduct voter registration applications and eligibility in all housing units prior to an election.

FACILITY PROGRAMS

Jail programs can help you make good use of your time and make positive changes in your life. Various programs are available to inmates, based on their housing assignment. The Program Unit offers:

- Regimented Correctional Program (RCP)
- General Education Diploma (GED)
- Occupational Training
- Computer Skills
- Literacy (reading and writing skills)
- Stress reduction
- Nutrition
- Personal Hygiene
- Anger Management
- Trauma Recovery
- Parenting
- Other programs are also available
- Religious services

- Narcotics Anonymous (NA) groups
- Alcoholics Anonymous (AA) groups
- Religious-based life skills classes

You may be able to take part in one or more types depending on your—

- Sentencing status
- Length of stay
- Assessment results
- Classification
- In Custody Behavior and attitude

RELEASE PROGRAMS

Public Service Programs (PSP)

An alternative sentencing fee based program administered by the Santa Clara County Office of the Sheriff-Custody Bureau. This program allows participants to work in assigned sites throughout the county and receive credit for one jail day for each 8-10 hour day worked on the program. Each participant is individually screened by the Inmate Services Unit (ISU) Rehabilitation Officers and supervised by Program Correctional Deputies. All sentenced inmates are automatically screened for PSP. Do not request the PSP program on an Inmate Request Form. You will be contacted if you are eligible.

Weekend Work Program (WWP)

WWP is a mandated fee based program designed to allow convicted low risk misdemeanants to serve their sentence by completing community work projects for state and local governments and non-profit agencies. Participants are required to work 8 hours per day to gain credit for one day of jail time. WWP participants can complete their jail sentences without entering the jail environment while also providing a valuable public service to the community. WWP is by court order only. Do not request the WWP program on an Inmate Request Form.

Custodial Alternative Supervision Program (CASP)

Qualified inmates sentenced under PC 1170(h) may be placed into a community based program instead of jail. Inmates placed into community programs will be required to complete their sentence as ordered by the court, and shall follow the terms and conditions of their release from jail.

Inmate Worker Activities

We will select some inmates to work in the kitchen, laundry, serve meals in living areas, and do various tasks in the jail. Inmate workers may receive work credit toward their sentences. Being an inmate worker is a privilege that may be revoked at any time with or without cause.

Fill out an Inmate Worker Request if you want to be an inmate worker. We will notify you if you are approved and are placed on the waiting list. Do not send in another request if you are on the waiting list. When there is an opening, the inmate worker coordinator will contact you for a job interview. If you turn down the job offered, you will not be considered for any other jobs.

The inmate worker coordinator will ask for a referral from classifications staff before selecting you. Medical staff will then give you an exam and a tuberculosis (TB) test. You must pass these before you can start work.

Inmates with disabilities are not excluded from being an inmate worker solely because of their disability. If you are disabled, and wish to be an inmate worker, fill out an Inmate Worker Request and you will be considered in the same way non-disabled inmates are considered.

Your work schedule will vary as an inmate worker. We still want you to take part in recommended programs and activities.

It is your responsibility to follow work safety rules and practices. You also must show you are reliable, have a good work ethic and can follow instructions.

Religious – Chaplain Services

The services of a chaplain are available to all inmates of all religions. If a religious leader of your religion is not on staff with the Jail Chaplain Program, the Jail Chaplain will make sure your religious needs are met including any religious items that may be permitted in the facility. Submit an Inmate Request Form if you wish to see the Jail Chaplain for help with religious, personal or family matters. Religious services are held according to schedules posted in your housing unit. Religious diets are available subject to verification by the Chaplain.

Jail Chaplains DO NOT perform marriages, but can provide information on how to get married in jail. Marriages are conducted during a regular scheduled visit. To contact the chaplain via regular mail, friends and family may write to:

Correctional Institutions Chaplaincy
CIC Ministries
P.O. Box 360068
Milpitas, CA 95036-0068

The facility WILL NOT accept personal telephone calls for you. However, if an emergency should arise the facility will forward an emergency message to you via the Chaplain.

CATHOLIC CHARITIES

Catholic Charities is an organization that assists inmates who need help from an outside source. You can send an inmate request form to Catholic Charities for many reasons. You can request reading glasses, books including easy read and large print books, notary services, copies and many other items. Any ADA requests should be directed to the ADA unit. If you would like to contact Catholic Charities, submit an Inmate Request Form to the unit Officer or write to the address below. Your friends or family (not in custody) may contact Catholic Charities Inmate Services at the address below.

Catholic Charities
Inmate Services Program
2625 Zanker Rd, Suite 210
San Jose, CA 95134

Elmwood Specialist (408) 325-5232
Main Jail Specialist (408) 325-5144

HUMAN RELATIONS JAIL OBSERVER PROGRAM - (JOP)

The Jail Observer Program serves as a confidential, neutral, and independent office to address issues about the county jails. The office receives calls from inmates and their families when they have questions or concerns about jail conditions and/or their wellbeing inside the jail. They help callers on how to get their needs met, effectively communicate with jail staff and understand jail policies and procedures. We also alert managers when we identify operational issues that could be improved. Our Staff speak Spanish and English. We welcome calls from everyone connected with the jail. Inmates may call toll-free using the speed dial #37 from any housing unit in the Jail. This line is not monitored or recorded. Or you may write a confidential letter to:

Jail Observer Program/OHR
2310 N. First St., Suite 100
San José, CA 95131

COURT AND CUSTODY ISSUES

COURT APPEARANCES

Court Movements

You may take court papers with you to court if they directly relate to your court appearance. All other items are contraband unless they are approved by jail staff.

Arraignment

You will be arraigned on your charges within 72 hours after your arrest not including weekends and Holidays.

During arraignment, a judge will tell you why you are in jail and may appoint an attorney to represent you if you qualify. The judge will also set a date for your next court appearance.

Conduct in Court

During a court appearance, you may not have contact with anyone other than court officials, your attorney, and officer. Contact includes talking, signaling, or passing notes. If you want to talk to a court official or your attorney, you must ask the escorting officer for permission.

Court Clothes

You may wear civilian clothing in court if you have a jury trial. ALL Court Ordered dress-outs (men's and women's) will only be accepted or exchanged at the Main Jail Information Desk. Your attorney or another person may bring you court clothes 24 hours a day, 7 days a week.

Jail staff will store up to two sets of court clothes at a time depending on the expected length of your trial. Each acceptable set of clothing is defined as:

- (1) Dress Shirt/Blouse
- (1) Pair of Trouser
- (1) Suit Jacket/Sport Coat

Your attorney or the person who brought in the clothes can arrange for the exchange of soiled court clothes for clean ones.

RELEASE

There are several ways you can be released before you go to trial, including, but not limited to: Own Recognizance (OR) / Supervised OR, Bail, Citation or Court Release. If you are released through any of these methods, you will physically be released as soon as all the necessary paperwork can be processed. At that time you will be required to complete release paperwork and your personal property will be returned to you.

No Cost Bail

You may be eligible for “no cost” bail. After the booking process and before you are housed, ask to speak to Pretrial Services. “Just ask”. You may also ask during your arraignment.

Elmwood Temporary Release

Penal Code section 4018.6 P.C. allows temporary release for sentenced inmates for family emergencies or preparation for return to the community. Any such release may not be for a period of more than three days.

To qualify for a Temporary release you must be sentenced on all matters for which you are being held. To request a Temporary release, you must

submit a P.C. 4018.6 Request Form to a Sergeant. You may be required to pay the County, in whole or in part, for any expenses incurred pursuant to a Temporary release prior to being released. If your request is denied, you may try to obtain a court ordered release.

Inmates who have not been sentenced must obtain a court order for temporary release. Your attorney may assist you in obtaining a court order.

Penal Code section 3081 (County Parole) provides for early release of certain eligible inmates. Among other conditions, you must not have been denied parole by the court, must have received a total sentence of at least sixty days, must have served at least one-half of your sentence by the date of the parole hearing and must not have any pending out of county matters.

If you believe that you qualify for release on County parole, you may obtain an application from the Housing Unit Officer. Complete the entire application as thoroughly as possible, as this is your opportunity to explain why your request should be granted. Custody staff may submit a statement regarding your conduct, including infractions, to the County Parole Board. If you are requesting a release due to medical problems, attach a doctor's statement to the application. If you are requesting a release due to other circumstances, it will be to your advantage to verify as much information as possible through additional letters or records.

Your application for County Parole must be submitted fifteen days prior to the next scheduled meeting of the Parole Board. You will be entitled to make a personal appearance before the Board. A Probation Officer will meet with you prior to the hearing in order to verify your eligibility, discuss your reasons for requesting parole and to assist you with your post-release plans.

Release Time of Day

If you have completed your County Jail time, you will be released after 8:00 a.m. on the morning of your release date.

PAROLE AND PROBATION ISSUES

If you have a parole or post-prison supervision (PPS) violation, you will be scheduled for a Morrissey hearing to determine your status. If your parole officer is in another county, we will transport you to that county after any local charge issues are complete. If you receive a sanction, the length of sanction may not exceed the total time remaining on parole or PPS. If your PPS is revoked, any time spent in custody will be added to the total length of supervision. Time spent on abscond status will also be added to the total length of supervision.

If you have a probation violation, the arraignment judge will set a time for a probation violation hearing. The hearing is to determine if your probation will be amended or revoked. Revocation ends all supervision on this case or specific count and you may serve a substantial jail sentence.

If you need to contact your County parole or probation officer, you can write to the officer at:

Probation Department, Adult Division
2314 N. 1st Street
San Jose, CA 95131

To call Santa Clara County Parole speed dial # 27; for Probation dial speed dial number # 26.

See Government Contacts, on page 91 for the addresses of parole and probation services for Santa Clara County.

DISCIPLINE PROCESS**JAIL RULE VIOLATIONS**

While you are in custody, there are rules of conduct you must follow. If do not follow these rules while you are in custody, you will be subject to jail discipline, criminal prosecution or both. Any rule violation may affect your classification status and/or release date.

MAJOR RULE VIOLATIONS

Items listed indicate only some of the possible rule violations. Other violations may also be included, according to their nature. These are for reference only.

2-1 Fighting**2-2 Threatening or Challenging Badge Staff , Civilian Staff, or another Inmate****2-3 Disobeying a Written or Verbal Order from Staff**

Inmates shall obey all lawful orders, both written and verbal, from custody staff.

2-3a Inmates shall submit to a urinalysis or breathalyzer test when requested to do so by custody staff.

2-3b Inmates shall submit to a planned and/or random security search of your person at any time upon the direction of any officer.

2-4 Presenting False Information or Lying to Staff

2-5 Failure to Treat Officers, Staff and/or Visitors with Courtesy and Respect

Inmates shall not address officers by their first names or use profane and/or demeaning language toward any staff and/or visitors.

2-6 Lockdown Instructions

Inmates will go directly to their assigned bunk/cell and immediately lock their door upon being told to lockdown by an Officer.

2-7 Failure to Remain on Assigned Bunk during Lockdown

Inmates will remain on their assigned bunks during lights out and/or lockdown, with the exception of being allowed to use the bathroom. Inmates instructed to lockdown shall return to their barracks, module or cell immediately. Televisions will be turned off during “lights out” and during lockdown periods if an Officer so directs.

2-8 Cell Assignments and Unauthorized Movement

Any inmate assigned a bottom tier is not allowed on the top tier for any reason. Inmates are not to change their cell or bunk assignment without authorization from the Officer in charge of their area.

2-9 Unauthorized Communication during Count

During count, inmates will remain quiet, not distract nor talk with any officer (unless there is an emergency) and shall not move from their bed. Inmates shall remain on their bunks during count until it has cleared.

2-10 Failure to Wear Identification Band

Inmates must wear their issued identification band at all times. If it comes off, the inmate must contact an officer immediately and have it replaced. Inmates removing, destroying, altering or taking the picture from their wristband without authorization may face disciplinary

action. In addition, Minimum- security inmates will show their identification card when requested.

2-11 Under the Influence of Alcohol or Drugs in a jail facility

2-11a Possession or manufacturing of unauthorized beverages including Pruno

2-11b Possession or under the influence of **any illegal** drug while in custody may result in a **Criminal Charge**

2-11c Unauthorized use of prescription medication not prescribed to you (trading, selling or hoarding.)

2-12 Possession of Cigarettes, Matches, Lighters or Tobacco

Inmates shall not smoke, or be in possession of smoking materials (including, but not limited to, cigarettes, matches, tobacco, lighters or lighting instruments.)

2-13 Inmates will not occupy the same Single Use Shower Stall at the Same time. (Single shower stalls are for individual use only)

2-14 Sexual Activity

Inmates will not engage in sexual activity. No inmate shall engage in or force/pressure any other person to engage in any kind of sexual conduct.

2-15 Pornographic Material

Inmates shall not possess any sexually expressive pornographic material in plain view (i.e. walls, desks, mirrors, cups, etc.) This includes, but not limited to, photos and magazine cut outs.

2-16 Sexual Harassment

Sexual Harassment is prohibited. It can include verbal, physical or environmental conduct. Examples Include, but are not limited to, unwelcome sexual advances; displaying sexually suggestive material

or objects; leering or making sexual gestures; sexually-oriented “kidding” or abuse, sexual jokes; comments about a person’s body, sexual prowess, or sexual deficiencies; subtle pressure for sexual activity; physical contact such as patting, pinching or constant brushing against another person’s body; demands for sexual favors.

2-17 Destruction or Damage of Government Property, Including clothing and Bedding

Inmates shall not use bedding, clothing or towels in any manner other than for which they were designed. Inmates will not possess pieces of previously torn clothing. Inmates will be responsible for all clothing and bedding issued to them. Inmates destroying clothing or bedding may be charged replacement costs, in addition to disciplinary action.

2-18 Flooding

Intentionally clogging up toilet or sink to create and overflow in the cell or unit.

2-19 Tampering with a Light Fixture, Vent, Electrical outlet (wire) or T.V. Cable connection/Remote Control

Inmates will not tamper with or destroy any door, lock, security devices, window caulking, night-lights, air vents, electrical wires or televisions.

Tampering with life support, scam alarms, fire control or HVAC systems is not permitted. This includes ~~the~~ covering vents and lights with any item.

2-20 Tampering with Cell Door Locking Mechanism

2-20a Tampering with windows, or bars

2-21 Tampering with Facility Mounted Cameras

Inmates will not tamper with, cover, obstruct or destroy any facility mounted camera.

2-22 Unauthorized Absence from Work Assignment

If unable to work, a medical note or approval from a deputy is required.

2-22a Failure to report to work or assigned location on time

2-22b Failure to remain at assigned work area - Inmates will remain in their assigned duty area unless given permission to leave by an Officer or C.S.A. in charge.

2-23 Refusal to Work

A refusal to work may result in the loss of work time credit from the date of refusal until the inmate notifies the Facility Captain in writing that they are willing to work (4019 PC).

2-24 Unauthorized Communication with Visitors/Other Inmates (to include Letters/"Kites", is prohibited per PC 4570 and PC 4571.1)

2-25 Sitting and/or Climbing in an Unauthorized Area; Walking; Standing or Lying on Facility Grass Areas (except the Recreational Grass Area)

Inmates are not to sit or lie on any table or trash container. Inmates shall not climb on walls, bars, equipment, or building structures in or around the exercise area.

2-26 Misuse of Postage and Improper Marking as Legal Mail

Any outgoing mail which appears to have been tampered with for the purpose of avoiding payment of the required US postage, or marking regular mail as legal mail.

2-27 Failure to Comply with the Disciplinary Process

Inmates shall not communicate in any way with inmate who are confined to his/her cell as a result of a custody input or inmate infraction.

MINOR RULE VIOLATIONS

Items listed indicate only some of the possible rule violations. Other violations may also be included, according to their nature. These are for reference only.

3-1 Failure to Make Bed and/or Clean Personal Areas and Cell/Bunk

Inmates shall make their beds, and clean the surrounding area by 8:00 a.m. each day. The bed is to be made up until after 8:00 p.m. Inmates may use one blanket or sheet as a cover for daylight hours. Inmate workers must make up their beds prior to going to work each day. Inmates may not sit or lay on another inmate's bed. Blankets and/or clothing may not be hung up as curtains.

3-1a There will be nothing placed on, attached to, hung on, or covering any of the following: bed frames, interior lights, cell/door vents, furniture, doors, door windows, windows, window sills, walls, vents, showers or any other area.

3-2 Failure to Follow Sanitation Regulations

Inmates will dispose of all trash by placing it in the trash container and not on the ground.

3-2a Inmates shall keep their living areas clean. Personal items shall be stored neatly in the bins provided.

3-2b Inmates assigned to Food Service duties shall wash and scrub their hands and nails prior to handling food and wear plastic gloves, hairnets, food service hats and shoes at all times while working.

3-3 Personal Appearance

Inmates must maintain personal hygiene.

3-3a Inmates may not dye or attempt to change their hair color while in custody.

3-3b Hairpieces/Weaves - Inmates may not sell, trade, or give away hair strands, hairpieces, hair weaves or wigs to other inmates

3-4 Use of Hygiene Products

Inmates will not use any hygiene products for something other than its intended use.

3-5 Inmate Workers are only allowed to Possess One Additional Clothing Issue in their cell.

3-6 Failure to meet Dress Code

Inmates will wear proper fitting shoes, pants and T-shirts when outside of sleeping and bathroom areas. (Exception: Male inmates may be shirtless while in the exercise area.) Tennis shoes will not be worn to court, unless approved by Medical staff and the inmate is issued and wearing a medical wristband. Inmates will not wear any type of headgear, except as authorized by jail staff.

Inmates who leave their housing units for interviews, court, programs or other out of unit activities must wear their full issued clothing and wristband to include an undershirt, canvas color top and long pants. Workout shorts WILL NOT be worn outside of the housing unit.

3-6a Inmates will not wear oversized clothing, roll up their pants, or roll up their shirts/blouses.

3-6b Female inmates must wear a brassiere and undershirt (t-shirt or thermal) along with their cover shirt and pants when being transported out of the facility.

3-7 Male and Female Inmates will possess only the amount of clothing items allowed:

- 2-bras (female inmates)
- 1-nightgown (female inmates)
- 2-Outer shirts
- 1-Thermal
- 2-T-shirts
- 1-Work out short
- 2-pair of pants
- 7-pair of underwear
- 7-pair of socks
- 1 pair of shower shoes
- 2-towels
- 2-blankets
- 2-sheets
- 1-wash cloth

3-8 Inmates will not be Loud, Boisterous or Offensive

3-9 Pushing, Shoving or Line Jumping

3-10 Unauthorized Running or Throwing of Objects in the Facility

Inmates shall be allowed to run and throw authorized recreational equipment only, such as handball, volleyball, basketball and softball, in the recreation areas only. Inmates shall not throw rocks, food or other non-recreational items at any time.

3-11 Removing Chairs from the Multi-Purpose Room or Dayroom

Inmates will not remove any chair from the Multi-purpose room or dayroom. Chairs are not allowed in in the cells, upper floors, or on the sundeck (unless authorized by an officer).

3-12 Visits outside the Cell

If an inmate is confined to his/her cell as a result of a custody input or inmate infraction, no other inmate will be allowed to gather outside the cell to visit, communicate or converse with that inmate.

3-12a Inmates housed in a two-tiered/multi-group module cannot gather outside the cell or communicate with an inmate from another group.

3-13 Entering Unauthorized Areas

3-13a Inmates will not enter any unauthorized area, barracks, or cell, except the one to which they are assigned.

3-13b Inmates shall not loiter near the Officer's Station.

3-13c Inmates assigned to a cell on the lower tier / top tier shall not visit, congregate or loiter on the opposite tier.

3-13d No loitering in an entrance/exit area

3-13e Inmates shall not move

3-14 Possession of Contraband, excessive items and/or Unauthorized Government Property

3-14a Inmates will not wear any jewelry, except religious items authorized by the Jail Chaplain or a solid wedding band, no stones.

3-14b Inmates are responsible for the contents of their cells, bunks and bins.

3-14c Inmates shall not remove any food or property from the chow hall, dining area or work area without approval from custody staff.

3-14d Inmates shall have in their possession only those items issued by the jail, purchased from commissary or approved by custody staff. Alteration of these items will be considered "contraband".

- 3-14e Inmates may not possess more than one newspaper, two magazines, two dictionaries, five books and a reasonable number of clippings and photographs. In accordance with Fire Marshal standards, an inmate may not have more than three pounds of flammable material (excluding bedding and clothing). This is approximately one ream of paper, 2-1/2 inches thick. No hardbound books will be allowed in the facilities
- 3-14f Inmates shall not possess any item(s) that, by design or use, constitute a “tattoo kit”.
- 3-14g Unauthorized possession of a razor.
- 3-14h Meals shall not be allowed in cells unless authorized by staff. When authorized, all food from meals served in cells shall be consumed within 30 minutes from the time the meal was served.
- 3-14i Failure to remain seated in the Dining Area during meals.
- 3-14j Inmates will not display any gang affiliation while in custody (colors, yarn, thread, jewelry, etc.)

3-15 Program / Classroom Attendance

Any inmate assigned to a program dorm, or on an instructor’s roster must attend class promptly. If the inmate does not attend at the start of class, he/she will be subject to an infraction and removal from the class.

- 3-15a Inmates will not disrupt class by talking, or sleeping.
- 3-15b Art Supplies not purchased from Commissary or authorized by the facility will be considered contraband.

3-16 Inmates Transported to and/or from Court may possess relevant court papers only. Books, Combs, Food or Other items will not be allowed.

3-17 No Television or Telephone use during Meals

3-18 Telephone Usage

Each individual telephone call is limited to 15 minutes. Use of TDY phones are only available to “hearing impaired” inmates.

CRIMINAL OFFENSE LISTING

Items listed indicate only some of the possible rule violations. Other violations may also be included, according to their nature. These are for reference only.

1-1 Murder or Attempted

1-2 Assault and/or Battery

1-3 Rape

1-4 Assault to Commit Sex Acts

1-5 Indecent Exposure

1-6 Extortion, Blackmail for Protection

1-7 Escape, Attempted Escape or Planning

1-8 Possession of Escape Paraphernalia

1-9 Tampering with any Locking Device or Life-Safety System/Equipment including Fire Extinguishers and S.C.B.A.'S

- 1-10 Arson**
- 1-11 Possession of Explosives or Ammunition**
- 1-12 Possession of a Gun, Mace, Firearm, Knife or Any other Weapon described in the California Penal Code**
- 1-13 Participation in Riots, Work Strikes or Disturbances**
- 1-14 Inciting To Riot**
- 1-15 Possession of any Illicit Drugs or Drug Paraphernalia**
- 1-16 Under the Influence of Drugs**
- 1-17 Theft of Property**
- 1-18 Possession of Stolen Property**
- 1-19 Bribery or Attempted Bribery of any Official or Staff Member**
- 1-20 Willful Destruction of any County, State, Or Federal Property, including Legal and General Library Books purchased by the Inmate Welfare Fund.**
- 1-21 Counterfeit of any Government Document, Money or Official Paper**
- 1-22 Gambling**
- 1-23 Cruelty to Animals**
- 1-24 Violation of any Condition of Furlough – CASU, Parole / Probation and Early Release**

1-25 Attempt to commit, or Assist another to Commit any of the above Offenses

1-26 Violation of any Law or Ordinance of the United States, State of California or County of Santa Clara

1-27 Gassing - 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.

1-28 Possession of Wireless Device

1-29 Possession of Tobacco

DISCIPLINARY PROCEDURES

Minor Rule Violation

For Minor Rule violations, informal resolution is encouraged. Minor rule violations may be handled informally through counseling, or advising the inmate of expected conduct. This is the preferred disposition. Guilt or innocence is determined by a review of a Sergeant. Minor rule infractions may also be handled formally by completing an Inmate Infraction Report.

Disciplinary Process

An officer may impose *informal* discipline sanctions, for up to 24 hours, for the least serious of violations. You must file a grievance to appeal an informal discipline sanction.

1. The officer prepares and submits an infraction form
2. The Sergeant will interview the inmate and explain the nature of the charge

3. If there is a relevant factual conflict, the Sergeant will make an independent investigation
4. The Sergeant shall determine innocence or guilt and verbally inform the inmate of the decision
5. The Sergeant shall record all relevant information and provide a completed copy of the infraction form, including the disposition, to the inmate.

Major Rule Violation / Infractions / Disciplinary Process

When an inmate is accused of committing a major rule violation, the procedure below will be followed.

1. Infractions must be initiated within 10 days of the rule violation occurring. A copy of the infraction form will be given to the involved inmate, which serves as notice to the inmate that he or she has been infringed.
2. A Sergeant's interview must take place no more than 72 hours after the notification of charges. The inmate shall have the opportunity to plead innocent or guilty. At this time, the infraction may be reduced to a minor, at the discretion of the interviewing sergeant.
3. If the inmate pleads guilty, he/she shall receive notice of imposed discipline.
4. The hearing shall be conducted by a Hearing Officer.
5. Scheduled hearings may be postponed or continued for a reasonable time for a good cause, approved by the Hearing Officer or Watch Commander. All attempts will be made to remain within Title 15 guidelines.
6. The inmate is entitled to be present at the hearing concerning his/her conduct, unless a legitimate institutional concern for the safety and security of the facility exists preventing the inmate's presence
7. Inmates are not entitled to representation at disciplinary hearings, and no representation is provided by the County/Department. Inmates can contact community-based help organizations (CBO) as recognized by the County Department (e.g. Catholic Charities) to inquire about available services in connection with disciplinary hearings such as copying and help gathering evidence and witnesses

8. The inmate shall be given an opportunity to make a statement, present relevant evidence and is entitled to a limited opportunity to call witnesses, at no expense to the county, except when it jeopardizes the safety or security of any person or the facility
9. At the conclusion of the hearing, the Hearing Officer will verbally notify the inmate of the findings and advise him/her of their right to appeal the decision to the Facility Captain, within three days
10. The Facility Captain may affirm, reduce or reverse the decision of the Hearing Officer.
11. If no appeal is received by the Facility Captain within the three-day period (72 hours), the inmate shall be advised, in writing, of any penalty or sentence imposed.
12. If the inmate is found not guilty, the Hearing Officer will verbally notify the inmate and all reports will be marked "Found Not Guilty."
13. The consequences of a major infraction hearing resulting in a guilty verdict and disciplinary housing shall include the loss and/or restrictions of the following inmate services:
 - No inmate shall be held in disciplinary isolation for a period of time longer than 10 consecutive days without a finding on a new charge for a violation of facility rules and regulations.
 - If an inmate is on disciplinary isolation status for 30 consecutive days, there shall be a review by the Facility Captain before the disciplinary isolation status is continued.
 - In no case shall a safety cell be used for disciplinary purposes.
 - Food shall not be withheld as a disciplinary measure.
15. The Penal Code and the State Constitution expressly prohibit all cruel or unusual punishment. Additionally, the following limitations on disciplinary actions are as listed.

Criminal Offense Sanctions

Inmates violating this type of rule may have a may have criminal charges filed against them and be subject to prosecution in the courts. Criminal Prosecution will not delay the infraction process.

GRIEVANCE PROCEDURE**INMATE GRIEVANCE PROCEDURES**

Grievance Rules

You may file a grievance about a jail policy, practice, rule, or condition that directly affects you. You may grieve any condition of confinement, including policies, decisions, actions, conditions, or errors that have a physical consequence on health, safety, well-being, non-participation or access to programs over which the Sheriff's Office has control

You cannot use the jail grievance process to grieve the actions of other agencies, such as the courts, probation office, or another law enforcement agency. (The jail has no control over them. You must contact them yourself.)

You may not file a grievance on behalf of someone else, as a group, or if it is a collection of complaints. Submit one grievance per issue. The Grievance form is one (1) form printed with English, Spanish and Vietnamese translations. No duplicate grievances will be accepted.

Filing a Grievance

Inmate grievances shall be submitted no later than thirty (30) calendar days after the alleged incident. Inmate grievances will be assigned a tracking number, investigated, resolved, and a response will be provided to you within (30) thirty calendar days from the date the grievance was received.

Grievances will be picked up multiple times per day. Grievances of an emergency nature, concerning immediate threats of harm to inmates, staff or the facility, or Grievances concerning any allegations of sexual

harassment, sexual abuse or sexual misconduct by staff or inmates will be handled promptly

When submitting grievances and appeals, you should describe the specific issue and the relief and/or information requested. In order to ensure the orderly processing of grievances by the Shift Sergeant, you shall only place one issue on each grievance or appeal form and place it in the Grievance boxes which are located throughout the facility

You are not allowed to submit multiple grievances on the same issue within a 30 days. If your grievance could not be resolved by the Unit Sargent, you must allow staff up to 30 days to read, investigate, and respond to your grievance.

Grievance System Abuse

The Grievance Unit can request that your ability to submit a grievance be suspended for thirty (30) days if you submit repeated grievances or appeals regarding the same issue without allowing sufficient time for a response; you submit a grievance on issues that have already been addressed or resolved or you repeatedly submit grievances or appeals that are foolish, mean, or include rude, foul, or obscene language

Grievance Appeal

If a grievance is denied, a reason for denial will be noted on the grievance. You may appeal the decision to the Facility Captain. You may only submit one (1) appeal per grievance and it must be submitted within thirty (30) calendar days of receiving the written result or the appeal will be denied.

An appeal shall be submitted on the appropriate appeal form, which shall be provided by staff making the required notification to an inmate of the result. All appeal decisions are final.

APPENDIX 1

INMATE EXERCISE PROGRAM

You can easily do most of the warm-up and workout exercises suggested in this appendix within the space of your cell or bunk area. You do not have to have out-of-cell time to stay physically fit.

You should consult jail medical staff before beginning any exercise program. Stop immediately if you experience pain while doing any exercise and contact your unit officer.

WARM-UP EXERCISES

Warm-up exercises help you prepare mentally and physically for a more active workout and can help prevent injury. For a person not used to exercising or otherwise not in good physical condition, the warm-up exercises should be adequate as an exercise program for the first few weeks before moving on to other workouts.

You should begin warm-up exercises gently and gradually progress to activity that is more vigorous. For all stretching movements, gradually increase the degree of stretch with each repetition and be sure to do them slowly and gently, not abruptly or forcefully. A “count” in an exercise should be about a second long. Do the exercises in the order listed.

1. Jumping Jacks

Stand with your arms at your sides. Jump and spread your feet to your sides and at the same time swing your arms overhead. Then, swing your arms down and jump back to the starting position. Use a rhythmical and comfortable count. Repeat 15 times.

2. Side Stretcher

Stand with your feet slightly apart, with one arm extended straight upward and the other at your side. Slowly bend to the side of the down arm as far as you can go and hold for five counts. (Do not bounce in an effort to lean further down.) Come up, switch arm positions and repeat on the other side. Repeat five times on each side.

3. Trunk Twister

Stand with your feet comfortably apart, with your arms extended out from your sides, palms down. Slowly twist to one side as far as you can go, hold for five counts, and repeat on the other side. Repeat five times on each side.

4. Forward Bend and Reach

Stand with your feet about 18 inches apart, knees slightly bent, arms hanging loosely at your sides. Bend forward, extend your arms between your legs, and gently reach to touch the ground at about heel level. Hold for five counts, and then come up to the standing position. Repeat five times.

5. Shoulder Stretcher

Stand with your feet comfortably apart, with your arms bent, hands in front of your chest and your elbows out to your sides. Without arching your back, rhythmically thrust your elbows backwards and return to the starting position. Repeat 10 times.

6. Shoulder Roll

Stand with your feet comfortably apart, with your fingers of each hand touching the shoulders. Slowly rotate your elbows in a full circle—forward, up, back, and down. Repeat 5 times, then reverse the rotation.

7. Neck Stretchers

Stand with your feet comfortably apart, with your hands on your hips. (A) Slowly tuck your chin into your chest. Keeping your chin tucked, slowly turn your head toward one shoulder until you feel a gentle stretch in the neck muscles. Hold 10 counts then relax. Do 10 times on each side. (B) Keeping your head in line with your shoulders, slowly bend your neck to one side until you feel a gentle stretch along the side of your neck. Hold 10 counts, then relax. Do 10 times on each side.

8. Knee Lifts

Stand with your feet comfortably apart with your arms at your sides. Raise one knee to your chest, grasp and gently pull it to your chest, return and repeat with other leg. Keep your back straight. Repeat five times with each leg.

9. Half-Knee Bend

Stand with your feet comfortably apart with your hands on your hips. Bend your legs to just short of a 90-degree angle (squat), extending your arms forward for balance as you go down, then return, and repeat in a slow moderate pace. (Repeat 10 times.)

10. Toe Touches

Stand with your feet together with your arms at your sides. Keeping your knees slightly bent, lean forward and gently stretch your hands toward your toes or floor. Return and repeat in a slow rhythm. (Caution: Do not bob or jerk down to toes.) Repeat 10 times.

11. Sitting Stretcher

Sit on the floor with your knees extended, your legs spread at approximately a 45-degree angle. Bend forward slowly at the waist. Reach out to your left and try to touch your head to your left knee until you feel stretching in the back of your leg. Hold this position for two or three counts, then return to starting position. Reach out to your right side and do the same. Repeat five times to each side.

12. Slow Jog

Stand in place with your arms in a running position. Slowly jog in place or in a small circle for 60 counts or 60 seconds. Count each time the left foot strikes the floor. Begin slowly and pick up the pace gradually every 15 counts or 15 seconds. You can increase the speed as conditioning improves.

13. Deep Breathing

Stand with your feet comfortably apart. Slowly swing your arms forward and upward, rise up on your toes and inhale deeply until your arms are in an overhead position. Swing your arms down, drop to your heels, and exhale as you return your arms to the starting position. Repeat five times.

WORKOUT (BAKER'S DOZEN EXERCISES)

This workout uses a set of 13 graduated exercises called the Baker's Dozen. This set of exercises is designed to advance a person through three levels of fitness conditioning. You should do the warm-up exercises before doing the Baker's Dozen exercises.

Start with exercise 1 at Level I. Gradually increase the number of repetitions of each exercise until your conditioning allows you to complete all exercises at the Level I repetition rate without undue stress. Gradually progress to Level II and finally Level III. (The number in parentheses right after a level number indicates how many times you should repeat the exercise for that level of fitness.)

1. Toe Touch Series — I (5), II (10), III (15)

There are four standing positions for this exercise. Starting with your feet at shoulder width, then together, then cross one foot over the other, and finally reverse foot positions. Rhythmically and gently stretch and touch your toes in each of the four positions. Then return to the starting position.

2. Quad Stretcher — I (5), II (10), III (15)

Stand with a normal curve in the low back, mid-back, and neck. Grab your foot and pull it behind your back until you feel a gentle stretch along the front of your thigh (quadriceps). Do not pull the foot toward your seat or twist it to the side. Hold 10 counts, then relax. Use a support for balance if you need it.

3. Squat Jumps — I (10), II (20), III (30)

Stand with your feet comfortably apart with one foot slightly ahead of the other and put your hands behind your head with your fingers interlocked. Drop down to a half squat position and keep your back as straight as possible. Jump to an upright position with body straight and feet leaving floor. Reverse position of feet before landing and return to half squat position.

4. Sprinters Drive — I (10), II (20), III (30)

Place your hands on the floor shoulder-width apart and lean forward with one leg well up under the chest and the other fully extended to the rear. Shift leg positions in a two-count rhythm.

5. Push-Ups — I (10), II (15), III (20)

Lie face down on the floor with your hands directly under your shoulder joints with your fingers pointing straight ahead. Extend your arms and raise your body in a straight line from head to heels to a fully extended position supported by your arms and toes. Lower your body in a straight line by bending your arms until your chest just touches or comes within an inch of the floor. Repeat in moderate rhythm. To reduce lifting load by about 50%, you can do the same exercise, except keep your knees in contact with the floor throughout the movement.

6. Static Stretcher — I (5), II (10), III (15)

Sit on the floor with your feet together and your hands at your sides. Without bending your legs, bend your trunk forward, tuck your head, reach forward as far as possible, and grasp firmly around your legs, ankles, or feet according to the extent of your reach. Hold for six counts. Relax and return to starting position.

7. Squat Thrusts — I (10), II (15), III (20)

You will perform four distinct motions in rapid succession. Stand with your hands at your sides, then bend your knees, and place your hands on the floor in front of your feet. Thrust your legs back to a fully extended position; return to the squat position; then return to the upright position.

8. Curl-Ups — I (10), II (15), III (20)

Lie on your back with your knees bent and feet flat on the floor. Cross your arms and lay them on your chest. Slowly curl your chin toward your chest and continue to roll upward until your shoulder blades have cleared the floor. Hold three to five counts then slowly lower yourself back to the floor.

9. Low-Back Stretcher — I (10), II (15), III (20)

Lie on your back with your knees bent slightly and feet resting on the floor. Stretch your arms sideward at shoulder level, palms down. Keeping your shoulders on the floor, slowly drop your knees to one side until you feel a gentle stretch in the lower back. Hold 10 counts, then bring your knees back to the center. Repeat for the other side. As the stretch becomes easier, try to bend the knees more when stretching.

10. Side-Leg Lifts — I (10), II (15), III (20)

Lie on one side with your legs together; support your head with your elbow and hand with your other hand on the floor in front of your body for balance. With one leg straight, lift it as far as possible and return it to the starting position. Repeat on the other side.

11. Straight-Leg Raise — I (10), II (15), III (20)

Lie on your back with one leg resting on the floor and the other leg pointed toward the ceiling with the knee bent slightly. Holding the thigh of your raised leg with both hands, slowly straighten your knee until you feel a gentle stretch along the back of your thigh (hamstrings). Hold 10 counts.

12. Extensions — I (10), II (15), III (20)

Lie face down with your arm extended over your head and your legs extended. Slowly lift your right arm and left leg at the same time and keep them extended for three to five counts, then slowly return to the starting position. Now lift your left arm and right leg at the same time for three to five counts. Repeat. Do not jerk your legs or arms.

13. Cardio-respiratory Jogging Exercise — (In minutes): I (1–2), II (4–6), III (8–10) Jog in place.

COOL-DOWN EXERCISES

You can best accomplish the cool-down period by a continuation of activity at a lowered intensity. You should keep moving for about three to four minutes. Walking, slow jogging, or repeating the stretching exercises are excellent ways to return to your normal state. When your heart rate and breathing return to near normal, you should finish the workout with a sponge bath or a shower.

GOVERNMENT CONTACTS STATE, LOCAL, FEDERAL

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<p>Public Defender – Main Office 120 W. Mission Street San Jose, CA 95110 (408) 299-7700</p>	<p>Public Defender - South Co. Office 17275 Butterfield Blvd., Suite B Morgan Hill, CA 95037 Phone: (408) 201-0500</p>
<p>Public Defender – Palo Alto 231 Grant Ave. Palo Alto, CA 94306 (408)-918-7740</p>	<p>Alternate Defender - Main Office 701 Miller Street San Jose, CA 95110 (408) 299-7200</p>
<p>Alternate Defender - Palo Alto 270 Grant Avenue Palo Alto, CA 94306 (650) 324-6442</p>	<p>Alternate Defender – South Co. 80 Highland Ave. San Martin, CA 95046 (408) 686-3628</p>
<p>Probation Department, Adult Div. 2314 N. 1st Street San Jose, CA 95131 (408) 435-2200</p>	<p>San Jose Police Department 210 W. Mission Street San Jose, CA 95110 (408) 277-8900</p>
<p>Santa Clara County Sheriff 55 W. Younger Street San Jose, CA 95110 (408) 808-4400</p>	<p>Santa Clara County Reentry 151 W. Mission Street San Jose, CA 95110</p>
<p>Santa Clara County Social Services 1867 Senter Road San Jose, C 95112</p>	<p>San Jose Veterans Center 80 Great Oaks Blvd. 95119 San Jose, CA (408) 993-0729</p>

<p>California Department of Justice Investigation and Enforcement 2025 Gateway Place, Suite #474 San Jose, CA 95110 (408) 452-7360</p>	<p>Federal Public Defender 160 W. Santa Clara St. # 575 San Jose, CA 95113 (408) 291-7753</p>
<p>Franchise Tax Board 121 Spear St., Suite 400 San Francisco, CA 94105-1584 1-800-852-5711</p>	<p>Federal Bureau of Investigation 1919 S. Bascom Ave. # 400 Campbell, CA 95008 (408) 369-8900</p>
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