

Chippewa County Correctional Facility <u>Policy & Procedure</u>	Effective Date: 3/6/2015	Policy Number: 8 . 4
	Updated: 8/31/2020	Page Number: 1 of 2
Section: Admission & Release of Inmate/Detainees	Reference: MDOC R 791 – 718 ACA 4 – ALDF 7B-05 NDS 2019 – 6.1 Detainee Handbook	
Subject: Inmate-Detainee Handbook(s)	Authority: Michael D. Bitnar, Sheriff	
Rescinds: All Previously Issued Policies, Procedures, Directives, or Memoranda Relative to this Topic		

I. POLICY

It is the policy of the Chippewa County Correctional Facility to provide an Inmate Handbook to all inmates and detainees upon admission and before being placed in general population.

II. PURPOSE

- A. The Inmate Handbook will familiarize and answer any question(s) the inmate or detainee may have regarding the rules, regulations, and programs of this facility.

III. HANDBOOK INFORMATION

- A. The CCCF Inmate Handbook will describe all necessary policies, procedures, and rules in effect at the facility.
- B. The Inmate Handbook will be available in English and Spanish and/or the most prevalent language(s) spoken by the detainees at the facility.

IV. PROCEDURE

- A. The Correction Officer will issue each admitted inmate/detainee a copy of the Chippewa County Correctional Facility Inmate Guide before the inmate/detainee is placed in general population. INS Detainees will also receive an *Enforcement and Removal Operations National Detainee Handbook – Detention Management Division*.
- B. The Corrections Staff will answer all questions asked by the inmates/detainees pertaining to the Inmate Handbook and/or National Detention Handbook (e.g. rules, regulations, programs, etc.).

Inmate/Detainee Handbook(s)	2 of 2
------------------------------------	---------------

- C.** The Correction Officer will have each inmate/detainee sign an admission verifying they received the appropriate handbook(s).
- D.** If an inmate does not understand due to a language barrier the facility may provide an interpreter (e.g. foreign language interpreters/sign language interpreters).
- E.** If an inmate or detainee is unable to read and/or write, the Correction Officer will read and initial any document pertaining to the process.
- F.** In the event there is a change in the Inmate Handbook, staff will advise all inmate/detainees in writing of the change.
- G.** An employee will receive training focused on the contents of Inmate/detainee Handbooks during the employee's initial training (FTO).
- H.** Copies of the Inmate/detainee handbooks will be available to all staff members having contact w/ inmate/detainees. Copies of the Inmate/detainee handbooks are available for review in the Main Control Center.
- I.** The Inmate Handbook will be reviewed annually and updated as necessary. The revisions and/or updates will be reviewed/approved via committee which will consist of the Sheriff, Jail Administrator, and 50th Circuit Court Judge.