

**Section 2: Reception and Release**  
**Subject: Inmate Rules and Regulations**  
**Minimum Standard: 5120:1-8-01(A)(10)**  
**Revised: 07/2004, 01/2008, 12/2011, 09/2015, 05/2019**

**Authorized:** \_\_\_\_\_ **Effective date:** \_\_\_\_\_  
**Sheriff Paul A. Sigsworth**

**POLICY**

The Erie County Jail shall implement policies and procedures and produce documentation that evidences compliance showing the jail shall develop, implement, maintain, and update as necessary a set of generally applicable inmate rules. The rules shall be accessible to all inmates and shall provide information regarding confinement including:

1. Sleep Hours
2. Meal Times
3. Work Assignment
4. Telephone Access
5. Visitation Times
6. Correspondence
7. Medical Care
8. Laundry Service
9. Recreation
10. Programs
11. Rules of Conduct
12. Disciplinary Procedures
13. Grievance Procedures

Every reasonable effort shall be made to translate the rules if the inmate has a literacy or language problem. The jail shall maintain signed acknowledgement from each inmate acknowledging that the rules were received by and/or explained to them.

**PROCEDURE**

The booking officer will;

1. Inform the inmate that the jail's rules and regulations are provided to him/her in electronic format through the kiosks located in housing areas throughout the jail. The rules and regulations that are viewed through the kiosk are attached to this policy for reference as Attachment A.
2. Obtain the signature of the inmate on the property form verifying that he/she has received a copy of the jail rules and can read them and understand them.
3. Ensure that the inmate can read and understand the rules and regulations pamphlet.
  - a. If the booking officer determines the inmate is unable to read the pamphlet, the officer should verbally review the pamphlet and inform the inmate of its contents. This should be noted on the classification form.
  - b. If it is determined that the inmate does not speak or understand English, every reasonable effort shall be made to provide either a translator or a translated version of the rules and regulations. On-line translation web sites are available.

## **ERIE COUNTY JAIL RULES AND REGULATIONS**

You are currently remanded to the custody of the Sheriff of Erie County, Ohio, and have been incarcerated in the Erie County Jail, 2800 Columbus Avenue, Sandusky, Ohio 44870. You are being held in custody pursuant to an order of a court, and you will be released pursuant to the posting of sufficient court approved bond or as otherwise authorized by that court.

These rules and regulations are furnished to you so that you may be aware of the behavior that is expected of you as a county jail prisoner, as well as to make you aware of certain services and privileges that you may be entitled to receive. The rules and regulations contained herein are necessary to provide for the safe and sanitary operation of the jail and have been approved by the Erie County Common Pleas Court.

The jail is operated pursuant to these rules and regulations, any applicable provisions of the United States Constitution, any applicable provisions of the Ohio Revised Code, and the Minimum Standards for Jails in Ohio as determined by the Ohio Department of Rehabilitation and Correction.

### **ESCAPE**

Do not attempt to escape from the jail. We will seek the maximum criminal penalty possible for any prisoner who is convicted of attempting to escape from the jail, or for any person who is convicted of assisting you in an escape attempt.

### **CRIMINAL ACTS**

Do not commit any crimes while you are incarcerated. Along with jail discipline for rules violations as listed below, you are subject to prosecution for any criminal acts that you may commit while you are a prisoner.

### **JAIL RULES; DENIAL OF PRIVILEGES FOR VIOLATIONS.**

To maintain the sanitation, safety, and security of the jail, and to protect individual prisoners from abuse by other prisoners, you will be expected to follow the rules and regulations listed. If you do not follow these rules and regulations, or commit violations as outlined below, you will be subject to the listed discipline.

Minor rule violations include, but are not limited to: loud profanity; derogatory remarks or gestures to any officer, visitor, or other prisoner; verbal harassment directed toward any officer, visitor, or other prisoner; failure to perform routine duties expected of a prisoner, to include routine attention to personal hygiene needs and routine cleaning of a housing area or individual jail cell; failure to wear proper uniform at all times. Those who are determined to have committed minor jail rule violations will be subject to denial of privileges (including commissary,