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### **Inmate Dress Code**

This regulation will be used as a guideline for inmate dress regulations and will promote an orderly environment:

No head cover of any kind will be worn with the exception of authorized religious head covers.

The entire uniform will be worn, both the shirt and pants.

Male uniform shirt will be worn tucked into the pants. Shirt sleeves will be worn down not rolled up. Female uniform shirts will be worn outside of the pant. Shirt sleeves will be worn down not rolled up.

Pants will be worn with the waistband at waist level, not sagging on the hip area. Pant legs will not be rolled up or "bloused."

No jewelry from outside the facility will be worn. Wearing string necklaces, facial jewelry, bracelets, or other manufactured jail-made ornaments is prohibited, and they will be confiscated and destroyed; the exception being a wedding ring or a ring unable to be removed. Any rings deemed to be a potential hazard will be removed. (i.e., stones, sharp edges, etc.) Any unapproved jewelry in your possession after booking into the jail will be considered contraband and will be sent to the DSD property bureau.

Shoes or tennis shoes will be worn outside the housing unit. If sandals are worn, socks must be worn, as well.

I.D. tags must be worn on the shirt (or wrist where applicable) in plain sight. Males will wear their I.D.s on their shirt pocket/wrist; females will wear them on the left portion of their v-neck shirt/wrist. Your I.D. card must be worn at all times in common areas, to and from activities, commissary, and medication calls.

You are expected to be fully dressed at all times whenever you are outside your cell and housing unit. In housing units with cells, you will be expected to be fully dressed in the common areas of your housing unit. Inmates in their living quarters shall be permitted to wear pants, t-shirts, and sandals with socks on. Inmates are allowed to wear a t-shirt in the recreational areas of the jail.

Inmates' fingernails will be neatly trimmed. Fingernails will not exceed more than one-fourth of an inch past the tip of the finger or thumb. Fingernails will not be filed to a point, but will be rounded.

No letters, words, numbers, insignia, or symbols will be cut into an inmate's hair.

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## Housing

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Whether you live in a cell by yourself, with another person, or in a dormitory, you are responsible for keeping your living area clean and neat. You must:

1. Make your bed by 9:00 am each day.
2. Be dressed when in or moving through common areas and during normal activity periods.
3. Sweep and mop daily.
4. Not post or place pictures on walls, windows, or bars.
5. Not use bedding for anything other than sleeping purposes.
6. Not lie on any bed while wearing shoes.
7. Not mark on the walls.
8. Not cover cell lights, tier lights, or other security lights with any material.
9. Not allow paper or other debris to accumulate in your cell.
10. Not use any items to obstruct the view or entrance or exit into your cell or bunk. This includes hanging sheets and manufacturing clothes lines.
11. Not push intercom buttons located near the exit doors or communicate to staff to open or close doors. These buttons are for staff use only. Violations of this rule may result in immediate discipline.
12. Not post notices of any kind without permission from the watch commander.
13. Not have a pet of any kind.
14. Not cover vents in the cell. This maintains proper airflow and ensures the smoke evacuation system functions properly in the event of a fire.
15. Not attach any materials to the cell or housing unit walls.
16. Not smoke or possess tobacco, tobacco products, lighter, or paraphernalia. All city and county facilities are non-smoking. Smoking or use of any tobacco product is strictly prohibited and will result in disciplinary action, as well as possible criminal charges.

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### Responsibility for Cell Contents

You are responsible for the contents of your cell and in and around your personal living area. You are also responsible for keeping that area clean. Be advised that housing areas and other areas of the jail are subject to periodic searches and inspections. You are also provided with means to store your personal property.

If you find any contraband, notify the housing officer immediately. Any contraband found in or around your living area is your responsibility; you may be charged with a rule violation and may be charged criminally, if applicable.

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**Property in Cell / Dormitory**

All personal property is your responsibility. The DSD will not be responsible for articles that are lost or stolen.

You are allowed only the following personal property items in your cell. Excessive property shall be confiscated by the facility staff:

- 1. Toiletry Articles:**
  - A.** 1 toothbrush
  - B.** toothpaste or powder
  - C.** hair dressings
  - D.** 1 comb
  - E.** 2 containers of deodorant
  - F.** 1 drinking cup
  - G.** 2 bars of soap
  - H.** 1 towel
  - I.** 2 washcloths (purchased from commissary)
- 2. Clothing (Personal):**
  - A.** 2 jail uniforms
  - B.** 6 pair of undershorts or panties (You are allowed to purchase underclothes through commissary)
  - C.** 6 T-shirts
  - D.** 6 pair of socks
  - E.** 6 bras (females)
  - F.** 1 sweatshirt
  - G.** 1 pair of long johns
  - H.** 1 pair of sandals
  - I.** 1 pair of jail-issued tennis shoes
- 3. Bedding:**
  - A.** 1 blanket
  - B.** 2 sheets
  - C.** 1 mattress

4. Books and Papers:
    - A. 5 magazines
    - B. 20 letters
    - C. 5 paperback books
    - D. 1 Bible or religious book
    - E. 1 newspaper
    - F. 10 pictures (no larger than 5"x7")
  5. Medication
    - A. In accordance with the "Keep on Person" medication procedure, an inmate is allowed approved prescription medication as issued by the DSD health services staff. The medication must be kept in the original packaging with no broken seals. Inmates are also allowed to order non-prescription (over-the-counter) medicines during commissary and shall follow the guidelines as set by the facilities commissary procedures.
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### **Facility Searches**

This is a jail environment where custody and care are major concerns. All inmates in custody are subject to a search at the discretion of the staff in all areas of the facility. You can expect that trained K-9 unit dogs may be used during searches. You are required to cooperate with all searches.

For the security and safety of staff and inmates, regular, unannounced searches of your housing area and property will be conducted. Any contraband, extra issue, or property in amounts over the facility rules will be confiscated and/or destroyed.

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### **Contraband**

Contraband is anything in your possession or under your control that is prohibited by the rules of the DSD or the laws of the State of Colorado. It also includes authorized items that have been altered from their original state. If you are found with contraband items in your possession, the contraband will be confiscated and you will be subject to disciplinary and/or criminal action.



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## Communication

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### Within the Jail

#### Inmate Message Forms ("Kites")

A general kite (Inmate Message Form) is a pre-printed yellow form provided by the jail for inmate communications. Use this method of getting routine help and information while you are in jail.

If you have:

1. A problem, it is suggested you contact the housing officer. If the problem cannot be resolved at this level, a kite should be sent to the supervisor. **Inmates with a qualifying disability under ADA who need assistance completing a kite should notify the housing officer of the ADA Coordinator.**
2. A question, send a kite to the person with whom you wish to communicate. Either give it to the housing officer or drop in the mailboxes in or near your housing unit.

Health services kites are a pre-printed green form. Health services staff will not accept health care requests on a yellow kite. Use the green health services kite form to request assistance for medical, mental health or dental concerns. Please write clearly and place the health services kites in the designated locked boxes in or near your housing unit. A health services worker will pick up these requests on a daily basis for review by the nursing staff. If you have an urgent or emergent health issue, please notify your housing officer.

Note: When filling out the kite(s) ensure that your CD number is written on the form; this helps with proper tracking of inmate concerns.

#### **In an Emergency - Contact the Nearest Officer!**

All staff at the jail are available to assist you with any problems you may have that are the result of your confinement and can refer you to other agencies that may be able to provide assistance. If you have a concern, or need help and want it to be confidential, send a kite through your housing officer or drop it in the box that is in or near your housing unit.

All staff will be addressed by title and last name (Deputy Smith, Mr. Smith, Sgt. Smith, etc.). No first names will be allowed. Address your kites to:

1. Deputy in your housing area
2. Housing sergeant
3. Watch commander (captain)
4. Major
5. Division chief
6. Central records – for information regarding court appearances, charges, fines, personal clothing, property, and your release date.
7. Accounting – for information on your inmate trust account.

8. Religious communication – (The jail chaplain is responsible for religious programs). The jail chaplain coordinates the volunteer ministers, priests, or other recognized clergy and is available for personal counseling by request.
9. Inmate programs administrator – for vocational or academic counseling, giving information on jail programs, and assistance with filing pauper’s oaths (a sworn statement or oath by a person that he or she is completely destitute) and information regarding where to go for assistance upon release from jail.
10. Operations officer/Legal Research
11. Inmates housed at the COJL or DDC have access to the Westlaw system for criminal and civil research. Printouts are limited to 10 pages per day, and the session (access to Westlaw) is 1 hour in length. To use the system, please submit a kite to the Deputy in your housing unit to facilitate the necessity. Inmates requesting legal materials, or guidance on the Westlaw system may send a kite addressed to operations, citing the materials needed. DSD Staff will not provide any legal advice to incarcerated individuals.
12. There are no designated Libraries, however; recreational reading materials shall be made available and those books shall be rotated on a regular schedule.
13. Commissary officer - for any information regarding commissary items or regarding an inmate indigent package (see page 46 for more information about an indigent package).
14. To request assistance with telephone communication problems at the COJL or the DDC, send a kite to Operations.
15. For questions or concerns regarding housing assignments, please send a kite to Classification.

## Outside the Jail

### Telephone Procedures

Except during mass movements (i.e., meals, recreation, emergencies, etc.), and providing the housing area clean-up is satisfactorily completed, the pay phones shall be turned on for your use during the hours of 9:00 am through 10:00 pm daily at the COJL, depending on your housing.

The pay phones at the DDC will be turned on according to the schedule posted in your housing unit. Phone privileges depend on individual housing and classification level.

You will be able to make personal collect calls on these telephones. Legal calls to public defenders, probation, parole, Denver County courts, OIM and the other listed agencies will be made on the inmate pay phones, as these agencies have been programmed into the system as free calls. Calls to other persons/agencies not listed on the free list will either have to accept your collect calls, or you will have to contact the person/agency by mail. The only exceptions to this will be courtrooms and investigating officers in other jurisdictions and the office of inspector general, in which case the housing officer will attempt to complete the call (as time and activities permit) between 9:00 am and 5:00 pm, Monday through Friday. Each collect call has a maximum duration time of 30 minutes.

You may also contact a supervisor if you have any problems distinguishing what would be considered a legal call. If an approved number does not go through on the telephone system, submit a kite to the operations so that we may correct the problem. Be sure to include the agency name and phone number on all kites concerning telephone problems.

If you are experiencing issues making a personal phone call such as:

1. Call will not go through
2. Call was disconnected for an unknown reason
3. Phone card issues

You will need to submit a kite with the person's name and number that you are trying to contact to Operations so it can be forwarded to the phone service provider for research. Be sure to be as detailed as possible so the phone service provider can thoroughly investigate the issue you are experiencing. The phone service and the maintenance therein are managed by an outside vendor, not by the Denver Sheriff Department.

All phone calls, with the exception of attorney/client privileged conversation, may be monitored and/or recorded for the safety of staff, inmates, the community, and the security of the facility.

**TDD machines are available upon request. Please contact a supervisor to use these devices at the COJL or DDC.**

**A video phone is available for use at both the COJL and DDC; please contact a supervisor to use this device.**

## Visits

All visits start promptly. Please ensure your family members, and friends are aware of this! Visits -at the COJL and long-term housing at the DDC are by appointment only. To make an appointment to visit an inmate, visitors have the following options:

1. E-Mail
  - A. Persons requesting to send their request via e-mail can log onto [www.denvergov.org/sheriff](http://www.denvergov.org/sheriff) and click on the link "E-Form Denver County Jail Visit Request Form" or the "E-Form Downtown Detention Center Visit Request Form." All fields must be completed to include a call back number to confirm the visit.
2. Fax
  - A. Persons desiring to send their request via fax can pick up a form from the lobby of either the COJL or DDC. They can also log onto [www.denvergov.org/sheriff](http://www.denvergov.org/sheriff) and click on "E-Form Denver County Jail Visit Request Form" or "E-Form Downtown Detention Center Visit Request Form" and right click to print the form. After completion, the form can be faxed to 720-913-3749.

**3. Hand Delivery**

- A. Persons desiring to submit their form via hand delivery can pick up a form from the COJL or DDC lobby or print the form from the website. The form can be dropped off in the locked box titled “visit reservation request” located in the lobby of each facility.

**4. Phone**

- A. Persons requesting a visit can call 720-913-3791 to arrange a time to visit. This line to schedule a visit is open between the hours 9am-2pm, Tuesday through Friday. This option is not suggested due to possible long wait times.

**5. Family / Personal Visits**

- A. Visits are not only permitted; they are encouraged. They help morale by maintaining close family ties and contact with the outside community in a practical way. All personal visits are non-contact via video monitor. Family/personal and phone visits are a privilege that can be suspended or restricted, temporarily or indefinitely for any rule violations or safety precautions. All visitors will be cleared through NCIC and will be subject to arrest if an active warrant is discovered.

**6. Intake Housing Visits at the DDC**

- A. Visits for intake general housing on the second floor of the DDC may be conducted 7 days a week. Visitors do not need an appointment; they can walk in to visit following the schedule listed below under “Inmate Visiting Hours.”

\*\* Exceptions to the policy may be made for official visits and travelers from out of state who have proof of the trip.

Public transportation to the facility is provided by the (RTD) Regional Transportation District. Currently, RTD bus route 44 stops across the street from the COJL. The DDC can be accessed currently by bus routes 16, 16L, and 7 that pass in front of the facility. The DDC is in walking distance of the Convention Center Performing Arts light rail station. For more information regarding current light rail and bus schedules, your family may call: (303)-299-6000, TTD: (303)-299-6089, or go to the RTD website: <http://www.rtd-denver.com/> for more information.

**Inmate Visiting Hours**

DDC:

Visits will be conducted seven (7) days a week. Visits shall be conducted during the following hours:

Intake Housing: (Walk-In)	7:00am to 9:00am 12:00pm to 2:00pm 6:00pm to 8:00pm
Restricted Housing: (Pre-Scheduled)	7:00am to 9:00am 6:00 pm to 8:00pm
Long-Term Housing: (Pre-Scheduled)	7:00am to 9:00am 6:00 pm to 8:00pm

**Visits are 30 minutes in length.** Inmates are allowed up to two visits per week, only one in a single day. One of the two visits may have up to three visitors. All visitors over the age of 18 must have valid photo identification. Visitor under 18 must be accompanied by a parent or legal guardian.

COJL Main Jail:

Visits: Friday, Saturday, and Sunday 12:00 pm to 8:00 pm.

**Visits are 30 minutes in length.** Inmates are allowed up to two visits per week, only one in a single day. One of the two visits may have up to three visitors. All visitors over the age of 18 must have valid photo identification. Visitors under 18 must be accompanied by a parent or legal guardian

Building 19: Saturday or Sunday only, commencing at 11:30am, 12:30pm, 1:30pm, 6:00pm, and 7:00pm. Only one visit per week is permitted.

**Public Visitor Dress Code**

The acceptable dress code for public visitors who have scheduled a visit at either facility shall be as follows: no exceptions.

1. Knee-length shorts, knee-length skirts and dresses, capris/crop length pants, full-length pants.
2. No scarves, hats, bandanas, or headwear of any kind.
3. No bare feet; closed or “open toed” shoes are acceptable.
4. No clothing that unduly exposes the legs, chest, back, stomach, or midriff.

**Official Visits**

Visits from attorneys, clergy, and others recognized by the jail as having an official function are permitted more frequently and are not counted as personal visits. Attorneys may visit at any time. Other visitors are generally restricted to normal business hours.

**Mail**

**Outgoing Mail**

You may write as many letters as you wish as long as you have stamped envelopes. Outgoing letters can be sealed by the sender and can be sent to any person or organization. Letters addressed to inmates housed in DSD Facilities or any other correctional facility are not allowed.

Any staff member, in the presence of the inmate, may be allowed to inspect outgoing mail for contraband before it is sealed. If you do not have money, all letters addressed to the court, attorneys or governmental officials will be mailed free of charge. In cases involving indigence, after the first 14 days of incarceration, a request for an indigent package should be made to the commissary officer. All letters must be dropped in the mailbox located in or near your housing unit. Mail is picked up one time per day (excluding weekends and holidays) from each housing unit and sent out the next business day.

You may not use another inmate's information on outgoing envelopes to circumvent mail requirements.

Outgoing mail **not permitted** includes any of the following:

1. Inmate to inmate mail
2. Plans for the introduction of contraband
3. Plans for criminal activity
4. Provides instructions for the manufacturing of weapons, drugs, drug paraphernalia, explosives, or alcoholic beverages.
5. Plans for escaping or unauthorized entry.
6. Includes gang graffiti or tagged correspondence (i.e., language, signs, symbols, coded words and/or messages).
7. Contains items, tools, or information that would create a danger of violence or harm to persons or property.
8. Contains an inmate ID.
9. Contains potentially infectious or offensive material.
10. Contains photographs or depictions of nudity or that are sexually explicit, promotes racial conflict or discrimination, contains or displays gang affiliation or signs, or any item or content that would disrupt the safe and secure operation of the jails.
11. Contains any items that would be illegal to possess.
12. If you have any court order restricting contact with the sender.
13. You may not mail out items that are created out of jail-issued goods, (i.e. soap, toilet paper, sheets, etc.). Those items are considered contraband and will be destroyed.

### **Incoming Mail**

There are no restrictions on the number of letters you may receive. Incoming mail and all enclosures are inspected for contraband. You will be notified of any rejected or unacceptable material. It will be returned to the sender. You will be allowed up to ten (10) photographs in a six (6) month period, beginning from the date the first photo is received. These may be up to 5"x7" in size. Photos may not contain nudity, be sexually explicit or gang related. No poster-sized cards; nothing laminated no hard-plastic photos, no musical cards, and no stickers. Larger boxes will be returned by the U.S. post office.

Letters from the court, attorneys, and officials addressed to you will be opened in your presence and inspected for contraband only.

Books, magazines, and newspapers other than The Denver Post are accepted, but must come directly from the publisher or regional distributor (online retailer). No more than five (5) books are allowed at one time, including magazines in a 30-day period. You may receive one religious book and/or five (5) pamphlets. No gang related or sexually explicit material will be accepted. Tennis shoes/sneakers are not accepted unless approved by the division chief or designee.

All literature will be reviewed. **No** material will be accepted that:

1. Is unacceptable for regular mailing with the U.S. postal service.
2. Appeals to a morbid interest in nudity, sex sadism, masochism or goes beyond the customary limits of candor.
3. Defames, vilifies, or incites hatred toward different races, religions, creeds, sexual orientations, or national origins.
4. Advocates the violent overthrow of the existing forms of government, including lawlessness, violence, anarchy, or portraying such conduct as commendable activity.
5. Depicts the use or manufacture of firearms, explosives or other weapons.
6. Depicts or relates to locksmithing, lock picking, or ways to defeat security or locking mechanisms or systems.
7. Contains gang related material or violence.

Mail should be sent to:

**Inmates Name & Jail Number**  
**Denver Sheriff Department**  
P.O. Box 1108  
Denver, CO 80201

Please note that all inmate mail, both incoming and outgoing, may be opened and searched for contraband. Mail is read, censored, or rejected based on facility security and order. Inmates are notified in writing when incoming or outgoing letters are withheld.

**Transfer/Release of Monies for Newspaper Subscription and Mail**

Transfer or release of money for registered mail and/or newspaper subscription may be done by submitting a kite to the accounting office requesting these services. If you are requesting to subscribe to The Denver Post, your request must be submitted by the 15th of each month. For example, if you want to have the newspaper delivered starting June 1st. You must submit your request by May 15th.

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## Medical / Mental Health / Dental Care

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During the time you are here, health services staff will be available to provide needed medical, mental health and dental care. If necessary, you may be sent to Denver Health Medical Center (DHMC) for treatment not available in the jail medical unit as ordered by the doctor.

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### Medical

Inmate health services are provided by DHMC by private contract through the City & County of Denver for the jails.

There is a "sick call" every day of the week. If you need medical attention, your first opportunity is when you are booked in. After that, use the green health services kite to request assistance for medical, mental health or dental concerns. Please write legibly and place the health services kites in the designated locked boxes in or near your housing unit. A health services worker will pick up these requests on a daily basis for review by the nursing staff. Please note that inmates are charged a small fee when seen by a health services worker (details noted under the "Inmate Health services Costs" section of this handbook).

To protect your confidential health information, place the health services kite directly in the locked box and do not give it to any other person except in the case of an emergent/urgent concern.

Everyone will be seen by a nurse as soon as possible after the kite is received. All referrals to health services (doctor, dentist, or psychiatrist) will need to be seen first by a member of the health services staff.

Health services are available through DHMC to help you continue your health services once you are released. Please ask health services for the Community Transition Program form if you know your release date and would like to know about available health services resources.

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### Mental Health

Use the green health services kite form to request assistance for mental health concerns. Please write clearly and place the green health services kites in the designated locked boxes in or near your housing unit. A health services worker will pick up these requests on a daily basis for review by the nursing and mental health staff.

The behavioral health department offers medication treatment and psychotherapy for mental health conditions. Behavioral health services include treatment for crisis intervention, substance abuse, and acute and chronic mental illness. Psychiatric providers, psychiatric nurses, social workers, psychologists, and psychology interns staff these services.



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## Suicide Prevention

The DSD and behavioral health services staff are invested in helping inmates with mental health concerns. If you are thinking about suicide or are concerned another inmate may be contemplating suicide, please immediately tell any officer or staff member and appropriate support and treatment will be provided.

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## Dental

A dentist is available every week to address the dental health needs of inmates -. If you need dental care, tell the nurse when you are booked in. After that, use the green health services kite form to request assistance for dental concerns. Please write clearly and place the medical kites in the designated locked boxes in or near your housing unit. A health services worker will pick up these requests on a daily basis for review by the nursing staff.

We provide temporary, urgent, and emergency dental care. You will receive an annual dental exam if you are in the facility more than twelve (12) months.

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## Inmate Health services Costs

You will be charged \$7.00 for the initial visit of a health services kite (green form) for - medical, mental health or dental care. You will be referred to the doctor if it is necessary. If you are referred to the physician, dentist, or any mental health provider at the jail, that visit will not carry a charge. All emergency and necessary follow-up care will be free of charge. Necessary follow-up care is defined as a request made by the physician or another - provider. Emergency care is defined by being sent to the hospital. Mental health kites do not carry a charge. The health services staff does not know your DSD account balance.

If you are taken to DHMC or any outside health facility, it is your responsibility to pay for the cost of medical care if it is due to a pre-existing condition or self-inflicted injury. (Colorado Revised Statutes 17-26-104.5). Please make sure you provide your third-party health insurance information to avoid personal charges!

You will receive a bill from DHMC after receiving health services. DHMC will bill you at the same discount that it gives the DSD. If you or your third-party insurance pays DHMC the amount that is billed, then the account is closed. If the amount owed is not paid within 60 days of the billing, the account may be turned over to a DHMC billing collection agency.

While in the care and custody of DSD, you will not be denied care based on ability to pay.

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### Release of Information

To request a copy of your DSD medical records, complete a green health services kite form and place it in a kite box. The authorization forms needed to obtain copies of your medical records will be sent to you in a sealed envelope. Once you complete and sign the forms, you may place them back in the envelope in the kite box. Once the authorization form is received by the health information management unit, it will take up to thirty (30) days to process your request. Copies of your medical records will be sent to the address specified on the authorization form. If you would like your records to be delivered to you at either the COJL or DDC, you may specify so on the authorization form. If you plan to be released before the completion of your request, you may specify an alternate address.

Incomplete authorization forms will not be accepted and will be returned to you.

All correspondence from the health information management unit delivered to an inmate in the DSD will be sent in a sealed envelope stamped *CONFIDENTIAL*.

You will be charged \$7.00 upon receipt of your request for copies of health records.

The health information management unit does not request copies of medical records from outside health care providers for personal use. If you require copies of medical records from your outside health care provider for court or personal use, you must contact the provider directly and follow their procedures to obtain copies of your medical records. This includes care provided by DHMC.

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### Preventive Health Care Tips

Prevention is the best way to stay healthy – both while in jail and for the rest of your life. Use good hygiene and health practices, including washing your hands frequently, keeping your living area clean, eating a healthy diet, and exercising every day. Take advantage of opportunities presented to exchange uniforms and linen for clean items. You are expected to shower daily and ensure that your hair is clean. Each housing unit has a posted shower schedule that designates specific times (allowable toiletry articles).

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### Razors / Hair Care

All razors are disposable, and hair clippers are located within your housing unit/dormitory. To access these items, speak with your housing officer. Personal hygiene is essential for a healthy living environment. Disposable razors are provided on a daily basis and may not be shared. Razors will be checked out on an as-needed basis and must be returned when finished shaving. Electric hair clippers may be checked out from your housing officer.

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## Teeth Brushing Tips

It is your responsibility to take care of your teeth and gums. Brush gently with very short strokes and enough pressure so that you feel the bristles against the gums. The tips of the bristles do the cleaning so don't squash them.

Remember to change the position of your toothbrush often moving slowly across all the surfaces of every tooth. The toothbrush can clean only one or two teeth at a time. Using a toothbrush with hard bristles can damage your gums. Be sure to brush thoroughly at least twice daily.

1. Place the head of your toothbrush beside your teeth, with the bristle tips at a 45° angle against the gum line.
2. Move the brush back and forth in short (half a tooth-wide) strokes several times, using a gentle scrubbing motion.
3. Brush the outer surfaces of each tooth, upper and lower, keeping the bristles angled against the gum line.
4. Use the same method on the insides of all teeth still using short strokes.
5. Brush the chewing surfaces of the teeth.
6. To clean the inside surfaces of the front teeth, tilt the brush vertically and make several gentle up and down strokes with the front part of the brush.
7. Brushing your tongue freshens your breath and cleans your mouth by removing bacteria.

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## Important Medical Information

**\*\*\* IN A MEDICAL EMERGENCY, NOTIFY AN OFFICER! \*\*\***

### **AIDS (acquired immune deficiency syndrome) - Facts for inmates**

#### **What is the disease AIDS?**

AIDS is caused by (HIV) human immunodeficiency virus and is very serious, potentially life-threatening disease. It attacks the body's immune system and its ability to fight disease and infections. AIDS victims become susceptible to serious infections and rare illnesses which usually would not affect healthy individuals with normal immune mechanisms.

#### **Transmission**

HIV is spread only when blood, semen, or vaginal fluids from an infected person enter someone else's body. The specific behaviors that spread HIV include:

1. Sharing injection needles, syringes, or drug-use equipment with someone who is HIV-positive.
2. Unprotected (without a condom) rectal entry intercourse (anal sex) with someone who is HIV-positive. Anal sex often tears the rectal blood vessels, allowing the virus to enter the body.

3. Unprotected vaginal intercourse or oral sexual activity with someone who is HIV-positive.

*Being touched, hugged, or lightly kissed by someone who is HIV-positive will not transfer the virus to you. If you practice prevention, you have virtually no risk of contracting the virus.*

### **Am I in danger of getting AIDS?**

Since the above-noted means of transmission involve intimate contact of a sexual nature or direct blood stream injection, you as an individual, clearly control the major risks of infection.

AIDS is not an otherwise significantly contagious disease. At present, there has not been a documented case in which AIDS has been transmitted from one individual to another by casual or even close household contact.

Thus, the risks of contacting the HIV- virus can be reduced by:

1. Not having sexual relations with individuals whose history and health status are not known to you.
2. Not sharing needles used for injection of drugs or tattooing.
3. Not sharing a person's razor blades or other health or sanitary devices.

In general, the need is to avoid contact with other individuals' body fluids such as semen, blood, urine, and feces.

### **Summary**

The fact that an individual is in jail does not in any way make him/her more susceptible to the HIV virus or AIDS. Sexual activity or drug use behaviors while incarcerated, however, will increase your risk of infection. Sexual contact, even with a seemingly healthy person who is carrying the HIV virus does lead to a risk of becoming infected and potentially developing AIDS.

### **Tuberculosis/TB - Facts for inmates**

#### **What is TB?**

TB is a disease involving the lungs or other parts of the body. TB is spread from person to person in airborne droplets produced from things like speaking or coughing. If left untreated, TB can lead to things like pneumonia and problems with other organs like bones, joints, and the kidneys.

#### **Are there symptoms?**

A person with active TB disease may have symptoms such as:

1. A bad cough lasting 3 weeks or longer
2. Pain in the chest
3. Coughing up blood
4. Fever, chills, night sweats
5. Loss of appetite and weight loss

**Is there a test for TB?**

Yes. Each person will receive a small injection in the forearm called a PPD test. The site will be examined 48 -72 hours later to see if the body reacted to the injection. If a reaction is seen, this is considered a positive reading of the TB test. If the test is positive, a chest x-ray will be needed to see if the disease is active. If a person has a positive PPD reading, they will always test positive and will need chest x-rays to make sure the disease has not become active.

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## Prison Rape Elimination Act (PREA) And Sexual Misconduct

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### Denver Sheriff Department Zero Tolerance Policy

The DSD has a zero-tolerance policy relating to sexual assault, rape, and sexual misconduct. Sexual assault/rape and sexual conduct of any type between inmates, staff and inmates, volunteers or contract personnel and inmates, regardless of consensual status is PROHIBITED. Your participation in sexual activity will be investigated and is subject to sanctions as outlined in the inmate handbook. All reports of institutional sexual behavior will be referred to the Denver Police Department (DPD) for criminal investigation and possible prosecution.

While you are under the jurisdiction/custody of the DSD, please note:

1. There are policies and procedures addressing sexual assault/rape and sexual misconduct
2. All sexual behavior is prohibited
3. There is a zero-tolerance policy in effect
4. Treatment is available through medical and mental health personnel
5. It is your responsibility to report incidents of sexual assault/rape or to seek relief against retaliation to any of the agencies listed

Types of Sexual Assault/Rape and Sexual Misconduct Include;

1. Inmate on inmate
2. Inmate on staff (does not fall under PREA)
3. Staff on inmate

Acts of Sexual Assault/Rape and Sexual Misconduct Include;

1. The physical act
2. The attempt of the physical act, including inappropriate touching and exhibitionism
3. Threats, intimidation, and actions/comments meant to coerce or pressure another to engage in the inappropriate act
4. Retaliation against individuals reporting sexual assault/rape or sexual misconduct is prohibited and punishable

Note: There is **no** allowable consensual agreement between staff or inmates to engage in any sexual conduct as defined by C.R.S. § 18-7-701.1.

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### Self-Protection

1. You have the right to be safe from sexual assault/rape.
2. You have the right to be safe from unwanted sexual advances.
3. Say 'no' to anyone who tries to pressure you to participate or consent to engage in any sexual activity.

4. Immediately report any sexual assault/rape or attempted sexual assault/rape or sexual misconduct to any of the agencies listed below.

**\*\*\* ALL SEXUAL BEHAVIOR IS PROHIBITED! \*\*\***

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### Prevention/Intervention

You can help prevent sexual assault/rape and intervene for your welfare by adhering to some basic behaviors listed below:

1. Carry yourself in a confident manner. Many rapists choose individuals who look like they won't defend themselves.
2. Be alert. Trust your instincts. Be aware of situations that make you feel uncomfortable.
3. Do not accept gifts, loans, or favors from other inmates. It may seem like nothing on the street but in a jail environment, it can become a weapon of exploitation.
4. Do not allow another inmate to be your protector.
5. Report incidents and dangerous situations to any of the agencies listed.
6. Secure your property.
7. Be aware of your physical surroundings.
8. Do not become involved with drugs or alcohol in jail.
9. Do not become involved in bartering or contraband introduction.
10. Do not give mixed signals. Be direct and firm when saying 'no'.
11. Know who you are associating with.

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### What to do if You are a Victim, a Target, or a Witness

Report incidents of sexual behavior in writing or verbally to any of the following:

1. Any DSD staff member or health service worker
2. OIM at 720-913-3306, or by mail to:
  - A. 201 W. Colfax Ave, Dept. 1201 Denver, CO 80202
3. DPD Internal Affairs Bureau at 720-913-6019
4. DSD Internal Affairs Bureau 720-865-3888

*Note: Notification to either DPD or DSD Internal Affairs Bureau is **mandatory** if the circumstances involve the accusation of unlawful sexual conduct by a member of the DSD.*

If you have been sexually assaulted, notify a staff member immediately. **Do not shower, wash or change your clothes, brush your teeth or use the bathroom as you may destroy important evidence.** A medical exam will be done, and evidence will be collected. The collection of evidence will assist in the prosecution of the perpetrator.

**Note:** All staff members are required to keep the reported information confidential, except to report the information to specific staff members.

### **Why Report a Sexual Assault?**

1. Your personal safety
2. Your physical well-being – you will be tested for (STDs) Sexually Transmitted Diseases and given medication if necessary. A medical exam will also be done.
3. The path of victimization will be broken for you.
4. The perpetrator will be detained, and an investigation will begin.
5. The perpetrator will be identified and deterred from preying on other inmates.

### **Seeking Relief from Retaliation**

If you are being retaliated against by an inmate or a staff member for reporting an incident of sexual assault/rape or sexual misconduct, you should report the situation immediately to any of the agencies listed on the previous page.

### **Victim Rights and Expectations**

As a Victim of Sexual Assault or Rape You Have a Right to;

1. Be treated with fairness, respect, and dignity.
2. Be informed of the steps to be taken if you are sexually assaulted.
3. Be informed of the status of the investigation.
4. Be informed of the results of the defendant's HIV testing ordered by the court.
5. Protection - The availability of protection for the victim from the person accused of committing sexual assault/rape.
6. Help - If the case is accepted for filing, a victim advocate from the district attorney's office will be assigned to you throughout the remainder of the criminal justice process.
7. Medical treatment - including follow-up care when necessary.
8. Mental health counseling.

Note: Your rights do not include release.

As a Victim of Sexual Assault, here are a few things to expect from DSD first responders;

1. You will be separated from the abuser if appropriate and will be asked basic facts about the complaint/allegation.
2. The crime scene will be preserved and protected if appropriate.
3. You will be asked not to take any actions that could destroy the physical evidence (i.e., washing, brushing teeth, changing clothes, eating/drinking, etc.).



4. DSD first responders will ensure that the alleged abuser does not take any actions that could destroy the physical evidence (i.e., washing, brushing teeth, changing clothes, eating/drinking, etc.).
5. A supervisor will be notified.
6. You will be sent to the medical unit.
7. All information will be documented.

**Remember**

1. Abuse is never your fault!
2. The responsibility is always on the sexual abuser who made the choice to subject you to sexual abuse!
3. You are not alone!
4. There are many people who can help you.
5. You are a survivor!

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**Available Resources**

**The Blue Bench**

The Blue Bench’s mission is to eliminate sexual assault and diminish the impact it has on individuals, their loved ones and our community through comprehensive issue advocacy, prevention, and care.

**Contact:**

English Hotline – 303-322-7273

Español Hotline – 303-329-0031

P.O. Box 18951  
Denver, CO, 80218

**The Center for Trauma & Resilience**

The Center for Trauma & Resilience, formerly known as The Denver Center for Crime Victims, provides culturally and linguistically responsive programs, health promotion, and crime prevention education.

**Contact:**

English Hotline – 303-894-8000

Español Hotline – 303-718-8290

Fax – 303-831-7282

P.O. Box 18975  
Denver, CO, 80218

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## Additional Important Information

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### Commissary

The commissary is operated by an independent contractor who schedules each housing unit to receive canteen items one day a week. You may make purchases not to exceed \$175.00 per week.

When commissary items amounting to more than \$200.00 in value are found in your possession, all excess items will be taken from you, and the appropriate disciplinary action will be taken against you.

Visitors may not leave commissary items for you. Inmates can only make these purchases through the commissary if they have money in their account.

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### Meals

The regular menu is reviewed by a registered dietitian and prepared by the food service manager and staff to provide a balanced and nutritional diet. Medical or allergy diets must be prescribed and canceled only by the health services staff.

Meals	Approximate Meal Times at the COJL
<b>Breakfast</b>	6:30am
<b>Lunch</b>	10:30am
<b>Dinner</b>	4:00pm

Meals	Approximate Meal Times at the DDC
<b>Breakfast</b>	5:00am – 6:30am
<b>Lunch</b>	10:30am – 12:00pm
<b>Dinner</b>	4:30pm – 6:00pm

(All times are approximate and will vary depending upon what activities are taking place.)

### Religious Diets

Religious diets must be ordered and canceled by the chaplain. If you have any special needs based specifically on your religious beliefs, you need to send a kite to the chaplain requesting a Declaration Form. Special/Religious diets are available upon request. When requesting a special/religious diet, the following will be considered: 1) Your claim at booking, you must first claim your “Religious Affiliation” at booking or within seven (7) days thereafter; 2) Your “Religious Affiliation” will be verified by:

1. Past history with the Denver Sheriff Department
2. Department of Corrections history (if applicable)
3. Your Rabbi, Imam, Pastor, Spiritual Advisors affirmation

In addition, if you are found in violation of the special/religious diet agreement, your diet may be revoked.

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**Dining Hall Regulations for the COJL (Building 19)**

1. You must be fully dressed, including socks and I.D.s.
2. You may not bring books, papers, or other non-food items to the dining hall.
3. Meal lines will be single file and orderly. You are only allowed to go through the line once, and line jumping is not permitted.
4. Quiet talking is permitted within the dining hall; however, moving from table to table is not permitted.
5. You are not allowed to remove food from the dining hall.
6. You will be required to leave the dining room at the orders of the COJL staff.
7. You may not re-enter the dining hall once you have left.
8. You are required to take the tray that is given to you through the serving line. If there are problems with your food, you may speak with the officer inside of the dining room.
9. Conversation with the inmates' business on the serving line is prohibited.

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**Meal Regulations for the COJL and the DDC**

1. You must be fully dressed, including socks and I.D.s.
2. You may not bring books, papers, or other non-food items to housing common area during meal times.
3. Meal lines will be single file and orderly. You are only allowed to go through the line once, and line jumping is not permitted.
4. Quiet talking is permitted during meal time; however, moving from table to table is not permitted.
5. You are not allowed to remove food from the housing common area.
6. You will be required to leave the housing common area by the orders of the housing officer.
7. You may not re-enter the housing common area once you have already eaten.
8. You will receive one (1) tray and are required to take the tray that you were served. If there are problems with your food, you may speak with the housing officer to seek resolution.
9. Personal business conversation with the inmates on the serving line is prohibited.

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### **Allowable Items from Housing Unit**

The only items you are allowed to take from your housing unit are your inmate I.D. and other items as authorized by staff. If you are going to court or to an official visit, you may take a comb and legal paperwork.

When attending activities such as GED, legal research, or religious services, you will only be allowed to bring items directly related to those events. No commissary items are to be taken from your housing area unless you are being transferred or being released from the facility.

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### **Inmate Identification**

All inmates at both facilities will be issued an identification card, or bracelet with their name, booking number, CD number, date of birth and photo. This identification is your pass to conduct business throughout the jail. Without it, you will be required to wait until your identification can be verified, which may delay your turn in the medical department or your release.

Also, privileges such as commissary, recreation, and visits may be denied if you do not have your identification card or bracelet. If you lose your identification card or bracelet, you must request a new one by sending a kite to classification. You will be charged for the replacement.

Your I.D. card or bracelet must be worn at all times in common areas, to and from activities, commissary, and medication calls.

You may request a temporary Denver ID card upon release from the COJL; this form of ID is acceptable in a multitude of locations and is good for a 60-day period. Please note that this Denver ID is not available when being released from the DDC.

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### **Inmate Indigence**

An inmate is determined to be indigent when he/she has less than \$10.00 in his/her inmate account. The timeframe to determine indigence is 14 days after initial booking, and then every 30 days thereafter. Inmates who are found to be indigent may send a kite to the commissary to request an indigent package. The inmate's money account will be checked and evaluated for any transactions.

If it is determined that the inmate cannot purchase undergarments and/or socks, those items will be issued via the Inmate Welfare Fund. The limit will be one pair of each item, not to exceed six pairs per year. If any inmate requests a special health item, each request will be evaluated on individual needs. All requests for special health items must be sent to the operations office and evaluated with advice from the jail medical unit to determine if it is a required health item.

## Release

Upon your release, you must return the following:

1. Your Inmate I.D. card
  2. 1 towel
  3. 1 blanket
  4. 2 sheets
  5. 1 cup
  6. 1 spoon
  7. 1 Inmate Handbook (if being released from the DDC, the COJL does not issue the inmate handbook, it is available on the kiosk)
  8. 1 mesh property bag
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## Voting Information

No person while serving a sentence of detention or confinement in a correctional facility, jail, or other location for a felony conviction or while serving a sentence of parole shall be eligible to register to vote or to vote in any election; however, a confined prisoner who is awaiting trial but has not been tried shall be certified by an institutional administrator and shall be permitted to register to vote by mail registration. If you are eligible and would like to vote, please send a kite to the inmate programs administrator.

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## Inmate Programs

The mission of the DSD Programs Division is to offer quality programming concentrated on rehabilitation and reentry by addressing the mental, emotional and educational needs of inmates. All inmates are eligible for program services, though the type of service available may vary based on, but not limited to, housing classification, behavior and need.

Inmates interested in participating in program services must send a yellow kite to the “Inmate Program Coordinator”, requesting to participate in programs. You will be responded to in a timely manner. Services provided are ultimately at the discretion of the facility programs coordinator.

When inmates participate in authorized programs through the Programs Unit, such as Kitchen, Psychology, and Inmate Work Crews at the DDC and COJL, they may be given the opportunity to receive discretionary earned time credit by successfully completing the approved programs so long as the inmate has been sentenced to serve jail time. If an inmate has not been sentenced to serve jail time, he/she is not eligible to receive earned time credit, but is welcome and encouraged to participate in programs.

A sentenced inmate may be awarded up to three (3) days discretionary earned time credit during any thirty-day period served. Calculating earned time begins the day of sentencing.

Discretionary earned time credits will only be deducted from the time actually served by the inmate and will not be applied to inmates who are sentenced to flat time or applied during the time frame designated as flat time. For example, if an inmate is sentenced to sixty (60) days and the inmate has served thirty-six (36) days, the inmate may be awarded up to three (3) days. For this thirty-six (36) day period, the inmate will only be eligible for up to three (3) days discretionary earned time credit. For every ten (10) days served, an inmate may be awarded one (1) day of discretionary earned time credit. All awarded earned time is authorized at the discretion of the sheriff, and governed by statute.

### **Religious Programs and Services**

Religious services are administered by volunteer ministers, priests, and others specifically designated by the Community Chaplains Council, the Roman Catholic Archdiocese of Denver, and other such authorized religious groups.

Community clergymen who wish to pay a pastoral visit to the jail must have approval from the inmate programs administrator or chaplain before visiting. There are regular worship services, masses, and religious counseling sessions offered for your spiritual growth and moral guidance.

### **Mental Health**

There are comprehensive behavioral health services provided at the jails. Use a green health services kite to contact behavioral health. Please contact any officer or health services staff if you are having suicidal thoughts, and support will be provided.

### **Military Veterans**

If you are a veteran, and you need to contact the Veterans Administration, send a kite to the inmate programs administrator for assistance.

### **Alcohol/Drug Counseling**

Individuals who have alcohol and drug abuse related issues may send a kite to the inmate program administrator to request assistance to address their addictions. Upon request, inmates will receive information about both in-custody and community programs and services that may be available to them. Individual and group counseling is available. Contact the inmate programs administrator for details.

### **Academic Programs**

The GED Program follows the standards set by the Colorado Department of Education. GED participants are provided the opportunity to achieve their high school equivalency diploma while in the care of the Denver Sheriff Department. The program provides proctored classroom study sessions. When the GED Instructor is satisfied that an inmate is prepared, practice testing and official testing for the GED will be provided.

Productive Day

Productive Day (DDC)

1. Productive Day was designed for inmates to utilize their daytime in jail effectively by reflecting on educational/inspirational DVD's and writing essays on designated topics. Participation in the Productive Day program includes:

2. Watching ten Productive Day videos, and writing a brief paragraph on each,

One full-page essay on the monthly bulletin topic (new topic is posted in the pods each month). Once you have completed all assignments, kite the complete package to Programs.

### **Life Skills and Vocational Counseling**

Inmates wishing to receive life skills training and vocational counseling should send a kite to the inmate programs administrator who will review their request and attempt to arrange for appropriate classes or vocational counseling.

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## Some Useful Advice

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The following **dos and don'ts** apply to **everyone**:

**Don't...**

1. Fight, assault others, or attempt to resolve problems or disputes yourself. If you have a problem, notify an officer immediately. Action will be taken to remedy the situation.
2. Attempt to escape or assist another to escape.
3. Take part in any demonstration, disturbance, or act of resistance alone or with others.
4. Gamble or barter in any form.
5. Possess a weapon of any type.
6. Borrow, purchase, loan, or give articles or things to other inmates.
7. Make or take any mixture or beverage that can cause intoxication or any drug not prescribed by the jail physician.
8. Have in your possession or cause to be introduced on jail property any articles or items not furnished by the jail, sold in the commissary, or approved by an authorized staff member.
9. Tier jump. You are not to visit another tier, dorm or housing area where you do not live, or enter another person's cell without specific permission from an officer. This includes going to distribute items, congregating on the second floor of housing units, or using the phone in other areas.
10. The DSD prohibits tattooing in its facilities because of safety and health concerns. The lack of sanitary procedures and instruments can lead to possible infections (including AIDS), and such infections and diseases can be passed through needles or instruments used for tattooing.



## **Respect for Others**

### **Don't...**

1. Steal any property from others or the jail.
2. Destroy or damage any property or items that belong to others or the jail.
3. Show disrespect to staff members.
4. Show a lack of cooperation with staff members.
5. Spit on the floors, walls, or in the sinks.
6. Throw trash on the day room floors.
7. Leave toilet paper on the bathroom floors.
8. Leave used soap in the shower.
9. Make unnecessarily loud noise after lights-out.

### **Do...**

1. Flush toilets after use.
  2. Vote on T.V. programs to be viewed.
  3. Maintain good personal hygiene.
- 

## **Be Concerned about Your Health**

### **Do...**

1. Keep yourself and your living area clean.
2. If you have medical or emotional concerns, make it known to the officers.
3. Bathe often and exercise.
4. Cleanliness is important to reduce your chances of needing medical attention. Bathe often, wash your hands before meals, brush your teeth, and exercise.

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## Medicine Brought in at Booking

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Medicine brought in with you will be stored with your property and returned to you upon your release. If your medicine is not with your papers at release, then request it from the releasing officer. If released without your medicine, you may request your medicine by calling the pharmacy number, 720-337-0400.

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## Consular Notifications

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Upon intake to any of the DSD facilities, non-U.S. citizens that have been arrested and are being detained on a criminal matter are entitled to have their consulate notified. Please send a kite to the Classification Unit to facilitate the communication request. While in custody, you will have the opportunity to make a free call to the Office of Inspector General: 1-800-323-8603 or 1-877-246-8253.

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## Recreation Time

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Buildings with attached “open air” recreation yards are available to inmates assigned to that unit. If your period of detention is expected to last longer than 72 hours, you will have an opportunity for (1) one hour of recreation (weather and schedule permitting), (5) five days per week. Recreational opportunities can be limited by inclement weather or physical security concerns. Recreation times will be determined by housing unit.

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## Notaries

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Notary services will be provided free of charge for all legal documents related specifically to your criminal court case.

All other items including power of attorney, divorce, and marriage applications will be charged a (2) two-dollar notary fee charge. To request this service, send a kite stating what you need to have notarized to the Operations Unit.

In order to have a document notarized while in our custody C.R.S. § 12-55-110(4)(b) states that you are required to have satisfactory identification, which is defined as a current identification card or document issued by a federal or state governmental entity containing a photograph and signature of the individual who is so named.

If you have a Valid Driver’s License or ID card in your property, please inform the Notary on a kite request so the identification document, (Driver’s License, ID card, Passport etc...) can be retrieved to execute the service. If you have one at your home, a friend, or family member can bring it to the facility you are in so it can be placed in your property and used to obtain notary services.

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## Court Information

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If you have any other court cases or proceedings in other jurisdictions that we are not aware of, it is your responsibility to make the necessary arrangements and take the appropriate steps to ensure your appearance.

You may write a letter to the court or have a family/friends contact the clerk of the court. It is the responsibility of that court to provide the transportation. The DSD will not take you to court on matters that are not Denver County related.

You may send a kite to court services (1) one week before your Denver County or Denver District court date on cases/hearings for which you are out on bond. Be sure to include the court, date of appearance, and docket number. The court will be notified that you are in custody and transportation arrangements will be made, if necessary.

If you wish to write to a judge, you need to do this through the U.S. mail. Judges do not accept facility kites.

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## Colorado Department of Corrections Information

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### Denver Reception & Diagnostic Center Inmate Allowable Property List

The Colorado Department of Corrections (CDOC) limits inmate personal property liability to a maximum of \$300.00 (three hundred dollars) per inmate. Inmates being delivered to the Denver Reception and Diagnostic Center (DRDC) intake unit are allowed only the items and quantities listed below:

1. One religious book (does not count in the book totals)
2. Two books/novels (no hardbacks, tactical weapons, or depictions of sexual intercourse)
3. Two books (recreation crossword or puzzle type, no exceptions). No magazines.
4. Two eyeglasses/cases (prescription only, sunglasses must be prescription)
5. One pair contact lenses. No replacement lenses or solutions will be allowed.
6. Medical items: braces, canes, crutches, etc. No medications or blood sugar testing equipment permitted.
7. Other prescribed medical items must comply with CDOC Administrative Regulation 850-6, and are subject to the approval of facility chief of security and health services staff.
8. Hygiene items (two each): New and unopened containers of shampoo, conditioner, Blue Magic, gel, lotion, deodorant, bar soap, soap container, toothpaste, and toothbrush.
9. Legal materials: One box with current or pending case materials, not to exceed two cubic feet.
10. Personal correspondence ((10) ten items): Correspondence includes letters and greeting cards. Not allowed are blank envelopes, cards, blank paper, notebooks, and stamps.
11. Educational items: GED material
12. Miscellaneous items: Addresses, phone numbers, and Native American medicine bags.
13. One wedding band (plain wedding band; no stones or designs of any kind)
14. One set of shower shoes (no markings of any kind)

**Note:** All property that is not on this list will be shipped home at your expense. You may also donate it to charity or have it otherwise disposed of.