

The background of the page features a large, semi-transparent watermark of the Denver Sheriff Department seal. The seal is circular with a blue and white color scheme. It contains a central figure of an eagle with its wings spread, perched on a shield. The text "DENVER SHERIFF" is written around the perimeter of the seal, with "DENVER" at the top and "SHERIFF" at the bottom. There are also stars and a smaller seal in the center of the seal.

DENVER SHERIFF DEPARTMENT

INMATE HANDBOOK

CITY AND COUNTY OF DENVER

**A GUIDE TO HELP YOU
ADJUST TO THE JAIL
ENVIRONMENT**

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Introduction

This handbook has been prepared by the Denver Sheriff Department (DSD) to ensure that pretrial detainees and inmates (collectively referred to in this handbook as “inmates”) are familiar with the various department facilities and provide general information regarding available activities, programs, services, and the rules and regulations inmates are required to follow.

The information, rules, regulations, and prohibited acts contained in this handbook apply to all inmates. The rules, regulations and prohibited acts are contained in this handbook to clarify expected behavior and to explain the inmate disciplinary system.

The DSD has the responsibility of ensuring the safety and security of all inmates, staff and the community. The purpose of this handbook and the inmate disciplinary process is to achieve and maintain order, eliminate disruptive behavior, and to enable inmates to live in a safe and orderly environment.

The Law and YOU

In addition to the rules and regulations of the jail, there are certain laws that specifically apply to inmates and must be obeyed while you are in jail. Any person who violates any of these laws will be prosecuted.

Immigration and Customs Enforcement Interview Information

Immigration and Customs Enforcement (ICE) may be investigating your immigration status during the period of your confinement or upon your release. If an ICE agent asks to speak with you, you have the option of either choosing to participate in an interview with ICE or **declining** to speak with the agent. You may agree to **be interviewed** without your attorney present, **decline** to be interviewed at all, or decline to **be interviewed** until your attorney is present. If you agree to an interview, what you say during the interview may be used against you in subsequent immigration and/or criminal proceedings.

If you consent to an interview with ICE and DSD is made aware of such interview, DSD will also provide you with a written advisement of your legal rights prior to the date of your scheduled interview, in the language of your choice.

Inmate Rights vs. Inmate Privileges

The Denver County Jail (**COJL**) and the Van Cise-Simonet Downtown Detention Center (**DDC**) utilize an objective classification system to house inmates. The system uses a variety of factors to determine the custody level for each inmate. The factors include but are not limited to current charges, prior charges, arrest history, escape history, and institutional behavior history, etc. The number of privileges you receive while in jail will be based on the custody level you are placed in. Inmates who exhibit good behavior while in custody may have their custody levels changed, so they receive a greater number of privileges. Inmates may also have their housing level and privileges reduced by exhibiting behaviors that violate jail rules and regulations. Those rules and regulations are defined under *Jail Rules and Regulations*. Privileges will vary between custody levels.

A **right** is something to which you are entitled. Rights are generally determined by law.

Rights include, but are not limited to:

1. A balanced, nutritional diet
2. Access to courts, attorneys, and legal materials
3. Religious freedom
4. Contact with family and friends via mail (Inmate to inmate mail is not allowed)
5. Safe, clean, and sanitary living conditions
6. Disciplinary due process
7. Medical care and services
8. Time outside of the cell

A **privilege** is a benefit granted by the division chief or designee that may be revoked due to poor behavior, security, risks, or emergency situations.

Privileges include, but are not limited to:

1. Attendance in programs
2. Access to and use of the inmate telephone system
3. Access to recreational and non-legal reading materials
4. Visits with family and friends
5. Purchase of commissary items
6. Television
7. Additional free time outside of your cell/housing area beyond the standard
8. Freedom in personal grooming (Exceptions may be made for religious reasoning)

Inmate Responsibilities

You are responsible for your own behavior and for knowing the rules set forth in this handbook.

You are expected to:

1. Follow the orders/directives of the staff.
2. Immediately contact a staff member for assistance if you receive threats or harassment from staff or other inmates.
3. Voluntarily comply with staff directives to minimize the physical contact or use of force that staff must use during your incarceration.
4. Abide by the rules, regulations and proscribed conduct described in this handbook.
5. Treat all staff and other inmates with respect.
6. Direct your questions or concerns to the housing officer, fill out a kite to ask your questions or express your concerns, or file a grievance to express your concerns.
7. Follow the schedules for activities promptly and in an orderly fashion.
8. Have your jail-issued I.D. on (shirt pocket or wrist where applicable) whenever you are outside of your housing unit.
9. Refrain from any physical horseplay or fighting with staff and other inmates.
10. Refrain from using disrespectful language toward staff or other inmates.
11. Conduct yourself in a responsible manner, including not engaging in sexual harassment toward any staff member or another inmate. DSD strictly prohibits sexual harassment. Sexual harassment includes but is not limited to the following:
 - a. Unwanted sexual advances
 - b. Request for sexual favors
 - c. Verbal or physical contact of a sexual nature
 - d. Indecent exposure
 - e. Placing or showing sexually explicit pictures, cartoons, or drawings
 - f. *If you feel that you are being sexually harassed by anyone, you should contact a staff member immediately.*
12. Send a kite to the chaplain requesting a Declaration Form if you have any special needs based specifically on your religious beliefs. **Inmates must make any and all religious declarations upon entry to the facility. All declarations must be verifiable through a source outside of the jail (clergy, rabbi, imam, etc.)**

These responsibilities make the operation of the jail easier and help create a more stable and safe environment for staff and inmates.

You may expect:

1. That your crimes or situations will be kept confidential and will not be discussed with other inmates by any staff member.
2. That you will be treated in a nondiscriminatory manner at all times regardless of your sex, gender, religious beliefs, sexual orientation, race, color, creed, national origin, political opinion, or political affiliation.
3. Fair and firm treatment within the limits of the law.
4. That you will not be subjected to cruel and unusual punishment.
5. To be free of threatening or harassing behavior by staff or other inmates.
6. To be treated with respect.
7. Electronic monitoring and/or videotaping within the secure areas of the jail or holding facilities will occur.
8. That trained K-9 (canine) unit dogs may be used to ensure safety and security within the DDC or COJL at any time. **Do not, at any time:**
 - a. Attempt to tease, mistreat, or deliberately agitate any canine
 - b. Make any sudden or aggressive moves toward a canine or handler
 - c. Attempt to entice a canine to disobey its handler
 - d. Attempt to touch, pet, or feed a canine
 - e. Attack, attempt to attack or act as though you will attack the handler or canine.
 - f. *If you engage in any of the above-referenced conduct, the canine may attack and bite in defense without command.*
9. That force may be used when determined to be reasonable and necessary to ensure safety.

Jail Rules and Regulations

Prisoners sentenced to the Colorado Department of Corrections who are being held by the Denver Sheriff Department: Under Colorado State Sentencing Law, your time here with the DSD shall be considered. **However, any violations of jail rules while you are here will be reported to the department of corrections and will affect your good time credit.**

The following rules explain what is expected of you while you are here. They are intended to ensure safe custody, decent living conditions, and fair treatment of all inmates.

If you are a participant in the Work Release, or any other special program, you will also be subject to that program's rules in addition to jail rules and regulations. Violations of program rules will be addressed by program staff and may result in your removal from participation.

The DSD rules and regulations and the inmate discipline system are administered by the division chief and staff at both facilities. If you do not understand the rules, ask your housing officer to explain them.

Inmate discipline may include counseling, constructive work assignments, or temporary restriction from out-of-cell time.

All inmates and DSD staff are required to follow the jail rules, regulations, policies, and procedures. To ensure a safe environment, there must be an enforcement mechanism designed to provide due process before discipline is imposed.

If an inmate observes any staff member violating a jail rule, regulation, policy, or procedure, he or she should immediately report the violation through the grievance process. As discussed below, you may submit a verbal or written emergency complaint if you believe you are subject to a substantial risk of imminent sexual abuse by a DSD staff member.

Inmates are subject to informal and formal discipline for violations of rules and regulations. Informal discipline may be imposed by the housing officer or equivalent for low-level infractions. The housing officer has the discretion to choose the most appropriate discipline. Informal discipline is limited to verbal counseling and constructive work assignments. Informal discipline is not available for Class 1 and Class 2 offenses.

Formal discipline refers to discipline imposed through the Conduct Adjustment Board (CAB). Punishments through the CAB may include any of the following or combination of the following:

1. Corrective confinement;
2. Loss of good time;
3. Loss of commissary (except necessary health items);
4. Loss of access to Westlaw (except pro se/individuals who are legally representing themselves);
5. Loss of telephone calls;

- 6.** Loss of personal and family visits;
- 7.** Loss of recreation with the general population, or any combination of the above;
- 8.** Removal from special programs or scheduled activities;
- 9.** Verbal counseling;
- 10.** Constructive work assignments

The following acts are strictly prohibited. Inmates found guilty of the commission of any of these acts shall be subject to the punishment listed herein. You may also be criminally and monetarily charged for damage and theft.

Class 1 Prohibited Acts

Class 1	Offense
1.1	Assaulting any person
1.2	Fighting
1.3	Extortion, blackmail, demanding or receiving money or anything of value in return for protection.
1.4	Engaging in sexual acts with others.
1.5	Escape or attempting or planning escape.
1.6	Setting a fire (arson/ attempted arson), falsely pulling a fire or emergency alarm.
1.7	Possession, manufacture or introduction of an explosive or any ammunition.
1.8	Possession, manufacture or introduction of a gun, knife, sharpened instrument, dangerous weapon, poison, acid, an unauthorized or dangerous chemical, and an unauthorized tool.
1.9	Possession, manufacture, introduction or use of any narcotic paraphernalia, intoxicants, including alcohol or drugs not prescribed for the individual by the health services staff or purchased through the commissary.
1.10	Rioting or encouraging others to riot.
1.11	Resisting, interfering, or violently threatening a Deputy Sheriff or DSD staff member.
1.12	Non-compliance with a direct order during an emergency.
1.13	Gang recruiting.
1.14	Inappropriate behavior toward a canine or handler which includes, but is not limited to: <ul style="list-style-type: none"> • attack, attempted attacks, or acts which give the appearance or impression that there is intention to attack the handler or canine • attempt to tease, mistreat, or deliberately agitate any canine • making any sudden or aggressive moves toward a canine or handler • attempt to entice a canine to disobey its handler • attempt to touch, pet or feed a canine.
1.15	Indecent Exposure (intentional, not incidental)
1.16	Making Sexual Threats
1.17	Sexual Touching (Self or Others)
1.18	Sexual Harassment (Unwelcome sexual advances, requests for sexual favors, or verbal comments gestures, or actions of a derogatory or offensive sexual nature)
1.19	Destroying or damaging jail property.
1.20	Destroying or damaging the property of another person.
1.21	Stealing jail property or the property of another person.

Punishment

If found guilty after a hearing before the CAB, a violation of a **Class 1 Rule** could result in separation from the jail population, and/or loss of specified privileges for not less than 10 days, or more than 60 days for all violations arising out of one incident. All or part of the punishment may be suspended for a period up to 60 days. If corrective confinement is ordered, there shall be an Administrative Review within seven to 10 days after the hearing. Continuous confinement for more than 30 days shall require the review and approval of the Division Chief or designee.

Class 2 Prohibited Acts

Class 2	Offense
2.1	Threatening another with bodily harm or any threat to a person or property. Making malicious statements regarding other inmates.
2.2	Tampering, pushing, controlling, or blocking any locking, surveillance or security device, including intercoms and doors.
2.3	Adulteration of any food or drink.
2.4	Disrupting or interfering with the security or the orderly operation of the institution or encouraging others to do so.
2.5	Refusing to obey a direct order of any staff member.
2.6	Counterfeiting any official document or paper (includes receipts).
2.7	Possession of contraband other than those listed in 1.7, 1.8, and 1.9, including contraband items listed in CRS §18-8-204.
2.8	Flooding of a cell, pod, or housing unit, or the tampering with a fire sprinkler head.
2.9	Misuse, abuse, or alteration of any inmate communication, via paper, video or electronic device. This includes any abuse of the grievance process.
2.10	Any display or possession of security threat group colors, symbols, signs or Insignias, and/or recruitment efforts.
2.11	Fraud: Any act or attempt to defraud, forge any type of documentation, make false statement(s), or deceit that results or may result in personal gain of any kind, to include: misrepresentation of mail, use of a PIN other than your own, allowing the use of your PIN by another person, or depositing funds in another inmate's account to avoid paying your debt.

Punishment

If found guilty after a hearing - before the CAB, a **Class 2 Rule** violation could result in separation from the jail population, and/or loss of specified privileges for not less than 10 days or more than 40 days for all violations arising out of one incident. All or part of the punishment may be suspended for a period up to 60 days. If corrective confinement is ordered, there shall be an administrative review within 7 to 10 days after the hearing. Continuous confinement for more than 30 days shall require the review and approval of the division chief or designee.

Class 3 Prohibited Acts

Class 3	Offense
3.1	Possession of unauthorized clothing or property belonging to another person.
3.2	Loss, alteration or misuse of issued jail property including clothing, bedding, and I.D. cards.
3.3	Using loud abusive or obscene language towards a staff member. Being disrespectful toward or harassing a staff member. (This includes, but is not limited to, gender, racial, religious and other slurs.)
3.4	Using any equipment, machinery, or telephone that is not specifically authorized.
3.5	Interfering with the taking of count or the unauthorized changing of bunk or housing location.
3.6	Correspondence or contact with a visitor in violation of regulations.
3.7	Giving or offering any official or staff member a bribe or anything of value.
3.8	Gambling. (with previous conviction)
3.9	Mail offense. Use of mail received in the jail for passage of infectious hazardous waste as defined in Colorado Revised Statute Title 25, Article 15, Part 4, Section 402 (CRS 25-15-402) and as to the related violation described in CRS Title 18 (Criminal Code), Article 13, Part 112 (CRS 18-13-112). (III) Human blood and blood products and body fluids consisting of serum, plasma and other blood components, cerebrospinal fluids, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid and amniotic fluid.
3.10	Unauthorized visiting, (including being in another area or housing unit other than your own.)
3.11	Smoking, second offense.
3.12	Writing or marking (graffiti) on any facility property, to include, but not limited to, walls, ceilings, doors, furniture, floors, windows, mirrors, bedding or linen items.

Punishment

If found guilty after a hearing before the CAB, a violation of a **Class 3 Rule** could result in separation from the jail population, and/or loss of specified privileges for not less than 5 days, or more than 20 days for all violations arising out of one incident. All or part of the punishment may be suspended for a period up to 60 days. If corrective confinement is ordered, there shall be an administrative review within 7 to 10 days after the hearing.

Class 4 Prohibited Acts

Class 4	Offense
4.1	Unauthorized contact with the public or other inmates, correspondence or attempted correspondence by use of gang signs, notes, telephone, computers, or using other inmates as messengers.
4.2	Gambling (first violation).
4.3	Misuse of authorized medication, palming or concealing medication.
4.4	Being unsanitary or failing to keep one's quarters in accordance with posted jail standards, including the unauthorized posting of pictures, papers, etc., on cell or dorm walls or cell bars.
4.5	Defacing, damaging, exchanging, or not wearing your I.D. card when required.
4.6	Failure to return library books or damaging of library books. In addition to the Class 4 Rule violation punishment, this violation may include an additional penalty for the replacement cost of the book(s).
4.7	Giving, trading, selling, or accepting anything of value, or money to or from another inmate, unless authorized by a supervisor.
4.8	Possession of excessive commissary items, books, magazines, and newspapers.
4.9	Covering cell light, tier light or any other security light.
4.10	Interfering with or disrupting an inmate work detail. Refusing to work as assigned (excluding voluntary inmate workers), or being in an unauthorized area when assigned to a work detail.
4.11	Giving false information to an officer or staff member.
4.12	Attempting to remove food items from the designated eating area, kitchen or storerooms, or possession of unauthorized food items. (i.e., sugar, crackers, etc.)
4.13	Tattooing or possession of tattoo paraphernalia.
4.14	Smoking, and possession of any tobacco products or items such as matches, lighters, pipes, etc. (first violation).
4.15	Violation of the dress code.
4.16	Feeding birds, rodents or other animals.
4.17	Talking in the main corridors during periods of individual or mass movement, except when directed to by jail staff.
4.18	Hanging bedding, towels, clothing, or any other item, in a manner that restricts staff from viewing housing areas and inmates during rounds.
4.19	Horseplay.

Punishment

If found guilty after a hearing before the CAB, a **Class 4 Rule** violation could result in separation from the jail population, and/or loss of specified privileges for not less than 3 days or more than 10 days, with the exception to Rule 4.16. See “*Smoking Related Offenses*.” The inmate may have a hearing before an administrative staff member who was not involved in the incident if the violation was minor, the facts clear, and the inmate has not been placed in administrative detention awaiting disciplinary action. If found guilty, sanctions ranging from a reprimand to loss of privilege for up to 15 days, or loss of two or more privileges for up to 10 days may be applied.

All or part of the punishment may be suspended for a period up to 60 days. If corrective confinement is ordered, there shall be an administrative review within 7 to 10 days after the hearing unless the confinement time has expired.

Smoking Rules

Denver has a smoking ordinance, and in compliance with the law restricting smoking, there will be no smoking in any of the DSD facilities or areas under the department’s direct control. Such facilities and areas include, but are not limited to the DDC, COJL, Denver Health Medical Center (DHMC), and any city vehicle.

Rule Violation Information

Attempting to commit any of the preceding offenses, ordering another person to commit any of the above offenses, and/or making plans to commit any of the above offenses shall be considered the same as a commission of the offense itself.

Repeat violations of the rules may cause you to be placed in restrictive housing for an indefinite period of time.

If you are placed in restrictive housing for an indefinite period for the protection of yourself, others, or for the safety and/or good order of the jail, you may appeal the action as explained in the section on grievance/appeals. Also, your restrictive housing will be reviewed by the administrative review board every 7 days, until you are released back to general population.

Rule Violation Investigation Process

When an alleged rule violation is reported, the formal discipline process is initiated, and the offense shall be investigated by a sergeant who will advise you of the general allegations against you and of your rights in the inmate disciplinary process. You may request a sergeant to investigate issues which will assist in your defense, including giving the sergeant the names of any witnesses you wish questioned or called on your behalf.

You will also be asked if you wish to have a "staff advocate," present at your hearing. A staff advocate ensures that the board is following the rules and procedures and advises you of your rights. The advocate may not be a witness or a character reference and cannot give his or her opinion or advice regarding the charge against you. A staff advocate is especially helpful if you cannot read or write. If you need an interpreter, inform the investigating sergeant and one will be provided. You will be asked to list three (3) names of staff members you would accept; one will be picked from this list, if available. This may not be anyone in the appeal chain. If the requested parties are not available, another staff advocate will be assigned to you or you may waive your rights to a speedy hearing.

Please note that video footage may be used to investigate possible rule violations.

Failing to provide a list of three (3) staff advocates forfeits your request to have an advocate present.

You will be given a copy of any charges requiring a hearing within 24 hours of the completion of the investigation, and at least 24 hours before the hearing. This shall be your notice of the pending hearing and shall list the rule(s) alleged to be violated. You will then appear before the CAB or a hearings officer, and be given the opportunity to state your account of the alleged offense and to submit evidence on your behalf.

Your Rights at a Disciplinary Hearing

At a disciplinary hearing, you have the following rights:

1. Receipt of a copy of the charges, in writing, not less than 24 hours before the hearing, unless waived by you.
2. To be present at the hearing except during board deliberations, or when institutional security would be threatened, with reasonable rights to question witnesses against you by submitting questions to the board.
3. To call witnesses on your behalf by presenting your list before the hearing. You must show that the witnesses' testimony will relate to your charge before any witnesses are called. Witnesses are restricted to persons within the control of the DSD.
4. To have a staff member designated to serve as an "advocate" advise you of your rights. An advocate will be appointed to you if you cannot read, write, speak, or understand English.

5. To have a sign language interpreter present if you are deaf or hard of hearing. A sign language interpreter will be provided at the hearing for deaf/hard of hearing inmates.
6. If the hearing board or officer finds there is no clear and convincing evidence of your guilt, the charge will be dismissed, and all materials will be withdrawn and will not be held against you for future infractions.
7. To be advised in writing of the board's decision.
8. To appeal to the division chief or his/her designee.
9. All appeals on decisions of the CAB or hearing officer will be answered by the division chief or his/her designee within 15 business days upon receipt of that appeal.

Inmate Grievances

The inmate grievance procedure is designed to address inmate complaints related to aspects of institutional life or condition of confinement that directly and personally affects the inmate.

Please note: the inmate grievance process is separate from the process of filing a complaint with the Office of the Independent Monitor or the Internal Affairs Bureau for the Denver Sheriff Department. A complaint which is filed with the Office of the Independent Monitor or the Internal Affairs Bureau will not start the grievance process unless the complaint involves allegations of sexual abuse, sexual harassment, or retaliation by another inmate or staff. To start the grievance process for all other complaints, inmates must follow the process set forth below.

Inmates should attempt to resolve grievances informally unless the grievance alleges officer misconduct, in which case no attempt at informal resolution is required before a formal grievance is submitted. **A grievance must concern abuse, harassment, violations of civil rights or denial of specified right.**

Unless specified otherwise, the grievance shall fully state the date, time, and location of the incident or situation, name(s) of person(s) involved and complete details of the incident or situation.

Complaints regarding the following issues are outside the jurisdiction of the Denver Sheriff's Department and should be addressed directly with the appropriate agency:

1. Actions of the Governor or state legislature
2. Decisions of the parole board or probation
3. Judicial proceedings or decisions of the court
4. Issues with counsel
5. Complaints against other Law Enforcement Jurisdictions (i.e. complaints against the Denver Police Department)

Definitions

1. *Business days:* A business day is every business day of the week (Monday through Friday) and does not include weekends or holidays.
2. *Calendar days:* Calendar days include all days in a month, including weekends and holidays.

3. *Grievance*: A grievance is a complaint filed by an inmate related to any aspect of institutional life or conditions of confinement which affects the inmate grievant. Please note: It is up to DSD to determine whether a written grievance falls within the definition of an “emergency” or any other grievance category. Inmates shall not categorize a grievance when it is submitted. General categories of grievances include:
- A. *Emergency*: An emergency involves conditions which, if processed through the normal grievance time frames, have the potential to subject the inmate to substantial risk of medical harm, personal injury, or cause other serious and irreparable harm. An emergency grievance may include a complaint alleging an inmate is subject to a substantial risk of imminent sexual abuse. As discussed below, an inmate may submit a grievance for an emergency complaint, but it is not required.
 - B. *General*: General grievances are the most common types of grievances. A general grievance includes but is not limited to, complaints regarding housing, health services, food service, hygiene and sanitation needs, recreation opportunities, ADA Accommodations, etc.
 - C. *Health Services*: Any complaints related to health services, including medical, dental, or mental health services and medical staff will be handled by Denver Health Authority unless the grievance includes allegations of misconduct involving DSD staff.
 - D. *Sexual Misconduct Grievance*: Grievances that allege sexual abuse or sexual harassment by another inmate or staff member.

Grievance Information

The rigid, unnatural environment of a jail is likely to cause dissatisfaction. Should you feel personally harmed about any matter please remember the following;

1. You may utilize the inmate grievance process regardless of your disciplinary status, housing location, or classification.
2. You are not required to use the formal inmate grievance procedure to submit a verbal or written emergency complaint, including an Emergency Grievance alleging you, or another inmate, is subject to a substantial risk or imminent sexual abuse.
3. The grievance process shall not be used for the administrative appeal process for discipline. Follow the written instruction outlined to file an appeal for discipline.
4. You must generally file any Grievance within 10 calendar days of the incident. However, if the condition for which you are filing a Grievance has the potential to subject you to a substantial risk of medical harm, personal injury, or otherwise cause serious and irreparable harm, such as sexual abuse or sexual harassment by another inmate or staff member, or bias/discrimination, such grievances may be submitted outside of the 10-day limitation. It will be up to the DSD to determine if a grievance has been appropriately submitted outside the 10-day general limitation.
5. There shall be no reprisal against you for filing a Grievance.

6. If your Grievance is about staff misconduct, you may speak to a sergeant/supervisor to address the situation quicker or you may also file a Grievance.
7. Pursuant to the Prison Litigation Reform Act (PLRA), you are required to completely exhaust the department's available internal grievance and administrative processes prior to filing any complaint with the federal court.
8. If you wish to learn about the outcome of a Grievance that was unresolved before your release or transfer from the Denver Sheriff Department (DSD), you may request the information in writing from the DSD Internal Affairs Bureau / Civil Liabilities section.

Grievance and Appeal Process

1. When you have a complaint, it is suggested, but not required, that you talk or attempt to talk to your housing officer or another line officer who may be able to resolve the matter informally and faster than if you file a grievance. This course of action generally will provide a more expeditious resolution to your issue; however; if you do not wish to speak to your housing officer or another line officer regarding your issue, you may still file a grievance.
2. It is also suggested, but not required, that if your problem or complaint is unable to be resolved by the housing or line officer you speak to, that you send a kite to the floor sergeant/supervisor requesting to discuss the matter with him/her. This also may provide a more expeditious resolution to your issue.
3. It is recommended that an inmate grievance form is used for filing grievances; however, grievances may alternatively be submitted on a separate paper, so long as the paper contains the same information requested on a grievance form. Grievance forms will be readily available to inmates and should be used to provide details regarding your complaint and what resolution you would have happen.
4. If you have a disability or other limitation which prevents you from completing a written grievance, please request assistance to complete your grievance from your housing unit deputy.
5. Written grievances must be readable or they will be returned unprocessed.
6. Upon completing a written grievance, place it in the box provided in your housing unit. Completed inmate grievance forms will be picked up from the grievance boxes by an operations unit staff member daily, excluding weekends and holidays. The operations supervisor or designee will assign the grievance to an appropriate responding party who will then review and answer the grievance.
 - A. Please note: If your grievance or problem is one which, if processed through the normal grievance time frames noted below, would subject you to a substantial risk of medical harm, personal injury or cause you other serious or irreparable harm, please give the written grievance directly to a staff member.
7. Inmates may also file a Complaint directly with the Internal Affairs Bureau (IAB) or the Office of the Independent Monitor (OIM) by mail or by phone by using the inmate phones.

- A. To mail a Complaint to the IAB or OIM, send your grievance or complaint to:

**Denver Sheriff Department
Internal Affairs Bureau**
5440 Roslyn Street
Building 5, Suite 302
Denver, CO, 80216

-OR-

Office of the Independent Monitor
101 West Colfax, Suite 100
Denver, CO, 80202

- B. Please note:** as indicated above, the submission of a Complaint to IAB or the OIM will not start the grievance process, unless the complaint involves allegations of sexual abuse, sexual harassment, or retaliation by another inmate or staff. **To start the grievance process for all other complaints, inmates must follow the process set forth above.**
8. Should you wish to report a complaint directly to the Denver Sheriff Department Internal Affairs Bureau or the Office of the Independent Monitor via phone call, the following phone numbers can be used on the inmate phones free of charge:
- A. Internal Affairs Bureau -720-865-3888
- B. Office of the Independent Monitor - 720-913-3306.
9. **Typically, a written response to any general Grievance submitted through the DSD Grievance process shall be provided to you in a timely manner, but no later than 30 business days of receipt of the grievance by the operations unit (not including weekends and holidays).** Sexual Misconduct Grievances shall be responded to in writing no later than ninety (90) calendar days due to pending investigations.
10. You have the right to appeal your grievance. Appeals must be filed within ten (10) calendar days of receipt of the decision. If no written response is received to your grievance within 30 business days (not including holidays and weekends) after you submitted it, and the grievance was not a Sexual Misconduct Grievance, which involves allegations of sexual abuse or sexual harassment by another inmate or staff member, you must file your appeal within ten (10) calendar days after the thirty (30) business days (not including weekends and holidays) in which you should have received a written response has expired.
- A. Example: If you submit your Grievance on May 1, and it is not a Sexual Misconduct Grievance, you should receive a written response no later than June 12 (which is 30 days after the grievance was submitted, not including weekends or Memorial Day). If you do not receive a written response by June 12, your appeal must be filed by June 22 (ten calendar days after a written response to your grievance should have been received).
11. If your grievance is a Sexual Misconduct Grievance and you do not receive a response within ninety (90) calendar days after you submitted it, your appeal must be filed within ten (10) calendar days after the ninety (90) calendar days in which you should have received a written response. However, please note that DSD may claim an extension of time to respond, up to seventy (70) additional calendar days, if the normal time period for a response is insufficient to make an appropriate decision. Under such circumstances, you will be notified of any extension in writing and provided with a date by which a decision will be made.

12. Any appeal should be written and addressed to the operations division chief. The nature of the grievance should be specifically described, including all previous steps you have taken to resolve your grievance, including all previous responses you have received and the reasons why you do not believe the response or responses adequately address your concern. The operations division chief or his/her designee will provide a written, dated response within fifteen (15) business days of receipt of the appeal.
13. If you are unsatisfied with the response from the operations division chief or his/her designee, you shall appeal the decision to the Sheriff. Appeals must be filed within ten (10) calendar days of receipt of the decision. If no written response is received to your appeal within 15 business days after your appeal is submitted to the operations division chief, you must file your appeal to the Sheriff within ten (10) calendar days after the written response should have been provided to you. The Sheriff or his/her designee will provide a written response within fifteen (15) business days of receipt of the appeal. Any decision of the Sheriff or his/her designee is final and may not be further appealed.

Health Services Grievances

Please note: At any time, if your grievance or problem is one which, if processed through the grievance time frames noted below, would subject you to a substantial risk of medical harm, personal injury, or cause you other serious or irreparable harm, please give the written grievance directly to a staff member.

1. Generally, it is recommended that you discuss your concerns or issues with the health services staff member first. This will help you get a quicker resolution to your concern.
2. If you decide to file a grievance, you must submit a written grievance to the health services unit. The grievance must include the following information:
 - A. Date and time of injury or start of symptoms and date and time of medical examination, if any.
 - B. A description of the medical or other relief you are seeking; and
 - C. Your signature and housing location with CD number.
3. The DSD will bring any and all health services complaints to the attention of the jail medical provider. All health services grievances will be answered within 30 calendar days of receipt from the health services timestamp.
4. You may appeal any decision related to a Health Service Grievance to the health services administrator within ten (10) calendar days of receiving the grievance response. You need to include any previous responses that you have received with your appeal, as well as the reason you still feel aggrieved.

5. If you still are aggrieved after your appeal has been answered, you may send a sealed letter within 10 calendar days. You need to include any previous responses that you have received with your appeal, as well as the reason you still feel aggrieved.

Denver Health
Patient Advocate
777 Bannock Street
Denver, Colorado 80204

It is important to understand that General Grievances may be returned prior to being considered as accepted (unprocessed) by the agency for investigation should they meet any of the following conditions:

1. Obscene language or sexual connotations, unrelated to the grievance.
2. Group grievances (grievances must be filed by individuals)
3. Incomplete information (Name, CD #, Date/Time and Location must be filled in)
4. The grievance is filed outside of ten (10) calendar days of the event giving rise to the General Grievance, or knowledge of the event giving rise to the General Grievance with a reasonable explanation for the delay. (All General Grievances must be filed within 10 calendar days of the event).
5. Your complaint issue is not understandable
6. The General Grievance is submitted on the behalf of another inmate or by a third party (unless that party cannot read or write themselves).
7. The General Grievance contains more than one issue (in order for us to properly address and track your grievance, you must file separate grievances for each separate issue).
 - A. Example: If you have a food issue, medical issue, and an issue with living conditions, you must file three separate grievances, one for each issue.
8. The grievance relates to a disciplinary decision.
 - A. Inmates who attempt to file grievances that are related to the disciplinary appeal process will be instructed to follow the discipline appeal process as outlined in the specific written instructions.
9. Is a duplicate grievance or a duplicate of a grievance on appeal.
10. The General Grievance raises an issue previously addressed through the grievance process.
11. The Grievance form is contaminated with bodily fluids or material.

Abuse of Grievance Process

Abuse of the grievance process is detrimental to the good order and operating efficiency of the agency, and negatively impacts actual grievance investigations as they are being conducted.

The following are some examples of abusing the grievance process:

1. Filing a grievance for a second time after a decision has been reached and the appeals process has concluded or an appeal was not timely filed. Grievances that have exhausted the appeals process and have been answered.
2. Multiple grievances on the same issue are submitted.
3. Using the grievance process to threaten or harass. Should any grievance contain any type of threat the grievance will be reviewed by the Denver Police Department for a determination of whether criminal charges should be filed.
4. Categorizing the grievance when submitted.

Misuse of the grievance process shall be documented as a jail rule violation (Class 2) and sanctions may be placed against you according to the inmate handbook rule violations (misuse of communication devices).

Intake, Classification, and Orientation

Processing Fee

C.R.S. § 30-1-104(n) authorizes jurisdictions to implement and collect a fee for the commitment and discharge of convicted prisoners. Effective June 7, 2005, the City and County of Denver approved the collection of \$30 per arrest incident from all persons booked into Denver jails. If you are found not guilty of all charges, you may request a refund of the processing fee.

To obtain a refund, complete a Processing Fee Refund form and include documentation indicating the case was dismissed, or you were found not guilty of all charges. Refund forms are available from the accounting/receiving office by submitting a kite. Return the completed form to accounting/receiving for processing and allow a minimum of 30 days for review.

After release, you may obtain a refund form by logging onto the DSD website at https://www.denvergov.org/content/dam/denvergov/Portals/776/documents/InmateServices/REFUND%20FORM%20dsd3_4-10.pdf. Instructions and a mailing address are on the form.

Receiving Unit & Initial Intake

When you first arrive at the DDC or the COJL, you are processed through intake or the receiving unit. The booking process is mandatory and includes, booking photos, pre-classification, fingerprinting, property collection and storage, medical screening, DNA sample collection if applicable, etc. Central records will keep track of your original charges, court dates, fines, sentences, release dates, and new charges against you.

If you have a disability and believe that you require a reasonable accommodation, you should declare the nature of the accommodation you are asking for and ask to speak with the ADA Coordinator, a supervisor, or medical staff to assist you. A kite should also be submitted to request the accommodation.

Deaf or hard of hearing inmates should declare a preferred method of communication and/or need for a sign language interpreter/deaf advocate upon arrival so that these services may be arranged.

Upon intake into long-term housing at the DDC or the COJL, the following will be issued to each inmate:

1. 1 toothbrush w/toothpaste
2. 1 comb
3. 1 rule book (Spanish or English)
4. 1 set of jail uniform (you will receive a second set at laundry exchange)
5. 1 towel
6. 1 blanket and 2 sheets
7. 1 cup and 1 spoon
8. 1 property bag

If the conduct adjustment board finds you guilty of destroying or damaging jail property, you will be charged monetarily for its replacement. Those items and their prices are listed below.

Item	Quantity	Replacement Cost
Inmate ID	1	\$5.00
Rulebook	1	\$0.50
Mesh Bag	1	\$15.00
Shoes	1 Pair	\$5.00
Towel	1	\$5.00
Washcloth	1	\$2.00
Cup	1	\$5.00
Spoon	1	\$5.00
Blanket	1 Depending on Season	\$15.00
Sheets	2 Depending on Season	\$4.00
Mattress	1	\$100.00
Shirt	1	\$5.00
Pants	1	\$10.00

Classification/Orientation Process

After processing through the classification unit on the second floor of the DDC, you will be interviewed by the classification officer and screened by the health services staff. If you have a qualifying disability under ADA for which you need reasonable accommodation, please notify the classification officer or health services staff. You will be classified based on your charges, background, attitude, psychological behavior, and individual needs.

If you have medical or mental health concerns, you may be housed in a medical unit or another special housing area. If you need protection or have any special concerns, you should discuss this with the classification officer.

Except for inmates with restrictive housing needs, if you are sentenced for a misdemeanor or municipal ordinance violation to the jail, you will be assigned to work within the jail. (C.R.S. § 17-26-107 - Prisoners to Work).

C.R.S. § 17-26-113. Prisoners to Work - All persons sentenced to and confined in [jails] under the laws of this state, except those precluded by the terms of the judgment, shall perform labors under such rules and regulations as may be prescribed by the county commissioners or sheriff of the county in which such jail is situated.

If you wish to have your classification reviewed, send a kite to a Classification Officer or Classification Supervisor requesting a review.

Direct Supervision

The DDC and some areas of the COJL are a “direct supervision facility.” This means there is a housing officer who manages and oversees each housing unit. All concerns regarding your stay should go through your housing officer unless the concern involves staff misconduct. You will be given the opportunity to ask questions when the housing officer explains the housing unit rules to you. In the alternative, you may contact a sergeant or utilize the grievance or kite process.

Property Information

Your clothes, money, and other valuables are stored in a secured location. You will be given a receipt for your property and receive your jail uniform, bedding, towel, and a hygiene kit. See *Housing - Personal Property Per Person in a Cell or Dormitory in this handbook to determine how much you can have in your cell. All excess items will be removed, and you will be charged with a rule violation.*

Inmates with health services appliances prescribed by a physician, including but not limited to prosthetic devices, hearing devices, medically necessary shoes or braces, etc., shall be allowed to keep such equipment, unless such equipment is found to pose a threat to the inmate or others, or to the safe and secure operation of the facility.

If you wish to retrieve any information or property from where you are housed once you have been housed, send the property supervisor a kite stating your request. Give the kite to the housing officer or drop it into the mailbox located near or in your housing unit. You will not be allowed access to your property once it has been sealed and booked into the facility except for court orders or approval of the property supervisor.

1. County Jail Property Release

- A. Inmate property will only be released to visitors at the COJL during the hours of 1:00 pm to 6:30 pm Monday - Friday. The entire property bag must be released to the visitor, not just specific items from it.
- B. Work Release inmates: If you are an inmate in one of these programs, and you walk away (escape), your property will be inventoried by work release staff and sent to the DSD property bureau.

2. Downtown Detention Center Property Release

- A. Inmate property will be released to visitors at the DDC 24 hours a day, 7 days a week. The entire property bag must be released to the visitor, not just specific items from it.
- B. Any property not claimed after your release date will be sent to the DSD property bureau at 5160 York Street, Denver Colorado. If property is not claimed within 30 days, it will be disposed of. A Property Owner’s Notification card will be sent to advise you on how and where to pick up your belongings. The card also indicates that any unclaimed property will be disposed of after 30 days.

Money Information

Visitors may leave funds for you at either of the facilities' reception desks. This can be done in the form of a U.S. postal money order. No cash, personal checks, SSI checks or Unemployment Insurance checks will be accepted. U.S. Postal Money Orders will be posted to your account within 72 hours. This time frame does not include weekends or holidays. The following information must be written on the money order.

1. Inmate's full name
2. Book-in number, location, and DPD number, if known

Money orders may be dropped off at the reception desk at either facility every day between the hours of 6:00 am and 10:00 pm, or it may be mailed to you. If mailed to you, the following should be included in the address:

Your Name & Jail/CD Number
Denver County Jail (or) Denver Detention Center
P.O. Box 1108
Denver, CO 80201

Money may also be placed in your account by the kiosk at the COJL or DDC lobbies between the hours of 6:00 am and 10:00 pm. The kiosk accepts only U.S. currency in any denomination. Once the money is placed into the machine, it will immediately post to your account. The person placing the money on your account will receive a receipt for the transaction, and a service fee will apply.

You may release a minimum of \$20.00 from your account to visitors. Only one money release will be allowed per day. This can be done Monday through Friday from 1:00 pm to 6:30 pm (not including holidays) at the COJL, or 24 hours a day 7 days a week at the DDC.

Bonding Information

Property Bond - If you, a relative, or a friend has sufficient equity in a home or building, a property bond may be posted at the bonding office at the DDC.

Cash Bond - Requires the full amount of the bond in cash. The full amount minus the filing fee may be returned to you when your court appearances are complete.

Surety (Professional) Bond - The professional bonds person is licensed and charges a fee that is generally 15% of the bond amount. They may require a co-signer or collateral before making your bond.

(P.R.) Personal Recognizance Bond - The judge can release you on your promise to appear in court when required. P.R. bonds are investigated and granted by the court. Jail personnel are not involved with this process. Any questions regarding these bonds must be directed to your attorney or public defender.

The bonding office is located in the lobby of the DDC at 490 West Colfax Ave., Denver, CO 80204. The bonding office is open from 7:00 a.m. to 10:30 p.m. 7 days a week, including city observed holidays. Completed bonds will be accepted 24 hours a day and processed at the DDC at 490 West Colfax Ave., Denver, CO 80204.

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.

Housing

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.

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.

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.
-

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.

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.

Communication

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 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 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.

Medical / Mental Health / Dental Care

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.

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.

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.

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.

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.

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.

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.

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).

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.

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.

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.

Prison Rape Elimination Act (PREA) And Sexual Misconduct

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.

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! *****

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.

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!

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

Additional Important Information

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.

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
Breakfast	6:30am
Lunch	10:30am
Dinner	4:00pm

Meals	Approximate Meal Times at the DDC
Breakfast	5:00am – 6:30am
Lunch	10:30am – 12:00pm
Dinner	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.

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.

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.

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.

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.

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
-

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.

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.

Some Useful Advice

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.

Medicine Brought in at Booking

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.

Consular Notifications

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.

Recreation Time

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.

Notaries

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.

Court Information

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.

Colorado Department of Corrections Information

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.