

# ***LYON COUNTY SHERIFF'S OFFICE INMATE HANDBOOK***



# ***INMATE HANDBOOK***

## ***LYON COUNTY JAIL***

### **Table of Contents**

Table of Contents .....	1
Inmate Rights .....	2
Grievance Procedures .....	2
Inmate Requests .....	3
Expected Behavior .....	4
Money / Property .....	6
Medical / Dental / Mental Health .....	6
Sanitation / Hygiene .....	7
Authorized Possessions .....	8
Medication .....	10
Formal Head Count .....	11
Meal Services .....	11
Telephones .....	11
Inmate Programs and Services .....	12
Commissary .....	12
Visitation .....	13
Mail .....	13
Television .....	15
Inmate Workers .....	15
Disciplinary Sanctions / Hearing .....	15
Lyon County Courts .....	16
Public Defenders .....	16
Court .....	16
Facility Rules and Regulations.....	18

# ***INMATE HANDBOOK***

## ***LYON COUNTY JAIL***

### **INMATE RIGHTS**

You have the right to required medical and dental care, *as determined by the Jail Medical Provider*. Please follow proper procedures in regard to setting appointments to visit the jail doctor.

You have the right to adequate nutrition in accordance with established nutritional standards.

You have the right to *reasonable* access/contact with your Attorney of Record, *as determined by the Jail Commander or his/her designee*.

You have the right to freedom of religious affiliation and *reasonable* voluntary worship.

Your rights are protected by law and cannot be taken away from you without due process; however, it may become necessary to modify and/or suspend your rights to ensure the rights of all inmates, as well as to maintain facility security.

**All services and functions not listed as a “Right” are deemed to be privileges. Privileges are maintained by positive, rational, and compliant behavior and may be suspended and/or removed by Jail staff.**

Privileges include, but are not limited to:

1. Attendance in programs (AA/NA, FASTT, etc.)
2. Access to recreational reading material
3. Access to telephones (non-legal)
4. Access to visits (non-legal)
5. Access to commissary
6. Television

### **GRIEVANCE PROCEDURES**

Every inmate has the right to file a grievance. Should you be involved in any incident or have a situation you believe is a violation of your rights as listed above, you may initiate the Inmate Grievance Process. You are required to complete each step, in order, before escalating to the next. The United States Supreme Court has determined that no lawsuit may be filed unless all administrative remedies have been exhausted {42 U.S.C. § 1997 e[a]}.

1. Attempt to resolve the matter verbally with the on duty Deputy.

## ***INMATE HANDBOOK***

### ***LYON COUNTY JAIL***

2. Complete an Inmate Request Form and check “GRIEVANCE” on the form. Detail the circumstances of your grievance and forward the form to the Floor Deputy. You will receive a written response from a Jail Supervisor within five (5) days (excluding weekends and holidays), except for emergencies.
3. Grievances must be written individually. No group or “Class Action” grievance will be accepted.
4. No third party grievance will be accepted.
5. Only one issue may be addressed per grievance. Grievance forms with multiple issues listed will be denied.
6. If you have received an answer to your grievance and wish to appeal, you must obtain another request form from the Floor Deputy, mark “APPEAL” on the top, list your reasons for the appeal, and submit the form to the Jail Lieutenant (via the Floor Deputy). You will receive a response within ten (10) days, excluding weekends and holidays. The Jail Lieutenant’s decision will be final.
7. Emergency grievances will be picked up as soon as possible by the on duty Floor Deputy and evaluated to determine the merits of the claimed emergency. Emergency grievances will only be accepted for issues that place someone in imminent danger.
8. Abuse of the Inmate Grievance procedure may result in the suspension of the offending inmate’s grievance rights.
9. Grievance Forms will be submitted the same day they are requested by an inmate.

### **INMATE REQUESTS**

Requests may be brought to the attention of the Floor Deputy throughout the day. If the Floor Deputy is unable to assist you with your request, you may obtain a request form during daily supply call. Only one request form is given per day.

1. Request forms must be filled out completely, including full name, name number, cell block, and housing location.
2. Only one request per form will be addressed. If multiple requests are made on one form, all requests will be denied.
3. Floor Deputies reserve the right to refuse unreasonable requests.
4. Request forms will be picked up with the evening mail.
5. Making the same request of multiple deputies until you get the answer you want, or “Deputy Shopping”, will not be tolerated and may result in disciplinary action.
6. Request Forms will be submitted the same day that they are requested by an inmate.

# ***INMATE HANDBOOK***

## ***LYON COUNTY JAIL***

### **EXPECTED BEHAVIOR**

You are expected and required to comply with all facility rules, regulations, and directives while incarcerated. Failure to comply will result in disciplinary actions. Inmates are prohibited from engaging in or committing any sexual act. Inmates are prohibited from entering another inmate's cell. Inmates will not gather, loiter, or otherwise congregate on or under the upper tier of any housing unit. Inmates not assigned to a cell on an upper tier are prohibited from going upstairs. Violation of any law may result in additional criminal charges being filed, in addition to administrative sanctions.

Upon any staff member entering your assigned housing area, you are required to immediately return to your cell, sit on your bunk and face the back wall of your cell. Talking while deputies are in the cell block is prohibited. All inmates must be fully dressed anytime you are outside your cell, or anytime when staff members are in the housing unit (except for normal sleeping hours 11:00 PM – 4:00 AM).

### **DRESS CODE**

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

1. No head cover of any kind will be worn, to include clothing, shower caps, hairnets and/or combs.
2. The entire uniform will be worn, both the shirt and pants.
3. Uniform shirts will be worn outside the pants, no tucking of shirts.
4. Pants will be worn with the waistband at waist level, not sagging on the hip area. If pants are “sagged”, you will be issued a one-piece jumpsuit and/or placed on Disciplinary Segregation.
6. Pant legs will not be rolled up or “bloused”.
7. You are expected to be fully dressed at all times, whenever you are not lying in bed.
8. 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. Any jewelry in your possession after booking into the jail will be considered contraband and will be placed in your property.

**CLASSIFICATION:** Is the process that determines your housing assignment and custody level. This decision is based on many factors, including, but not limited to: your criminal charges and institutional behavior, *both past and present*. Your behavior while incarcerated has a large impact on your classification; however, it is not the only factor taken into account. You *may* work your way up or down in custody levels as a result of your behavior. Each custody level is afforded different levels privileges; therefore, it is in your best interest to comply fully with all

# ***INMATE HANDBOOK***

## ***LYON COUNTY JAIL***

Facility Rules and Regulations. If you are classified as Max or Administrative Segregation upon booking, your classification will be reviewed after the first 15 days of incarceration, and then every 30 days after.

### **INMATE WORKER HOUSING:**

Not locked down in cell, 24 hour access to telephones, dayroom, and television in cell block (when available).

### **GENERAL POPULATION:**

Locked down in cell at night, unlimited access to telephones, dayroom, and television in cell block during the day.

### **MAXIMUM SECURITY:**

Locked down in cell 23 hours a day; access to telephones, dayroom, and television for 1 hour per day. No participation in programs (AA/NA, bible study, F.A.S.T.T., etc.).

### **ADMINISTRATIVE SEGREGATION:**

Locked down in cell 23 hours a day; access to telephones, dayroom, and television for 1 hour per day. No participation in programs (AA/NA, bible study, F.A.S.T.T., etc.).

### **DISCIPLINARY SEGREGATION:**

Locked down in cell 23 hours a day; access to telephones, dayroom, and television for 1 hour per day. No participation in programs (AA/NA, bible study, F.A.S.T.T., etc.).

**INTERCOM:** There is an intercom in each dayroom, as well as in each cell. The intercom system is to be used for **EMERGENCY PURPOSES ONLY**, such as: fights, medical problems, or natural disasters. **DO NOT use the intercom for questions or requests.** Abuse will result in disciplinary action.

**MOVEMENT:** Anytime you are moved anywhere inside or outside the facility, you will walk in a single file line, with your hands at you sides, looking straight ahead. You will not talk or interact with anyone. You will not pick up, examine, or touch any equipment, fixture, book, or any other item without permission from the supervising Deputy.

### **EXCEPTIONS:**

1. When directed by the escorting Deputy.
2. When in court and addressing the Court or your attorney.
3. During Doctor call or medical transport.

# ***INMATE HANDBOOK***

## ***LYON COUNTY JAIL***

### RESTRAINING:

While you are being restrained, you will face the wall, with your hands on the wall, until the Deputy tells you otherwise. Looking anywhere but at the wall is not permitted.

**TOBACCO:** Inmates will not smoke, chew, or possess any tobacco product or ignition source at any time while incarcerated in the Lyon County Jail.

### **MONEY / PROPERTY**

United States Currency in your possession during booking will be taken and placed in your inmate account. You may only receive money through the Smart Deposit website. If you owe Lyon County money from previous incarcerations (room/board, medical, etc), 25% of the money you have will be applied to your bill, the remaining 75% will be placed on your account. See Supreme Court case Tillman v. Lebanon County (2000).

Property taken during the booking process will be kept in the facility property room and returned upon your release. **You will not be allowed to request any property that is taken during the booking process with the exception of legal paperwork.** Commissary items from another facility will be placed into your property bin until you are released. All property will remain in the property room unless released. Jail staff WILL NOT accept or receive property for any inmate from any outside source.

**RELEASE TO PRISON:** If you are sentenced and released to prison, all property must be released and picked up prior to you leaving the jail. They will not take any property from the jail. **Any property not released prior to your transfer to prison will be destroyed the day you leave the jail.**

Prescription medication will be received for an inmate at any time if it is medically required and is in the original prescription container (with valid prescription affixed). Glasses, contacts, and dentures will be accepted any time. Contact solution and other contact lens care items must be purchased through commissary. Over the counter medications will not be accepted.

### **MEDICAL / DENTAL / MENTAL HEALTH**

#### **MEDICAL**

It is the policy of the Lyon County Jail to ensure every inmate receives required medical treatment, regardless of his/her financial situation. The Jail Facility conducts sick call once a week. To access the Jail Doctor, you are required to complete an Inmate Medical Request Form. This form is available only on the morning of sick call. Inmates will be charged \$10.00 for every visit to the Jail Doctor. Emergency medical treatment is obtained at the local hospital.

# ***INMATE HANDBOOK***

## ***LYON COUNTY JAIL***

Pursuant to Nevada Revised Statute 211.2415, inmates will be charged for all medical expenses incurred that were not directly caused by the Jail Facility. You will be charged for any type of medical expense. If you are indigent, your account will be charged accordingly. Your account is due and payable no later than 30 days after your release. Should payment not be made, civil action will be taken.

### **DENTAL**

To request dental care during incarceration, you must have a family/friend make an appointment with Healthy Smiles Dentist in Yerington. Healthy Smiles will contact the jail and arrangements will be made. All procedures must be pre-paid prior to the appointment. The appointment will be changed as needed by jail operations.

### **MENTAL HEALTH**

An inmate can request a mental health counseling session. These sessions are provided via telehealth equipment. The contracted rate (for basic counseling/Mental Health) needs with Telehealth Integrated Services is **\$71.93 per 30 minute session (This is the basic rate, other services have different costs). The inmate must have the money available on their books prior to the appointment being requested.**

The requests will be submitted on the standard request form, which is available during supply call every evening.

Once the request is received, we will verify that you have the appropriate funds in your account. At this time, an appointment will be requested with the Telehealth Integrated Services. When the appointment has been set, you will be required to sign release forms for treatment along with authorization for billing.

At the time of your appointment, you will be moved to a secure area for the appointment via the Telehealth system.

### **SANITATION AND HYGIENE**

Cleaning gear may be placed in a cellblock at any time a Deputy deems necessary. All inmates are required to assist in cleaning the day room. The following areas will be cleaned on a daily basis: **Cots, mattresses, doors, bunks, showers, shelves, toilets/sinks, trash cans, edges and corners of floors and walls. Property tubs will be cleaned in the shower daily.** Each inmate will be responsible for his/her cell. Inmates will begin cleaning immediately after cleaning gear is placed in the Housing Unit. ALL inmates will participate in the cleaning of the Housing Unit. All cells will be inspected daily by jail staff. All personal and facility issued property must remain inside your property tub unless it is in use. The only exception to this is your issued



# ***INMATE HANDBOOK***

## ***LYON COUNTY JAIL***

towel, which will be folded and draped over the side of your property tub. Property tub must be kept clean, neat, and organized at all times.

Showers are located in each cell. You are required to shower daily and maintain a neat, clean, and proper appearance at all times.

Clothing, linen, and blankets will be exchanged once a week, depending on the schedule for your Housing Unit. Your bed must be made at all times (unless you are sleeping in it), and bedding shall not hang over the edge of bunks or be tied in knots.

Personal laundry will be collected every day; you do this at your own risk. While every effort will be made to recover lost items placed in personal laundry, the Jail is not responsible for lost/damaged items. Towels must be presented for exchange every morning, whether they have been used or not.

Hair clippers and nail clippers are available on the weekends as time allows.

Shaving razors will be provided Monday through Friday. **Immediately after use, razors MUST be returned to the dayroom table for collection, no later than 5:00 A.M.**

### **AUTHORIZED POSSESSIONS**

The following is a list of the ONLY items you are authorized to possess. Any item not on the following list, including authorized property belonging to another inmate, is considered contraband.

**CONTRABAND:** Contraband is defined as any item(s) not authorized by the Inmate Handbook, is altered from its original design, used in a manner for which it was not intended, or possessed in an excessive or unauthorized quantity. Possession of contraband will result in disciplinary action. Only a Jail Supervisor may authorize an inmate to possess an item not listed in the Prisoner Handbook. That authorization must be in writing and shall be kept in the inmate's possession at all times.

**SUPPLIES:** Supplies (toilet paper, soap, toothpaste, and sanitary napkins) will be passed out daily during supply call.

#### **CLOTHING**

- 1 Jail issue striped shirt
- 1 Pair Jail issue striped pants
- 1 Pair Jail issued shoes
- 1 Pair of shoes ordered from Commissary

# ***INMATE HANDBOOK***

## ***LYON COUNTY JAIL***

- 3 Plain white T-shirts
- 3 Pair of underwear (any color, boxers or briefs)
- 3 Pair socks (any color)
- 1 Brassiere (women only, no underwire)
- 1 thermal long sleeve shirt
- 1 thermal pants

### **BEDDING**

- 1 Mattress
- 2 Blankets

### **LINENS**

- 1 Towel
- 2 Sheets

### **HYGIENE**

- 1 Plastic drinking cup
- 1 Plastic comb
- 1 Plastic spoon
- 1 Tooth brush
- 1 Bar of soap
- 1 Roll of toilet paper
- 1 Tube of toothpaste

**IF YOU ARE FOUND TO HAVE DESTROYED OR DAMAGED ANY JAIL PROPERTY YOU WILL BE CHARGED CRIMINALLY. ADDITIONALLY YOUR INMATE ACCOUNT WILL BE CHARGED THE FOLLOWING AMOUNT'S FOR DAMAGED/DESTROYED LINENS. (After a disciplinary hearing is conducted)**

**Sheets - \$3.56 each**

**Towels - \$4.02 each**

**Blankets - \$5.03 each**

**EYEGLASSES:** Must be prescription. No sunglasses or tinted lenses.

**CONTACT LENSES:** Lenses and case only. All other contact lens supplies must be purchased through commissary.

**BOOKS:** Six (6) total (includes religious & educational material, newspapers and magazines). Personally owned books must have the inmate's name and name number written on the inside cover. Any books found without proper markings will be considered contraband and disposed of

# ***INMATE HANDBOOK***

## ***LYON COUNTY JAIL***

accordingly. If you wish to donate your personally owned books/magazines to the jail, submit a request form listing the books/magazines you wish to donate. They will be collected and added to the library. You cannot request a book back once it has been donated.

**PRISONER HANDBOOK:** One Prisoner Handbook per inmate

**COMMISSARY:** Reasonable, moderate amount (all items must fit neatly in property tub), must keep current receipt. Any commissary item(s) in your possession without a receipt will be deemed contraband and disposed of accordingly. Any commissary items may be marked with your initials or other identifying marks. Commissary is handled via a third-party vendor and is subject to change at any time for any reason. While every effort is made to correct unshipped or miss-shipped items, the Lyon County Jail is not responsible for the ordering/shipping of commissary. If you are released prior to your commissary, you have 15 days from the date of delivery to pick up your commissary. After 15 days it will be destroyed.

**PERSONAL MAIL:** Reasonable amount of personal mail.

**INDIGENT SUPPLIES:** Five Postcards, 1 golf pencil. You may still request paper/envelopes for legal mail only

**PENCILS:** Five pencils, 1 box of colored pencils.

**MEDICATION:** Over the counter medications as prescribed by the Jail Doctor (must have and present written authorization upon demand).

### **MEDICATION**

#### **POSSESSION:**

You will be allowed to possess certain medications/items as prescribed by the Jail Doctor. The prescription/written authorization must be kept and produced upon demand. Over the counter medications will be subject to supervisor approval. This receipt will have the name of the medication on it and shall be kept in your possession at all times. Failure to immediately produce the receipt upon request will result in confiscation of the prescribed item. If you had prescription medication on your person when you arrived, or if you received prescription medication from a source other than the Jail Doctor, the jail will issue written authorization to possess the medication. Keep the authorization in your possession. Failure to produce written authorization on demand will result in the confiscation of medication.

#### **TAKING MEDICATIONS:**

Prescribed medications are dispensed four times a day. You are required to report to the Deputy when your name is called and you must bring your cup filled with water. After receiving your medication, you are required to take a drink of water. The deputy will examine your mouth with

# ***INMATE HANDBOOK***

## ***LYON COUNTY JAIL***

a flashlight, including under your tongue. You may refuse your medication if you wish; however, you may NOT “save” medication for later.

### **MISCELLANEOUS**

**PRISONER HANDBOOK:** Do not write on or in this handbook. This handbook is the property of the Lyon County Jail, destruction of the handbook may result in criminal charges. You will be required to return your handbook to a Deputy upon release. Handbooks may be inspected daily.

### **FORMAL HEADCOUNT – SECURITY INSPECTIONS**

For the safety and security of the facility, staff will conduct numerous scheduled and unscheduled counts and inspections throughout the day and/or night. Your cell will be checked for compliance with hygiene requirements and authorized possessions. Your cooperation and compliance is MANDATORY. Anytime a Deputy enters a Housing Unit, you must return to your assigned cell immediately, close the door, sit upon your assigned bunk and face the back wall of your cell. Any behavior of a distracting nature is strictly prohibited. TALKING IS NOT ALLOWED WHILE DEPUTIES ARE IN THE HOUSING UNIT. Formal headcount will be announced. You must immediately vacate the dayroom, go to your cell, sit on your bunk and face the back wall of your cell. When your name is called, you must answer the deputy by saying, “Here”.

### **MEAL SERVICE**

Meal times will be announced. All inmates are required to line up on the wall and await meals. All meals will be delivered to your Housing Unit. If you are segregated and/or locked down, you will eat your meal in your cell. You will not accept, trade or give away any of your food to anyone. You are required to properly dispose of all uneaten food, plates, bowls, and drink containers no later than 30 minutes after the meal is served to your cell. You may not save any of your food for later. **DO NOT THROW YOUR SPOON AWAY!** Inmates may be charged \$1.50 for any lost, missing or damaged spoons.

### **TELEPHONES**

**TELEPHONES:** Telephones are located in the dayroom of each Housing Unit. These telephones will operate on a collect call or pre-paid call basis only. Jail Staff will NOT accept phone messages for any inmate. The telephone system is programmed for calls to last fifteen minutes. This allows all inmates the opportunity to use the telephone. To call any telephone number, follow the instructions given by the telephone system. The Jail will not look up any

# ***INMATE HANDBOOK***

## ***LYON COUNTY JAIL***

telephone number for you. The telephone system is operated by a third-party vendor, the Lyon County Jail is not responsible for any issues concerning the phone system.

Using the Personal Identification Number (PIN) of another inmate to make telephone calls, transfer money, or order commissary is strictly forbidden. Any such action may result in disciplinary sanctions and/or criminal charges. You are responsible for safe guarding your PIN. Any reports of PIN miss-use will be investigated; however, the Lyon County Jail will not be responsible for refunds due to fraudulent use.

### **INMATE PROGRAMS / SERVICES**

**IMPROPER BEHAVIOR WILL RESULT IN THE IMMEDIATE TERMINATION OF, OR PARTICIPATION IN AN INMATE'S PROGRAM/SERVICE.**

**RELIGIOUS SERVICES:** The facility provides religious programs to all inmates; regardless of denomination or faith (Classification restrictions apply). Services are held as often as can be arranged through community volunteers.

**COUNSELING SERVICES:** Alcoholics Anonymous/Narcotics Anonymous meetings are usually held every week. These services are conducted by volunteers and are subject to their availability. (Classification restrictions apply)

**F.A.S.T.T:** Forensic Assessment Triage Team (F.A.S.T.T.) is a team of individuals from substance abuse and /or social services professions. F.A.S.T.T. assists inmates with breaking the cycle of incarceration by providing resource and referral information, connecting inmates to community service providers, and by supporting post release stabilization in the community. (Classifications restrictions apply)

F.A.S.T.T. services and support are provided weekly, with the exception of holidays. Inmates can connect with F.A.S.T.T. by completing and turning in a F.A.S.T.T. referral form to the floor deputy. Additional referral forms are located on the supply cart.

**EMPLOYMENT GROUPS:** Employment Groups are interactive groups in the jail lead by Lyon County Human Services. The weekly group is designed to provide education, support, and resources to inmates seeking to obtain and retain employment and/or training opportunities. Topics include: application completion, resume development, interviewing with confidence, healthy habits, second chance employment resources, etc. Homework is a required component. Participants will receive a Certificate of Completion for each completed session. When inmates are released from jail, they are encouraged to continue with the employment program at any Lyon County Human Service office location. Signup sheets to attend the weekly employment

# ***INMATE HANDBOOK***

## ***LYON COUNTY JAIL***

group are placed in each housing unit (Classification restrictions apply). Bring your pencil to each group.

**COMMISSARY:** Commissary is ordered through the telephone system. Money must be placed on your books, prior to the order being placed. Orders are delivered once per week and may be delayed due to weather, Holidays, or other normal delivery delays. You will check and sign for your order upon delivery. If your order is not correct, notify the Deputy and corrections will be made. All commissary sales are final. Any commissary items may be marked with your initials or other identifying marks. Commissary is handled via a third-party vendor and is subject to change at any time for any reason. While every effort is made to correct unshipped or miss-shipped items, the Lyon County Jail is not responsible for the ordering/shipping of commissary. There will be no refunds or exchanges once you have signed for your order. You may not order commissary for another inmate. If you are released from the facility prior to your commissary order being delivered, you will have 15 days to pick up your order or it will be disposed of, no exceptions. Indigent kits are ordered once a month via request form. If you have received commissary within the past month, you are not eligible for an indigent kit.

**VISITATION:** Visiting is done by appointment only. Your visitor must call in and make an appointment the day before they wish to visit. There will be no visiting during meals or medication call. Visiting may be cancelled at any time, without notification. You will be allowed one visit per day (up to two visitors at a time). You may refuse any visit. Visits will be 15 minutes in duration and will be conducted via video. The facility does not allow contact visits.

- All visitors must 18 years of age or older, or accompanied by a parent/legal guardian
- All visitors must show photo identification, except minors under the age of 18. Failure to do so will result in the visit request being denied.
- A maximum of two visitors may visit one prisoner at a time. **NO EXCEPTIONS.**
- The Jail **WILL NOT** accept property for any inmate at visiting time.
- No food, drink, purses, backpacks, etc. will be allowed in the visiting room.
- All visits will be conducted in a quiet, calm, polite manner.
- The Jail Division reserves the right to cancel or rearrange visits to meet the needs of the Jail.

**MAIL:** Inmates may receive and send mail under the following conditions:

- Mail must be addressed to the inmate: Full Name of Inmate & Name Number  
C/O Lyon County Jail  
911 Harvey Way #1
- Must have complete return address.

# ***INMATE HANDBOOK***

## ***LYON COUNTY JAIL***

- Must not contain drawings, writing only
- Postcards are limited to 4.25x6 inches.
- No postcards with glue, glitter or tape
- No plastic or wrapping on postcards
- No postcards marked with paint, crayon or marker
- No postcards with watermarks or stains
- No postcards with biohazards, including perfumes, lipstick or body fluids
- No postcards depicting nudity, explicit content, weapons or gang references
- No homemade postcards
- No cards (Birthday, etc)
- No embossing (no texture)
- No scratch and sniff stamps

Postcards are available for purchase by inmates via commissary. You may request indigent supplies if you qualify.

Inmates may still purchase stamped envelopes for outgoing legal mail. Envelope must be addressed to a recognized legal organization or government agency. If you require indigent legal supplies (paper and envelope) submit a request form.

**INCOMING AND OUTGOING MAIL WILL BE RESTRICTED TO POSTCARDS. THIS POLICY DOES NOT APPLY TO LEGAL MAIL.**

**LEGAL MAIL IS MAIL BETWEEN YOU AND YOUR ATTORNEY ON RECORD. DO NOT SEAL YOUR ENVELOPE PRIOR TO SENDING IT OUT.**

All incoming mail will be inspected for contraband/content prior to delivery to the Housing Units. Legal Mail (from your attorney of record or the Court) will be opened by Jail Staff in the presence of the inmate and inspected for contraband. All incoming mail must have a complete return address, including the full name of the sender. Any mail in violation of this handbook will be returned to sender. Mail will be delivered as time/staffing permits.

Newspapers, books and magazines sent directly from the publisher will be accepted, unless:

- It is illegal or violates Postal Regulations
- Advocates or describes the killing or injuring of Law Enforcement.
- Advocates or describes disorder or escape.
- Contains contraband
- Contains drawings or photographs of nudity, pornography, or is indecent.
- Exceeds the total number allowed an inmate in accordance with this handbook.

# ***INMATE HANDBOOK***

## ***LYON COUNTY JAIL***

Outgoing mail must adhere to the above regulations and will be inspected for contraband. If you are indigent (less than \$1.00 on your books) you may request an indigent kit, on a request form through the normal request form process. You may request an envelope for legal mail only. If you have received commissary or indigent material in the last month (30 days), your request will be denied. Any correspondence between inmates incarcerated in the Lyon County Jail will be conducted through the United States Postal Service. Under no circumstances will mail be passed between inmates by Jail Staff.

There will be nothing in any letter that could compromise facility security. Writing privileges may be terminated for any violation.

**NOTARY SERVICES:** The Lyon County Sheriff's Office does employ a number of notary's on staff. If you require the services of a notary, get a request form or notary form from the Deputy during supply call. When a notary is available, you will be moved to an area where the notary can be done. Any notarized documents will need to be mailed out of the facility; we will not give them to anyone.

**TELEVISION:** If there is a television in your Housing Unit, it is available for viewing anytime you are not locked down. Televisions will be off between nighttime medication call and morning medication call. Televisions may be turned off at any time, for any reason, as determined by Jail Staff. Touching televisions, changing channels, and changing the volume level are all strictly prohibited and may result in disciplinary sanctions, including the immediate suspension of television privileges for the entire housing unit.

### **INMATE WORKERS:**

When you are sentenced in the State of Nevada, you are deemed sentenced to labor. Improper behavior or refusal to work will result in disciplinary action. Inmate Workers are selected by the deputies based on available positions, classification, attitude and disciplinary issues/history. Do not ask or request to be an inmate worker.

Should you violate any Facility Rule or Regulation, or any Staff directive, you will be subject to disciplinary sanctions.

### **DISCIPLINARY SANCTIONS:**

- Immediate placement on lockdown for up to 48 hours.
- Placement in disciplinary segregation for up to 15 days per infraction.
- Placement in Administrative Segregation for an indefinite period of time.
- Revocation of good time and work time.
- Loss of commissary, mail, television, programs, visiting, recreation, and telephones.
- Disciplinary diet.



# ***INMATE HANDBOOK***

## ***LYON COUNTY JAIL***

### **DISCIPLINARY HEARING:**

Should you have a discipline report filed against you, other than immediate 24-48 hours lockdown, you will be provided with a Notice of Disciplinary Hearing at least 24 hours prior to the hearing. During the hearing you will be given the opportunity to testify on your own behalf. If you wish to appeal the Hearing Officer's decision, you must do so immediately (within 48 hours of decision notification) by putting in a request form with your rebuttal. In no way will appealing the decision postpone the commencement of any sanction(s) imposed. The Jail Commander or his /her designee will review the case and render a decision. You will be notified of the appeal decision in writing within five days (excluding weekends and holidays). The Jail Commander's decision will be final.

### **LYON COUNTY COURTS:**

Dayton Justice Court  
235 Main Street  
Dayton, NV 89403

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Canal Township Justice Court (Fernley)  
565 East Main Street  
Fernley, NV 89408

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Walker River Justice Court (Yerington/Silver Springs)  
911 Harvey Way  
Suite 2  
Yerington, NV 89447

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Fernley Municipal Court  
595 Silver Lace Blvd.  
Fernley, NV 89408

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Yerington Municipal Court  
102 South Main Street  
Yerington, Nevada 89447

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District Court - Third Judicial  
911 Harvey Way  
Yerington, NV 89447

# ***INMATE HANDBOOK***

## ***LYON COUNTY JAIL***

**Judge Schlegelmilch (Dept. I)**

**Judge Aberasturi (Dept. II)**

### **LYON COUNTY PUBLIC DEFENDERS:**

Kenneth V. Ward  
15 W. Main St  
Dayton NV 89403  
(775) 246-7721

Wayne Pederson  
102 N. Main Street  
Yerington, NV 89447  
(775) 463-3227

Matt Merrill  
15 W. Main St  
Dayton NV 89403  
Phone (775) 246-7721

## **COURT**

Information regarding court dates/times will not be given, do not ask Jail Staff. If you have any questions regarding your court date(s) or your case(s), contact your attorney.

### **COURT TRANSPORTS:**

Talking during court transport, or during court, is strictly prohibited.

While you are in court, you may only talk to a Deputy or an Officer of the Court. You may not speak to anyone else. Failure to abide by these rules may result in criminal charges and/or disciplinary sanctions.

Inmates are not permitted to use the telephone at any time they are outside of the facility, unless ordered by the Court.

### **RELEASE DATE CALCULATION:**

Release dates are computed after an inmate has been sentenced to time in the Lyon County Jail. Credit for good and/or work time is allowed by law, but not required. These credits are earned based on the inmate's behavior while in the facility and can be reduced or taken completely due to inmate behavior while incarcerated. Credits are calculated based on the sentence imposed.

# ***INMATE HANDBOOK***

## ***LYON COUNTY JAIL***

<u>Sentence</u>	<u>Good Time (days per month)</u>	<u>Work Time (days per month)</u>
15-29 Days	0	3
30-179 Days	5	5
180-269 Days	5	7
270-365 Days	5	10

If you are sentenced to jail time in lieu of paying fines, you are not eligible for good and work time credit. Credit for time already served is decided by the Court that imposed your sentenced. The Jail has no say in these matters. Any questions regarding these matters must be directed to your attorney and or the Court of jurisdiction. Per NRS 211.415, you will be billed for room/board for any days that you are sentenced to the Lyon County Jail.

### **RULES VIOLATIONS**

1. Committing, attempting, or conspiring to commit a crime.
2. Threatening a person or his/her property with harm.
3. Engaging in or soliciting sexual acts or favors.
4. Tampering with or blocking any locking device.
5. Adulteration of any food or drink.
6. Possession of contraband.
7. Any unauthorized communication.
8. Destroying, altering, damaging, or loss of any property.
9. Giving or offering anything of value to anyone.
10. Possession of anyone else's property.
11. Misuse or unauthorized possession of medication.
12. Failure to address Jail Staff by rank or proper title.
13. Failure to immediately obey and order/directive from Jail Staff.
14. Refusing or encouraging others to refuse work.
15. Lying or providing false/misleading information.
16. Disruptive/improper conduct (or encouraging others to do so).
17. Any unauthorized meeting, gathering or demonstration.
18. Gathering or loitering on or beneath upper tier, or on stairs.
19. Interfering with a count/inspection/cell check.
20. Making intoxicants or being intoxicated.
21. Tattooing or self-mutilation.
22. Feigning illness/injury.
23. Being in another inmate's cell or any other unauthorized area.
24. Using abusive/obscene language/gestures.
25. Unauthorized/improper use of mail, telephone, intercom.
26. Violation of visiting rules and regulations.
27. Wearing or possessing a disguise or mask.

# ***INMATE HANDBOOK***

## ***LYON COUNTY JAIL***

28. Violation of sanitation/hygiene standards.
29. Gambling or possession of gambling paraphernalia.
30. Failure to be completely dressed when out of your cell/when Staff is in the Housing Unit.
31. Participation in or encouragement of gang activity.
32. Misuse or moving of cots or mattresses.
33. Changing bed assignments without authorization.
34. Failure to return razor to dayroom after use.
35. Failure to return to your cell/bunk when Staff enters the Housing Unit.
36. Disrespect or arguing with Jail Staff
37. Destruction, alteration, damage to, or writing on Jail clothing or issued items.
38. Dress code violations
39. Violation of Food Service Regulations.
40. Violation of Expected Behavior Regulations.

### **NRS 211.2415 Reimbursement for expenses incurred by county or city.**

1. A board of county commissioners or the governing body of an incorporated city may seek reimbursement from a nonindigent prisoner for expenses incurred by the county or city for:

(a) The maintenance and support of the prisoner in a county or city jail or detention facility to which the prisoner has been assigned, including expenses incurred during a period of pretrial detention if time served during the pretrial detention is credited by the court against any sentence imposed; or

(b) The administration of an alternative program to which the prisoner has been assigned, including, without limitation, the costs of supervising the prisoner in the program.

2. The amount of reimbursement sought by a county or city pursuant to paragraph (a) of subsection 1 must not exceed the actual cost per day for the maintenance and support of the prisoner and may include, without limitation, the costs of providing heating, air-conditioning, food, clothing, bedding and medical care to a prisoner.