



Sheriff Paul D. Rich

Information Guide for Family & Friends of Sanilac County Jail Inmates

**For Information on the status of an
inmate, please call:
(810) 648-8338**

BONDING

Only cash bonds & credit cards will be accepted, except for Licensed Bonding Agents. If you have any questions about bonding information, call area code **(810) 648-8338**.

TELEPHONE, ELECTRONIC MESSAGING & ELECTRONIC PHOTO DELIVERY

Communications Kiosks located in the inmate housing areas of the Sanilac County Jail are designed for outgoing telephone calls only. It is not possible to place a phone call directly into one of these areas. This communications system is owned and operated by Smart Communications. All phone calls being placed by inmates are collect call or pin debit through SmartEvo™ Telephone Service. The party receiving that call must accept the charges before a connection is made.

Electronic Messaging & Electronic Photo Delivery is now available through Smart Communications by setting up an account at www.smartinmate.com. Once family and friends have set up an account via smartinmate.com and have become an approved user, inmates can message you (similar to texting). Once initiated by the inmate, family and friends can then reply and send messages when it's convenient for them. Inmates have access to these messages anytime they have access to a kiosk or inmate tablet.

If an emergency situation arises requiring notification of an inmate, contact the Sanilac County Jail Information Desk by calling **(810) 648-8338**. This number is not to be used to deliver a message unless a real SUBSTANTIATED EMERGENCY EXISTS.

Smart Communications Online account setup: www.smartinmate.com or www.smartjailmail.com

Are you having an issue with getting connected? Contact Customer Service below:
Smart Communication's Customer Service Number is: **1-888-843-1972**

CLASSIFICATION OF INMATES

All inmates confined in the Sanilac County Jail for a period in excess of 72 hours will be classified and assigned to the general population. Exceptions to the requirements may be permitted or required by extraordinary condition.

During the classification interview, the inmate will be given a brief orientation describing the purpose of the interview and visiting hours at the Sanilac County Jail. Any reasonable questions that the inmate may have concerning the rights and privileges for them, will be answered or explained. In addition, the programs and services available to inmates at the Sanilac County Jail will be discussed. After the classification interview, each inmate is given a cell assignment and advised to view a copy of the Inmate Rules and Regulations on the inmate kiosk once in their assigned housing unit. Any questions regarding the Inmate Rules and Regulations can be directed to any staff members.

MAIL

All incoming inmate mail shall be mailed to the mail processing center. It must include a return name and full return address. Incoming mail must be addressed to the inmate's full name, (the name and spelling under which they were booked) and an inmate ID. We will not accept mail that does not meet these requirements, with the exception of legal mail. The processing center reviews mail the same day it is received and forwards to Sanilac County Jail for review. They do not accept money orders. Mail will be reviewed once received and be available to the inmates immediately upon approval with exceptions of Sundays and holidays. Under some circumstances, mail can be withheld from the inmate and turned over to the Shift Supervisor.

Legal mail can be sent digitally to inmates (remaining privileged) via smartinmate.com or directly to 65 N. Elk St. Sandusky, MI 48471. It will be opened by an officer in the presence of the inmate and a brief check performed to verify that the contents are in fact legal nature and no contraband exist. It will then be scanned electronically into the inmate account. This is not viewable by Sanilac County Jail. Only the attorney sending correspondence and the inmate can view.

Magazines and newspapers will be received from a publisher ONLY. Any magazine or material that contains obscene pictures, racist or "hate" materials, incites violence, rape, homosexual sex or sodomy, or that otherwise compromises the safety, security or proper order of this facility will be returned to the sender.

No packages of any kind will be accepted, and will be returned to the sender.

Letters and greeting cards (plain only; no glitter, stickers, glued items, etc.) may be sent to an inmate addressed to: (No originals will be received by the inmates)

Inmates Full Name / Inmate ID
C/O Mail Processing Center
P.O. Box 9175
Seminole, FL 33775-9175

PUBLICATIONS

All inmates will be permitted to receive newspapers (from outside of Sanilac County), magazines and other types of publications, which are legally available to the general public provided that such printed material is ordered directly from the publisher, bookstore or book club.

All books, including bibles, must have soft covers. Inmates may not receive paperback books, magazines and other soft covered materials from any other source. Inmates will be permitted to accumulate three (3) books and publications in their cell at a given time. Before receiving a new daily newspaper, the inmate shall pass out his old papers to be deposited of.

The delivery of any newspaper, magazine, book or other type of publication may be withheld for a period not to exceed 72 hours in order to inspect for contraband. The delivery of any book, magazine, or other publication may be refused when there is a reason to believe that delivery to, or possession of, that particular item by an inmate would allow entry of contraband into the Sanilac County Jail, or would create a tangible security risk. In any case, where delivery is refused, the respective inmate for whom the item was intended shall be notified in writing of such and the specific reason for this action.

The inmate is entitled to a hearing on this issue and upon request, a hearing on the decision shall be provided in the same manner as described herein in the disciplinary proceedings for minor rule violations.

Inmates shall be responsible for canceling all subscriptions upon discharge or transfer from this facility. The Sanilac County Sheriff's Office is not responsible for publications received after the inmate is discharged. The Sanilac County Jail has several hundred books for inmates to read and reading material is also available on the inmate tablets. All reading material must be kept in good condition and returned to jail library in the same condition. All publications received by the Sanilac County Sheriff's Office become the property of the county.

INMATE MONEY AND PERSONAL PROPERTY

Upon admittance to the Sanilac County Jail, all inmate money will be taken at the time of booking and will be deposited in an inmate trust fund. During the inmate's period of incarceration, purchases from the commissary will be accounted for and deducted from the inmate's trust fund. At the time of an inmate's release, a check for the balance of the inmate's account will be issued, minus whatever medical expenses were incurred during their incarceration.

Under NO CIRCUMSTANCES IS THE MONEY TO BE KEPT BY INMATES IN THEIR LIVING AREA.

All personal property belonging to the inmate at the time of admittance will be confiscated by the booking officers and accounted for. The inmate will sign for this property and it will be returned upon the inmate's discharge. Jewelry will not be permitted in the confines of the Jail with the exception of a wedding ring (no Stone's), if worn by the inmate at the time of admittance to The Sanilac County Jail.

***Do not send cash through the mail. The Processing Center cannot process that!**

Inmates can be sent money via www.jailatm.com. This will be placed in their inmate trust account. Additional money can be placed directly onto their smart inmate account at smartinmate.com for phone time or entertainment purposes.

MEDICAL TREATMENT

Inmates in need of medical or dental attention will make their request known by filling out a Sanilac County Jail Medical Request Form, which is available on the inmates' kiosk and tablets within their cell location. The inmate is responsible for the reimbursement to the Sanilac County Jail for any medical expenses during their incarceration.

Inmate charges are as follows:

Doctor Visits are \$10.00, prescriptions, hospital bills, dentist bills; x-rays are at the charges rendered.

Alert the on-duty Correction Officer should an emergency request for medical treatment exist.

If an inmate should have complaints regarding their medical treatment here at the Sanilac County Jail, they should make that known to their attorney, who in turn can contact the Jail Administrator.

INDIGENT INMATE

Indigent inmates shall be defined as the inmate whose trust account has an average two (2) week balance of zero. Any inmate without funds for a two-week period may place an order to receive an indigent kit. In the event that an inmate was furnished with an indigent kit and subsequently has funds deposited in his / her account, the expense of said items shall be deducted from the inmates' trust account.

RELEASE OF FUNDS

Funds from inmate accounts will not be released by inmates during visits. If an emergency

arises whereby money is needed from an inmate's account, the inmate will send a request to the Corrections Sergeant, who will review request and if determined necessary, have commissary issue a check to be released by the inmate.

COMMISSARY

Inmate commissary is maintained by Stellar Services, LLC. for the convenience of the inmate. Commissary orders are filled every Monday. Orders can be added to daily by Kiosk, phone, or inmate table in the housing units. Inmates' can place a continual order all week, resulting in one order at delivery. The expense of the purchase will be deducted from the Inmates' trust account.

INMATE WORKER ASSIGNMENT

Inmate Workers are drawn from the sentenced inmates by the Corrections Staff and work primarily in the food service area or have custodial work assignments.

To qualify, you must not be a security risk, have any history of violent crimes or behavior and have the ability to follow orders and satisfy the job assignment. Violation of any Sanilac County Jail rule will result in the loss of inmate worker status.

REPORTING FOR JAIL

When reporting to the jail to start a sentence, you may bring with you cash that will be deposited in your inmate funds account. The only other items excepted at booking is the clothing you are wearing, along with a wallet/purse/keys/cell phone. No cigarettes or lighters are accepted. We do accept any prescribed medication that is NOT a controlled substance. All medications will be verified by our nursing staff before being dispensed.

Work Release inmates are expected to pay for 7 days work release in advance when they report or before they will be allowed to begin work release. Please call **(810-648-8338)** and they will inform the individual of the correct work release payment schedule.

Weekender fee for those sentenced to weekends is \$60.00. This will be paid prior to in inmates release each weekend.

CLOTHING FOR COURT APPEARANCES

Each inmate shall be provided with their own street clothes, brought in by the inmate or their friends or relatives, in accordance with the inmate rules, upon request for their jury trial and for any and all Court appearances whenever jail clothes would be prejudicial to the inmate.

After the inmate has been arraigned in Court, a two piece uniform will be issued to the inmate. No whites are provided to them. T-shirts, socks, and underwear are available for purchase from Stellar Commissary. Within our facility we also sell orange shorts. Only these above items of clothing are allowed in the living area of the jail.

The Sanilac County Jail WILL NOT be responsible for clothing or other personal articles left at the jail upon the inmate's discharge or transfer. All inmates have 30 days after release to pick up their property left behind before it will be discarded of.

INMATE MARRIAGE PROCEDURES

It is the policy of the Sanilac County Jail to allow weddings to be performed. Reach the Forgotten may require premarital counseling before they will perform a wedding.

All weddings will be done over video and will require a \$250.00 donation to be made to Reach the Forgotten Ministries.

Pre-Trial or un-sentenced inmates must have approval from the Prosecuting Attorney from all jurisdictions that they have a case pending in.

PRISON RAPE ELIMINATION ACT (PREA)

It is the policy of the Office of Sheriff to provide a safe and secure environment to protect the citizens of Sanilac County along with the employees and inmates committed to our care. The passage by United States Congress, in 2003, of the Prison Rape Elimination Act (PREA), reinforces previous policies and goals of the Office of Sheriff.

PREA requires that any report of sexual contact with in a correctional facility be reported and investigated. This includes the following:

- Inmates or staff engaging or attempting to engage in sexual activity
- Threatening or intimidating someone sexually
- Inappropriate touching
- Pressuring an inmate to engage in sexual acts
- Making sexual comments that include profane or abusive language or gestures
- Exposing oneself to an inmate

This includes staff, inmates, visitors and volunteers while you are in the facility or under control of Sanilac County Sheriff personnel.

If an inmate or anyone else is sexually abused or assaulted you should immediately inform a staff member.

VISITATION

All visits are scheduled by Smart Communications SmartVisit™ Video Visitation System. You can schedule through Smart Communications by:

- Visiting their website: www.smartjailmail.com or smartinmate.com
- Visiting one of the Smart Communication Kiosks located in the front lobby of the Sheriff's Office

Each inmate will be allowed two (2) scheduled visits per week onsite for free, consisting of approximately 30 minutes in duration, unless restricted for a rule violation. If visitors do not show up for the scheduled visit, it will be considered a visit.

Inmates in general population have two options for visiting. The can initiate an on-demand visit on their own with a kiosk or tablet or login in for a visit scheduled by a family member or friend.

Children under the age of 17 Years must be accompanied by an adult to visit. Visitors must produce identification with a photo, except those children accompanied by an adult.

Visitors must comply with all security regulations as directed by Sanilac County Jail personnel.

All visits will be supervised. No cell phones, purses, cigarettes, lighters or weapons allowed.

THERE WILL BE ABSOLUTELY NO SMOKING DURING VISITING ONSITE.

VISITING RULES

- All visitors must be here at least 5 minutes prior to a scheduled visit to allow time to be processed in.
- Only visitors processed in will be allowed to visit.
- All visitors must have picture ID and children under the age of 17 Years, must be accompanied by a parent or legal guardian to visit, birth certificated may be requested.

- Only 2 people are allowed to visit, and minor children of the inmate.
- MONEY can be deposited in the lobby 7 days a week 24 hours a day.
- Articles can be released on visiting days. An officer should be advised at the beginning of each visit to allow him / her time to process the articles.
- **VISITATION CAN AND WILL BE TERMINATED FOR:**
 - MISCONDUCT
 - ABUSIVE LANGUAGE
 - NUDITY
 - DRUG USE FROM EITHER SIDE
 - FOR SHOWING ELECTRONIC DEVICES ON THE SCREEN
 - OR IF DETERMINED BY SECURITY PERSONNEL TO BE IN THE BEST INTEREST OF ALL PARTIES INVOLVED.

CLERGY AND ATTORNEY VISITS

Clergy and attorneys may visit inmates between the hours of 9:00 A.M and 9:00 P.M. with the exception of lunch (11:00-12:00) and dinner (4:00pm – 5:00pm) hours.

The only time a minister or attorney may visit a member of his immediate family who is in Sanilac County Jail is via Smart Communications. No In-person visit will be allowed. Because of the problems involved, there will be no exception to this rule.

Clergy must be approved by Reach the Forgotten and the Jail Administrator.

INMATE SERVICES AND PROGRAMS FOR SANILAC COUNTY INMATES

All Inmates services are a privilege, controlled by the Sanilac County Jail Administration.

Psychological Component:

- Individual Counseling
- Group Therapy
- Crisis counseling (people experiencing some kind of crisis in the Sanilac County Jail).
- Alcoholics Anonymous Meeting and Narcotic's Anonymous Meetings.
- Substance Use

All rehabilitation services are free whether the individual is currently in Sanilac County Jail or not. Lack of funds does not and should not prevent a prisoner from taking advantage of rehabilitation Services.

To apply for Sanilac County Jail services, inmates will be need to submit a request for the service desired by utilizing the Kiosk located within the inmates' cell location.

PLEASE, if you notice any behavior or conversation during a visit which may indicate the person you have visited may attempt to injure himself / herself or others, or may be contemplating of an escape attempt, please ask to speak to a corrections supervisor immediately.

Inmates housed for other jurisdictions or agencies will addressed on a case by case bases.

Contact Information

Sanilac County Jail

65 N. Elk St. Sandusky, MI 48472

(810) 648-8338