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| ***Lyon County Sheriff’s Office Inmate Handbook*** |
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**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. All Lyon County meals are handled by a third party vendor. The menu has been established and verified by nutritionist and follow standard guidelines.

You have the right to *reasonable* access/contact with your Attorney of Record, *as determined by the Jail Commander or his/her designee.* The jail is not responsible for contacting your attorney.

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.
2. Complete an Inmate Grievance/Request Form. Detail the circumstances of your grievance and submit. You will receive a response from a Jail Deputy or Supervisor (Depending on the severity of grievance) 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. If you have received an answer to your grievance and wish to appeal, you must submit your appeal via the kiosk and write the word APPEAL in your narrative. You will receive a response within ten (10) days, excluding weekends and holidays. The Jail Lieutenant’s decision will be final.
6. Abuse of the Inmate Grievance procedure may result in the suspension of the offending inmate’s grievance rights.
7. Grievance forms are submitted via the kiosk in the cell block. The response is also on the kiosk. If you cannot access the kiosk for some reason, request a paper form.

**INMATE REQUESTS**

Requests and/or questions may be brought to the attention of the Floor Deputy throughout the day. Requests and/or questions will not be answered during Formal Headcount, Pill Call or meal service. If the Floor Deputy is unable to assist you with your request, you may submit a request form at any time via the kiosk in the cell block. Your request will be answered within five (5) days.

1. Floor Deputies reserve the right to refuse unreasonable requests.
2. 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.

**EXPECTED BEHAVIOR**

You are expected and required to comply will 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. You may remain at a visiting station during your scheduled visit unless specifically directed by a deputy to return to your cell.

**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 any time you are outside your cell, both the shirt and pants including sandals or shoes.

3. You will be dressed (Uniform Shirt and Pants) anytime a deputy is in the cellblock. (Excluding the period of lockdown from lights out (approx. 10pm) to morning wakeup (approx. 4am).

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. 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. Any jewelry that cannot be removed by normal means may be cut and/or you may be placed in administrative segregation if the jewelry cannot be removed and possess a security/safety risk to you or others.

**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 of privileges; therefore, it is in your best interest to comply fully with all Facility Rules and Regulations. If you are classified as Max or Administrative Segregation upon booking, your classification can be reviewed after the first 15 days of incarceration, and then every 30 days after. If you are moved to a more restrictive classification due to your actions or behavior after you have been housed, you must wait 30 days prior to requesting re-classification.

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/ADMINISTRATIVE/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.). Unless approved by a supervisor on a case by case basis.

**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.

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**

US Currency in your possession during booking will be taken and placed in your inmate account. If you have a check made out to you, it will be put on your property. After 15 days in this facility, you can request that check to be placed on your books. We will only accept payroll checks or government checks. Personal checks will not be put on your books. Money can be put on your books through www.jailatm.com or visiting in the Kiosk at the main Sheriff’s Office Lobby in Yerington. Any cash, check or money order sent to the jail will be returned to sender or placed in your property.

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 (other than prescription medications or other medical devices) for any inmate from any outside source. **WE WILL NOT ACCESS YOUR CELL PHONE TO PROVIDE CONTACT NUMBERS.**

**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 after 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 in the original unopened container. 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. To access the Jail Doctor or Nurse, you are required to complete an Inmate Medical Request Form on the kiosk, or paper request if you cannot access the kiosk. Inmates may be charged $10.00 for every visit to the Jail Doctor/Nurse and a co-pay for OTC and Prescription Medications. Emergency medical treatment is obtained at the local hospital at the discretion of the Doctor/Nurse. Any decision by the Jail Doctor/Nurse is final, Jail staff will not override these decisions.

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.

We do not currently have mental health services for ongoing treatment, any emergency mental health situations will be addressed as needed.

**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 dayroom. 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 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. Shoes/sandals may be stored in the property tub or in the shelf under the lower bunk.

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 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 during the week. **Immediately after use, razors MUST be returned to the dayroom for collection prior to breakfast being served.**

**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 Inmate 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 during supply call. Supply call days will be posted in cellblock.

**PROPERTY BIN:** All inmates will be supplied with a property bin when they are housed. All of your possession will be neat and organized inside this bin. Any items founds outside of your bin, when not in use, may be seized as contraband, put on your property or destroyed. You must clean your bin on a regular basis.

CLOTHING

* 1 Jail issue shirt
* 1 Pair Jail issue pants
* 1 Pair Jail issued sandals
* 1 Pair of shoes ordered from Commissary
* 3 Plain T-shirts (no logo or design)
* 3 Pair of underwear (any color, boxers or briefs)
* 3 Pairs of 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

UTENSILS

* Bowl
* Cup
* Spoon

HYGIENE

* 1 Comb
* 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. ADDTIONALLY YOUR INMATE ACCOUNT WILL BE CHARGED THE FOLLOWING AMOUNT’S FOR DAMAGED/DESTROYED LINENS. (After a disciplinary hearing is conducted)**

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

**CONTACT LENSES**

**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 accordingly. You can have your books placed on your property once you are done with them. 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 or placed on your property.

**PRISONER HANDBOOK**: One Inmate 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

**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:** KOP (Keep on person) as authorized by the Jail Doctor/Nurse.

**MEDICATION**

**POSSESSION:**

You will be allowed to possess certain medications/items as prescribed by the Jail Doctor/Nurse. Over the counter medications or KOP (keep on person) will be subject to nurse/doctor and/or jail supervisor approval.

**TAKING MEDCATIONS:**

Prescribed medications are dispensed multiple times a day. You are required to line up on the wall in the dayroom and be ready to report to the deputy/Nurse when your name is called. You must bring your cup filled with water. After receiving your medication, you are required to take a drink of water. The deputy/nurse will examine your mouth with a flashlight, including under your tongue. You may refuse your medication if you wish; however, you may NOT “save” medication for later.

**MISCELLANEOUS**

**INMATE 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, you will remain on the wall until deputies call you to retrieve 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, unless on your hour out. 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 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 or pass 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 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 safeguarding 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 Services 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 on the Kiosk.

**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 group are placed in each housing unit (Classification restrictions apply). Bring your pencil to each group. Groups will be held as available by volunteers and F.A.S.T.T.

**COMMISSARY:** Commissary is ordered through the telephone/Kiosk 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:** Indigent kits are ordered once a month via request form. You must have been in the facility for 30 days, have less than $1.00 on your inmate account and have not ordered commissary in the last 30 days.

**VISITATION:** Visiting is done via video using the Kiosk in your cell block. It is by appointment only. Your visitor must sign up for an account at www.videovisitanywhere.com. Once the account has been approved, they must schedule the visit using the same website. Visiting may be schedule up to 7 days in advance and no earlier than 24 hours. Visits may be conducted from home with a computer and webcam or a smartphone with an app for a fee. Visits may be conducted at our facility via kiosk in the lobby at no charge.

* All visitors must be 18 years of age or older, or accompanied by a parent/legal guardian
* A maximum of two visitors may visit one prisoner at a time at our facility. 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.
* Any misconduct, nudity, etc. may cause your video to be cancelled and your visitors’ privileges may be revoked.
* The Jail Division reserves the right to cancel or rearrange visits to meet the needs of the Jail.
* The Lyon County Jail uses a third party, Securus Technologies, to conduct the video visiting. Any issues, billing problems, etc., are not the responsibility of the Lyon County Jail.
* You are responsible for checking if you have a scheduled visit.

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

 **POSTCARDS ONLY EXCEPT AUTHORIZED LEGAL MAIL**

* Mail must be addressed to the inmate: Full Name of Inmate & Name Number

 C/O Lyon County Jail

911 Harvey Way #1

Yerington NV 89429

* Must have complete return address.
* No Picture Postcards
* 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 cards (Birthday, etc)
* No embossing (no texture)
* No scratch and sniff stamps

**We will not accept cash, checks or money orders via mail.**

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

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

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 or placed on inmate’s property. 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.

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.

**LEGAL MAIL** IS MAIL BETWEEN YOU AND YOUR ATTORNEY ON RECORD. DO NOT SEAL YOUR EVENLOPE PRIOR TO SENDING IT OUT. Envelope must be addressed to a recognized legal organization, government agency/court or attorney/lawyer. If you require legal supplies (paper and envelope) submit a request form.

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

**E-MESSAGING:** Your friends and family can sign up for E-messages at [www.securustech.net](http://www.securustech.net). These messages are obtained via the kiosk. Fees apply, all messages are screened for content. The messages are screened and follow the same guidelines as regular mail.

**NOTARY SERVICES:** The Lyon County Sheriff’s Office does employee a number of notaries on staff. If you require the services of a notary, submit a notary request via the kiosk. The request will allow you to type out your document that you want notarized. 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 released via a Property Release Form on the Kiosk. We provide this as a service, there is no right or obligation by this facility to do so. You may request blank copies of legal forms if we can find them on the internet. You need to specify which document you require and which court. **This facility will not take legal documents (Powers of Attorney, titles, custody agreements, etc) from outside sources. Any legal documents will need to come from your lawyer or the courts.**

**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 lockdown and wake up. Televisions will be turned on after cleaning has been conducted and have been completed satisfactorily. 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.
* Revocation of good time and work time.
* Loss of commissary, mail, programs, visiting, recreation, and telephones.
* Disciplinary diet.
* Charged for cost associated with destruction of jail property.

Any inmate who repeatedly violates facility rules/regulations and receives multiple disciplinary lockdowns or proves to be a management issue, may be moved to Administrative Segregation or Maximum Security. Any inmate moved to Ad Seg or Max will be approved by a supervisor within 3 days of the move.

**DISCIPLINARY HEARING:**

Should you have a discipline report filed against you, with the intention of revoking good/work time, loss of another privilege (commissary, mail, etc.) or charging you for an item that you destroyed, you will be provided with a Notice of Disciplinary Hearing (**Does not apply to up to 48 hour lock downs or classification change**) 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 Lieutenant or his /her designee will review the case and render a decision. You will be notified of the appeal decision in writing/electronic within five days (excluding weekends and holidays). The Jail Lieutenant decision will be final.

**COURT**

**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

**Judge Schlegelmilch (Dept. I)**

**Judge Aberasturi (Dept. II)**

**LYON COUNTY PUBLIC DEFENDERS:**

Mario Walther Law Offices

(Patrick Mansfield, Moria Desmarais, Kale Brock, Mario Walther, Olga Walther)

15 W Main St

Dayton, NV 89403

775-246-7721

**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 (attorney, bailiff or Judge). 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.

**Lawyers**: The jail is not responsible for your communication with your attorney/lawyer. They will talk to you at their convenience either in person at the jail or at court, via mail or they will call us to schedule a phone conference. They may or may not accept phone calls from the jail, this is at their discretion. You may mail them a letter, which you can request legal mail supplies to do so. We will not call your lawyer for you or set up appointments.

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.

Sentence Good Time (days per month) Work Time (days per month)

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. If you are sentenced as a condition of probation, it is up to the court if you are given good/work time. 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 any 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.
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.

**Tribal Inmate**

This refers to any inmate that is housed in our facility on Tribal Charges or a Tribal Sentence.

Any Medical/Dental/Mental Health or Court issues are handled by Tribal Court, Tribal Police or Tribal Facilities. You need to request a BIA form and it will be submitted to the appropriate Tribal Resource. Tribal Police/BIA are responsible for these transports.