

SEWARD COMMUNITY JAIL INFORMATION GUIDE

We at the Seward Community Jail understand that your stay at the jail could be an experience that you or your family does not understand.

We are here to supervise your stay and to ensure your safety. We cannot answer any legal questions. We can provide you with phone numbers. Follow our directions at all times. Failure to follow any oral or written directions of an OFFICER may result in disciplinary or criminal action against you.

1. COMMUNITY JAIL OFFICERS are here to supervise your stay and to ensure your safety. Follow their directions at all times.
2. If you feel the need for counseling beyond that directed by the Court, we will be glad to contact the Seaview Community Services for you or, any local religious representative that you may wish to speak with.
3. Daily phone service is available between 8 am and 11 pm at the Jail Officer's discretion. Phone calls are recorded and logged. A phone is located in each cell and there is a flat fee of \$6.99 per 12 minutes of call time. A debit or credit card is required to place a call.

Calls to the Public Defender agency are free and are not recorded.

KENAI PUBLIC DEFENDERS OFFICE PHONE NUMBER (800) 478-3129

4. SEWARD COMMUNITY JAIL is a tobacco free jail. If you are coming into serve your jail time, leave your tobacco products at home.
5. Meals are provided three times daily. Coffee may be served at other times but no later than 10 pm. If at the time of arrest your level of intoxication is deemed a high risk by the Jail Officer then you will not be fed until after 12 hours. If you are brought in as a Protective Custody, then you will not be fed.
6. Nothing other than reading material with the limit of five books or magazines can be brought in.
7. Toothpaste, toothbrush, shaving cream, razor, toilet paper, towels, soap, comb, bedding, and clothing will be provided by the Jail. Laundry will be done by the SEWARD COMMUNITY JAIL. Showers are also provided at the jail.
8. You are responsible for the cleanliness of your cell. Cleaning supplies will be provided by the Jail. Remember that the cells are the property of the SEWARD COMMUNITY JAIL and you will be held responsible for any damage done to them.

9. You may be told by the Jail Officer to complete routine housekeeping in or around the jail. General housekeeping is considered a part of the jail's program. Lights are on high at 6 am and turned on low at 11 pm.
10. Authorized medicine prescribed for you by your doctor will be administered and kept by the jail. If you feel sick tell the Jail Officer. You are financially responsible for any prior medical problems.
11. Mail can be sent or received at any time. Postage will not be provided. Mail is inspected by the Jail Officer.
12. General visitation is offered to anyone 18 or older who is willing to comply with the Seward Community Jail. General visitation is scheduled between 7 pm to 8 pm each Tuesday and Thursday. Saturday visitation is scheduled between 1 pm to 3 pm. The duration of the visit is dependent on the number of visitors seeking visitation.
13. Everyone requesting visitation will provide proper photo identification and submit to a pat search. Should anyone refuse to comply, the visitation will be denied.
14. If you know of someone coming to visit during your stay; contact the jail and get the approval visitation form. This form needs to be filled out in full if that person wants to visit with you. A copy is also attached to this booklet.
15. If a security check shows the visitor to be under Department of Correction's supervision and/or probation, written permission must be obtained from that person's Parole/Probation Officer and the Jail Supervisor, before visitation is approved. All Court ordered "No Contact Orders" and conditions of parole/probation will be enforced.
16. All visitors with felony convictions within the past five (5) years will be reviewed on a case by case basis. Complete criminal history will be considered. This request will be turned in to the Supervisor or Lieutenant within five (5) working days before the visit for approval.
17. SEWARD COMMUNITY JAIL does not have an outdoor exercise yard. An indoor exercise room with a variety of equipment is available for non-intoxicated, nonviolent detainees' use. It is open during the hours of 9 am to 11 pm. Use is dependent upon the discretion of the Jail Officer.
18. **Un-sentenced inmates** in custody are allowed out of their cell to walk the cell block and use the shower. This privilege depends upon the inmate's cooperation with the SEWARD COMMUNITY JAIL.

19. SEWARD COMMUNITY JAIL is a temporary holding facility. We do not keep anyone longer than 30 days.
20. Items that are **NOT** permitted in the facility:
 - a. Controlled substances as defined by Alaska Statute 11.71.
 - b. Items of metal, hard plastic or glass – anything that, in the opinion of the Correctional Officer, is considered dangerous or could be fashioned into a weapon.
 - c. Items purchased by the detainee, his/her friends or family. To wit: food, cigarettes, etc.
 - d. Items that may be considered hazardous, unnecessary, or which may disrupt the continuity of normal operations.
 - e. All electronics, which includes items transferred with a detainee from another facility.
 - f. Paperclips and staples. These items will be removed from all property before it is given to the detainee.
 - g. Alcohol, knives or any other item considered contraband under Department of Corrections Policy and Procedures 811.05. Alcohol, tobacco and food items will be disposed of. All knives and other contraband items will be returned to the arresting officer.

21. **Detainee Violation of Jail Rules and Regulations**

Any detainee who willfully violates any rules or regulations regarding detainee conduct is subject to one or more of the following disciplinary actions:

- a. Loss of good time
- b. Loss of Day Room privileges
- c. Loss of visitation rights
- d. Transfer to a more secure facility

SEWARD COMMUNITY JAIL APPROVAL FOR VISITATION

Please print clearly and provide all the requested information and return to the Seward Police Department at least one day prior to the day of visitation.

NAME OF VISITOR: _____

DATE OF BIRTH: _____ PHONE NUMBER: _____

DRIVERS LICENSE# _____ STATE HELD IN: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____

DETAINEE NAME: _____

To be filled out by Police Department Personnel

No criminal history: _____

See attached _____

Dispatcher: _____ Date: _____

Visitation approved _____ Not approved _____

Jail Supervisor