



2006

PITKIN COUNTY JAIL

VISITOR'S GUIDE





515 East Bleeker Street · Aspen, CO 81611

PITKIN COUNTY JAIL

VISITS



TIMES

Inmates may be allowed one-hour visits every day, depending on staff approval, and may have up to three visitors at a time.

Visiting hours are Monday-Friday 6:30pm-7:30pm and Saturday and Sunday 10:00am-11:00am. Visits are conducted on a “no contact” basis with the use of visitor phones. Please remain in your seat until the end of your visit. Children should also remain in their seats and not wander around the jail. Crayons and coloring books are available from the on duty officer. Visits are conducted on a ‘first come, first serve’ basis.

Attorney and religious visits will be accommodated by the staff and may be at times other than visiting hours.

IDENTIFICATION REQUIRED

Visitors must provide valid and current picture identification.

The following forms of ID will be accepted:

- *Driver's License
- *Non-Driver's License DMV card
- *Passport
- *US Military ID card

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- *US Military ID card
- *Green Card

All visitors under 18 years of age must be accompanied by a parent or legal guardian. If accompanied by other than a parent or legal guardian, they must provide a notarized letter of consent from a parent or legal guardian. Documentation that substantiates legal guardianship must be provided.

PROCESS

Once you show proper identification, you will fill out a short biographical visitor's form. You will be asked to place your jackets, hats, and all the contents of your pockets in the storage lockers. The jail will provide free tokens for the lockers. You may be searched and asked to pass through the metal detector. Be aware that any garments with metal parts will not pass. (Women visitors should not wear underwire bras.)

PITKIN COUNTY JAIL

Warrant checks may be done on visitors entering this facility.

Tobacco products, lighters and matches are **NOT** allowed in this facility and are considered to be contraband.

It is a felony to introduce contraband into a detention facility. Contraband is any object or substance deemed illegal by state statute or unauthorized by jail rules.

An inmate may not have visitors if he is on disciplinary or administrative lock down.

YOU WILL NOT BE ADMITTED IF

You are wearing provocative clothing.

You are under or suspected of being under the influence of drugs or alcohol.

You are suspected of smuggling contraband into the facility.

You are disruptive.

You have been an inmate of the Pitkin County Jail during the last thirty (30) days.

ACCEPTABLE ITEMS FOR INMATES

Money in the form of cash or money order (no personal checks)

Books and magazines (no pornography)

Money in the form of cash or money order (no personal checks)
Books and magazines (no pornography)
Sneakers
CD's, tapes
Personal Walkman/Discman/MP3 player (with headphones, no speakers)
Pictures (no frames)

Any items brought in must be given to the on-duty officer. After the items are searched, they will be given to the inmate.



PITKIN COUNTY JAIL

UNACCEPTABLE ITEMS

Food
Drinks
Clothing
Jewelry (may have religious necklace, an inexpensive watch, and a wedding band)
Tobacco products
Gum and Candy

Inmates may not possess money, jewelry or other valuable property while detained. Upon admission, money will be turned in to the booking officer and will be credited to the inmate's account, and all other valuables will be held in safe-keeping. If you as a visitor leave money, that money will go to the inmate's account. The inmate will receive a receipt for that deposit. An inmate may release any and all personal property to a visitor.

If an inmate is being deported, he may receive a small bag of personal items that are subject to search by detention deputies and Immigration officers. These items will be released to Immigration with the inmate.

There is a list of items that an inmate may take to the Colorado Department of Corrections. It is available upon request from any detention deputy.

GENERAL INFORMATION

Inmates are issued the rules and regulations of the facility. They are told what is required within their living quarters, have a grievance and complaint procedure

Inmates are issued the rules and regulations of the facility. They are told what is required within their living quarters, have a grievance and complaint procedure and access to medical care and law books. They may also participate in Alcoholics Anonymous, Narcotics Anonymous, Christian Fellowship, and for non-English speaking inmates, English as a Second Language classes.

Sentenced inmates at the Pitkin County Jail may be granted good time, provided that the inmate conducts himself in accordance with the rules of the jail. Good time may be awarded up to a maximum of twelve (12) days a month.

Often you will have questions about conditions of confinement. If the inmate cannot answer them, or you have concerns about the well-being of the inmate, please speak to a detention deputy or call the jail at (970)-920-5331.

PITKIN COUNTY JAIL

To the extent possible, the explanation below describes jail life.

NEW ADMISSIONS: Upon admission, arrestees will be processed (booked) and medically screened. The inmate will be classified and housed according to this classification. Inmates may be segregated from the general population for medical reasons, for protective custody or because they may be a danger to themselves or others, or for the general security and order of the facility.

CLOTHING will be provided by the institution and cleaned on a regular basis. Inmates also receive bedding, towels, and other hygiene items. The only personal clothing an inmate may have is non-marking sneakers. All other personal clothing will be stored during incarceration and returned at discharge or transfer.

An **INMATE EXCHANGE (COMMISSARY)** sells candy, chips, soda, playing cards and toiletries. Purchases are deducted from the inmate's cash account.

MAIL Inmates are allowed to send and receive mail. Mail is subject to screening and all incoming mail will be opened in front of the inmate. The address on incoming mail should be as follows:

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Name of inmate
506 E Main St Dept J
Aspen, Co 81611

The jail will pay postage on a reasonable amount of out going mail.



PITKIN COUNTY JAIL

LEGAL MAIL

to attorneys, judges, public officials and law enforcement agencies is sent sealed. Incoming legal mail is delivered personally by an officer. It will be opened in front of the inmate and will not be read by the officer.



PHONE CALLS

Inmates may make station to station and collect phone calls from inmate phones. Inmates may not receive incoming calls. Emergency incoming calls will be taken at the booking desk and a message to the intended inmate will be delivered as soon as possible. Phone cards must be purchased through the jail. Outside phone cards do not work on our system.

MEALS

All inmates are provided with hot nutritional meals for lunch and dinner. Cereal and fruit are available for breakfast.

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RECREATIONAL ACTIVITIES available for inmates include gym time with volleyball, weight lifting, and basketball. There is also television, movies, and outside time, weather and staffing permitting.

EDUCATIONAL PROGRAMS include English as a Second Language class and a high school GED (general equivalency diploma) class. These are provided by volunteers and are conducted at the jail. Inmates should inquire about these programs.

RELIGIOUS AND COUNSELING SERVICES are available to the inmates. Inmate fellowship is held twice a week in the jail. Counseling by the Aspen Counseling Center may be provided upon request.

MEDICAL, DENTAL, AND MENTAL HEALTH CARE is provided. If you believe your loved one is not receiving proper treatment, call the facility with your concerns. The jail is responsible for care and custody for all inmates and your concerns are important.

WORK RELEASE PROGRAM Pitkin County does have a work release program for sentenced inmates. This must be granted by the judge and approved by jail administration.

THE LEGAL PROCESS

This handbook is designed to give you, the visitor, the most information possible. The following will give you an overview of the legal process. District Court convenes on scheduled or designated Mondays at 10:30am, with exceptions for holidays. County Court convenes most Tuesdays at 9:00am.



ADVISEMENT

WHAT WILL HAPPEN? The defendant appears before the judge for the first time and hears the charges, the possible penalties and certain rights, including the right to an attorney. If the charge is a felony, the case will be sent to District Court. If it is a misdemeanor, it will be sent to County Court. The defendant may ask the judge for a bond modification at this time. The judge may lower the bond amount, raise the bond amount, grant a personal recognizance bond (no money is required), or leave the bond as is. (Bond is the same thing as bail.) The judge will also set the next court appearance.

MAY I ATTEND? Yes. However, there are no set times for advisements and are held when a judge is available. This varies from day to day. You may attend any and all of the court appearances.

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IS THERE ANYTHING I SHOULD DO? Gather as much information as possible. Obtain the permanent docket number in the court clerk's office. Find out whether bail is allowed and the amount.

HOW WILL I GET MONEY FOR BOND? If you have money, you can post it at any time at the jail where the defendant is held. Cash, money orders and certified banker's checks are the only forms of payment accepted. Banker's checks will be made out to "Pitkin County Combined Courts". If you do not have bond money, you can contact a state licensed bail bondsman or your attorney for instructions. A list of bail bondsmen is available from any detention officer. Officers may not recommend a bondsman.

WHAT IS DONE WITH BOND MONEY? Bond money is held by the courts. If you have paid a bondsman, you will not receive that money back. That is their fee for securing the bond. If you have paid the full amount without a bondsman, you will receive that money back when the case is over, provided the defendant goes back to court on all necessary dates. The money is kept if the defendant fails to go to court. A failure to appear warrant will be issued for the defendant.

CAN I BOND AN INMATE WHO HAS AN IMMIGRATION HOLD?

Yes. However, if an inmate with an immigration hold is bonded he will not be released from custody. Immigration (ICE: Immigration and Customs Enforcement) will be notified that the inmate has been bonded on the local charges and is ready for pick-up. Immigration will then pick up the inmate and transport him to one of their facilities. An immigration hearing will be held to determine whether or not that inmate will have a bond set.

FILING OF CHARGES AND OBTAINING AN ATTORNEY

Formal charges will be filed by the District Attorney in court early in the case. If the defendant does not have an attorney at this time, the judge will ask about plans for one. In all felony cases, there is a right to an attorney. It is the responsibility of the defendant to obtain an attorney either by hiring one or applying for the Public Defender. The jail has application forms for the Public Defender.

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PRELIMINARY HEARING

In felonies, there is a right to a preliminary hearing, at which the District Attorney would have to prove to the judge that there is probable cause to believe that the defendant committed the crime.

PITKIN COUNTY JAIL

PLEA OFFER / ARRAIGNMENT

The District Attorney may offer to resolve the case by offering to dismiss charges or make sentence concessions if there is a plea of guilty to one or more charges. This offer will be in writing. If the offer is accepted, a plea of "Guilty" is entered. The next step will be a meeting with a probation officer who will prepare a pre-sentence report. If the offer is not accepted, then a plea of "Not Guilty" is entered.

MOTIONS HEARINGS AND TRIAL

If a plea of "Not Guilty" is entered, there may be some pretrial hearings in court and eventually, a trial. If the defendant is found "Not Guilty", he is released from the charges. If the defendant has an immigration hold, ICE will be contacted that inmate is ready for transport. If the defendant is found guilty, the next step will be a meeting with a probation officer who will prepare a pre-sentence report. The defendant remains in custody.

PRE-SENTENCE REPORT

The probation officer will ask the inmate about himself, his family, the offense, his prior criminal history, etc. That officer will prepare a report which is given to the judge, the District Attorney, and to the inmate and his attorney before sentencing.

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SENTENCING

The judge will impose a sentence. The district Attorney, the defendant, and the defendant's attorney will each have an opportunity to speak. The family may also choose to speak at this time.

TRANSPORTING

If the defendant is sentenced to prison or to a community corrections facility, the Pitkin County Sheriff's office will transport him. Due to security concerns, neither the inmate nor his family will be told the exact day and time of the transport.





If you have any questions that have not been answered here, please phone the jail at (970)-920-5331 and we will help you.

You can also access our website at

www.aspenpitkin.com .





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Aspen, Co. 81611

Phone: 970-920-5331
Fax: 970-920-5489
