

DICKINSON COUNTY JAIL

INMATE RULES HANDBOOK

Revised March 2018

Inmate Rules Handbook

All inmates entering the Dickinson County Jail shall read and become familiar with the Inmate Rules Handbook. Inmates are responsible for adhering to all the rules herein, while they are incarcerated. Handbooks are located in each cell and available (24) hours a day. The handbook shall not be damaged.

This handbook has been prepared for the benefit of the inmate. The inmates should read it so that they are aware of what rules they must obey and what jail services are available to them. The handbook is a basic guide and is not intended to cover all rules and regulations of the jail.

Failure to read this handbook is not a defense for non-compliance with the contents herein.

Guideline

The charges pending against an inmate are not of concern to the staff of the Dickinson County Jail. The staff has no desire to discuss an inmate's case. That is a matter between the inmate, their lawyer, and the courts. An inmate's stay at the jail will pass without consequence if they act in accordance with the jail rules.

Control

The operation and control of the Dickinson County Jail is the sole responsibility of the jail staff. No inmate shall be found to have authority or disciplinary control over other inmates.

Obedience to Staff

The jail staff is in control of this facility at all times. Inmates shall follow instructions given by the staff. Failure to do so will result in disciplinary action against the inmate.

Warning

Inmates are to be advised that anything they say or do while incarcerated in jail can be used against them. They have no right to privacy in this regard. This does not apply to an inmate's meetings with their legal counsel. Inmates should also be aware that they and the premises they occupy are subject to search at random. Jail staff shall conduct random searches without notice. Inmates shall not be allowed in their cells at the time of search.

Fire Precautions

In the event of a fire, inmates are instructed to advise the jail officer on duty of the situation. They then shall follow all instructions or directions given to them by the jail staff. The staff is trained in how to handle these situations.

The use of lighters, matches, or other fire producing devices, is prohibited inside the Dickinson County Jail.

Issued Inmate Property

The inmate is responsible for each item of property issued to them by jail staff. Destruction or loss of property may result in replacement costs being furnished by the inmate or in some cases, a criminal charge being filed against the inmate.

Personal Property

All personal property including, but not limited to, money, jewelry, and clothing that was in the possession of the inmate at the time of booking into this facility, shall be inventoried and stored by the jail staff. The items will be returned to the inmate upon their release or transfer to another facility.

Authorized Inmate Possessions

- 5 personal photographs with no backing (Polaroid and sexually explicit photos are not acceptable)
- Legal papers – reasonable amount to be determined by staff
- Prescription eyeglasses, hearing aids, and dentures
- 1 pair of contact lenses
 - 1 contact case
 - 1 contact solution
- 1 Bible
- 2 jail approved books
- Jail issued bed linen
 - 1 sheet
 - 1 mat
 - 1 pillow case
 - 1 blanket, 2 blankets in winter months
- Jail issued clothing
 - 1 uniform top
 - 1 uniform pair of pants
 - 1 pair of socks
 - 1 pair of underwear
 - 1 T-shirt

- 1 pair of jail issued sandals
- Female inmates: 1 sports bra
- Jail issued personal hygiene items
 - 1 deodorant (solid or roll-on type only, no aerosol)
 - 1 tube tooth paste
 - 1 toothbrush
 - 1 comb
 - 2 hair ties (no metal connections)
 - Jail issue body wash is provided per cell
- 1 towel
- 1 wash cloth
- 1 jail issued ink pen
- 3 envelopes
- Personal letters – reasonable amount to be determined by staff
- Consumable commissary items – reasonable amount to be determined by staff
- 1 coffee cup purchased on commissary
- 1 solo cup purchased on commissary

WITHOUT EXCEPTION, NO PERSONAL CLOTHING OR HYGIENE PRODUCTS ARE ALLOWED IN THE CELLS.

The jail will not accept items for inmates scheduled to be transported to an institution. It is the sole responsibility of the inmate to make arrangements for their personal property to be picked up prior to transfer; and a written release to property shall be provided to the jail staff in that regard. If an inmate fails to make said arrangements, all property left at the jail for a period of 60 days shall be disposed of.

If an inmate is unable to post bond, or is denied bond, all money in their possession shall be placed into the inmate commissary account. The balance of the inmate's account is provided to them upon release from this facility. Money may be left for the inmates between the hours of (M-F 8:00am and 4:30pm) unless approved by administration. Only cash will be accepted. Money may not be transferred from one account to another.

An inmate may release all or part of their property or money from their account to persons or agencies outside of the jail facility by presenting the jail staff with a written request stating the amount to be released and the reason for the request. At no time will an inmate be allowed to release property or money to another inmate.

Contraband

Contraband is anything in your possession prohibited by the policies, procedures, rules, and regulations of the Dickinson County Jail. You are prohibited from having in your possession, or under your control, items that are not:

1. Issued to you by the Dickinson County Jail staff.
2. Purchased by you through commissary.
3. Authorized by the Dickinson County Jail Administrator or his designee.
4. In their original condition. Modifying or altering any item, whether issued or purchased, is not permitted.

Personal Property of Inmates Sentenced to Oakdale

Inmates, who have received a sentence to be served in the custody of the department of corrections, may take only a limited amount of personal items with them to Oakdale. Oakdale will only accept the following property:

- Pictures (no Polaroid type)
- Watches – valued under \$50.00
- Plain wedding bands – no gemstones
- Necklace with religious medallion
- Medical alert bracelet/necklace
- Bible
- Address book
- Legal papers

Cleanliness and Upkeep of Cells

Cleanliness is mandatory and is the obligation of each inmate to keep the cell and his/her person clean and orderly at all times. Any inmate not conforming to these rules will be subject to disciplinary action.

- Cleaning supplies will be provided to inmates on a regularly scheduled cleaning days.
- Failure to participate in the cleaning detail will result in suspension of privileges.
- The walls, floors, ceilings, toilets, sink and showers shall be kept clean.
- For the purpose of cleaning ONLY, inmates may wear disposable gloves. These gloves shall be worn in the presence of staff and returned to staff immediately following the cleaning detail.
- Bunks will be kept neat and orderly at all times.
- No drink, food, or food containers shall be kept in the cell, unless purchased from the inmate's commissary account.
- All food from daily meals must be eaten or discarded (1) hour after the evening meal, **no exceptions**.

Inmate Hygiene

Inmates shall maintain themselves in a manner to ensure a sanitary environment in jail. All inmates held over 24 hours shall be required to shower and bathe prior to moving into the main population of the jail. Inmates may be required to shave or cut their hair for health reasons. Female inmates shall be furnished with sanitary napkins, as required.

You are expected to keep your body, clothing, and bedding clean at all times – to take a shower daily, shave during that part of the day when razors are made available, and to keep your hair clean and combed.

Rules of Order

Inmates should be advised that their behavior will be monitored by means of video observation; as well as personal observation,

- An inmate will wear his or her jail uniform in the proper manner at all times, except for usage of the shower.
- An inmate will be responsible for keeping his or her clothes and linen intact and complete.
- An inmate will not destroy or deface any jail property or any other property belonging to another inmate, officer, or visitor.
- Any picture or other articles found stuck to the walls, ceilings, bunks, etc. shall be destroyed.
- An inmate will be polite in communication with visitors and officers.
- An inmate will refrain from making excessive noise in the facility.
- An inmate will never leave the area they are confined to without the permission of the jail officer.
- An inmate will never enter the jail office, or storage area, unless directed to by the jail staff.
- An inmate will not communicate with the public verbally, by written note, or by any other form of communication, unless it is through normally permitted channels.
- An inmate will be responsible to keep his or her person clean and free of vermin.
- An inmate must never make remarks aimed at jail officers that are threatening, obscene, or contain sexual overtones.
- Possession of contraband is prohibited. Contraband is defined as any item not issued or expressly permitted by the jail staff.
- Violations of jail rules will result in inter-facility disciplinary procedures, as set forth in department policies and procedures.
- An inmate may not use towels, clothing, or any other materials that would obstruct the camera or jail officer from viewing them. At no time will clothing,

bedding, or towels be allowed to hang suspended; but will instead be kept folded in a neat and orderly fashion.

- An inmate must never hang, affix, or store items on the shower curtain hooks. The only permitted use of these hooks is to secure the curtain. Further, an inmate must never hang items from the shower curtain.
- An inmate must never affix items on the shower head, stool, or sink in order to alter the stream or pressure of water.
- An inmate shall not touch or handle the mattresses and pillows stored in 1305 without being directed by staff to do so.

Telephone calls to the courthouse, sheriff's office, or employees of the sheriff's office are prohibited. Telephones may be turned off periodically for security reasons.

Intercom and Emergency Call Button

The emergency call button can be used to call for assistance in the case of an **EMERGENCY** only. Emergencies must consist of life threatening medical problems, fights or disturbances, suicide attempts, fires, water flooding or sewer back-up. All other **NON-EMERGENCY** problems will continue to be handled through a request form or through direct staff contact. **ANYONE ABUSING THE EMERGENCY INTERCOM SYSTEM MAY BE SUBJECT TO DISCIPLINARY ACTION.**

Disciplinary Procedures

LEVEL 1(Simple Infractions) – Those inmates receiving discipline for simple infractions will be subject to the following restrictions.

- Commissary privileges revoked for a period of up to 2 weeks.
- Exercise (indoor and outdoor) privileges revoked for a period of up to 2 weeks.
- Visitation privileges revoked for a period of up to 2 weeks.

LEVEL 2 (Serious Infractions) - Those inmates receiving discipline for serious infractions will be subject to the following restrictions.

- Commissary privileges revoked for a period of up to 2 weeks.
- Exercise (indoor and outdoor) privileges revoked for a period of up to 2 weeks.
- Visitation privileges revoked for a period of up to 2 weeks.
- Lockdown Status (Solitary Confinement) for a period of up to 24 hours.

LEVEL 3 (Aggravated Infractions) – Those inmates receiving discipline for aggravated infractions will be subject to the following restrictions.

- Commissary privileges revoked for a period of 2 weeks.
- Exercise (indoor and outdoor) privileges revoked for a period of 2 weeks.
- Visitation privileges revoked for a period of 2 weeks.
- Lockdown Status (Solitary Confinement) for a period of up to 30 days.
- No television for a period of 1 week.

During the course of any given restriction, further disciplinary actions may be imposed, if an inmate displays activity that warrants such action. The Dickinson County Jail maintains the right to file legal action against any inmate engaging in illegal activity.

Television

A television is provided in the dayroom of each cell and one is provided in each of the dormitory style cells. Destruction of any television or its components shall result in disciplinary action taken or a criminal charge filed.

Television may be turned on a 6:00am and will be turned off at 11:00pm daily. The volume is to be at a level that does not disturb other inmates or officers performing their duties. Arguments regarding televisions may result in loss of use. The television may be turned off at any time at the discretion of jail staff.

Lockdown

For security purposes, lockdown may occur at any time at the direction of jail staff. Regularly scheduled daily lockdown shall be from 11:00 PM to 6:00 AM. The television and telephone will be turned off, and inmates shall be quiet and respectful for other inmates.

Correspondence

Inmates may write as often as they wish, provided that the letters do not violate U.S. Post Office regulations or jail security. The Dickinson County Jail will furnish postage for a maximum of 3 First Class letters per week. Those inmates showing the ability to purchase postage stamps, envelopes, and paper will be required to do so.

- Show your full name in the upper left corner of the envelope.
- Show the name and complete address of the person you are writing.
- Envelope shall contain a maximum of 3 sheets of paper.
- Present the outgoing letter unsealed to jail staff for mailing.

Personal Mail: All personal incoming and outgoing mail shall be opened and inspected for contraband or other security issues. The Dickinson County Jail Staff reserves the right to refuse/confiscate any personal incoming or outgoing mail that they deem a risk to the security of the facility.

Legal Mail: All legal incoming mail shall be opened by the inmate in the presence of jail staff. Any contraband (staples, clips, ect) shall be removed and forfeited to jail staff. Incoming legal mail will not be read or censored by jail staff. Legal outgoing mail may be sealed by the inmate. Legal mail is defined as: letters to attorneys, judges, citizen's aid office, governor of Iowa, members of federal or state legislature, or clerks of the federal or state courts. Legal mail shall be mailed without examination or censorship.

All incoming and outgoing mail must go through the US Postal Service. Packages sent to the jail will not be allowed, without the approval of the Sheriff, Jail Administrator or designee.

Access to Courts

The county law library is available by making written requests for particular information. No more than 2 books at a time will be permitted. All materials must be given back to staff before lockdown. At no time will law books be kept in cells overnight. For greater access to the courts, letters may be written to the presiding judge, which will be forwarded without delay.

Medical Requests / Costs

It is the policy of the Dickinson County Sheriff's Office to make available necessary medical and dental care to inmates of the jail. Pursuant to the Iowa Administrative Code 201, Chapter 50.15, responsibility for the costs of medical care, dental services and products, including prescriptions, remain that of the inmate. There will be a \$10.00 charge assessed per trip to the doctor or dentist.

Medication

All prescription medication must be presented in its original container with the prescription being legible and current. Prescription medication shall be given as prescribed by a doctor or dentist. Medication shall be taken in the immediate presence of the jail officer. The inmate must show that they have taken it. All medication will be given at prescribed times.

A limited amount of over the counter medication is available at no cost for **indigent inmates**. Those inmates showing the ability to purchase over the counter medication will be required to do so.

Attorney Visitation

An inmate is entitled to see and contact their attorney, while they are incarcerated. They may attempt to contact him by phone or letter. Attorney visits may be conducted from (M-F 8:00am until 4:30pm, with the exception of weekends and holidays). Alternate times may be allowed, should circumstances warrant. For those circumstances, requests must be placed in writing and have the approval of the Sheriff, Jail Administrator or designee.

Visitation

Inmate visitation will take place on Fridays, from 12:00pm until 4:30pm. In the event that the Sheriff's Office is closed for a holiday, an alternate day will be made available for visits. Each visit will last a maximum of 30 minutes. The visitation will take place via video teleconference. The visitor will sign in at the desk in the Sheriff's Office. Staff will determine whether or not the visitors will be allowed to visit. Visitors who have been Dickinson County inmates within the last 90 days will not be allowed to visit. Inmates are advised to remember that visitation is a privilege.

Religion

All inmates will be afforded a reasonable opportunity to pursue their religious faith, while keeping with security requirements. Inmates may have their own clergy person visit them upon proof of identification. The clergy person shall not be related to the inmate or regular visitation requirements shall apply.

Meals

Inmates are served three meals a day at designated times. Food is not to be kept in the cells after finishing the meal process. All utensils provided with the meal are to be given back to the jail officer after finishing the meal. All food must be eaten or discarded (1) hour after the evening meal.

Services

The following are a list of services provided by the Dickinson County Jail:

- **Exercise:** Inmates are allowed 2 hours of exercise per week, as dictated in the Iowa Jail Rules. Exercise opportunities shall be offered twice a week on Monday's and Thursday's unless otherwise specified sometime during the early evening hours. Participation is voluntary and a privilege.
- **Notarization of Legal Papers:** The services of a notary public are available Monday through Friday between 8:00am and 4:30pm. To have a document notarized submit a request to the jail officer.
- **Commissary:** Inmates are allowed to purchase items through the jail commissary. The maximum amount an inmate is allowed to make purchase is \$25.00 per week. An account is set up for inmates to make purchases. Commissary is a privilege; inmates are encouraged to speak with a jailer officer with any questions.

Discipline and Inmate Rights

Inmates who have allegedly violated jail rules shall be provided information pertaining to the handling of disciplinary hearings consistent with the due process rights of the accused. This notice shall include the following: notice of the charges and a description of the hearing process. The jail staff shall prepare a disciplinary report of the incident. The Jail Administrator or his designee will conduct an impartial investigation within 24 hours of the time the violation is reported and to be completed without unreasonable delay, unless there are exceptional circumstances for delaying the investigation. The inmate may be moved to segregation for prehearing detention for the rule violation. The Jail Administrator or designee shall review the prehearing status within 72 hours. The inmate shall be given the information on the rules violation at least 24 hours prior to the hearing. The hearing, held in front of impartial persons (Disciplinary Hearing Board), may be held in less than 24 hours with a written consent of the inmate. The inmate will be present at the hearing, unless the inmate waives that right in writing or is a threat to the security and safety of the facility. Inmates may be excluded during testimony. Any inmate's absence shall be documented. The hearing shall take place no later than 7 days from the incident, excluding weekends and holidays. A postponement or continuance of the hearing may take place for a reasonable period and for good cause, as long as it is documented. The inmate is allowed to make a statement and present documentary evidence at the hearing and to call witnesses on their behalf, unless calling witnesses creates a threat to the security or safety of the facility. The reasons for denying such a request shall be documented. A staff member or agency representative may assist the inmate at disciplinary hearings. A representative shall be appointed when it is apparent that an inmate is not capable of collecting and presenting evidence on the inmate's own behalf. The impartial person shall base their decision solely on information obtained in the hearing process. The Jail Administrator or designee shall review all disciplinary hearings and dispositions to ensure conformity with the jail policy and procedures. A written report will be made of the decision and a copy be given to the inmate, the original along with all paperwork pertaining to said incident shall be placed in the Incident Reports binder found in the Jail Office. The inmate has the right to appeal the board's decision to the Jail Administrator or the Sheriff. The inmate must appeal the board's decision within 24 hours of receiving the written decision.

DISCIPLINE HEARING BOARD

Policy Statement:

The purpose of the Disciplinary Hearing Board is to conform with Wolf vs. McDonald, 418 U.S. 539 (1974), and other applicable state and federal laws and court dealing with refractory prisoners.

The Board will be comprised of three impartial persons appointed by the Jail Administrator or Sheriff.

The finding of the Board will be uncontestable, with a right to appeal to the Sheriff or Jail Administrator.

Disciplinary action will apply only to violations of documented rules and regulations of the Dickinson County Jail, and upon notification in writing (incident report) to the Board by the officer involved in this specific incident.

Inmate Rights

Minor rules infractions require no formal disciplinary hearing because they do not result in significant deprivation of privileges.

Inmates who have allegedly violated jail rules shall be provided information pertaining to the handling of disciplinary hearings consistent with the due process rights of the accused.

When a violation occurs and has been properly investigated, the inmate shall be given notice in writing of the alleged violation. The inmate shall be given the charges not less than 24 hours before any disciplinary proceeding. All disciplinary hearings shall take place no later than 7 days following the rule violation, excluding holidays and weekends.

Grievance Procedure

An inmate wishing to file a grievance shall do so in writing. An inmate has 3 days to file a grievance. The jail administrator has 5 days in which to respond, excluding weekends and holidays. The inmate has 3 days to appeal that decision. The Sheriff will have 10 days to respond, excluding weekends and holidays. His decision is final.

Laundry Schedule

Each cell will receive clean clothing 3 days per week. The laundry schedule is as follows:

<u>Cell 1304</u>	Sunday	Tuesday	Thursday
<u>Cell 1303D</u>	Monday	Wednesday	Friday
<u>Cell 1303A</u>	Sunday	Tuesday	Thursday
<u>Cell 1302</u>	Monday	Wednesday	Friday
<u>Cell 1301</u>	Sunday	Tuesday	Thursday

The jail officer on duty will issue clean clothing between the hours of 6PM – 9PM. Dirty laundry baskets will be collected between the hours of 9PM-11PM.

All inmates will have their blankets, sheets, and pillowcases laundered every Sunday between the hours of 7AM – 6 PM. This is without exception.

Razors/Nail Clippers/Hair Trimmers

Razors, nail clippers, and hair trimmers will be made available to inmates upon request between the hours of 6PM – 10PM.

An inmate shall at no time be allowed to have extra clothing, blankets, sheets, pillow cases, towels, or wash clothes stored in their cell. Further, an inmate shall at no time be allowed to store, drink, food or food containers in their cell; unless these items are purchased on commissary. Failure to adhere to this rule may result in a loss of privileges.

Inmate Texting

Inmate texting is available to an inmate on a first come basis. The inmate will have to request to use this service. If approved by the facility you will be provided with a device to use. Once the inmate receives the device the inmate will be asked to sign the user agreement upon first unlocking the device.

Device rules: Tampering with the housing or software of the device will risk losing device privileges and being charged for the damage. The agreement makes the inmate responsible for the device. If it is broken while it is in the inmates custody the inmate shall be charged \$200.00 and the possibility of criminal charges.

The Dickinson County Jail has complete discretion on the use of the texting devices. The inmate will not be able to text other inmates, victims, and witnesses or any other person blocked by this facility. If the facility determines the inmates behavior is a problem, they can terminate the use at any time. No rental adjustments or refunds are made in these circumstances.

The inmate shall return the device when being released from jail. The balance on the inmate's account will remain on the account. There are no refunds under any circumstance. The inmate funds will be available if the inmate come back to this facility. The inmate will also be responsible for the monthly fee. The monthly fee to rent the device is \$4.00

Funds may be added to the inmates account at any time using the **jail.im** or **reliancetelephone.com** websites. Outbound and inbound messages are \$0.09 a text. Jail staff cannot take money from inmates to fund their texting services.

Reminder that all texts are pubic and jail staff has access to all text messages that are received and sent. Text messages maybe used against you.

Rules for charging the device: The device will be charged at lockdown, unless there are problems associated with the device.