

POLK County Jail Inmate Handbook 2010

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MISSION STATEMENT OF THE POLK COUNTY JAIL

The Polk County Jail, through its dedicated and professional staff has maintained a high level of respect among the community, the Courts, the Iowa State Bar Association, and even the inmate population of the Polk County Jail. It is through this help and assistance that our mission and objectives are carried out.

THE MISSION AND OBJECTIVES OF THE POLK COUNTY JAIL

Our mission is to protect and serve citizens of Polk County by providing cost-effective care, custody, and control of legally incarcerated inmates in a safe, secure, humane, and professional environment.

HANDBOOK-ATTENTION

This handbook is a basic guide for your reference and is not intended to cover all the rules and regulations of the jail.

REMINDER

Keep in mind that the jail staff you deal with on a day-to-day basis:

- A. Did not put you in jail.
- B. Have no knowledge of your case.
- C. Can not assist you with any legal matter. Your attorney is your best source of information for matters pertaining to your case.
- D. Can not and will not provide you with legal advice.

POLK COUNTY INMATES HELD IN OTHER FACILITIES

Be advised that even though you may be housed in another facility, you are still remanded to the custody of the Polk County Sheriff. You are also subject to the rules and regulations of the jail you are housed in. If you are in violation of the rules of the host jail, you are subject to the sanctions of that jail. You must obey their rules!

U.S. MARSHALS SERVICE

The United States Marshal Service and the Polk County Sheriff's Office have a joint partnership that houses federal inmates within the Southern District of Iowa.

All inmates are under the control of the Polk County Sheriff's Office. **All** inmates are expected to follow **all** of the rules of the Polk County Jail.

Regardless of which branch of government has charged an inmate with a crime, no inmate is more or less important than another this attitude will not be tolerated.

FEDERAL INMATE BEHAVIOR/WRITE UPS

All behavior and/or disciplinary reports will be sent to the U.S. Marshals Service by the Polk County Jail. These reports can have a serious impact on your future. A copy of those reports will be sent to the U.S. Probation Office and the Officer overseeing your case. Your behaviors and actions may also be sent to the sentencing Judge. The Bureau of Prisons will be sent a copy of the reports to determine the security and location of your confinement if sentenced to prison.

READ THIS BOOK-LEARN THE RULES

After it has been determined that you will be kept in jail and you are assigned to a housing unit, you will have access to an inmate rule book. This book is your responsibility. Take care of it. If it is damaged, you must pay for it. Please do not write on the handbook. Read the entire book! This book has been prepared for your benefit. You should read it carefully and completely so that you know what behavior we expect of you and what services are available to you.

Failure to read and learn this handbook will NOT be considered an acceptable excuse for not following the rules.

All paperwork must have your full name (first, middle and last) printed and cell assignment written clearly to be processed. This includes all kites, mail, and newspaper order forms. All items will be returned to you if your full name is not printed clearly.

EMERGENCY SITUATION

During an emergency situation a whistle will be blown and/or jail staff will give the order for all inmates to return to their bunks. All inmates are to immediately go to their bunks or lay face down on the ground. All inmates are to remain silent; any inmate that does not comply with this order will be considered a threat and dealt with accordingly.

BEHAVIOR CONTROL

No one wants to be "locked up", but the Court has directed that we keep you confined. Your attitude and actions will determine how you are treated by others while you are here. You are responsible for your own behavior! If you follow the rules of the jail, you will have no problems.

Your personal behavior control is your responsibility. If you have trouble controlling your behavior, the jail has programs available to help you. Ask your housing officer or sign up for programs on the days and times posted in your housing unit.

Be advised that the Polk County Jail uses chemical agents, electronic Taser units, and other methods to control disruptive behavior, when necessary.

CELL DOORS-ATTENTION

Cell doors and security doors are remotely operated. Do not put any part of your body in the doorway when doors are moving. Injuries allegedly caused while the door is moving will be considered to be deliberately caused by you and are therefore a rule violation (see rule number 2.5). Do not stand in the doorways, unless directed to do so by jail staff. Do not block doorways or windows.

Cell Doors: If you are assigned to a housing unit with cell doors, you are to keep the cell door closed at all times. When you enter the cell, close the door behind you. When you exit or leave the cell, close the door behind you. This rule is not negotiable and will be enforced throughout the jail.

If the inmate fails to comply he/she will be subject to rule violations 4.17, 4.40. See Prohibited acts pages 36-39.

INMATE ORENTATION

A video presentation concerning the inmate rules, regulations and programs within the jail is played daily in the Pre-Classification Housing Units. Other videos concerning inmate dental health, health care and health education may be played as well.

WARNING

Be advised that anything you say or do while incarcerated at the Polk County Jail can be used against you. You have no right to privacy by law in this regard. Further, you have no right to the expectation of privacy by law, or by implication, unless specifically stated in this manual or by subsequent order. Due to the tendency of some people to secure contraband items: drugs, weapons, personal property belonging to other inmates, etc., cell and personal searches are necessary. They are routinely done by staff throughout your stay. You may not be in your cell or bunk area at the time of the search. You must cooperate with searches and follow all orders given by any staff member.

INMATE SUPERVISION

The Polk County Jail is a cross-gender supervision facility. Male inmates may be supervised by female officers, and female inmates may be supervised by male officers. Opposite gender officers will announce their presence before entering a housing unit for the first time. Be advised that if you have an opposite gender officer supervising your unit, no further announcements will be made. Inmates are expected to meet the acceptable clothing standards of the jail. Furthermore, inmates are subject to disciplinary action for inappropriate behavior towards jail staff or other inmates of either gender.

NON-ENGLISH SPEAKING INMATES

Persons who do not speak or understand English shall receive language assistance during important times during their incarceration. This includes, but is not limited to, intake and booking, court, classification or other staff interviews, and visits to the medical department.

Any inmate or staff member who becomes aware of a non-English speaking inmate will notify the jail administration. The Inmate handbook, when reversed, is also in Spanish.

CHARGE FOR ROOM AND ADMINISTRATIVE COSTS AND ROOM AND BOARD; IOWA CODE 356.5, 356.7, 910.2, 910.3

If you are 18 years of age or older and convicted of a State offense, the Polk County Sheriff may charge you for the actual administrative costs relating to your arrest and for room and board, also for any medical aid provided to you.

The Sheriff may request the Court to include the amount owed within the order for payment of restitution.

Inmates with Probation and Parole Violations will be charged, if the State is not paying a per diem rate to the Sheriff's Office.

Inmates who become inmate workers will not be charged for any day they are an inmate worker. Inmates participating in the In House Drug Treatment Program will not be charged. The defendant may appeal these charges to the Polk County Jail Administration.

The current rates are available upon request. The Sheriff may forgive these costs.

FIRE PRECAUTIONS

In the event of a fire, tell the jail staff at once and do exactly what you are told, when you are told! A fire in the Polk County Jail building is very serious. Follow the staffs' directions; they have been trained in the proper fire/smoke emergency procedures and know the status of a fire and have the resources to handle fire or smoke problems. Do as you are told and only what you are told, nothing else.

TORNADO WARNING AND OTHER EMERGENCIES

During the event of a tornado warning or other emergency situation, you are to do exactly what you are told to do by the jail staff.

SMOKING/TOBACCO PRODUCTS

The use or possession of tobacco products within the confines of the Polk County Jail is prohibited at all times by inmates and visitors.

FIRE-MATCHES-LIGHTERS

The use of matches or other fire producing devices will not be allowed due to fire hazard, damage to property, and injury to others. Smoking materials are prohibited. All other items and/or materials are not authorized and will be treated as contraband.

JAIL SECURITY

PERSONAL SEARCHES: All inmates in custody are subject to search at the discretion of jail staff in all areas of the Polk County Jail and while under escort. You are expected to cooperate with all searches, including strip searches, when you are asked to by jail staff. Searches will be conducted professionally, and in the case of strip searches, privately, by a staff member of the same sex. Inmates held for offenses for which strip searches are not permitted will be pat-searched and screened with a hand held metal detector before being taken to a housing unit. Inmates not strip searched may be segregated from the general population.

AREA SEARCHES: For the security and safety of inmates and staff, random, unannounced inspections of your housing area and property will be conducted. Any contraband, extra issue, or property in amounts over what facility rules permit, will be confiscated. You must fully cooperate with staff during searches and shakedowns, and you do not have the right to be present during such an inspection.

CONTRABAND

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

1. Issued to you by Polk County Jail staff. (You may possess only the specified number of any item authorized, whether issued or purchased.)
2. Purchased by you through Polk County Jail commissary.
3. Authorized by Polk County Jail administration.
4. In their original condition. Modifying or altering any item, whether issued or purchased, is not permitted.

MONEY

All currency in your possession at the time of booking has been placed in the inmate trust account under your name. Coins will not be put on your account. During your incarceration in the Polk County Jail, you will be allowed to buy commissary items. The amount you spend will be deducted from your inmate trust account. At the time of your release from jail, the balance in your account **up to \$25.00 in cash and the rest in a check** will be returned to you according to jail policy. We do not accept money on weekends or holidays. See list below on how to have money deposited to your account. Personal checks will not be accepted for deposit into your account.

Only the following will be accepted for deposit to your inmate trust account:

1. Accredited money orders;
2. Cashier checks; Government issued checks;
3. U.S. Postal Money Orders;
4. Cash.
5. Online through the County web page;
<http://www.polkcountyiowa.gov/InmatesOnTheWeb/main.aspx> Debit or Credit will be accepted.

Information needed to make transactions:

Pay to: Polk County Sheriff

Code: PolkCountySheriff/IA

Senders account number: Inmate I.D. number, inmate last name, first name, middle name.

6. Online Western Union transactions: www.westernunion.com or call 1-800-634-3422. Or by phone using a credit/debit card simply call 1-800-634-3422 (press option #2)
7. For each Western Union transaction, the following information must be provided:
Pay to: S.S.C
 - a. Code City and State: Cobracash/FL
 - b. Account Number: DSM+ Name I.D. Number + Last Name
8. Online Government Payment EXP: www.GovPayNOW.com or call 1-888-277-2535.
Family and friends will need the following:
 1. Credit or Debit Card
 2. Inmate's name, bunk number and location
 3. Pay Location Code 5500
 4. Swanson Services Corp (SSC)
 5. Facility Code IA DSM-Polk County Jail

Minimum Deposit = \$25 Maximum Deposit = \$500

Phone transaction fee= 6%

Internet transaction fee= 4.5%

Minimum service fee= \$6.00 (phone), \$4.50 (web)

Western Union and Government Payment EXP currently has a convenience fee for using their services. The Polk County Jail has no say or control over those fees.

MONEY RELEASE

Money may be released for the following reasons only:

1. Attorney fees;
2. To pay your own fines;
3. To post your own bond;
4. Commissary supplies;
5. Newspaper order;
6. Medical services/prescriptions;
7. Hair care;
8. Restitution;
9. Hardship reasons (utilities, food)

Money may be released to your attorney and/or bondsman to pay your fine within a reasonable time after your written request and **property** release has been received by the supervisor on duty.

Your money or property can not be released or transferred to another inmate. You are not allowed to have money in your possession or in your cell while you are in the Polk County Jail. Any violation of this rule will result in disciplinary action.

If you owe the Polk County Jail money from prior visits it can and will be deducted from any funds you are booked in with, the jail accounting software will deduct from your account any funds that have been deposited until the balance is paid in full.

CLASSIFICATION

Newly admitted inmates will be placed in holding cells; inmates who are cooperating with the booking procedure will be moved to the open Intake area. Inmates will be able to make phone calls, arrange bail, and continue with the booking process. Female inmates will be detained in a separate area. Juvenile inmates will be kept separate from the adult population.

After being booked into the jail, inmates will be transferred to the Pre-Classification Housing Unit; for up to seventy-two (72) hours. The Classification staff will conduct a formal interview and assign inmates to the appropriate housing assignment.

All inmates will be classified according to procedures established by the administration. Factors used to determine an inmate's classification include, but are not limited to, age, sex, and prior record, nature of crime, behavior, charge classification and pre- or post-trial status. Once a determination of your classification has been made, you will be assigned to the appropriate housing unit. If you feel you have been incorrectly classified and would like to appeal, **you may fill out a kite for a review of your classification status**. If you do not agree with the review then you may file a grievance in accordance with the grievance process outlined in this hand book. By written request any inmate may initiate a review of their current housing status, program restrictions, or other classification concerns. If you have a concern for your safety, you must notify your Unit Officer immediately. No inmate will be denied proper classification because of race, religion, color, creed, national origin or disability.

You have been issued an identification bracelet; do not try to take it off. If you damage this bracelet you shall be charged for the replacement of this item and be subject to disciplinary action(s) taken against you. See posting in housing unit for replacement costs and refer to page 33-37 for rule violations 4.42 or 1.21

PRE-CLASSIFICATION HOUSING

The Pre-Classification Housing Unit will provide inmates with essential services, but privileges are limited and the daily schedule is more regimented than in the general population housing units. Conditions of housing, such as beds, linens, nutrition and hygiene shall be the same as general population. Privileges are minimal and only video presentations on inmate health care, dental health, and inmate orientation will be shown. If the videos are not playing, channel 11 or (P.B.S) will be the only TV watched. Commissary will be basic health care, hygiene and writing items, no other items are allowed to be purchased. While in

the pre-classification unit the inmates' behavior and attitude towards basic rules, regulations and staff members within the housing unit will be monitored closely.

If re-entering the Pre-Class unit for disciplinary reasons your commissary will be taken and placed in your property. Your commissary will not be returned to you once taken. It will remain in your property.

COURT CLOTHES

Clothing for jury trial appearances may be brought in with prior approval of the Jail Administration. Only two outfits are allowed. Hours to drop off court clothing will be from 8 a.m. to 4 p.m. Monday-Friday at Court Staging located at 110 6th Avenue in downtown Des Moines.

PRISON TRANSPORT INFORMATION

Inmates who have been sentenced by the Court, to be turned over to the custody of the Iowa Department of Corrections and transferred to the Iowa Medical and Classification Center located in Oakdale, Iowa, have specific restrictions on their personal property.

The Classification Center has strict property guidelines and will only accept certain items. The jail shall not accept items for inmates scheduled to be transported to a State institution. Please make arrangements to have all personal property picked up prior to being transported. REMEMBER: PLEASE MAKE ARRANGEMENTS TO HAVE ALL PERSONAL PROPERTY PICKED UP WITHIN 10 DAYS OF YOUR RELEASE.

LIST OF PROPERTY ALLOWED AT OAKDALE

- | | |
|--------------------------------------|---|
| 1. Legal papers (no personal papers) | 6. One ring if married(no stones) |
| 2. Addresses and simple address book | 7. One pair of eye glasses |
| 3. Photos (no Polaroid pictures) | 8. Sunglasses |
| 4. Wrist watch under \$50 | 9. Medical I.D. bracelet |
| 5. One bible or religious book | 10. Necklace w/ religious medallion
1 ½ "x1 ½" no stones |

PERSONAL PROPERTY

At the time of booking, all property will be removed from the inmate including jewelry, rings, and body piercing(s). All personal property will be inventoried and stored until the inmate's release.

Any inmate that will not remove or cannot remove all of these items will be segregated. If at anytime the item(s) can be removed, or the inmate decides that they will voluntarily remove the item(s), the inmate will inform the housing officer.

The only property you are allowed to have in your possession is that issued by the Polk County Jail, items purchased from commissary, or items of personal property such as, photos, mail and legal mail. Violations of this rule will result in disciplinary actions. Items that

are in your property will not be retrieved by jail staff. Your property will not be opened until your release or transfer from this facility.

You are allowed to have five (5) photographs (no larger than 4"x6". No Polaroid type pictures) of a personal nature during your incarceration. There is no release or exchange of pictures. Photocopies of pictures will be counted the same as a photograph. No other items of property will be accepted.

Persons in photographs must be appropriately clothed; with both top and bottom parts of the body clothed in outerwear. Outerwear garments, including swimsuits, must substantially cover female breasts, as well as genitalia and buttocks of both males and females.

Undergarments are not considered as appropriately clothed.

The Polk County Jail provides plastic containers to store or hold your property items while in custody. These plastic containers shall be placed under your bunk at all times.

Under no circumstances will the Polk County Jail be responsible for any items left after your release. Make sure you take all property with you or arrange to have your property picked up prior to your departure. All property left over 10 (ten) days after your release shall be destroyed. It is your responsibility to have someone come pickup your property. If no one is able to pickup your property, you can mail your property out at **your expense**. The money will be deducted from your inmate account.

Inmates are allowed to release property once during each incarceration. Personal property will not be opened to remove specific items. Once your property is sealed, it will not be opened. Property can be released (During normal business hours Monday –Friday)

PERSONAL HYGIENE

Unless there is a legitimate medical reason, all inmates to be held over twenty-four (24) hours shall be required to shower.

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.

The following procedures will be adhered to when desiring to shave:

1. Requests to shave will be taken by the 4 p.m.-midnight shift.
2. Razors will be available the following morning at approximately 5:30 a.m. to 7:00 a.m. all razors will need to be returned to the officer by 7:20 a.m.

Shower times may vary, but usually occur after breakfast. All inmates must shower daily unless otherwise excused. Showers will not be allowed during normal Visitation hours.

Fingernails are to be trimmed to a reasonable length. (Not showing past your finger tips) Clippers are available in your housing unit. Any violation of cleanliness may result in disciplinary action.

Each inmate will be given a Hygiene Packet while being housed in Intake. The packet will have 1 bar of soap, 1 deodorant gel packet, 1 comb, 1 toothbrush and 1 tube of toothpaste.

CLOTHING AND LAUNDRY

You are required to wear regulation jail issue clothing while here. Jail issue clothing must be worn properly. Pants will be worn up around your waist at all times. Hats or any other headgear are prohibited. You are required to keep your clothing clean and not mark, tear, or alter it in any way. Any violation of this rule will result in disciplinary action, and you may be required to pay for damage. Inmates are to be clothed at all times when outside of their housing unit, corridor and day rooms (except the shower area). Inmates are to have their pants on at all times when in these areas.

When an inmate is to leave the housing unit, he or she shall be dressed in the jail issued clothing and will wear jail issued footwear or shoes purchased at commissary. Socks will be worn when wearing issued shoes.

Damaged or destroyed property replacement cost:

If you are found in violation of damaging the following jail property you will be charged a replacement cost. The cost of each item is located in your housing unit.

Boxer shorts	Inmate cup
Bra	Spork
Blue canvas shoes	Blanket
Brown shoes	Mattress
Orange and/or Pink jumpsuit	Panties
Socks	Safety blanket
T-shirts	Sheet
Uniform pants	Towel
Uniform shirts	Wash cloth
Inmate handbook	Identification bracelets
In-cell organizer (issued bag)	

Please keep this in mind and take good care of the items that are issued to you.

The cost of each item is subject to change, if deemed necessary by Administration.

Inmates will be subject to rule violations 1.21 for damage to bracelets or 2.3 for damage to jail issued items

LAUNDRY EXCHANGE IS AS FOLLOWS:

Monday and Thursday South 1-8, and the S.H.U

Tuesday and Friday North 1-8

Wednesday and Saturday West 1-12

ISSUED CLOTHING AND SUPPLIES

When you are assigned to a housing unit, you will be issued inmate uniforms and a bedroll containing all your linens, personal care items and eating utensils. Report any damage to any of these items immediately. You are only allowed one (1) of each issued item. Additional items may be confiscated at any time.

The Polk County Jail will supply the following items:

1. Two (2) sets of inmate uniforms
2. One (1) pair of shoes
3. One (1) cup and one (1) spork
4. Bedding and linen
5. Toothbrush one (1) per inmate
6. Toothpaste
7. Reasonable amount of paper and one (1) golf pencil
8. One (1) In-cell organizer (Bag)

You are responsible for all items issued to you. You must keep all items issued to you in good condition. You must sign for all items issued to you. You must have all items issued to you ready for inspection by the jail staff at all times. If you damage or destroy any item issued to you, disciplinary action may result and you may be required to pay for the damage. You may also face additional criminal charges.

Jail clothing is issued for security, identification, health, and durability, not style. You will wear jail issued clothing to court, unless directed otherwise. In the event you are scheduled for a trial by jury that requires street clothes, you will be permitted to use the clothing you wore when you entered jail, or a member of your family may bring court clothing to Court Staging no more than one (1) week prior to your trial.

Releasing clothing for relatives or friends to launder and return to you is not permitted. Jail issued clothing and linens will be picked up on a regular basis, laundered and exchanged with you on a one for one basis at least once a week. Your housing officer will inform you when laundry exchanges will be conducted in your unit. Only one of each item will be exchanged on each day. You will only be able to exchange one uniform per laundry exchange. Have your items ready to be exchanged for your scheduled day and time. Whatever size undergarment you receive, you will receive the same size of pants or tops. **Do not ask for oversize clothing.** You are responsible to pay for damages to any and all issued clothing and laundry.

CLEANLINESS OF CELLS, HOUSING UNITS, and DAY ROOMS and DAILY INSPECTIONS

All inmates are responsible for cleaning his/her cell, multiple occupant cell, housing unit each morning. If the area is not properly cleaned, privileges will be suspended until cleaning is completed. Inmates who refuse to clean their cells or housing units each day will result in disciplinary action.

All inmates will be required to make their bunk each morning after breakfast and before cleanup begins. All inmates will be required to arrange all issued items on their bunk for inspection.

Cleaning materials and articles for cleaning shall be issued by the housing officer to each inmate. The inmate is responsible for the proper usage and care of these articles.

Do not use toothpaste or food to stick pictures on the walls. Writing on the walls **will** result in cell confinement and possible disciplinary action until properly cleaned. No pictures cartoons, curtains, screens, paper or cellophane, cardboard or any other item will be hung anywhere in the housing unit, including cells, cell doors, windows walls, bunks or in the day room, because of fire hazard and security objectives.

Do not throw paper or garbage on the floor. You are responsible for sweeping and mopping your cell and housing unit every morning.

Do not flush any foreign objects **you may be charged for damages**. Disciplinary actions or criminal charges may result.

Cells and housing units must be clean, neat, and orderly, and beds made daily, prior to using the day room or phones or televisions being turned on.

All inmates are responsible for keeping the day room and housing unit clean at all times. You are given equipment to scrub your shower area, toilet, and sink daily.

All areas of the Polk County Jail building are subject to search at any time and you will be subject to a shakedown or search at any time for health and/or security purposes.

M.S.D.S SHEETS

M.S.D.S sheets of all chemicals used by the inmate population within the housing unit are available to view by asking the housing unit officer.

WEEKLY STAFF INSPECTIONS WILL BE CONDUCTED EVERY WEDNESDAY MORNING AT 8:00 a.m.

(The only exception is on holidays which occur on that day.) All inmates are expected to participate, unless **released** by medical staff. **Inmates will have their bunks made after breakfast and will not return to bed until after inspections are completed.**

The housing officer shall issue a verbal or written warning to any inmate with an unclean cell or bunk area conditions, and in cases of continued non-compliance or severe neglect, issue a report of rule violation to the Hearing Officer.

Failure to comply with the above may result in suspension of privileges and disciplinary action.

Newspapers are exchanged on a one for one basis. If you subscribe to the newspaper, you must turn in the previous day's newspaper before you receive the current issue. All newspapers over twenty-four (24) hours old will be removed from the housing unit and discarded.

HAIR CARE

Priorities for hair cuts will be given to those inmates who have a felony trial approaching, inmate workers, persons sentenced to jail over thirty (30) days, and long term pre-trial detainees. If you desire a hair cut, fill out and sign a barber request form. Your commissary account will be charged for this service according to the current fee schedule.

COMMISSARY

Commissary will be ordered via the computer kiosk in the housing units. Commissary orders must be submitted by the date posted in the housing unit. Units without kiosks will use paper order forms. The order must be completed correctly, or the order will not be processed. Inmates must verify the order when it is received. Complaints regarding commissary orders are to be submitted to the commissary vendor when the order is delivered. When ordering commissary you order at your own risk. You can check out or bond out at anytime. If you order commissary and the money was deducted from your account and you did not receive it prior to being released you may fill out a property release form while you are changing out and your commissary will be picked up with the rest of your property items. The Polk County Jail will hold your commissary and property items for up to 30 days.

Inmates may have restrictions placed on their ability to order commissary, based on medical conditions, classification level, disciplinary and administrative actions. Commissary items other than writing and hygiene will not be allowed in E-1, E-2 or the S.H.U. If an inmate is placed in administrative or disciplinary segregation, all commissary items except for writing and hygiene will be placed in the inmate's property. **These items will not be given back until the inmate is released from jail.** Any perishable items that are not sealed will be destroyed for sanitary reasons.

All commissary items must fit in the inmate property bag with all issued items (uniforms, towels, etc.) Excessive commissary items may be placed in inmate property. Inmates are not allowed to have in their possession at one time, more of any item than can be ordered in two commissary periods.

Items placed in property will be held until the inmate's release.

Commissary bowls are not allowed at the table during meals.

If inmates have more commissary items than is allowed they shall face disciplinary actions, and the extra commissary items will be discarded.

NOTARIZATION OF LEGAL PAPERS

The services of a Notary Public are available to inmates, without cost, Monday through Friday after 9:00 a.m. If you have a document which legally needs to be notarized, submit a written request to the on-shift supervisor and have the material READY.

TELEPHONE

Telephones are available for use in your housing unit during certain hours of the day as determined by the Jail Administration.

Phone use is a privilege not a right. You may make telephone calls from your housing unit and you should be warned: telephones from the housing unit may be monitored and/or recorded from time to time for security reasons. Do not have conversations that have to do with your case or violation of the law or a breach of security or introduction of contraband. Use of the telephone shall be governed by security, good order and control, your behavior and your willingness to observe the jail rules.

Each inmate is limited to a maximum time of twenty (20) minutes per call. You may only use the phone during the times that phone use is authorized. Approved times will be displayed in your housing unit.

Emergencies – When the jail receives information that an inmate has had a family emergency, i.e.; a death in the family, a serious car accident, a serious injury, and etc., the jail staff will notify the Chaplain. The jail Chaplain, in turn, shall verify the emergency by either contacting the law enforcement agency that has jurisdiction where the accident, injury or death has occurred, or shall contact the hospital where the family has indicated that the family member was taken. ONLY upon verification by the Chaplain, the Chaplain shall then talk directly to the inmate in a private setting, inform them of the emergency and allow them one emergency phone call to a family member.

Inmate Phone Use

1. The use of telephones by inmates is a privilege granted by the jail administration and maybe suspended.
2. Calls will be 20 minutes or less to allow all inmates an equal opportunity to use the telephone. No one but jail personnel may control the use of the telephone.
3. If a phone is damaged, a considerable length of time may pass before it is repaired. Cost of the repair may be assessed to the person or persons responsible for the damage.
4. Phone calls may be disconnected or interrupted for emergencies, for security reasons, to maintain good order and control due to abuse by inmates or others, or at such times the jail administration deems necessary. If you are told to hang up do it immediately.
5. It may be necessary from time to time to change the hours of telephone usage. General phone usage will be permitted between the hours of 8 a.m. and 10 p.m. with the exception of meal times and counts.
6. For security purposes it may be necessary to monitor phone conversations.

7. The cost of each phone call made will be deducted from you inmate calling account.
8. Do not make 3-way phone calls. You will be disconnected, and may face disciplinary actions.
9. If the party you are calling refuses to accept your call. Do not call the party again.
10. While the telephones are in use inmates are not to loiter in the telephone area.
11. If the inmate telephone is used to threaten to commit or cause to commit a crime, introduce contraband, attempt escape, threaten or intimidate others, or for any other illegal purposes, violators will lose telephone privileges permanently and additional charges may be filed.
12. If the person you wish to call has a collect call block, write them a letter.
13. **Protect your pin number if you trade or gamble your pin number away you will not be issued a new pin number.** Do not share your pin number with other inmates. Inmates who are in possession of another inmates pin number may face disciplinary actions.
14. During the booking process you were issued an I.D. pin number, you will use that I.D pin number when placing a call. The use of the phone requires that 8 to 10 digit P.I.N. number which you have been issued. Please dial 8334 then your account and pin number to make a debit call.
15. If the person you are attempting to call is unable to receive the call for one reason or another, you can write them a letter advising them to call Correctional Billing Services at 1-800-844-6591.

ATTORNEY VISITATION

HOW TO CONTACT YOUR ATTORNEY

You are entitled to see and contact your attorney while you are incarcerated. Your attorney may visit you during reasonable hours established by the jail administration.

If you do not have an attorney and cannot afford your own, ask the jail staff for an application for a Court Appointed Attorney. This form must be filled out completely. DO NOT leave any blank spaces. This is required by the Court. You may also sign Attorney Call List every Tuesday and Thursday morning. The administrative office will contact your attorney for you. In turn your attorney will contact you or arrange a visit.

We recommend that you write to your attorney often. This is another way to request that your attorney visit you. In your letter you can state your reasons why your attorney should visit you. Your attorney will visit you when they feel it is necessary and in your best interest. The jail staff has no control over when your attorney visits.

If you are here for Federal Court action, you may follow the same procedure and, in addition, you may send your requests in reference to attorneys to:

U.S. Marshal or Chief Judge of the U.S. District Court Southern District of Iowa
 U. S. Courthouse
 East 1st and Walnut Street
 Des Moines, Iowa 50309.

Each housing unit has telephones and phone books you may use to contact an attorney. Legal assistance can be found on several of the yellow pages under Attorneys.

CONSULATE CALLS

All Consulate calls will be free for non-U.S. citizens

Detained non-U.S. citizens: When non- U.S. citizens are detained; they shall be advised of their rights to have their consular officials notified or the nearest consular officials shall be notified of the detention, whichever is required by the Vienna Convention. Consular officials shall be given access to non- U.S. citizens in jail and shall be allowed to provide consular assistance. When a jail administrator becomes aware of the death of a non-U.S. citizen, consular shall be notified. (201-50.19(5) Jail Inspection Standards)

LAW BOOKS and COURT INFORMATION

The jail maintains a complete set of the current Iowa Code, Iowa Rules of Court, Federal Rules of Court, and a dictionary available for use by inmates upon request to the jail staff.

VISITATION

Public visitation hours are posted on your housing unit bulletin board.

Attorney Visit information is posted on your housing unit bulletin board.

LIST OF APPROVED VISITORS

A questionnaire form will be given to you to be filled out completely by you for each person you want to visit while in the Polk County Jail. These forms are to be returned to the Administrative Office. The only persons allowed to visit are those for which a questionnaire form has been completed. It may take several working days for that approval.

FREQUENCY OF VISITS

Except for space and staff limitations, all inmates in general population normally may visit two (2) times per week. The length of each visit will depend on available video visitation booths in the front lobby. No visit shall be limited to less than ten (10) minutes, except for rule violations, disorder, security, maintenance, or end of visiting hours. Inmates are allowed 2 - 20 minute visits a week. 2 - (20) minute Clergy visits are allowed per week.

AGE OF VISITORS

Any visitor under the age of eighteen (18) must be accompanied by an adult.

INMATE AND VISITORS' CONDUCT AND BEHAVIOR

The jail staff will evaluate the visitor and inmate's conduct and behavior during the visit. This information will be utilized in preparing inmate evaluation for future visits.

1. Visitors and inmates are expected to follow a code of behavior which is decent and non-offensive to other visitors, inmates, and staff.
2. Visitors will be allowed to visit only 1 inmate per visit.
3. Visitors and inmates' visitation privileges will be suspended for, but not limited to hitting the screens, slamming the receivers, tampering with or attempting to tamper with equipment.
4. Visitors will not be allowed to bring packages or parcels into the jail facility. Visitors are encouraged to leave bags, purses, brief cases or other items outside the building. Storage lockers are available for use for visitors' property, but the jail assumes no liability for lost property stored in the lockers.

RADIOS

Radios and radio headphones are available from the commissary vendor. Your classification housing status will impact your ability to obtain these radios. The radio volume will be so that others cannot hear it and you are able to hear the officer's directions. Batteries will be exchanged on a one for one basis **no exceptions!** **You may have only one radio in your possession at a time.**

TELEVISION RULES AND REGULATIONS

1. The televisions may be turned on in the mornings, once the entire unit has been cleaned and meets specified standards.
2. Television volume will not be adjusted it will stay in the closed caption mode with no volume to maintain order in the unit.
3. You have been given the privilege of watching TV as a result of positive behavior. TV is not a right and can be taken away for negative behavior.
4. If an argument breaks out over the television it will be shut off. The duration will be determined by the Housing Officer.
5. The television will be shut off at 22:30 hours (10:30 p.m.) at the discretion of the administration.
6. Malfunctions of the television will be reported to the Housing Officer on duty.
7. The Housing Officer may turn the TV off if instructions from the Housing Officer are not followed by one or more inmates or deemed necessary for any other reason.

CORRESPONDENCE

You may write as often as you wish, provided your letters do not in any way violate U.S. Postal Service regulations or jail security. To send letters you must do the following:

1. Write your full name and cell or bunk number in the upper left hand corner of the envelope.
2. Give the envelope to the officer unsealed, to the housing officer for mailing.

NOTE: You may seal envelopes addressed to your Attorney, Judge, Governor of Iowa, Citizens Aid/Ombudsman Office, a member of the State or Federal Legislature, Polk County Sheriff, and the Clerks of State and Federal Courts, and the news media. **These items must be sealed in front of staff.**

3. Any letter that does not conform to the above rules will be returned to you. Any letter without a return address will be returned by the post office. Please advise anyone who may write to you write their complete name and return address on the envelope.
4. **Routine situations where mail may be rejected and returned to the sender by the mail room staff will include the following: inappropriate picture(s) contains a letter for two different inmates or involves a third party.**
5. Letters to you and from you may be opened and inspected for contraband or other matters of concern to the Polk County Jail regarding security, safety, and control.
6. No packages will be accepted into the jail.

Packages may not be sent out of the jail by inmates. Mail will be picked up daily at 8:00 a.m. excluding Sunday and Holidays. Mail correspondences between inmates of this and other institutions need prior approval of both institutions. Correspondence with another Polk County Jail inmate may be approved by the Major or his/her designee, only if both parties are of blood relationship or spouses (you must be able to prove relationship) and will not violate security, safety, good order and control of the jail facility. Greeting cards larger than 6"x 9" will be placed in the inmate's personal property locker and given to the inmate when released. Computer generated photos or internet mail will not be accepted. Those items will be placed in the inmate's personal property locker and given to the inmate when released. Sending or receiving mail except by those methods stated above will be in violation of the rules and may result in disciplinary action. Stamped envelopes may be purchased on designated commissary days. Please purchase the amount necessary that will last the week until the next commissary day.

PRIVILEGED CORRESPONDENCE

Privileged correspondence, if so marked, may be opened and inspected in your presence for security and to detect the presence of contraband, but not read by the jail staff. Privileged correspondence is defined as mail to or from: your attorney, judge, Governor of Iowa, Citizens Aid Ombudsman Office, a member of the State or Federal Legislature, Polk County Sheriff, the Clerks of the State and Federal Courts, and the news media.

A **typewriter** is available for inmate use for legal documents or legal correspondence only. Inmates may not use the **typewriter** for any other purpose such as personal letters, kites, or other non-legal correspondence. An inmate request form must be submitted for approval to use this equipment.

INDIGENT INMATES / PRE-STAMPED ENVELOPES

Any indigent inmate needing pre-stamped envelopes will do the following:

1. On commissary day a written request shall be completed for two (2) free envelopes per week for general correspondence.

2. For legal correspondence, the inmate shall submit an Inmate Request with the names and address of the person(s) the correspondence needs to be sent. The address will be filled out and given to the inmate.

Pre-stamped envelopes shall not be used by inmates as payment of gambling debts, or any other unauthorized use.

When indigent inmates do receive funds on their account, the amount charged against your account for pre-stamped envelopes shall be deducted.

INMATE REQUEST

If you have a question or specific request, you must ask your housing officer first. They can assist you in many ways. If they cannot answer the question or request, then you may ask for an Inmate Request Form (kite). Please be sure that you have read the Polk County Jail Inmate Handbook. Most of the questions that you may have are answered in it. If you need to submit an Inmate Request Form, print your name, cell or bunk number, and question or request and return the form to the housing officer. Inmate Request Forms are picked up for processing each morning at 8:00 a.m. You may not receive a reply back on such requests as wanting a haircut, wanting to see the chaplain or becoming an Inmate Worker. These types of requests are automatically referred to the proper person for a disposition.

FOOD SERVICES

Inmates of the Polk County Jail receive three (3) meals per day. These meals are nutritionally complete and are approved for consumption by all inmates. Special diets are available for those who require them, such as for medical or religious reasons. If you require a special diet, submit a request to the jail staff. Meals are served at specified times of the day. Meals are served in the day room. When a meal is served, all inmates must come to the day room, unless excused for medical reasons, disciplinary reasons or a reason deemed necessary and approved by the Jail Administration.

Meal trays and drinks are placed in the day room area. General population inmates are responsible for their own issued spork and cup. Your spork and cup must be accounted for at all times. If they are not, you and your housing unit will be searched, including all inmates in the unit. All food is to be consumed in the day room at mealtime. Food items, except for snack items purchased at commissary, are not allowed in cells or bunk areas. Excessive food items found in cells or bunk areas are contraband and will be removed. Once a meal is finished, inmates will neatly stack their trays and drink containers, and will place them neatly in the designated area, when directed by the housing officer to do so. Failure to follow this may result in loss of privileges. Do not give food to other inmates, and do not accept food from other inmates. Milk and juice cartons, or other paper, plastic or cardboard containers, are not allowed in your housing unit and will be considered contraband. Meal menus are set up on a 6 week rotation.

Meal Times

Meal times may vary from time to time. Meal times are posted in your unit.

HEALTH CARE SERVICES

Prison Health Services (PHS) is the designated provider of health care for inmates at the Polk County Jail. If you have a medical problem, fill out a written request to be seen by the Medical Department. All requests for health care must be filled out completely and signed. In the event of an emergency medical problem, report immediately to the housing officer. These officers have been trained to assist in emergency situations and will contact medical personnel to manage the problem. Emergency medical coverage is provided on a twenty-four (24) hour basis.

The medical department is here to provide help with serious medical needs, not to provide comfort items or deal with custodial issues. The medical department will not address issues like mattresses and special pillows, shoes or any extra items that are not clearly related to traditional medical practice.

HEALTH CARE FEES

A co-pay fee will be charged to inmates who sign up for sick call and are seen by a physician or physician's assistant, or receive a prescribed medication. Federal inmates will be billed for co-pays after 30 days in custody. Medical care is provided to all inmates regardless of finances.

The co-pay fee schedule is as follows:

Sick call	\$	5.00
Physician, Physician's assistant, Psychiatrist visit	\$	10.00
Dental Visit	\$	10.00
Prescription Medications	\$	5.00
Mental Health Visit	\$	5.00

Note: Due to the rising cost in the medical field, the co-pay fees may change. If this change occurs, a notice will be placed in the housing units.

REQUEST FOR MEDICAL CARE

Request a medical care kite from the nursing staff during med pass. Medical does not do staff alerts for inmates allergic to certain foods or drinks. It is your responsibility to remove the food items that you are allergic to.

MEDICATION

Prescribed medications are administered by the Jail Medical Staff. Please keep in mind meds are not usually prescribed for anxiety or difficulty sleeping. You must take all medications immediately in the presence of staff. After taking oral medications, you must open your mouth and move your tongue around to show that you have swallowed the medication. Any violation of this policy will result in disciplinary action and loss of privileges.

ADVIL and TYLENOL

Advil and Tylenol can be prescribed and dispensed by the Jail Medical Department. They will only be administered according to instructions from the medical department. Tylenol and Advil are also available for purchase through the jail commissary. Tylenol may be made available by the Medical Department for indigent inmates.

MEDICAL EXAMINATION

Inmates who are detained in the Polk County Jail for fourteen (14) days or more will be given a physical examination, performed by the Medical Department, at a time scheduled thereafter by the Medical Department. All inmates shall submit to mandatory tuberculosis testing. Inmates who refuse tuberculosis testing will be placed into administrative segregation until compliance with the mandatory tuberculosis testing is achieved. This examination is free of charge.

CLINIC

When you visit the Clinic you will be expected to conduct yourself in an adult manner. Inmates, who do not, will be escorted out of the clinic and subject to disciplinary actions.

DENTAL CARE

The dentist will only place temporary fillings or pull the tooth/teeth. The dentist will not perform teeth cleaning or oral hygiene. You may obtain a request from the kiosk system.

MENTAL HEALTH CARE

If you feel that you may need to see a mental health specialist, complete a "Request for Medical Care" form from nursing staff during med pass. If you come in contact with other inmates contemplating suicide, please contact the on duty officer to initiate help for the inmate.

When individuals are taken into custody their medical care is no longer provided by their own private doctor. PHS and physicians will write orders for their long term medical conditions and for any medical instances which may occur.

For medical confidentiality purposes, requests for medical care, dental care and mental health care can be placed in the medical kite box located in your housing units once the request has been filled out or given to the medical staff during med pass.

LIBRARY

Reading material is available at the Polk County Jail for your enjoyment and/or education. Inmates may obtain books from the library book cart. In order to obtain another book or books, those books already checked out must be returned. "Only three (3) library books are allowed to be checked out to an individual inmate at one time." You may have no more than three (3) items of literature from the Chaplain.

If more books than allowed are found during a cell or housing unit inspection and or shakedown, excess books will be confiscated and returned to the library and/or Chaplain. The availability of this reading material is dependent upon personnel, holiday scheduling and security interests of the jail facility.

If you obtain other reading material while housed in other facilities it will be placed in your property.

Mutilation or destruction or writing in any reading material may result in disciplinary action as well as suspension of future library privileges. You shall be required to pay for any type of reading material that is damaged or destroyed.

All reading material shall be subject to the security interests of the Polk County Jail. The State Code of Iowa, a dictionary, and the Iowa and Federal rules of Court are available upon request to the housing officer. Specific questions about the law should be directed to your own attorney. Any materials deemed obscene by current laws are strictly prohibited.

SUBSCRIPTIONS

A maximum of two (2) subscriptions to magazines, newspapers, books, or periodicals will be accepted if they are sent directly from the publisher and paid for out of the inmate's account. Written permission must first be obtained from the Chief or his/her designee prior to the subscription being ordered. A response to the request will be returned in writing in approximately 2 (two) weeks.

Newspapers, magazines and periodicals shall be exchanged on a one for one basis during morning hours. Advertisement supplements in newspapers will be removed prior to delivery to you. If you wish to change your subscription or newspaper, you must wait 6 months before a new approved subscription or newspaper will be allowed.

When you are released or transferred to another facility, your subscription will not be forwarded or reimbursed. It is your responsibility to notify the publisher of any change of address. The jail will not store books that were sent to the jail that were not approved. Books will not be traded for others and will not go to property.

Newspaper and other subscriptions are paid directly to the source of the subscription. The Polk County Jail shall not make nor be responsible for refunds. Programs will not be responsible for tracking or finding out when the subscription will be mailed.

RELIGION

A chaplain is available for your personal or religious counseling. You may request to see the chaplain by signing up on the chaplain's sign up sheet on Monday, Wednesday and Friday, each week, kept by the housing officer. The housing officer will forward your request. The Polk County Jail chaplain or clergy is not an employee of Polk County. However, the Chaplain's and Clergy's activities are governed by Polk County Jail rules and security restrictions. The chaplain and clergy are prohibited from making personal or professional phone calls, paying bills, delivering letters, notes, books, papers, or other written materials. Do not make requests of the chaplain which violate jail rules.

CHAPLAIN'S GROUP STUDY

The chaplain's office will provide group studies for interested inmates:

- a. The leaders of these groups will be the chaplain or the chaplain's designee.
- b. The size of each group is limited to 15 inmates.
- c. All participants are required to follow all the rules and regulations and staff directions. If the inmate refuses to cooperate, he/she will be prohibited from attending the group studies.
- d. If you wish to participate in the group studies, a sign up sheet will be available on Mondays, Wednesdays and Fridays at breakfast.
- e. Two (2) unexcused absences will be allowed before the inmate will be removed from the group study list.

SUNDAY WORSHIP SERVICE VIDEO

The Polk County Jail Ministry will show a worship tape each Sunday Morning at 10:00 A.M. on channel 4 on your day room television. The services are non-denominational. The Chaplain or an assistant chaplain will be available after worship to answer questions and provide counseling, if necessary. During Sunday morning worship, the multipurpose room television will be tuned only to channel 4.

PROGRAMS

All of the following programs are offered free of charge. Sign up for chaplain and programs on Monday, Wednesday and Friday at breakfast. Programs available are listed below.

Smoking Cessation	Health Education (Once a month)
Bible Study	Alcoholics Anonymous
General Equivalency Diploma	Narcotics Anonymous
Parenting Program	English as a Second Language
Cage your Rage	Shelter Information
Work Force Development Program	Gamblers Education
Substance Abuse Education	Stress Management
General Life Skills	Alcoholics Anonymous (Spanish)

If you are interested in testing for your G.E.D., please send a kite to programs. The cost of the test is a one – time fee of \$100.00. If you have already paid the fee at DMACC, you can

continue to test at the jail. You need to send a kite to the programs requesting to continue testing.

If you would like a brief description of the programs offered at the Polk County Jail, you may ask your housing floor officer.

SHELTER ASSISTANCE PROGRAM

This facility offers a shelter assistance program. The shelter assistance program, in cooperation with Primary Health Care Homeless Outreach, provides assistance in assessing food, shelter, clothing and health care needs of an inmate who is in need of this type of assistance:

- a. A request for assistance form is available to the inmate through the housing unit officers. The form must be thoroughly completed and turned back into the officer.
- b. An outreach volunteer will make assessments on each inmate who has signed up for assistance. Through these assessments the outreach volunteer will determine which inmate will meet the criteria for assistance.
- c. An outreach volunteer will meet with the inmates, one at a time, in an attorney room.
- d. All inmates meeting with the outreach volunteer are required to follow all rules, regulations and staff directions.

I.C.E. (Immigration Customs Enforcement) PRO BONO LISTS

A list has been posted in each wing or pod for those I.C.E. inmates that require assistance from an attorney. The lists contain the names of those attorneys that have experience in this area.

I.C.E. GROUP PRESENTATIONS

Attorneys specializing in I.C.E. matters may contact the Jail Division Chief and set up group presentations as the need arises. A copy of the I.C.E. Group Legal Rights Presentation Policy, including attachments, shall be made available to I.C.E. detainees and/or the Presenters of Legal Rights upon request.

Non-Profit Legal Assistance Agencies:

University of Nebraska-Lincoln
Civil Clinical Law Program
172 Welpton courtroom –College of Law
Lincoln, Nebraska 68583-0902

Call first to determine eligibility and for an appointment.

(402) 472-3271

Limited to Omaha District Cases in Nebraska and Iowa

Volunteer Lawyers Project
Nebraska State Bar Association
635 South 14th Street

P.O. Box 156
Cedar Rapids, IA 52406-0156
(Provided 4/10/03)
Iowa City, Iowa

University of Iowa
College of Law
Clinical Program
386 Boyd Law Building
Iowa City, IA 52242
ATTN: Reta Noblett-Feld (319) 335-9023
They will accept collect calls.

Information provided by:
United States Department of Homeland
Security Bureau of Immigration and
Customs Enforcement
P.O. Box 156
Cedar Rapids, IA 52406-0156
(Provided 4/10/03)

IN-HOUSE EXERCISE YARDS

All housing units have an exercise yard in each unit. Inmates going to exercise will be required to wear jail issued shoes, pants, shirts and underwear. Inmates may wear canvas shoes purchased from commissary, prescription eyeglasses, and radio headphones. No other property will be allowed in the exercise yards. Any other property will result in disciplinary action. Inmates will not be allowed to exercise outside of the exercise yard, such as jogging throughout the housing unit, including running the stairs

SPECIAL ACTIVITIES

Special activities, including games, holiday related programs and musical groups, may be scheduled each month in addition to daily activities. The number of inmates allowed to participate in a special activity is determined by the type of activity. The person conducting the activity makes sure there is adequate supervision.

One new release movie may be shown on Friday and/or Saturday night, providing cleanliness and sanitation in the housing units are satisfactory. Movies shall be terminated if an emergency situation should occur. Lights out will be at 22:30 (10:30 P.M.) or at the completion of the movie.

Disagreements over watching movies will result in the television being shut off for the night. Movies are a privilege that must be earned through good behavior.

Games will be provided at the discretion of the Programs staff. Inmates are responsible for maintaining the condition of the games. They will not be replaced for 6 months from the date they were issued.

INMATE CONDUCT TO AND FROM COURT

While in route to a court proceeding, inmates will walk in front of the escorting staff member. Inmates will not engage in fraternization of any kind between other inmates, families, husbands, wives, friends or visitors. This includes no touching of anyone. Inmates will be dressed in jail issued clothing, or court clothing provided by family. Make no sudden movements, no balking, and move when told. Upon returning to the Court Staging facility from a court proceeding inmates will be subject to search. Any and all legal material will be searched thoroughly after court appearances before being placed in the holding cell or housing floor.

Please advise friends and relatives not to converse or yell to you from outside of the jail or transport vehicle, as they may be subject to arrest and you may be subject to discipline.

ANNOYANCE OF PRISONER

Any person persisting in insulting or annoying or communicating with any prisoner, after being told by an officer/deputy to stop, shall be guilty of a simple misdemeanor.

Any person, who commits the above by communicating with an inmate of the Polk County Jail, may be subject to a citation or arrest according to Chapter 356.25 of the Code of Iowa.

NOISE

Inmate noise will be controlled to assure an orderly and secure jail operation. If the housing officer advises inmates to quiet down, they are to do so immediately. Violations of this policy will result in discipline actions or loss of TV, phone, and commissary sink privileges.

SLEEPING

Do not sleep under a make-shift tent or other device to conceal your body. You must sleep with your head uncovered at all times so we can see you and ensure your welfare.

INMATE CONDUCT WITHIN THE JAIL SETTING

Inmates moving within the jail facility shall be properly dressed in issued clothing in a neat and orderly fashion. Any inmate defacing or damaging any physical property of the jail or jail building will be subject to disciplinary action and criminal charges, and may be required to clean up and pay for damages.

Inmates are not allowed to talk with other inmates while walking or being escorted throughout the jail. Inmates will walk in a single file line, and stay on the right side of the hallway. Inmates not following this rule will face disciplinary actions.

INTERCOM USE

1. Speak slowly and clearly in your normal tone of voice. Do Not Yell!

2. Profane language will not be tolerated. (Refer to 2.23)
3. Keep usage to a minimum.
4. Do not request information over the intercom system. If you can not locate the answer in the Polk County Jail inmate's handbook, ask your housing officer.
5. Do not make yourself a nuisance through abusive use of the intercom. Violations will result in disciplinary action.
6. Intercoms are for essential use only. Do not use the intercom unless there is an emergency or there is no other way to communicate with jail staff.

HOUSING UNIT CELL WINDOWS and VENTILATION SYSTEM POLICY

Do not place any item in window areas. Do not interfere with the jail ventilation system in any way. Violations may result in disciplinary action against you.

COMMUNICATIONS BY INMATES

All Inmate Requests for any question or request that can not be answered by your housing officer must be submitted, in written form, to the jail office no later than 8:00 a.m. Inmate requests should be addressed to the housing officer for resolution. Ask your housing officer first! If the officer can not answer your question, then submit a written Inmate Request stating specifically the nature of the need and/or problem and the type of assistance requested. Written requests must be made on the proper forms supplied (Inmate Request Form, or kite), which may be received from your housing officer upon request. Contact your housing officer in the event of an emergency. These Inmate Requests will be reviewed and routed to the proper person for disposition by the jail office.

Sections of this handbook tell you, in some cases, who to contact about specific matters. If you are in doubt, ask your housing officer. Be sure to print or write your name, cell or bunk number, and the date clearly when making a written request.

INMATE MARRIAGE REQUEST PROCEDURE:

The inmate who desires to be married must submit a written request to the marriage coordinator. This request will include: (1) inmate's name and cell assignment, (2) name, address, telephone number, and date of birth of his/her intended spouse, (3) any special circumstances surrounding this request, (4) both the inmate and the intended spouse must be 18 years of age, see the Code of Iowa, Chapter 595.2, (5) juveniles must follow and adhere to the Code of Iowa, Chapter 595.2 (a) (b).

Marriage ceremonies will take place on the last Wednesday of each month from 8:00 pm to 8:30 pm. The application forms must be completed and forwarded to the Lieutenant assigned as the inmate marriage coordinator prior to the 10th of each month for processing. After the 10th will not be processed until the next month, it is the responsibility of the inmate to send the application form to his/her intended spouse via the U.S. Mail Service, forms will not be exchanged during public visitation. The request applications, along with your intended spouse's form, must be turned in together. If you both are incarcerated, both inmates will need to request the proper forms. Return your completed forms over to your housing officer

to be forwarded to the proper staff. If you are federal inmate you must receive the permission from the U.S Marshal's Office to be married and if you are being held on state or local charges permission must be obtained from the Polk County Attorney's Office. It is your responsibility to obtain permission and forward the written approval of the marriage to the coordinating Lieutenant. Marriages will not take place until written approval is documented and in the hand of the coordinating Lieutenant. You and your intended spouse are responsible for contacting a minister or judge to perform the ceremony. The ceremony will be held in public visitation. You may have one (1) witness who is of 18 years or older. Your intended spouse, witness and minister must be approved visitors. No cameras, video or tape recorders will be allowed. Wedding rings will not be exchanged. You and your spouse will be responsible for applying for your marriage license and this license must be turned over to the coordinating Lieutenant no less than 3 days before the ceremony. **You will be notified in writing if your marriage ceremony has been approved.**

INMATE GRIEVANCE PROCESS

A grievance is a circumstance or action considered to be a criminal or prohibited act by a staff member or a violation of:

- 1) An inmate's civil, constitutional or statutory rights
- 2) Facility policies and procedures.
- 3) Personal health, safety, welfare.

Informal resolution of disputes between the inmate and staff member is strongly encouraged. If the inmate finds that a satisfactory resolution can not be obtained, then the grievance procedure can be used. Staff members will not retaliate if you file a grievance.

If you feel you have been subjected to abuse or abridgment of civil rights, inmate rights or due process specified in this handbook while in custody in the Polk County Jail, you should file a written grievance with the shift supervisor for proper investigation and disposition of the complaint. Another inmate may help you fill out your grievance but they are not permitted to participate in the grievance process itself. To file such a grievance, you must send a written statement detailing your specific complaint and requesting a specific remedy within 5 days of occurrence and turn it into the floor officer on duty. The grievance form must be filled out properly. Ask the officer if you have questions.

This statement should include:

- 1. Time.
- 2. Date.
- 3. Names of persons.
- 4. Pertinent details of the incident.

All grievances will be investigated. If you still feel your grievance is not satisfied, you may then write the following:

<ul style="list-style-type: none"> 1. Polk County Sheriff 1985 N.E. 51 place Des Moines, IA 50313 2. Ombudsman's Office 	<ul style="list-style-type: none"> 3. US Dept of Homeland Security Immigration Customs Enforcement 401-1st St SE, Suite 300 Cedar Rapids, IA 52401 (ICE inmates only)
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Ola Babcock Building 1112 E. Grand Avenue Des Moines, IA 50309	U.S. Marshal Service: After review of the grievance it shall be forwarded by the jail staff. (Federal inmates)
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SAFETY

The right to a safe environment extends to all inmates whose conduct is in compliance with applicable federal, state, and local statutes. Inmates shall be protected from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment from other inmates and employees. Whenever you believe that your personal safety or that of another is in jeopardy, you should notify any jail staff member immediately. Action will be taken to protect you or anyone else from violence or intimidation.

PRISONER RAPE ELIMINATION ACT OF 2003 (PREA)

It is the policy of the Polk County Sheriff’s Office to prohibit all employees, volunteers, visitors, and contractors from engaging in sexual misconduct with inmates. It is prohibited for inmates to have sexual contact with other inmates while in the custody of the Polk County Sheriff’s Office (which includes being housed out of county).

If you or someone you know has been sexually assaulted while in the custody of the Polk County Sheriff’s Office, it is your duty to notify an employee immediately. The matter will be dealt with immediately through an investigation and the Sheriff’s Office will take the appropriate action.

The Iowa Code 709.1 defines sexual misconduct is any sex act between persons is sexual abuse by either of the persons when the act is performed with the other person in any of the following circumstances: One or more offenders engaging in, or attempting to engage in, sexual acts.

Any attempt to coerce or pressure another to participate in a sexual act. These attempts may include threats, intimidation, inappropriate touching, or other actions or communication.

Iowa Code 709.16 Sexual misconduct with offenders and juveniles:

1. An officer, employee, contractor, vendor, volunteer, or agent of the department of corrections, or an officer, employee, or agent of a judicial district department of correctional services, who engages in a sex act with an individual committed to the custody of the department of corrections or a judicial district department of correctional services commits an aggravated misdemeanor.

2. An officer, employee, contractor, vendor, volunteer, or agent of a juvenile placement facility who engages in a sex act with a juvenile placed at such facility commits an aggravated misdemeanor.

Physical: Unwanted sex acts, touching, pinching, or grabbing private body parts

Verbal: Harassing, sexually suggestive conversations or requests for sex

Visual: Includes flashing or mooning, or someone writing you a sexually explicit note or drawing or showing you sexually explicit pictures or pornography.

Voyeurism: Includes forcing you to watch a person undress or have sex or someone watching you undress or have sex, especially secretly.

If you are sexually assaulted while in the custody of the Polk County Sheriff's Office, you have the following options:

Report the incident to a staff member. If the offender is on staff at the Polk County Jail, report the incident to a trusted staff member or get word to someone that you trust or request to speak with a supervisor.

Call the State wide Hot Line Number at 1-800-284-7821 or 1-866-778-5815

Write a letter to the Iowa Ombudsman Office: Ola Babcock Building
1112 E. Grand Avenue
Des Moines, Iowa 50319

HARRASSMENT

Inmates shall be protected from personal abuse, corporal punishment, personal injury, disease, property damage, sexual abuse/assault, and harassment from other inmates and employees. If any of the above acts are taken against you, please contact your immediate unit officer or the on duty supervisor.

- Treatment and counseling is available by request through classification or medical.
- Self-protection (PC) is available upon request or as determined by classification and staff, for the safety of the inmate. Assaults, rape, and engaging in sexual acts with others are covered as prosecutable offenses.
- If an inmate is charged with or is accused of a violation of **P.R.E.A.** That inmate will be placed in Administrative lock down pending an investigation of the incident. If the inmate is found guilty of such charges, he/she will face disciplinary actions as well as prosecutable charges.
- The Administrative papers will state violation of P.R.E.A.

ADMINISTRATIVE SEGREGATION

If the shift supervisor determines that you present a serious threat to life, property or to the security and orderly running of the facility, you may be placed into Administrative Segregation. If you are placed into Administration Segregation certain restrictions may apply to you. Your status will be reviewed every seven (7) days by the Administrative Hearing Officer.

PROTECTIVE CUSTODY

If you request or require protection from other inmates, you will be separated from general population and housed in protective custody.

CONDUCT AND DISCIPLINARY PROCEDURES

The Polk County Jail staff is trained in the handling of all types of conflicts that may, or could, happen while you are incarcerated here in the jail.

Loss or restriction of privileges is up to each one of you. Our preference would be to conduct the jail operations in an orderly and peaceful manner, thus avoiding the necessity of any disciplinary or administrative action against you. While you are in jail, you must follow all rules and all orders from jail staff in order to avoid such actions.

If you receive disciplinary action, a report may be forwarded to the Court. Do not direct your anger at being in jail toward anyone on the jail staff, since your presence is not of their doing. The function of the jail staff is only to retain custody and control of you while you are in jail. Any misconduct toward the jail staff in the way of physical or verbal abuse is subject to disciplinary action, criminal charges, or civil action against you. Any offense committed while you are in jail that is a violation of the Criminal Code of the State of Iowa will result in additional criminal charges being filed against you.

SPECIAL HOUSING UNIT (S.H.U)

For those inmates who have been sent to the SHU. This was done for one of many reasons. But, the fact remains that for whatever reason you are here, whether for Disciplinary or Protective Custody you must abide by all rules or face Disciplinary Sanctions, There will be no exceptions. Consider this your only warning.

The SHU is a lockdown unit therefore there is no communication in any form allowed between Inmates at any time.

INMATE MOVEMENT

Any time an Inmate is outside their cell they will be in wrist restraints with the exception of the exercise yard.

CELLS

All cells are cleaned and inspected after each occupation for any damage. If you notice anything upon your arrival alert your housing officer immediately or you could be held responsible for the damage. Any damage caused by you will be billed to you and could also result in criminal charges as well as disciplinary sanctions.

FIRST 24 HOURS

The first 24 hours you are in the SHU you will have no privileges. You will be provided with cleaning supplies to clean your room such as toilet paper, toothbrush, toothpaste and soap.

SHOWERS

Showers are on a 5 cell rotation starting on Sunday with cell 1 through cell 5 etc.

DAILY HOUR OUT OF CELL

You will be provided 1 hour out of your cell a minimum of 5 days per week. During that hour you need to clean your cell take a shower, exercise and get a book, pencils, paper, soap, paper towels, and toilet paper and use the phone if you are allowed. If while you are out of your cell you are given an order to return to your cell, do so as quickly as possible. If you refuse your hour out you will not be given another opportunity until the next day.

PHONE USAGE

If you are on A – Papers you are allowed to use the phone on Tuesday, Thursday and Saturday.

If you are on D –Papers you are allowed attorney calls only. These calls will be monitored and if you violate this sanction your phone privileges will be revoked.

COMMISSARY

A – Papers Full privileges excluding soda pop

D – Papers Writing and Hygiene only

SOME BASIC DO'S and DON'TS

DO

Read your handbook - All of it!!

Watch inmate orientation video- all of it!!

Promptly obey all rules given to you by jail staff.

Remember that the job of the jail staff is to maintain order and the safety and security of all inmates.

Stay in your assigned area.

Respect the property of others.

Keep your hands off of others.

Keep rude and nasty remarks to yourself.

Keep your body, clothes, living and work areas clean.

Live within your means.

Mind your own business.

Ask for help, or ask questions, if you need assistance.

Live by the rules of the jail.

Sleep with your head uncovered, to enable officers to see you.

Be quiet and listen when announcements are made.

Be in your cell or bunk at required times.

Do Not

Balk, argue, or refuse to obey.

Invite discipline by creating disorder.

Interfere with others during their work or leisure.

Steal, destroy, or damage anything that belongs to anyone else.

Physically abuse, bully, curse, or tease other people.

Be unsanitary or dirty.

Beg, borrow, trade, barter, or gamble with other inmates.

Be a party to an offense by covering up for someone else or by helping them violate rules or laws.

Constantly make demands or requests and/or appear helpless.
Sit, stand or lie on the dayroom tables.
Stand on bunks.
Think the rules do not apply to you.
Put your head, arm, or any part of your body in a closing door.
Attempt to walk through a moving door, opening or closing.
Stand in or block any doorway or intentionally block the view of any staff member.
Remove your bedding from your cell or bunk area unless directed to do so by the jail staff.
Flush clothing, garbage, contraband etc.

FACILITY DISCIPLINARY PROCESS

To maintain appropriate behavior and provide for inmate rights to due process, a set of rules and regulations has been established which specifies violations, sanctions and disciplinary procedures. The violations are divided into four (4) categories: "1 and 2" Major infractions, "3" Minor infractions and "4" Operational infractions.

Disciplinary actions will be resolved in one of the following ways:

I. DISCIPLINARY HEARING: This process is a formal hearing by a trained hearing officer who has no involvement in the case.

You will be afforded the following rights during the disciplinary hearing process:

1. You will be informed in writing of your charge(s) within twenty four (24) hours of the submission of all reports concerning the incident.
2. After formal notice of charges and information, you will have twenty-four (24) hours to prepare for a formal hearing. The hearing will be held within seven-two (72) hours of the notification, excluding holidays and weekends. Any time frame may be waived by written mutual agreement between the inmate and the hearing officer or when the inmate is not present in the Polk County Jail.
3. You have the right to be present during the hearing and make written and/or verbal statements and present documentary evidence. If you chose not to attend, the hearing will be held and your presence will be waived. Should you act in less than a positive manner, or become disruptive, you may be removed from the hearing.
4. You have the right to have in attendance at the hearing any person(s) having relevant and not unduly repetitious information, except when doing so may jeopardize the life or safety any person or the security and order of the facility. You will be excluded from the hearing during deliberations and during the interviewing of person(s) who identity must be confidential.
5. You have the right to staff assistance when the complexity of the issue(s), or a language barrier, makes it unlikely that you will be able to understand the case.
6. You will be advised of the disposition of your case in writing within forty-eight (48) hours of the hearing, excluding holidays and weekends.
7. If you are found not guilty, all information from this event will be removed from your records.

II. MINOR RULE RESOLUTION: This process is designed for a prompt and fair disposition following an accumulation of facts and a written summary approved by a supervisor.

III. OFFICER/INMATE RESOLUTION: This process is designed for prompt and fair disposition and allows the inmate to avoid the recorded entry of formal disciplinary action.

APPEALS

If found guilty during a disciplinary hearing, you may appeal those results to the Chief or his/her designee within five (5) days from receiving the written decision of the hearing officer. The appeal must be based on a violation of your rights during the disciplinary process, which the charges did not reflect the events that took place, or the sanctions are not in accordance with the violation.

The Chief or his/her designee has five (5) working days to respond to your appeal. You will not have a hearing on appeal.

CONDITIONS OF DISCIPLINARY SEGREGATION

1. Housing conditions will be the same as the general population cell/unit, except for certain restrictions that may be imposed.
2. All clothing, mattress and bedding will be the same as general population, unless restrictions are needed because of your behavior.
3. Clothing or bedding that is destroyed or mutilated will be removed and not replaced until that behavior improves. You may be required to pay for damages.
4. Meals served will be the same as general population. If you destroy your meal, you will not get that meal replaced.
5. You will be allowed out of your cell at least one (1) hour per day, five (5) days per week for exercise.
6. While in disciplinary segregation you will be allowed to keep only the following personal property. All unauthorized personal property will be placed in storage until you are released from jail.
 - a. One (1) towel, one (1) bar of soap, one (1) toothbrush, one (1) tube of toothpaste and one (1) roll of toilet paper.
 - b. Writing material for the purpose of correspondence.
 - c. One (1) soft covered Bible.
 - d. One (1) commissary purchased hair care item. One (1) commissary purchased lotion and one (1) comb.
 - e. You will receive all mail.
7. Newspapers will not be allowed while you are in disciplinary segregation.
8. You will be afforded normal visitation privileges and correspondence. Visitation privileges may be suspended by the hearing officer for just cause.
9. Telephone usage will be restricted to legal calls to an attorney, upon staff availability. You are not authorized to make personal phone calls while in disciplinary segregation. If you want to make a legal call, ask your housing officer.

CONDITIONS OF ADMINISTRATIVE SEGREGATION

1. Housing conditions will be the same as general population except for certain restrictions that may be imposed. You are allowed newspapers, writing and hygiene products, and visits. Phone calls will depend on staff availability. You will not have use of the television.
2. You will be locked down in your cell 23 hours a day. You will be given 1 hour of exercise time a day to shower and clean your cell five (5) days a week.

Once you have completed your disciplinary segregation, you may be assigned to a Basic Housing unit. While you are in Basic Housing, you will be required to participate in programs that will help you to change your behavior in order to help you avoid further disciplinary actions. These programs may consist of video tapes, reading materials or personal counseling. You must earn your way back into the general population by showing that you will follow jail rules.

PROHIBITED ACTS AND DISCIPLINE IN THE POLK COUNTY JAIL

CLASS 1:

- 1.0 Murder.
- 1.1 Assaulting any person.
- 1.2 Fighting.
- 1.3 Extortion.
- 1.4 Engaging in sexual acts with others.
- 1.5 Escape or attempting or planning escape.
- 1.6 Tampering or attempting to tamper with security electronic equipment and network computers at the officer work stations. Tampering or attempting to tamper with the inmate phones, visitation, or kiosk systems.
- 1.7 Setting a fire.
- 1.8 Possession or introduction of an explosive or any ammunition to include incendiary device and liquid fueled flame producing devices.
- 1.9 Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife, or unauthorized tool.
- 1.10 Possession or introduction or use of any narcotic, narcotic paraphernalia drugs, or intoxicants not prescribed for the individual by the medical staff.
- 1.11 Rioting or encouraging others to riot.
- 1.12 Wearing a disguise or mask or using or attempting to use another inmates I.D. bracelet.
- 1.13 Possession of any staff clothing or inmate clothing not issued to you based on classification.
- 1.14 Engaging or encouraging a group demonstration.
- 1.15 Refusing to obey an order in an emergency situation.
- 1.16 Taking any person hostage.
- 1.17 Violation of In-home detention contract
- 1.18 Tampering with an electrical circuit, or creating an electrical hazard.
- 1.19 Tampering with, or causing a fire alarm to activate.

- 1.20 Possession or introduction of any contraband.
- 1.21 Removing/destroying of I.D. bracelet/loss of I.D. bracelet. 3rd offense

PUNISHMENT: After a hearing before the hearing officer, a violation of a Class 1 rule could result in disciplinary segregation for not more than ten (10) days on each count and/or all or part of your privileges revoked during this period.

CLASS 2:

- 2.1 Threatening to commit any public offense, or to commit any act that would be considered repulsive, vulgar, and/or inappropriate by the recipient of the threat or act.
- 2.2 Making sexual proposals or threats to another.
- 2.3 Destroying or damaging jail property or property of another person, stealing.
- 2.4 Intentionally overflowing a plumbing fixture.
- 2.5 Tampering with or blocking locks, windows, doors, or any other security device.
- 2.6 Adulteration of any food or drink.
- 2.7 Disrupting or interfering with the security and/or the orderly operation of the jail.
- 2.8 Counterfeiting any official document or paper.
- 2.9 Making intoxicants.
- 2.10 Being intoxicated.
- 2.11 Lying or providing a false statement to a staff member.
- 2.12 Tattooing or self-mutilation.
- 2.13 Refusing to provide a breath/urine/blood sample for testing to determine alcohol and/or drug abuse, and to assist in medical diagnosis and treatment.
- 2.14 Abuse of prescribed medication.
- 2.15 Making false statements.
- 2.16 Being in an authorized place, but at an unauthorized time.
- 2.17 Writing or imprinting signs or symbols which advocate violence, such as, but not limited to gang or cult symbols.
- 2.18 Smoking or Possession of tobacco products.
- 2.19 Abuse of or possession of excess non-prescription medication: i.e.; Advil, Tylenol, over the counter medications from commissary.
- 2.20 Being in an unauthorized area at any time.
- 2.21 Writing or drawing on any wall, jail document or other jail fixture.
- 2.22 Tampering with or damaging any ceiling, wall fixture, security device.
- 2.23 Insolence towards a staff member, including rude or obscene remarks or gestures.
- 2.24 Flushing foreign objects.
- 2.25 Refusing to clip finger nails.

PUNISHMENT: After a hearing before the hearing officer, a violation of a Class 2 rule could result in disciplinary segregation for not more than six (6) days on each count and/or all or part of your privileges revoked during this period, and/or fined for the replacement cost of the damaged item.

CLASS 3:

- 3.1 Possession of money, chit, mark, score card, or currency, unless specifically authorized.
- 3.2 Possession of property belonging to another person.

- 3.3 Mutilating or altering clothing issued by the jail.
- 3.4 Refusing to obey an order of any staff member that did or could have jeopardized the safety, security, and orderly operation of the jail.
- 3.5 Using any equipment or machinery which is not specifically authorized.
- 3.6 Interfering with the taking of the count, security checks, laundry, commissary, classes or feeding procedures.
- 3.7 Correspondence or conduct with a visitor in violation of regulations.
- 3.8 Giving or offering any person a bribe or anything of value.
- 3.9 Gambling in any form.
- 3.10 Loaning of property or anything of value for profit or increased return.
- 3.11 Possession of any non-issued item.
- 3.12 Encourage others to refuse to work or to participate in work stoppage.
- 3.13 Indecent exposure.
- 3.14 Making harassing, abusive, obscene, annoying or threatening telephone call(s) or violations of phone rules.
- 3.15 Excessive noise.
- 3.16 Refusal of inmates to clean their cell, bunk area and common areas each day.
- 3.17 Passing notes, paper, or contraband is forbidden.
- 3.18 Repeated or multiple minor rule violations.
- 3.19 Congregation on the 2nd level or stair cases, sitting/standing. (Group gathering)(2nd Offense)
- 3.20 Passing notes between units (2nd offense.)
- 3.21 Possession or use of another inmate's phone I.D. number (2nd offense.)
- 3.22 Tampering or attempting to tamper with an inmate I.D. bracelet. 2nd Offense

PUNISHMENT: After a hearing before the hearing officer, a violation of a Class 3 rule could result in disciplinary segregation for not more than three (3) days and/or all or part of your privileges revoked during this period on each count, and/or fined for the replacement cost of the damaged item.

CLASS 4:

- 4.1 Posting, gluing, or affixing any object, paper, or poster to jail walls or jail fixtures. No marks allowed.
- 4.2 Misuse of authorized medication.
- 4.3 Horse playing.
- 4.4 Being unsanitary or failing to keep one's quarters in accordance with posted jail standards.
- 4.5 Unauthorized use of mail or telephone, including making or trying to make a three (3) way calls.
- 4.6 Unauthorized contact or conduct with the public.
- 4.7 Giving or accepting anything of value or money to or from another person.
- 4.8 Unauthorized cell visiting or being in another cell or bunk besides your own.
- 4.9 Covering cell lights, air vents, or windows is prohibited.
- 4.10 Altering and misuse of County property for its intended purpose.
- 4.11 Possession of unauthorized clothing.
- 4.12 Refusing to work.
- 4.13 Unexcused absence from work or assignment.

- 4.14 Malingering or feigning an illness.
- 4.15 Possession of excessive food or commissary items.
- 4.16 Any unauthorized laundry use; Contributing to an unsafe condition such as hanging wet clothing so that water drips onto the floor, which could cause another person to slip or fall.
- 4.17 Refusing to obey an order of any staff member that did or could have resulted in a break down of day- to-day procedures of the jail.
- 4.18 Possession of bedding and laundry in any area other than your cell or bunk.
- 4.19 Possession of any item intended for the use of lighting cigarettes or igniting a combustible substance.
- 4.20 Possession of eating utensils, commissary, or food items outside the inmate housing areas.
- 4.21 No talking among inmates during lockdown, lights out, or during emergency situations from cell to cell or bunk to bunk.
- 4.22 Being in an unauthorized area, leaning, touching, gathering around, or removing anything from any officer work station.
- 4.23 Wearing of jail clothing in any other way than the prescribed manner.
- 4.24 Sleeping with your head covered, or preventing visual contact.
- 4.25 Being in a housing unit other than the one you are assigned.
- 4.26 Causing a disruption during normal T.V. programming, movies or other video presentation.
- 4.27 Possession of excessive clothing or bedding items.
- 4.28 Shouting out windows/doors to other inmates or public.
- 4.29 Communications with other inmates from cell to cell.
- 4.30 Touching or affixing any object to ceiling fixtures, fire or security device.
- 4.31 Standing on a permanent or temporary bunk, commissary sink station, or half wall.
- 4.32 Altering or damaging a razor or using a razor to shave heads.
- 4.33 Failing to keep bunk in a made and orderly fashion as required other than lights out.
- 4.34 Talking or otherwise disrupting staff inspections.
- 4.35 Unnecessary noise such as but not, limited to, pounding on tables, shouting, arguing, pounding or rattling on the doors, having radio to loud.
- 4.36 Passing notes.
- 4.37 Congregation or walking on the 2nd level or stair cases, sitting standing. (Group gathering 1st offense)
- 4.38 Possession or use of another inmate's phone I.D. number. (1st offense)
- 4.39 No talking among inmates in the halls.
- 4.40 Failure to keep cell door closed, when entering or leaving the cell. Excessively entering and exiting cell.
- 4.41 Causing a disruption during inmate video visitation or interfering with an inmate visitation.
- 4.42 Tampering or attempting to tamper with an inmate I.D. bracelet. (1st offense)
- 4.43 Taking an extra meal tray.
- 4.44 Putting feet on chairs, walls or other fixtures. Sitting on tables.
- 4.45 Possession of food tray items from meal trays.
- 4.46 Using any fixtures within the housing unit to exercise.
- 4.47 Blocking stairs or exercising on stairs.
- 4.48 Unauthorized or excessive use of the intercom.

4.49 Failing to remain on assigned bunk for shift change or when ordered to do so by staff.

PUNISHMENT: All Class 4 rule violations may be resolved by the supervisor in charge of the facility through a Minor Rule Resolution. The sanction for a Class 4 violation may be eight (8) hours cell detention and/or the loss of privileges. Attempting to commit any of these offenses, ordering another person to commit any of these offenses, and making plans to commit any of the previous offenses shall be considered the same as a commission of the offense itself.

All Class 4 rule violations may be informally resolved if the following criteria exist:

- A. The reporting officer must determine that the Officer/Inmate Resolution is appropriate. The inmate must agree to waive a formal disciplinary hearing and the inmate and officer must agree to the conditions of the Officer/Inmate Resolution.
- B. The shift supervisor or watch commander must ensure that the conditions of the Officer/Inmate Resolution are within policy and legal guidelines.
- C. Officer/Inmate resolutions sanctions are described as follows:

Verbal or written reprimand	Loss of recreation not to exceed one (1) recreation period
	Telephone restriction for not more than 23 hours
Cell confinement during movies	No more than 2 nights or 1 weekend
Confinement to cell, not to exceed eight (8) hours	Television restriction for not more than 23 hours
Commissary restriction for only one two part session	

- D. Should you have three (3) rule violations handled by the Officer/inmate Resolution in a thirty (30) day period; the fourth (4) rule violations will be handled with formal disciplinary action.

INMATE WORKER SELECTION PROCESS

- 1. You must be an adult eighteen (18) years or older.
- 2. Inmates who have been sentenced to jail time will be considered first.
- 3. Inmates who are not sentenced and do not have an excessive total bond amount will be considered next. These selections will be done on a case by case basis.
- 4. You must not have an escape risk classification or a classification of having violent behavior or forcible felonies.
- 5. You must not have any disciplinary actions pending or have been disciplined for a major class 1 or 2 violation of jail rules in the past five (5) years.
- 6. You must be physically capable of performing the duties of an Inmate Worker and be qualified by the medical department. You must consent to a physical examination and blood test by the Polk County Jail Health Services before you are assigned as an inmate worker. This also includes testing for designated

contagious infectious disease(s). You must submit to a TB test which shows that you are free of infection.

7. You will keep yourself clean and be free from contagious medical problems.
8. You will abide by the rules and regulations and sign the request for Inmate Worker Status and Waiver Form.
9. You must submit a handwritten Inmate Request to the jail administration requesting consideration for Inmate Worker Status.
10. Reasonable inquiry shall be made of other staff members for any just cause that the considered inmate should not be made an inmate worker.
11. You must not have a history of or a propensity towards violent behavior, or challenge of authority, or be argumentative.
12. You must be willing to disclose misconduct on your behalf and misconduct of others.
13. Parole violators, inmates charged with Failure to Appear and Escapees may not be eligible for inmate worker status. These selections will be done a case by case basis.
14. If your bond increases to an unacceptable amount or you are sentenced to a State institution, you will automatically forfeit your privilege of being an Inmate Worker.
15. The criteria for selection of an Inmate Worker may be waived in the event of an emergency or extenuating circumstance as determined by the Chief or his/her designee.