

SCOTT COUNTY JAIL
416 WEST 4TH STREET
DAVENPORT, IOWA 52801

INMATE HANDBOOK
10/28/2004

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Forward

This manual is a revised edition of the inmate manual published November 2001. The rules and regulations contained herein revoke and supersede the rules and regulations in the 2001 publication. The rules and regulations contained in this revised manual are in effect until superseded by subsequent additions, deletions, or corrections thereto.

The purpose of this manual is to provide information concerning rules and regulations pertaining to inmate's incarceration in the Scott County Jail. These rules and regulations are primarily directed to the inmate population and are by no means all-inclusive and the fact that a rule or regulation may not be included herein is not to be understood that a rule or regulation does not exist and or is not published elsewhere. The jail staff has complete knowledge of all rules and regulations and you are to follow their directions.

The rules and regulations contained herein are uniformly applied to all inmates incarcerated in the Scott County Jail regardless of classification status or category. Violation of these rules and regulations by any inmate will result in disciplinary action.

Major Clifford G. Tebbitt

Jail Administrator

Scott County Jail

1. INMATE MANUAL

Inmates are provided a copy of the Inmate Manual for Scott County Jail during the Booking and Dress In Process. The Inmate returns this manual to the Booking Officer when being released. **Note: be advised anything you say in jail can be used against you.**

No one desires to be locked up. The court has directed that you be kept in confinement. Your attitude and action will determine how you are treated. Failure to read this manual will not be considered an acceptable reason for noncompliance.

Notice:

Charges pending against you are not a concern of the jail staff. Jail staff does not care to discuss your pending court cases. You should discuss these matters with your lawyer.

Only the court has the authority to release you. The court and the Code of Iowa determine how, when and under what conditions you maybe released.

You have no right to privacy unless specifically stated in this manual. Due to the tendency of some inmates to secure contraband, cell and personal searches are necessary. Jail staff routinely performs searches. Inmates are not allowed in the search area without proper authority.

2. INMATE REQUEST FORMS

1. To assure you have an effective way of communicating with the staff, an inmate request form is available to you.
2. These request forms are passed out by the day shift floor officers on Monday, Wednesday, and Friday.
3. Requests are picked up the same day by 12 noon. Except for emergencies, no request shall be excepted after the 12:00 noon deadline.
4. Requests turned in other than the three designated times will not be honored.
5. Requests will be reviewed by support services and routed to the proper department
6. A written answer is not always required.
7. You may not receive an answer the same day, some responses take research and preparation.
8. One request form per inmate and only one request made at a time. If more than one request per form is written, staff will fulfill only one request.
9. Be sure to print your name and cell number clearly when making a written request.
10. More than one request form will not be honored..

3. PERSONAL PROPERTY

All clothing, jewelry, wallets or other property that is worn or is in your possession at the time you are admitted shall be inventoried and stored. This property shall be returned to you upon your release or transferred to another jurisdiction. You may release your property to family or friends Monday through Friday 8:00 AM to 3:30 PM. The jail requires that all your property be released in its entirety to family or friends. Request to release a portion of your personal contents will not be honored. You may request to release your personal property by using the inmate support service form.

After admission, the jail will accept only the following:

1. Funds to be credited to your account.
2. Legal material. Only legal material concerning your current court case, no hard cover law books.
3. Items authorized by the jail administration in advance. Any property upon acceptance by Jail Administration becomes the property of the Inmate. Said property will only be released to that Inmate or external designee. You may request to release your property by using a support service slip. Such property can not be given/released to another Inmate.

The jail will not accept items for inmates scheduled to be transported to another institution. Inmates shall make arrangements to have all personal property picked up prior to being transported. All property not picked up within **5 days** after transfer or release will be forfeited to the county, for appropriate disposal.

4. MONEY:

All money in your possession at the time of booking has been placed in the inmate trust fund. During your incarceration, you'll 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 will be returned to you.

Money may be deposited to your account between the hours of 8:00 AM. and 3:30 PM. Monday through Friday. Instruct your family and/or friends to mail money orders to you. Checks will not be accepted for deposit into your account. Any checks received will be returned to sender. Only the following will be accepted for deposit to your inmate trust account: (Note: refusal to endorse a money order will be returned to sender.)

1. Money orders, endorsed.
2. Cashier's checks
3. Cash.

Money may be released for the following reasons only:

1. Work release room and board.
2. To pay your own fines and attorney fees.
3. Commissary supplies.
4. Post your own bond.
5. Damages as a result of disciplinary hearing.
6. Administration fees, medical services.

Money may be released to your attorney or bondsmen to pay your fine/bond within a reasonable time after your written request and written release has been submitted to Support Services Monday through Friday 8:00 a.m. to 3:30 PM

Your money or property cannot 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 jail. Any violation of this rule will result in disciplinary action.

If money is not on your books before 8:30 a.m. on commissary day, do not expect to get commissary.

5. CONTRABAND:

Prohibited items - any item not listed on the inmate commissary order form or items not issued by this facility are considered contraband. Exceptions are newspapers and magazines mailed directly to the inmate from bookstores and or publishers. Contraband seized by jail staff will be documented and disposed of Any violation of possession of prohibited items will result in disciplinary action.

Permitted items - all items listed on the current inmate commissary order form and items issued by the jail facility, or approved by the Support Service Supervisor, Chief Correction Supervisor, or Jail Administrator. Any item changed from its original form, is considered contraband and will be taken at any time by jail staff.

In order to detect contraband and damage to or tampering with the physical plant, comprehensive, periodic shakedowns of the jail are performed.

6. INMATE MOVEMENT:

Inmate movement throughout the jail is controlled and supervised by jail staff and cameras. When leaving your cellblock or the recreation yard, you must be fully dressed. This is to include jump suit and shoes, or other footwear. Your jump suit must be up over your shoulders and buttoned in front. Slippers will not be worn to court except to jury court or those designated by a judge. No other attire is permitted. Clothing altered by inmates, whether it is jail issued or the inmate's private property will be confiscated. Any jail clothing damaged or altered will result in discipline and the cost to replace damaged or altered clothing will be charged to the Inmate.

When walking in the hallways, inmates walk with their right shoulder to a wall at all times. Disruptive behavior or talking that impairs with the transporting will result in discipline. You shall proceed in an orderly manner to the designated area after authorization from authorized jail staff.

7. FIRE EMERGENCY PROCEDURE:

During the time of emergency, inmates are to follow the instructions given by the floor officer or other jail staff members. All jail officers and staff are trained to supervise the evacuation of the jail should the need arise. Inmates are to follow evacuation procedures and orders as given by jail staff, failure to follow emergency orders will result in disciplined action and/or criminal prosecution.

Fire emergency evacuation routes are posted throughout the jail. Emergency doors are clearly labeled throughout the jail. Fire drills conducted by jail staff are to be treated, as if there is an actual fire. This training is for your safety as well as visitors and staff.

Remember, if a fire is started by carelessness your life as well as others will be endangered

8. SMOKING/TOBACCO PRODUCTS:

It is the policy of the Scott County Sheriff/Jail to provide a healthful, comfortable, and productive work/living environment for our employees, inmates, and general public. Therefore, employees, inmates and the public are strictly prohibited from smoking within all jail facilities and vehicles.

9. SCREENING:

When you first enter the jail you will be screened for immediate health problems/injuries. Injuries obtained during the course of your arrest should be clearly identified to Medical Staff. You also will be:

Screened for physical and mental health problems.

Screened for drug and alcohol problems.

Within a reasonable amount of time you will be referred to the appropriate professionals as described above.

If you think you have a health problem, this is the time to request help. Support slips concerning your medical or mental health questions will be directed to those

authorities.

Upon entering the jail, you will be classified according to:

1. Iowa state jail standards.
2. Placed with other prisoners of your classification.
3. There will be no differential in privileges or treatment of any kind because of race, color, religion, national origin or sex.

10. MEAL SERVICE

Inmates will be supplied with three well balanced meals per day. Special diets will be honored for religious and/or medical reasons only. If you require a special diet for medical reasons, the diet must be prescribed by medical staff. If you require a religious diet, state the type of diet and your religion on an Inmate Request Form. Your request will be evaluated by Program Services prior to your receiving the special diet. Each inmate is responsible for receiving and returning his/her food tray to staff members in an orderly manner. Abuse or misuse of food tray or food items may result in disciplinary action. All food items must be consumed at meal time – no food may be saved. Food items are not allowed to be brought in for or by inmates from outside the facility.

11. TELEPHONE:

Each inmate, in general population, has access to use of a telephone in the cellblock. When someone is on the phone, respect his or her privacy, stay at least an arms length away. There is a 15-minute limit on all calls. There is a minimum \$1.75 charge on all local

phone calls. All calls are collect, except in the booking room where a call is free upon being booked into the jail. Jail staff will not transfer incoming calls or take messages from outside the jail for you. Abuse or misuse of these phone privileges will result in the phone being turned off. The phone is a privilege; it is not a right. Altering phones or making three-way calls are prohibited. Do not ask for a non-collect call at any time, after you're booked into the jail, your request will not be honored. If the party you wish to speak to will not accept a collect call you will need to write to that party. Telephone privileges will be revoked if rules are violated.

12. READING MATERIAL AND TELEVISION:

There is a quantity of reading material for your use through a check out system. Library access is provided during recreation periods. This material is for you and others to use. Do not abuse so others may enjoy. Reading material must come from a publisher or bookstore. Reading material sent from a bookstore/publisher must be clearly marked with a business return address. Any material sent that cannot be verified by jail staff will be placed in your property. You're allowed to have magazines and paperback books in your possession. Extra reading material sent to you will be placed in your property and exchanged by using the support service form. All reading material sent to you will have an identification label on the front of it, removal of this label will result in jail staff confiscating it as contraband. Your personal book exchange will be done by jail staff when time permits. Only one television set per cellblock is allowed. Television sets **cannot** be left for other inmates upon your release. Jail staff will not accept television sets as

they must be purchased from the Jail Commissary. All television sets are searched and examined before being placed in your cellblock. Arguments over the use of television sets will result in the loss of television privileges. Volume on television sets will be kept at a reasonable level. Television sets will be turned off by 10:30 PM. The jail does not normally provide television sets and will not be responsible for sets damaged by inmates. Television is a privilege and not a right. Television sets cannot be purchased for inmates housed for other jurisdictions i.e. Marshal Services, I. N. S., or other counties/States. Televisions purchased according to Jail regulations become the property of the Inmate.

All property not picked up within **5 days** after transfer or release will be forfeited to the county, for appropriate disposal.

13. INMATE CORRESPONDENCE:

All inmates in the Scott County Jail have access to the U.S. Postal Service. The following rules pertain to mail service. All incoming mail is checked by the jail staff for cash, money orders, and contra band. All mail incoming or outgoing must be processed through the jail support services. Other inmates, visitors, attorneys, ministers, jail volunteers, or other persons will not act as carriers for mail.

Privileged correspondence is defined as: mail to or from your Attorney, Government Officials, Citizens Aid Office, Courts, the Sheriff, Jail Administrator and Chief Correctional Supervisor. Incoming privileged correspondence, if opened by jail staff will be opened in the presence of Inmate in which correspondence is addressed to.

All mail, incoming or outgoing, to or from inmates in other correctional facilities or jails must be approved by the jail administrator prior to mailing. This includes writing to other inmates within the Scott County Jail. Mail received without prior approval will be returned to sender. You will be informed in writing of any mail returned to sender. **Note:** suspected mail sent third party will also be returned.

All incoming mail/packages are subject to inspection for contraband. All prohibited items received in packages will be returned to sender, placed in your property, or disposed of in accordance with Scott County Jail standard operating procedures.

All outgoing mail must have your full name (as stated at booking) and the return address: Scott County Jail, 416 West 4th Street, Davenport Iowa, and 52801. Any mail attempting to go out without this proper return address will not be mailed. All outgoing mail is stamped, "INMATE SCOTT COUNTY JAIL". Do not attempt to alter this stamp.

The following should be remembered when informing friends/family to write letters to you:

1. All incoming mail must have a full return *name and* address on the envelope. Mail will not be accepted without a full address.
2. The jail will not accept stamps, other postage in incoming mail.
3. No Polaroid pictures are allowed.
4. No pictures will be allowed larger than 5 x 7.
5. The limit of 15 pictures is allowed.

6. No third party mail from another inmate is allowed.
7. No stickers are allowed to be placed on the envelopes or letters.

You may write to any office within the Scott Co. Courthouse at any time. Any courthouse correspondence must be addressed and mailed like any other letter you may wish to send out.

Any item which violates federal, state, local statutes or poses a threat to the security and/or orderly running of the facility are prohibited.

Inmates shall be furnished a reasonable amount of writing materials upon request. Jail officials may prohibit prisoner correspondence to those who state in writing that they do not want to correspond. This does not include a "prior approval" list.

14. SECURITY/COUNTS/INSPECTIONS

For the security of the jail and the safety of inmates, the jail staff conducts scheduled and unscheduled head counts. Inmates are required to return to your assigned cell or designated area when directed by jail staff. When you return to your cell, you are required to remain in plain view so you can be identified. Inmates are required to be out of their beds for all roll call head counts. At the 6 a.m. head count each morning, all inmates make their beds and perform a general cleanup of their cell.

All inmates while in Scott County jail are required to wear an identification wristband. Altering or not wearing this wristband will result in discipline action. This wristband is used for your identification by jail staff.

In addition to the daily scheduled hygiene and safety inspection, the staff may conduct unscheduled inspections of your cell and housing unit. Any contraband found will be confiscated. You are not allowed to interfere with jail staff conducting these inspections and do not have the right to be present during the inspections.

Inmates are assigned to a cell and not allowed in another inmate's cell. At 6 a.m. and approximately 4 PM, you will be required to stand next to your bed for a standing head count. Remember, as soon as jail staff receives a correct head count you will be able to return to your regular routine.

You may be subjected to pat searches and/or unclothed searches upon entering or departing various areas of the jail facility.

15. COUNTY ISSUED ITEMS

Issued clothing: one uniform jump suit, one pair of socks, one pair of briefs or two panties/bra, and one set of footwear.

Issued bedding: one mattress, one blanket, one bed sheet, one Towel, one wash cloth, and one pillowcase.

Issued hygiene items: one toothbrush, one toothpaste, and one soap.

Sharing a razor and/or a toothbrush is prohibited.

16. PERMITTED ITEMS

Prescription eyeglasses, contact lenses, two soft back books, two magazines, legal material, and jury trial clothes. **Note:** all products will be kept at an acceptable amount for fire and safety concerns.

17. LAUNDRY

Laundry will be exchanged twice a week. It is your responsibility to pass out your dirty laundry to be exchanged for clean. It is also your responsibility to view all items given to you for any damage or markings. Any neglected or damage items received by laundry will be documented and you may be charged the current market price. Remember, to inspect your laundry and advise the laundry officer of any damage at the time of laundry exchange. This is also the time to request replacement hygiene items if you've run out, ie; toothpaste, toothbrush, soap, comb. At no other time will these items be available to you.

The jail clothing is not tailor made. Jail staff will try to provide you with clothing that best fits you. Jail clothing is issued for security, identification, health, and

durability-- -- not for style. The laundry officers will access your uniform size; they will not alter for personal preference.

You'll wear jail issued clothing to court, unless jail staff is directed otherwise. Family/friends may bring one set of clothing into the jail for jury trial. This clothing may be exchanged on a daily basis while you're going through trial. Clothes may be dropped off on Fridays 8:00 AM to 5:00 PM the week **before** your scheduled jury trial.

Anytime your laundry items are used in any fashion other than what they're meant for the jail staff may confiscate that item.

18. CLASSIFICATION AND HOUSING UNIT ASSIGNMENTS

The assignment of inmate to a particular cell, or any change in cell assignment is the responsibility of the classification officer. Unauthorized change of cell or bed location may result in disciplined action. Inmates do not have the right to refuse cell placement.

A classification assessment will be done within 72 hours of your confinement. The assessment will include information concerning your behavior, current charges, and charge history. A score will be determined based on the information available, and you will be housed according to the score.

A reassessment will automatically be done between 30 and 120 days. One can also be done by event. The inmate does not have to request a reassessment. Reassessments are done using current information such as behavior, charges, sentencing and programming.

19. PERSONAL HYGIENE / SANITATION

It is extremely important that the jail be kept as clean as possible at all times. It is the responsibility of all inmates to keep their sleeping area clean, neat and orderly. This includes all common areas inside your cellblock. Failure to do so will result in discipline action or the loss of television or other privilege(s) for the entire day.

Jail staff will provide you materials and equipment for cleaning specified areas each day.

Haircut services are available for all inmates. An outside Barber is available for \$10.00, your cost. You may request the service through a support service slip. Hair clippers are available for your use during recreation periods. **Note:** Once program staff sets up a visit for you with an outside barber service, and you refuse for any reason other than court, you will be charged for that visit.

A minimum of three showers will be provided weekly for all inmates. It is your responsibility to maintain good personal hygiene.

20. HEALTH CARE

Within 72 hours of your entry into Scott County jail, one of our nursing staff members may see you in order to perform an initial medical screening procedure. Answering truthfully and correctly is vital for your health needs. Medical staff will handle non-emergency illnesses on designated sick call days. Jail Staff will handle emergencies 24 hrs. a day.

Sick call is conducted on scheduled bases Monday through Friday. You must turn in a request for medical evaluation form, also called a sick call slip, to be seen during sick call. If you failed to turn in a sick slip to see the nurse, or miss sick call for any reason, you must wait until the next scheduled sick call day. Sick call slips are distributed Monday through Friday at 6:00 a. m. by the floor officer. The inmate completes the form and returns it to the floor officer by 8:00 a. m. No verbal request accepted.

Sick call is conducted by medical nurse/doctor.

Inmates are required to pay for medical services. Free medical services are: admitting physical screening, std, and initial mental health screening.

Medical services requiring inmate payment: Sick Call \$ 5.00, Doctor /Nurse \$ 5.00, Dental \$5.00, X-Ray \$5.00, EKG \$5.00, Pharmacy \$ 2.00, Hospital/Emergency Room \$10.00. **NOTE:** once medical staff sets a visit up for you with an outside medical/dental service if you refuse for any reason other than court you will be charged for that visit. All prices are subject to change without notice.

The medical staff determines all non-emergency treatment. Over the counter medication is charged the same as prescription pricing. Cost of these services is deducted from your commissary account.

Medical care will not be refused for inmates who do not have money in their commissary account. However, if your account goes in the negative balance any money received into your account, will be deducted to cover medical costs. When an inmate, is released, this account is carried on the jail ledger for 120 days

21. EMERGENCY INTERCOM SYSTEM

Most cells are equipped with intercom systems. This intercom is for **emergencies** only and is not intended to be used for common questions. Your floor officer will assist you when they make their scheduled rounds. For questions that cannot be answered by the floor officer use a support service slip. Abuse or misuse of the emergency intercom system is subject to discipline.

22. PROGRAMS / SERVICES

While incarcerated, eligible inmates have the opportunity to participate in a wide variety of therapeutic, educational, spiritual and enrichment programs. The programs are to provide inmates with the opportunity to address those issues which may have contributed to their criminal behavior and subsequent incarceration.

Eligibility for participation is determined based on an inmate's security classification, availability of the program space and location of programs and inmate conduct. The following list describes the various types of programs currently available to eligible inmates: education, vocational training, life skills development, women's empowerment groups, substance abuse education/support, spiritual, parent education and mental health assistance.

If you wish to participate in any type of program, make your request known by turning in a support service slip. The program officer will make note of your request and you will be notified of your status in the program.

Your acceptance into a program is a privilege. You will be required to follow the rules and you may be denied the chance to participate in programs as a result of any misconduct.

Religious Service: Inmates have the opportunity to participate in practices of their religious faith. Inmates have a constitutional right to practice their religion, subject only to the limitations necessary to maintain order and security. Volunteer clergy approved to the jail program can visit the jail on regular scheduled times. If you wish to see a particular community minister, you may contact that minister and you may place that person on your visitation list.

Notary Service: Notary service is available free to all inmates upon request. All requests must be submitted on a support service form. Only items required by law will be notarized. Due to staff scheduling notary request may take up to 7 (seven) days.

Recreation: You are afforded recreation two times per week for one hour each. This facility provides a recreation yard for exercise when conditions permit. When using the recreation yard there are certain rules, which must be followed for your safety. If items are thrown out of the recreation yard, this will cancel the use of the recreation yard. When walking in the hallways to and from recreation, inmates will walk with their right shoulder to a wall at all times. You shall proceed in an orderly manner to the designated area after authorization from authorized jail staff. Disruptive behavior or talking that impairs with the transporting will result in discipline.

Your recreation time may be altered due to discipline and /or medical status. Any items that you check out during recreation time must be turned in at least 10

minutes before the end of the period to insure the recreation officer can inspect.

Inmate Worker: Certain inmates are selected periodically to serve as inmate workers in the jail and around county buildings as well as the community without pay. The support service supervisor makes selection of an inmate worker. Inmates eligible for consideration as inmate workers are those considered being good security risk, show promise of good behavior, consistent work habits. The selection to be an inmate worker is a privilege not a right. If you're sentenced to jail time, and asked to work, you are required to work. Failure to do so may result in disciplinary action, which could result in loss of good time. Good time is reviewed and handled by the support service supervisor. Do not ask jail staff about your good time all requests must be submitted on a support service form.

Work Release: The courts grant work release privilege. If you're a sentenced inmate you may write a support service form to ask for details. The courts as well as jail staff verifying your employment must grant any approval for work release. Room and board will be deducted from your payroll check.

Mental Health: Mental health professionals visit the jail three times per week. To see a mental health professional you may use a sick call form or support service slip. Your name will be provided to the mental health worker to be seen at the earliest convenient time.

Visitation: All persons entering the Scott County Jail may be subject to a WANTED PERSONS CHECK and/or a CRIMINAL HISTORY check. Inmates are given the opportunity to list three persons with whom

they wish to visit. Inmates may change their names listed on their visitor card each Saturday by asking the floor officer for a visitors change form. This form must be turned back in Sunday by 12:00 noon to your floor officer. Within a reasonable amount of time after admission you'll be placed in a visiting group. You may request on a support service form for your visiting times and days. These are set times and will not be changed. Visitors who violate jail rules may be barred from reentering the jail as a visitor. You're allowed three visitors per week. All children count towards the three.

Attorneys will be allowed to visit at any reasonable time.

Any inmate sentenced to one of the state penitentiaries may be permitted to having non-contact special visit with those persons of his/her choice upon notification and approval of the support service supervisor. ***This will be granted if time permits.*** Do not ask jail staff when you'll be transported, they will not know for security reasons. Any other special visits may be granted by the sheriff, chief deputy, and chief correctional supervisor and will be non-contact.

All visitors, age 13 and up, must present identification before visiting an inmate. Acceptable identification is valid driver's license with photo, non-driver's identification card with photo, military identification card with photo. Identification must include social security number or must present social security card. The visitation officer may approve other types of identification. If the visitation officer cannot validate the age or true identification of a visitor that person will be turned away and asked to return with valid identification.

Any visitor under the influence of alcohol or drugs is not allowed to visit and will be asked to leave the facility. All visitors must be in proper attire. The Scott County Jail reserves the right to refuse any visitor. This includes, any person that has been incarcerated in the Scott County Jail within the past six (6) months, and convicted felons will be denied visitation privileges.

Law Library: a small law library is available for your use at recreation times. It consists of the Iowa codes, Iowa rules of court, and dictionary. Law copies are available through support service request forms. You are limited to 10 copies per week and copies will only be made for legal material that you are currently being held on. If it appears you are abusing this service the jail staff has the right to question its necessity. No copies of pages from books will be available in the recreation yard.

Commissary: Personal items are available for purchase through the jail commissary. In order to receive commissary items, you must fill out a commissary order form. Jail staff will pick up this order form. Commissary forms must be filled out neatly, and legible for staff to read. If staff cannot read the form, it will be returned and commissary will not be filled.

Commissary schedule is as follows: all levels submit slips on Monday and Thursday with delivery on Tuesday and Friday, respectively.

Commissary Slips will be picked up by 7:00 a. m. on your scheduled day. Be sure it is ready, late slips will not be accepted or honored.

Free stamped envelopes are ordered on the last commissary day of the week. To qualify for a free order you must have less than \$1.50 on your account. You

still must fill out an indigent order form to receive a free order. Any monies you have under \$1.50 will be applied to your order.

Hygiene products, i.e.; shampoo, soap, lotion and deodorant, will be available if you have less than \$1.55 on your books. Any items ordered will take your account negative. Any monies less than \$1.55 will be applied to your order.

When you receive your commissary order check it immediately. Any disputes must be brought to the attention of the floor officer immediately.

Each inmate has the right to know the price of all items on the commissary form, but note prices are subject to change, frequently and without notice.

Each inmate has the right to refuse any item that he/she feels is unsatisfactory, as long as it has not been damaged by the inmate, and was in a damaged condition when received. **Inform the floor officer immediately upon receiving your order.**

Commissary will not be available on the following holidays: Independence Day, Labor Day, Veteran's Day, Thanksgiving day, the day after Thanksgiving, Christmas Eve day, Christmas Day, New Years Day, Memorial Day. **Note:** if any of these holidays fall on the weekend there will be no commissary on either Friday or Monday. Check with your floor officer for the appropriate day.

Inmates using a false name or altering his/her slip or any other inmates slip will be subject to losing commissary for the remainder of your incarceration.

Scott County Jail's Reward Program

Inmates can provide internal jail information, i.e. contraband, drugs, alcohol, illegal behavior and/or rule violations; if verified can receive money rewards on their commissary fund.

24. Annex Rules

Inmates must be in their assigned bunks after lights out. (Except for use of the restroom).

Beds must be made at all times if you're not in it.

Towels can only be hung between the wall and bunk.

No exercising using tables, bunks, or walls.

No sitting on tables or restroom walls.

Shirts must be worn during visit hours to include the hours of 0800-1600 Monday thru Friday. Pants are not to be rolled up.

No throwing, passing, or playing catch across the bay with any item.

No communicating between bays.

No running in halls going to/from chow/rec/etc.

All persons will assist with daily clean up of bay.

All trays and cups will be set out after each meal.

No one is allowed in the white area, except for officers and those with a visit.

Razor list must have your last name, and first initial by lights out, the night before. Razors are placed in the bay at 0500 and picked up by 0600.

Commissary/sick call slips are to be turned in prior to breakfast.

It is your responsibility to inspect your laundry as soon as it is issued to you. Check for damage and report it to an officer as soon as possible.

No loud talking after lights out.

Annex maintenance and laundry trustees are not allowed in the kitchen without an officer present.

Support service slips are to be turned in by 11:00 am on Mon., Wed., & Fri.

Pop is not allowed in the indoor/outdoor recreation areas.

Any item used in a fashion other than what it's meant for, the jail staff may confiscate.

This list does not include all rules, and the fact that a rule is not included is not to be understood that a rule or regulation does not exist.

24. INMATE GRIEVANCE PROCEDURE

You are allowed to file a grievance if the following conditions exist:

You have been subjected to a criminal act by an inmate.

A prohibited act by a staff member.

Abuse, harassment, abridgement of civil rights.

Denied privileges, without just cause, specified in this Handbook while in the Sheriff's custody.

Before you file a grievance, submit a support service request form stating your complaint, if they're unable to assist you, support services will send you a grievance form. To file a grievance you must send the grievance form to the Chief Correctional Supervisor. Your grievance will be turned over to the proper staff to be investigated and returned to the Chief Correctional Supervisor. All grievances fitting the above criteria will be thoroughly investigated. A written response could take up to 14 days, some longer due to the investigation. Grievances found to be unfounded or not fitting one of the four above criteria will be returned to you as "Denied" or "Denied, need further details". Remember: All grievances must have Time Of Incident, Date of Incident, Names of Staff Members or Inmates Involved, give as many details as possible to assist the jail staff. **Note:** Grievances must be filed by individual inmate, no grievance will be honored from, "unanimous inmates" or "all inmates in this cellblock".

25. DISCIPLINARY PROCEDURES

Pre-Hearing Action:

When an alleged inmate rule violation is reported, an appropriate investigation is begun within twenty-four (24) hours of the time the violation is reported and completed without reasonable delay. Exceptional circumstances may cause a delay in the investigation.

Upon notice of pending disciplinary hearing to the inmate, if the inmate freely and voluntarily admits guilt , immediate sanctions will/can be imposed according to the Inmate manual.

There is a pre-hearing detention of inmates who are charged with a rule violation. The inmate pre-hearing status is reviewed by the Chief Correctional Supervisor or his designee within seventy-two (72) hours prior to the disciplinary hearing, excluding weekends and holidays.

The disciplinary hearing shall be conducted within (5) five days, excluding weekends and holidays, after the inmate receives notification of the alleged rule violation.

A postponement or continuance of the discipline hearing may be done for a reasonable period and for good cause. Inmates will receive notification of postponement or continuance.

An inmate charged with a rule violation is present at the hearing, unless he/she waives their right to attend the hearing or their behavior justifies their removal from the hearing. The absence of an inmate from a hearing is documented. Inmates may have sanctions taken while pending their hearing.

Conducting a discipline hearing:

All discipline hearings on rule violations are conducted by an impartial person or panel of persons. Hearings are done on Tuesday and Thursdays or other designated days by administration. A record of the proceedings is made and maintained for at least six months.

Inmates have the opportunity to make a statement and present documentary evidence at the hearing and can request witnesses on their behalf. The disciplinary committee decision is based solely on information obtained in the hearing process.

A written record is made of the decision and the supporting reasons, and a copy is given to the inmate. The hearing record and supporting documents are kept in the inmate's file and in the discipline committee records.

If an inmate is found not guilty of the alleged rule violation, the discipline report will reflect that finding. The chief correctional supervisor or his designee, reviews discipline hearings and dispositions to assure his/her conformity with policy and regulations set forth.

An inmate has the right to appeal decisions of the hearing officer to the chief correctional supervisor or his designee. The chief correctional supervisor, designee, will either confirm or reverse the decision of the discipline hearing officer within five working days of the appeal.

Conditions of discipline detention:

All clothing, mattresses and bedding will be the same as in general population, unless temporary placed in behavioral control status and/or if items are damaged. Clothing or bedding and/or other items that are destroyed or mutilated will be removed and not replaced.

Clothing, bedding and/or other items that are destroyed or mutilated will be removed and not replaced until that behavior changes.

Meals served will be the same as general population. If you destroy your meal, after being properly served you will not be given a replacement meal. Disposable containers can be used while you're in discipline detention.

While in discipline detention your recreation time maybe restricted.

While in discipline detention you'll be allowed to keep only the following personal property. All other personal property not listed below will be placed in your property until you are released from discipline detention.

One Towel, one bar of soap, one toothbrush, 1 tube of toothpaste, one role of toilet paper and one comb.

Writing material for the purpose of corresponding.

One soft covered religious book/magazine.

One commissary purchase of hair care product, and one lotion.

You will receive all incoming mail.

You will be afforded normal correspondence and visitation privileges unless restricted by behavioral control status.

Telephone usage is restricted.

Newspapers are not allowed in discipline segregation.

Prohibited acts in Scott County jail and discipline:

Individuals or the entire cell may be sanctioned for violations of jail rules and regulations. Certain prohibited acts for which you may be disciplined or prosecuted for while incarcerated in this Scott County jail are as follows:

Class 1-rule violations:

- 1.0 Murder.
- 1.1 Assaulting, infecting, or trying to inflict with body fluids that may cause infection.
- 1.2 Fighting.
- 1.3 Extortion.
- 1.4 Engaging in sexual acts with others.
- 1.5 Escape, attempting or planning to escape.
- 1.6 Setting or trying to start a fire.
- 1.7 Possession / introduction of explosive ammunition.
- 1.8 Possession / Introduction of a gun, firearm, weapon, sharpened instrument, knife, or unauthorized tools.
- 1.9 Possession/introduction of narcotic, narcotic paraphernalia, intoxicants.
- 1.10 Rioting, encouraging others to riot.
- 1.11 Wearing a disguise or mask.
- 1.12 Possession of any officers clothing.
- 1.13 Engaging in or encouraging others to demonstrate.
- 1.14 Refusal to obey an order in both emergency and non-emergency situations.
- 1.15 Taking anyone hostage.

- 1.16 Violation of jail in-house contract.
- 1.17 Smoking or possessing smoking paraphernalia.
- 1.18 Conduct by an inmate that is offensive to staff or visitors.
- 1.19 Inappropriate contact with public / staff / public officials.
- 1.20 Interfering with jail communications / intercoms / cameras / phones.
- 1.21 Removing or tampering with wrist I.D. Bands.
- 1.22 Habitual jail violator, with three or more hearings.
- 1.23 Misuse of emergency intercom system
- 1.24 Misuse of County facility resulting in property damage.

Punishment for Class 1:

After a hearing before the hearing officer, violations of Class 1 rules could result in discipline segregation for not more than ten days for each count. Loss of the following privileges per count for up to 3 weeks: automatic loss of 3 periods of recreation, visitation and commissary, and 5 days good time. Replacement costs of all damaged items will be assessed to the Inmate.

Class 2:

- 2.1 Threatening another person with bodily harm, or with any offense against his/her person or property.
- 2.2 Making sexual proposals or threats to another inmate/jail staff/visitor or volunteer.
- 2.3 Destroying or damaging jail property or property of another person, stealing.
- 2.4 Tampering with or blocking locks, windows, doors, or other security device.
- 2.5 Alteration of any food or drink.
- 2.6 Disrupting or interfering with the security and/or the orderly operation of the jail.
- 2.7 Counterfeiting any official document or paper.
- 2.8 Making intoxicants.
- 2.9 Being intoxicated

- 2.10 Lying or providing a false statement to jail staff or other officials.
- 2.11 Tattooing or self-mutilation.
- 2.12 Threaten and/or intimidating others to participate in lawsuits or group demonstrations.
- 2.13 Refusing to provide a breath, urine, blood sample for testing to determine alcohol or drug abuse. To assist in medical diagnosis and treatment.
- 2.14 Abuse of prescribed medication.
- 2.15 Being in unauthorized place.
- 2.16 Writing or in printing signs or symbols which advocate violence, gang membership or disruptive cult or race symbols.
- 2.17 Refusal to work or attempting to disrupt work programs.
- 2.18 Refusing to stand, work or cooperate with head/official counts.
- 2.19 Mutilating or altering clothing issued by the jail.
- 2.20 Refusing to obey an order of any staff member that did or could have jeopardized the safety, security, and orderly operating of the jail.
- 2.21 Interfering with the taking of count, cell checks, laundry, recreation, or feeding procedures.
- 2.22 Passing notes, paper, or contraband is forbidden, including asking staff, volunteers, and visitors to pass them for you.

- 2.23 Repeated or multiple minor rule infractions.
- 2.24 Unauthorized use of mail.
- 2.25 Unauthorized contact or conduct in public.
- 2.26 Malingering or faking illness.

Punishment for violation of class 2.

After a hearing before the hearing officer, violations of Class 2 rules could result in discipline segregation for not more than 6 days for each count. Loss of the following privileges per count for up to 2 weeks: automatic loss of 2 periods of recreation, visitation and commissary, and 3 days good time. Replacement costs of all damaged items will be assessed to the Inmate.

Class 3

- 3.1 Possession of money, chips, mark, scorecard, dice, or currency not authorized.
- 3.2 Possession of property belonging to another person.
- 3.3 Tampered with or uses any equipment, machinery, or fixtures.
- 3.4 Correspondence or conduct with a visitor / volunteer in violation of jail rules.
- 3.5 Giving or offering any person a bribe or anything of value.
- 3.6 Gambling of any form.
- 3.7 Loaning of property or anything of value for profit or increase return.
- 3.8 Possession of any non-issued item.
- 3.9 Encourage others to refuse to work or participating in a work stoppage.
- 3.10 Insolence towards a staff member, volunteer, visitor, or other official.
- 3.11 Indecent exposure.
- 3.12 Making harassing, abusive, obscene, annoying or threatening telephone calls, mail correspondence, or phone violations including three-way calls.
- 3.13 Excessive noise.

- 3.14 Refusal of inmates to clean their cells each day.
- 3.15 Having bedding / mattress anywhere except on bed in cell.
- 3.16 Assisting other inmates who have an Attorney of record in pursuing the legal process.

Punishment for violation of class 3.

After a hearing before the hearing officer, violations of Class 3 rules could result in discipline segregation for not more than 3 days for each count. Loss of the following privileges per count for up to 1 week: automatic loss of 1 day recreation, visitation and commissary, and 1 day of good time. Replacement costs of all damaged items will be assessed to the Inmate.

Class 4

- 4.1 Posting, gluing, or fixing any object, paper, jail bedding. No obstructing of view or writing on jail walls permitted.
- 4.2 Using abusive or obscene language or hand / body gestures.
- 4.3 Being unsanitary or failing to keep your cell clean in accordance with jail standards.
- 4.4 Giving or selling anything of value or money to or from another inmate.
- 4.5 Unauthorized cell visiting or being in another cell besides your own.

- 4.6 Possession of excessive commissary.
- 4.7 Altering or misuse of jail property for its unintended use.
- 4.8 Possession of unauthorized clothing.
- 4.9 Unexcused absence from work assignment.
- 4.10 Possession of excessive food items.
- 4.11 Unauthorized or excessive laundry.
- 4.12 Refusing to obey an order by any staff member that did or could have resulted in a break down of the day-to-day procedures/operations of the jail.
- 4.13 Possession of excessive eating utensils or other items considered excessive.

Punishment for violation of class 4.

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 24 hours cell detention and/or the loss of privileges for not more than one day unless disciplined action is needed, and formal disciplined procedures are started.

Attempting to commit any of these offenses, ordering another person to commit any of these offenses, and making plans to commit any of these offenses shall be considered the same as committing the offense yourself.

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

The reporting officer must determine that the officer/inmate resolution is appropriate, the inmate must agree to waive a formal discipline hearing inmate/officer must agree to the conditions of the officer/inmate resolution.

The shift supervisor must insure that the conditions of the officer/inmate resolution are within policy and legal guidelines.

Officer/inmate resolution sanctions are described as follows:

Verbal reprimand or warning.

Loss of outdoor recreation not to exceed one recreation.

Telephone restriction for not more than eight hours.

Loss of commissary not to exceed 1 period.

Television restriction for not more than eight hours.

Confinement to cell not to exceed 24 hours.

4. Should you have three rule violations handled by the officer/inmate resolution within a 30 day period, the fourth rule violation will be handled with formal discipline action, Jail staff/officers report and document all incidents with written reports.