

INMATE RESPONSIBILITIES AND GENERAL POLICIES

PROPERTY OF
THE TAMA COUNTY SHERIFF'S OFFICE

100 N. MAIN ST.

P.O. BOX 34

TOLEDO, IA 52342

TELEPHONE NUMBERS:

ADMINISTRATION (641)484-4111

JAIL (641)484-3760 OPTION 2

SHERIFF DENNIS P. KUCERA

INMATES SHOULD READ AND BE FULLY KNOWLEDGEABLE WITH THE CONTENTS OF THIS RULEBOOK. DO NOT DAMAGE OR DEFACE THIS RULE BOOK IN ANY WAY. UPON YOUR RELEASE FROM THE TAMA COUNTY CORRECTIONAL FACILITY, THIS RULEBOOK WILL BE INSPECTED FOR DAMAGE. YOU WILL BE CHARGED WITH ANY DAMAGE DONE TO THIS RULEBOOK (\$10.00).

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INMATES ATTENTION

THIS HANDBOOK IS A BASIC GUIDE FOR YOUR REFERENCE, AND IS NOT INTENDED TO COVER ALL RULES AND REGULATIONS OF THE JAIL.

KEEP IN MIND THAT THE DEPUTY SHERIFF, JAILER, OR STAFF MEMBER YOU DEAL WITH ON A DAY-TO-DAY BASIS:

- A. DID NOT PUT YOU IN JAIL
- B. HAS NO KNOWLEDGE OF YOUR CASE.
- C. CANNOT ASSIST YOU WITH ANY LEGAL MATTER. YOUR ATTORNEY IS YOUR BEST SOURCE OF INFORMATION FOR MATTERS PERTAINING TO YOUR CASE.

AFTER IT HAS BEEN DETERMINED YOU WILL BE KEPT IN JAIL

Each inmate is issued an inmate's handbook. You are responsible for this handbook while incarcerated. Upon release from the Tama County Jail, you shall be required to turn the handbook in to the Jailer(s) on duty, **UNDAMAGED**. If the handbook is damaged upon your release or if found damaged during a cell search, you will be charged a \$10.00 replacement fee.

This inmate handbook has been prepared for your benefit. You should read it carefully and completely so that you will know what conduct is expected of you and what services are available to you.

No one desires to be "Locked Up", but the Court has directed that we keep you in confinement. Your attitude and actions will determine how others treat you while you are here.

Failure to read this handbook **WILL NOT** be considered an acceptable reason for non-compliance of the contents herein.

****GUIDELINE****

Charges pending against you, while incarcerated at the Tama County Jail, are not a concern of the jail staff. We have no desire to discuss your pending court case. That is a matter between you, your lawyer, and the court.

You are being incarcerated in the Tama County Jail until the Court authorizes your release. Your stay will pass without consequence if you act accordingly. The decision is yours!

Attention

Cell doors are electronically operated or manually operated. Do not put any part of your body in the doorway when the doors are moving. Injuries allegedly caused while the door is moving will be considered a deliberate act, and a rule violation (see rule number 1.12). Do not stand in the doorways unless directed to do so.

WARNING

Be advised, anything you say or do while incarcerated at the Tama 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. Staff throughout your stay routinely does searches. Inmates may not be in their cells at the time of the search.

****Public Notice****

Please advise your friends and/or relatives not to converse or yell to you from the outside, as they may be subject to citation and/or arrest.

FIRE PRECAUTIONS

In the event of a fire, advise the jailer at once and do exactly what you are told, when you are directed to do so. The voice intercom may be used to notify the jailer in an emergency situation.

A fire in the Tama County Jail building is very serious. Follow the jailer's directions; they have been instructed in the proper fire/smoke emergency procedure 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. The success of the fire/smoke emergency procedures and your safety depend on your doing what you are told, when you are told. **DO NOT FORGET!!!**

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 Jailers, Deputies and Officers.

TAMA COUNTY IS A TOBACCO FREE FACILITY

No tobacco or smoking of any kind is allowed at the Tama County Jail. This includes the exercise yard and any other premise of the jail.

FIRE – MATCHES – LIGHTERS

The use of matches or other fire producing devices will not be allowed because of fire hazard, damage to property, and injury to others.

PERSONAL PROPERTY

All clothing, jewelry, wallets, and other property that was worn or was in your possession at the time you were booked into the Tama County Jail, has been inventoried, stored, and will be returned to you upon your release or transfer to a different jurisdiction.

The only property you are allowed to have in your possession or in your cell is of a personal nature, that being authorized items or items purchased from inmates' commissary. Violations of this rule may result in disciplinary action.

Any inmate in the custody of Tama County who is bound for a State or Federal Institution shall be limited to the property allowed by the Department of Adult Corrections' and / or U.S. Marshall Service.

THE JAIL WILL ACCEPT ONLY THE FOLLOWING PROPERTY:

1. MONEY (CASH OR MONEY ORDERS ONLY)
2. LEGAL MATERIAL (only concerning your **current** court case)
3. CLOTHING
 - a. Three (3) pairs of white socks
 - b. Three (3) pairs of white under shorts or boxers (no buttons)
 - c. Three (3) pair of panties & bras (no under wire)
 - d. Thermal shirts only (cold weather months only)

These items will be worn only the way they are meant for or they may be confiscated.

Clothing (only) may be left at the window in the front office reception area of the Tama County Jail. Money may be deposited to an inmates' account through the kiosk in the foyer. All items of clothing must be marked with the inmate's name in order to be accepted. There will be no releases or exchanges on the above items.

4. PICTURES
 - a. Two (2) pictures of a personal nature only, this would include computerized pictures.
 - b. These must be sent through the mail **ONLY**.
 - c. **DO NOT SEND ANY PICTURES OUT.**
 - d. **POLAROID TYPE PICTURES ARE NOT ALLOWED**
 - e. **PICTURES IN LINGERIE OR NUDE ARE NOT ALLOWED.**

All other items of property **WILL NOT** be accepted. The jail shall not accept items for inmates scheduled to be transported to an institution. Inmates shall make arrangements to have all personal property picked up prior to being transported.

**** NOTICE TO INMATES ****

BOARDING AND LODGING POLICIES AND PROCEDURES

Effective Date: July 1, 1997

I. POLICY

The Sheriff shall collect fees for room and board from every **SENTENCED INMATE** in the custody of the Tama County Jail. Any part of a 24 hour period is considered a day.

II. PURPOSE

To set out clear and concise rules for handling of inmate moneys, for payment of room and board bills, bonds, child support payments or any other monies as the Sheriff may direct.

III. PROCEDURE

Each inmate, either at the time of contacting the jail to schedule time to be served, or during the booking process, will be notified they will be charged for room and board, at a rate determined by the Sheriff (presently \$50.00 per day); in addition to expenses for medical and dental care accrued while incarcerated.

It will be explained to the inmate who refuses to willingly cooperate in the reimbursement procedure, he or she will not be eligible for consideration for good time as prescribed in the Code of Iowa.

1. Billing Procedure

- A. At the time of release, a payment plan for those inmates who are required to pay for their stay in the Tama County Jail will be created. Time will start at the time of "book-in" and will end at the time of release. A full day for billing purposes is any part of the 24 hour period.

2. Payment Procedures

- A. Full payment will be expected at the time of release. However, inmates may make full payment anytime during the serving of his or her sentence.

If the payment is made, an invoice will be prepared and given to the inmate.

- B. If the inmate does not have sufficient funds, he or she will be informed of payment procedures following release. At this time, the inmate will be asked to sign a completed agreement to make scheduled payments to the Sheriff for the amount owed. The Jail Administrator shall maintain the completed agreement until the debt is satisfied or legal action is taken to recoup the debt.

- 1. Payments may be made by cash, money order, certified check or other acceptable method approved by the Sheriff.

2. Payments mailed in will be received and delivered to the Jail Administrator for recording and accountability.
3. If the inmate declines payment, and funds are remaining on his or her inmate account, these funds will be withheld towards payment on the account. A receipt will be provided and any remaining balance will be given to the inmate.
4. Inmates released with an outstanding account balance will be provided a copy of their invoice showing the current balance owed. It will be explained at this time that the alternative for non-payment will be a civil suit.
5. If the inmate is making, or has agreed to make payments towards his outstanding bill, the Jail Administrator shall continue the account as an "open" account until final payment is received.
6. In the event a former inmate who has an out-standing balance & has not been making payments and is re-arrested and returns to Jail, all monies in his or her possession will be credited towards the unpaid balance.

Appropriate accounting entries will be made in the inmates jail account at the time of booking.

7. Payment Plans are not available to inmates who choose to schedule their sentenced jail time up to Accommodate their Work Schedule or sentenced to 2-days or less. These inmates are required to pay each time at booking or they will not be allowed to continue the Work Accommodated Schedule .

*** * * * * REMINDER * * * * ***

MAKE SURE YOU READ THE ENTIRE PROCEEDING NOTICE

MONEY

INMATES SENTENCED/PRE-SENTENCED:

If you are an Inmate who is incarcerated after an initial Court Appearance, or being housed on a sentence imposed by a Judge or Magistrate, the monies in your possession will be placed in the Inmate Fund Account. There will be a separate ledger for each Inmate. Any fees owed to the Tama County Jail during your incarceration will be deducted from your Inmate Fund Account (Commissary Account). To order items of Commissary from the Tama County Jail, you should follow the guidelines set in the COMMISSARY Section of your Rulebook (pgs. 9-10). Upon your release from custody, any monies owed to you, minus any expenses incurred during incarceration and old board and lodging payments, will be returned to you in the form of a debit card.

Instruct your family and/or friends to mail money orders to you. Personal checks **WILL NOT** be accepted for deposit to your account; they will be placed in your personal property until you are released and then returned to you. The below listed monies are the only acceptable ways to increase your commissary account:

1. Accredited money orders
2. Cashiers checks
3. U.S. Postal Money Orders
4. Cash

Money may be released/forfeited for the following reasons only:

1. Pay for Board and Lodging (sentenced Inmates ONLY)
2. Attorney fees.
3. To pay your fines.
4. To post your own bond.
5. Commissary supplies.
6. When no longer indigent to pay for past expenses/goods obtained.
7. To pay for medical / dental treatment / prescription fills

Money may be released to your lawyer and/or bondsman to pay your fine within a reasonable time after your written request and the Jailer on duty has received release. 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 the custody of the Tama County Jail. Any violation of this rule will result in Disciplinary Action.

INMATES SENTENCED TO OAKDALE – PROPERTY DISPOSITION

Inmates who have been sentenced by the Court, and will soon be transferred to the Iowa Medical and Classification Center located in Oakdale, Iowa, and will then be turned over to the custody of the Iowa Department of Corrections, are allowed the following items at Oakdale.

The Classification Center has strict property guidelines and will only accept the items described below. The jail may accept limited 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. If arrangements cannot be made prior to your transfer, your items left at the Tama County Sheriff's Office will be disposed of in 7 days, if not picked up.

PROPERTY ALLOWED AT THE IOWA MEDICAL AND CLASSIFICATION CENTER:

| | |
|--|---------------------------------------|
| Pictures-(no polaroids or nude) | Dentures in good repair |
| One watch, plain wedding band/no gemstones | Legal papers. One religious book. |
| Medical alert bracelet/necklace | Addresses/simple address book no wire |
| Necklace with religious medallion | No medications except, CPAP |
| Eyeglasses/contact lenses/sunglasses | machines, prosthetic devices, |
| Money receipted and placed in commissary account | hearing aids and batteries |

OAKDALE IS A '**SMOKE FREE**' Facility as of December 1, 1998.

*****READ CAREFULLY FOR DISPOSITION OF YOUR PROPERTY *****

It is the policy of the Tama County Jail that inmate property shall not be left at the Tama County Jail. If you have been sentenced to Oakdale, you will advise the staff who they should contact to pick up your personal property. If your property is not picked up within 7 days, it will be destroyed.

REMEMBER, property that reaches the Medical and Classification Center that is determined to be unauthorized, it will be mailed out of the facility at the inmate's expense/or destroyed.

COMMISSARY

COMMISSARY IS ONCE A WEEK FOR ALL INMATES. THE FOLLOWING INFORMATION IS IMPORTANT AND YOU SHOULD READ IT THOROUGHLY.

In order to purchase commissary items you must have sufficient funds in your inmate fund account. (unless Indigent - SEE INDIGENT NOTICE BELOW.)

Commissary from other correctional institutions **WILL NOT BE ALLOWED** in the Tama County Jail, unless, it is **UN-OPENED** and the **SAME** as offered from our commissary. This is for the security interest of the jail facility.

A limited variety of personal items area available for purchase at the commissary.

You may **NOT** buy items for other inmates, **DIRECTLY OR INDIRECTLY**, it may result in confiscation of purchased items and disciplinary action of both inmates.

Tuesday's commissary may be ordered by phone from the cells. Any monies you have in commissary will be deducted from your commissary account for items purchased. **Commissary will be distributed to you on Friday. CHECK THEM AND MAKE SURE YOU RECEIVED THE CORRECT ITEMS ORDERED. NO SIGNATURE, NO COMMISSARY. IF YOU ORDERED THE COMMISSARY IT WILL BE DEDUCTED FROM YOUR ACCOUNT AT THE TIME YOUR ORDER IS PLACED.**

Excessive commissary items will not be allowed. More than twenty(20) items is considered excessive. All prices for commissary items are listed for the inmate on the furnished order form and are subject to change.

****INDIGENT INMATES NOTICE **** Upon entry into the Jail you will be offered an initial hygiene pack (\$2.50). After the original pack is received, the only items indigent inmates will be allowed to order are the items listed on the Indigent Order Form. Even though you do not have money in commissary, you will be charged for these items on your account. The Tama County Sheriff's Office may confiscate any monies for these items when you are no longer indigent.

****IT WILL BE THE RESPONSIBILITY OF EACH INMATE TO KEEP THE PURCHASED COMMISSARY ITEMS IN THE DESK PROVIDED WITH EACH BED. EACH INMATE WILL BE RESPONSIBLE FOR ORDERING AND THEN MAINTAINING COMMISSARY**

PURCHASES BETWEEN ORDER DATES. COMMISSARY WILL BE LIMITED TO INDIVIDUAL STORAGE SPACE (DESK) AND MUST BE KEPT TO ACCEPTABLE LIMITS OF NO MORE THAN 20 FOOD ITEMS MAXIMUM SO AS NOT TO CAUSE UNSANITARY CONDITIONS SO WE KEEP A PEST FREE ENVIRONMENT.

**** INMATES WHO TAKE POSSESSION OF OR USE COMMISSARY ITEMS BELONGING TO ANOTHER INMATE WILL BE SUBJECT TO DISCIPLINARY PROCEEDINGS AND CRIMINAL PROSECUTION FOR THEFT.****

If you order more than 1-hygiene item, the extra item will be kept in your property until you request the extra and you will be required to turn your old items such as empty bottles or toothbrushes over to the jailer at the time you receive your new items.

All Commissary Items will be marked with your name at the time items are received. You must not attempt to remove the name. If during a cell search and you have an item with no name on it or commissary items (shampoo, lotion, etc) in indigent containers, it will be removed from your cell area and placed in your personal property. If you have supplies with someone else's initials, it will be removed as well, and destroyed.

NOTARIZATION OF LEGAL PAPERS AND COPIES OF LEGAL DOCUMENTS

The services of a Notary Public are available to inmates, without cost. To have a document notarized, which legally needs notarized, submit a written request and have material READY. A copier is available for copies of court/legal documents (subject to fee of .50 cents per copy & funds must be available at time copies are made). A written request must accompany the documents to be copied. **(These requests will be done at breakfast only)**.

TELEPHONE USE (DAY ROOM AREA)

Phone number for families to call to set up an account: 1-877-998-5678

Phones are for your use at the discretion of the Jail Administration. You have "no rights" to phone-use. ~~The Tama County Jail shall not receive telephone calls for inmates.~~ At booking you will be issued a PIN# to enable usage of the telephone system. This PIN# belongs to you alone and is not to be given to any other inmate. You may make telephone calls from your cell block and you should be warned: Telephones from the cell blocks may be monitored from time to time for security reasons. It is suggested you do not have conversations that have to do with your case or violation of the law or breach of security or introduction of contraband. Use of the telephone in the cell blocks is 'not a right', but a 'PRIVILEGE'. Use of the telephone shall be governed by security, good order and control, your behavior, and your willingness to observe the jail rules. Phone cards are available to inmates. These calling cards are for use only by the inmate that purchased it. No sharing of phone cards is allowed.

Access to telephones in the cell block dayrooms are as follows:

9:00 a.m. to 9:00 p.m. seven (7) days a week.

Disagreements between inmates involving use of the telephone will result in loss of telephone privileges.

1. Sharing of PIN #'s and/or calling cards can result in the loss of telephone privileges.
2. If a phone is vandalized, a considerable length of time may pass before it is repaired. Cost of repair may be assessed to the person or persons responsible for phone damage.
3. Phone connection may be discontinued or interrupted during any emergency: for security reasons, for good order and control, and for abuses by inmates or by others, and at such times as the Jail Administration deems necessary.
4. The purpose for this phone is to allow you to converse with your family, friends or attorney. It may be necessary from time to time to change the hours of telephone usage.
5. For security reasons it may be necessary to monitor phone conversations
6. There will be no 3rd party calls (3-way calls).
7. If the party you are calling refuses to accept your call. DO NOT call them again. Write them a letter.
8. If a **NO-CONTACT ORDER** is in effect from the Courts, you shall have no correspondence verbal or written with the party concerned. ****AN ATTEMPT WILL INITIATE CRIMINAL CHARGES****.
9. If the inmate telephone is used to threaten or commit a crime, introduction of contraband or escape attempt or threaten or intimidate others, violators will lose telephone privileges permanently!!
10. Messages by telephone from outside sources will not be forwarded to inmates unless it is a legitimate emergency and can be verified.

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 you cannot afford your own, send a written request to the Jail staff and he/she will give you the proper form. After it is completely filled out, do not leave any blank spaces, the Jail will forward your application to the Court for review. IF your court appointed attorney is currently on the list for Tama County you can call them directly from your cell for free. **DO NOT** call your attorney everyday as this may lead to the privilege of free calls being taken away and you will have to communicate by mail!

Video visitation with your attorney may be possible upon request to the jail from your attorney.

YOU WILL NOT BE TAKEN FROM THE CELL TO SPEAK WITH YOUR ATTORNEY BY PHONE. IF YOUR ATTORNEY CALLS FOR YOU, WE WILL LET YOU KNOW THAT YOU ARE SUPPOSED TO CALL YOUR ATTORNEY.

VISITATION

Times of visitation will be posted in the front lobby of the jail and the visitation vestibule for visitors. Inmates will be allowed to visit during visitation times. Times for visitation are as follows.

MONDAY..... 1:00 P.M. TO 3:00 P.M.
TUESDAY..... 9:00 A.M. TO 11:00 A.M. & 1:00 P.M. TO 3:00 P.M.
WEDNESDAY.....1:00 P.M. TO 3:00 P.M.
THURSDAY.....9:00 A.M. TO 11:00 A.M. & 1:00 P.M. TO 3:00 P.M.
FRIDAY 1:00 P.M. TO 3:00 P.M.
SATURDAY..... 1:00 P.M. TO 3:00 P.M.
SUNDAY 1:00 P.M. TO 3:00 P.M.

Except for space and staff limitations, inmates in general population and in good standing may have three (3) general visits (NO CONTACT) in a seven (7) day period not including attorney or clergy visits.

An inmate spending 2-days or less NO VISITS.

An inmate spending 2-4 days – 1 visit.

Any inmate spending 4-days to anything less than 7-days – 2 visits

Any inmate may have only 1-visit period per day for a maximum of 20-minutes.

The same visitor other than attorneys or clergy may have only 1-visit per day.

Visits may last up to 20-minutes per visit. No more than 1-visitor at a time will be allowed in the visitation vestibule unless it is a child or minor accompanied by the child's parent or legal guardian (Only one child at a time), or if the child is visiting a parent, the child may be accompanied by a grandparent. Any person under eighteen (18) years of age is classified as a minor/child.

Visitors must check in at the front desk before being allowed to visit an inmate and are required to have at least one photo ID. Attorneys and Clergy must also check in at the front desk before being allowed to visit an inmate. Visitation may be discontinued at any time for security, orderly maintenance of the jail, or any emergency/disaster situation.

VISITATION RESTRICTIONS:

Visitors shall be excluded from visiting privileges if the visitor has been arrested on a Felony charge during the past 6 months or has been released within the past 6 months from any higher level correctional facility. Verification may be required. Inmates shall be denied visitation, unless visitor (s) consents to search upon request, based on probable cause. One form of photo ID is required.

INMATE AND VISITORS' CONDUCT AND BEHAVIOR

Inmates and visitors are expected to adhere to a code of behavior that is decent and non-offensive to other visitors, inmates and staff.

Visitors will not be allowed to visit more than 1-inmate per visit.

Visitors or inmates will not tamper or alter lighting, telephone systems, glass, building or any other fixture.

Any deviation from the conduct and behavior code above will result in future refusal of visitation by the visitor and disciplinary action to the inmate including further visitation rights and possible criminal charges to the inmate and/or visitor.

Talking to other inmates in other cells while walking to visitation will be grounds to restrict your visitation privileges.

RADIOS

Radios and recorders or other electronic devices of any kind are not permitted.

TELEVISION

Television may be turned on in the mornings, after morning count has taken place, inmates have reported to the dayroom area of the cell block for breakfast meal.

At first note of unrest or arguments over the use of the television, it will be shut off for the rest of the day or the offending inmate will be deprived of television privileges. This will be at the discretion of the jailer on duty or the Jail Administrator.

Attention will be given to the intercom, when a message is given to the dayroom. Violations will result in losing television privileges for the rest of the day. When intercom is in use, the television will be turned down or off. Television will not exceed such a volume as to interfere with the jail staff to adequately perform their duties or beyond a reasonable level. Damaging the television will result in loss of television. Malfunctions of the television will be reported to the Jailer on duty, and will be repaired or replaced at Jail staff convenience. The television will be shut off at 23:00 hours (11:00 P.M.).

NO EXCEPTIONS !!! Television is a privilege...not a right!!!!

CORRESPONDENCE

You may write as often as you wish, provided your letters do not in anyway violate U.S. Post Office regulations or Jail security. Writing paper, envelopes, stamps, and pencils may be purchased through commissary. This would be limited to not more than four 4-sheets of writing paper per letter. Indigent inmates with or without an attorney will be provided postage for communication with the Courts and two 2-personal letters per week. (provided they are being used).

EXPENSES ALLOWED INDIGENT INMATES MAY BE RECOVERED AT SUCH TIMES THAT THE INMATE BECOMES NON-INDIGENT. YOU WILL BE GIVEN NOTIFICATION OF ANY CONFISCATION OF FUNDS FROM YOUR ACCOUNT.

Incoming mail will be given out at jail staff convenience when the jailer's schedule permits

To send letters you must do the following:

1. Show your full name (used at booking) and Tama County Jail address in the upper left corner of the envelope. (all outgoing mail is marked "inmate correspondence")
2. Show the name and complete address of the person you are writing including zip code.
3. Give the envelope, **unsealed**, to the jailer during breakfast.

NO MAIL WILL BE DELIVERED ON WEEKENDS OR HOLIDAYS.

NOTE: Envelopes you may seal are those addressed to your attorney (in your current case), Judge, Governor of Iowa, Citizens Aid Office, a member of the State or Federal Legislature, Tama County Sheriff, Jail Administrator, Clerks of State and Federal Courts, and the News Media.

Any outgoing letter that does not conform to the above rules will be returned to you.

Incoming and outgoing letters, to you and from you, may be opened and inspected for contraband or other matters of concern to the Tama County Jail in regard to security, safety, and control.

NOTICE: No packages will be accepted in the jail without prior approval of the Jail Administration.

**** PLEASE ADVISE ANYONE WHO MAY WRITE TO YOU TO COMPLY WITH THE FOLLOWING:**

1. Show complete name and address on envelope of sending party. Any letter without full name and return address may be considered non-deliverable or contraband and will be returned to sender.
2. Show your complete name (Name under which you were booked).
3. Correspondence with another Tama County Jail inmate may be approved by the Jail Administrator or designee only if both parties are of blood relationship or spouse (you must be able to prove relationship) and will not violate security, safety, good order and control of the jail facility.
4. Mail correspondence between inmates of this and other institutions need prior approval of both Institutions.

5. Greeting cards larger than 6" x 9" will be returned to sender.
6. No letters with perfume, stickers or glitter will be accepted, they will be returned to the sender.

Sending or receiving mail except by the above methods will be in violation of the rules and may result in disciplinary action if repeated.

PRIVILEGED CORRESPONDENCE:

Privileged correspondence, **IF SO MARKED**, may be opened and inspected, but not read, in your presence, for security reasons and to detect the presence of contraband. Privileged correspondence is defined as mail to or from:

1. Your Attorney (in current case)
2. A judge
3. The Governor of Iowa
4. The Ombudsman Office
5. A Member of the State or Federal Legislature
6. Tama County Sheriff
7. Clerks of the State and Federal Courts
8. Jail Administrator

INMATE REQUEST

If you have a specific request, please ask the Jailer on duty. The Jailer on duty during the day shift can take care of most of your needs. If you have a request other than an emergency you **SHALL** make it in writing on your 'daily request form' this is picked up when breakfast dishes are picked up.

DO NOT use the emergency buzzer/voice intercom located in your cell and dayroom unless an actual life-threatening emergency arises.

TAMA COUNTY JAIL HEALTH CARE SERVICES

Unity Point, Toledo, Iowa; Unity Point Hospital, Marshalltown, Iowa; and the Sac & Fox Health Services Clinic, Tama, Iowa, are the primary Tama County Health Services for inmates at the Tama County Jail.

There is a \$5.00 transport charge for in town office visits and a \$10.00 transport charge for out of county trips. The transport fee will be deducted from your commissary account.

****INMATES ARE REQUIRED TO MAKE ARRANGEMENTS TO PAY THEIR MEDICAL EXPENSES. INMATE COMMISSARY ACCOUNTS MAY BE USED TO PAY MEDICAL EXPENSES OF INMATES. MEDICAL PAYMENTS ALSO INCLUDE MEDICATION PRESCRIBED TO THE INMATE. YOU MAY REQUEST A HEARING IN WRITING TO THE JAIL ADMINISTRATOR FOR ANY MONEY RECOVERED BY THE TAMA COUNTY SHERIFF'S OFFICE FOR EXPENSES INCURRED FOR YOUR INCARCERATION. YOU WILL BE NOTIFIED OF ANY RECOVERING OF FUNDS FROM YOUR ACCOUNT.**

If you have a medical problem, and your particular need is sufficient to warrant medical attention, you will be taken to see a doctor. False claims of illness will result in loss of privileges. Requests for medical care are to be submitted in writing on the "Request for Medical Attention" form you will be provided when you request it.

**** IN EVENT OF AN EMERGENCY MEDICAL PROBLEM, REPORT IT IMMEDIATELY TO THE JAILER ON DUTY BY USING THE VOICE INTERCOM LOCATED IN YOUR CELL QUARTERS OR DAYROOM.*****

Prescribed medication from a doctor will be given to you as ordered by the doctor. All medication will be taken in the presence of the Jail Staff on duty or medical personnel attending you. If you refuse to take your medication when dispensed, it will be disposed of every time it is refused. Any medications paid for by **Tama County** will be kept at time of release. Aspirin and Non Aspirin pain relievers will be dispensed, upon request, **only** at the regular prescribed medication times listed on the medication container. Do not expect to receive non-prescribed medication immediately after your request; non-prescribed medication is distributed at breakfast, lunch, supper and lockdown.

NOTE !!! UNDER NO CIRCUMSTANCES WILL ONE INMATE BE ALLOWED TO ADMINISTER MEDICATION OR MEDICAL SERVICES TO ANOTHER INMATE !!! This will result in disciplinary action for the inmate/s who administers medications or medical services and the inmate/s who receives such services. **(ANY INMATE CAUGHT CHEEKING/PALMING MEDICATIONS WILL HAVE THOSE MEDICATIONS DISCONTINUED IMMEDIATELY.)**

DENTAL NOTICE: TAMA COUNTY IS NOT RESPONSIBLE TO FIX YOUR TEETH WHILE YOU ARE INCARCERATED. IF YOU HAVE A DENTAL EMERGENCY, AN APPOINTMENT WILL BE MADE FOR THE EXTRACTION OF THE TOOTH ONLY. ANY CHARGES WILL BE THE RESPONSIBILITY OF THE INMATE AND MUST BE PAID FOR IN FULL AT THE TIME OF THE DENTAL VISIT.

FOOD SERVICE

Inmates of the Tama County Jail will be provided three 3-meals in a twenty-four (24) hour period with at least one of these being a hot meal. Unless there is an emergency, meals should be served as close to the following times as possible.

| | |
|------------|--------------------------|
| BREAKFAST: | 6:30 a.m. to 7:30 a.m. |
| LUNCH: | 11:00 a.m. to 12:00 p.m. |
| SUPPER: | 4:30 p.m. to 5:30 p.m. |

Inmate's dishes, utensils, and trays will be returned to the Jail Staff **with any uneaten food.** Food is **NOT** to be thrown away in the wastebaskets, stools or lavatories. Food is **NOT** to be kept in the cell area after meals or given to any other inmates.

If an inmate requires a special diet because of a religious belief or medical problem, upon written notice and justification (written proof from doctor), the Jail Staff will provide it.

Deviation from normal feeding will not be used as punishment.

LIBRARY

Reading material is available at the Tama County Jail for your enjoyment. Inmates may obtain paperback books from the Jail Staff. This is offered weekly, as time allows. The availability of reading material is dependent upon personnel, holiday scheduling, and security interests of the jail facility. Newspapers may be obtained through subscription only. ANY SUBSCRIPTIONS OBTAINED BY AN INMATE WILL BE AT HIS/HER EXPENSE. THE SOLE OBLIGATION FOR SUBSCRIBING AND CANCELING SUBSCRIPTIONS IS THAT OF THE INMATE SUBSCRIBING. All costs of subscriptions are at the inmate's expense. Any subscriptions received after the release of the subscribing inmate from the Tama County Jail will become jail property or discarded. It will not be forwarded or reimbursed.

Any books ordered or brought in by an inmate or family member will be donated to the Tama County Jail if the books go with the inmate to their respective cell. If these books are put in the Inmates property and not going back into the jail with the Inmate, they will then be retained by the inmate.

NOTICE! IT IS IN YOUR BEST INTEREST TO CANCEL ALL SUBSCRIPTIONS PRIOR TO BEING RELEASED FROM THE TAMA COUNTY JAIL, AS YOU WILL CONTINUE TO BE CHARGED THE SUBSCRIPTION PRICE BY THE SUBSCRIBING COMPANY. THE TAMA COUNTY JAIL WILL NOT BE LIABLE FOR YOUR NEGLIGENCE IN FAILING TO CANCEL YOUR SUBSCRIPTIONS!

NOTICE: Mutilation, destruction or writing in any reading material will result in disciplinary action. You shall be required to pay for any type of reading material that is damaged or destroyed.

Newspapers will be removed and/or collected and discarded from cells after 24 hours of issue.

All reading material shall be subject to the security interest of the Tama County Jail. Specific questions about the law should be directed to your attorney if you have one. Copies from the Iowa Code Books of the chapters or sections pertaining to the cases you are incarcerated for will be made available if you are representing yourself. Copies are available with a written request with the code sections that you need. This will be done on a daily request and picked up at breakfast only.

RELIGION

Regular church services are offered on Sunday evenings (if space allows). If you request to attend these services you need to notify staff on a daily request form on Sunday mornings. Inmates shall be given a reasonable opportunity to pursue their religious faith as long as security is not

jeopardized. Jail Staff members will assist in finding a priest or minister of the inmate's faith if the inmate does not have a preference. Upon written notice and justification, the minister requested by the inmate will be contacted upon approval of the Jail Administrator or the Freedom Restoration Act (RFRA) Public Law 103-141.

EXERCISE PERIOD

During your incarceration at the Tama County Jail you will be offered exercise periods; however, state law does not require you to participate.

Inmates confined to a cell for a period of seven (7) days or more who are not classified as special status inmate and are not involved in other jail activities allowing them out of the cell will be offered two (2) 1-hour exercise periods per week. You are not required to take exercise periods when offered and you are not entitled to alternate periods. Exercise periods may be suspended for violations of jail rules or other unlawful activities, security, health, weather, or when you are in court activities.

All inmates are required to be in complete uniform while moving in hallway to rec yard. There will be **NO communicating or gesturing** with other cells while moving to rec yard. No excessive or loud noise or yelling while in rec yard. Any violation of these rules may cause you and/or others to lose recreation yard privileges.

NO COMMISSARY ITEMS OR READING BOOKS ARE ALLOWED IN REC AREA.

ENVELOPES FOR INDIGENT INMATES

All jail inmates who are indigent shall be provided two (2) envelopes with paper for communications with the TAMA COUNTY Courts and two (2) additional envelopes with paper per week for correspondence of a personal nature, generally on Friday's. The primary use of said envelopes is to provide access to the Courts for your TAMA COUNTY case(s). All inmates are advised when they receive funds for their commissary account, the amount charged against their account for envelopes will be deducted.

Any indigent inmate needing envelopes:

1. For general correspondence the inmate shall order on the commissary form to be delivered on Friday's.
2. For legal correspondence the inmate shall submit an 'Inmate Request' form with the names and address that the correspondence needs to be sent. The address will be filled out by the jail staff and given to the inmate.

Envelopes shall not be used by inmates as payment of gambling debts or any other unauthorized use.

CLEANLINESS OF CELLS, CELL BLOCKS, DAY ROOMS, BATHING AND STOOL AREAS

All inmates are responsible for cleaning their cells, cellblocks, day rooms, shower, toilet area, and hallways **daily**. If the area is not properly cleaned, privileges will be suspended. **Refusal of inmates to clean their cell each day will result in disciplinary action.**

The Jailer shall issue cleaning materials and articles for cleaning. Inmates are responsible for the proper usage and care of these articles.

Personal items will be placed on individual desks supplied. No objects of any kind shall be hung or placed in the cell or on cell doors, walls or windows, or in the day room, because of fire hazard and security objectives. Cell windows, window ledges and beds are to be kept free of any obstructions; such as papers, personal items, food items, commissary items, etc.

Do not throw paper or garbage onto the floor. You are responsible for sweeping and mopping your cell daily.

Cells must be clean, neat, and orderly. Beds are to be made daily and at all times if not in them.

All inmates are responsible for keeping the day room clean at all times.

You are given items to scrub your shower area, toilet, and sink daily. No garbage/wrappers shall be thrown in the toilet.

The Jailer shall issue, to the inmate/s with unclean cell conditions, a written or verbal warning, and in cases of continued non-compliance, issue a report of misconduct to the Jail Administrator.

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

All areas of the Tama 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.

PERSONAL HYGIENE

Inmates held in excess of twenty-four (24) hours shall be provided sanitary bedding, linens, and jail clothing. This will include a towel & washcloth; sheet and a blanket (two blankets in winter months and used for warmth only, if found tucked in pillowcase, 2nd blanket will be removed).

Laundry will be done bi-weekly at the Jail Staffs convenience. Jail Staff will pickup dirty items of laundry from inmates and distribute clean items of laundry the same day. Items of laundry will include inmates clothing, bedding (whites), towels, and washcloths. Blankets will be cleaned as needed and replaced.

The above schedule does not pertain to inmates housed for "weekends only" or inmates serving 72-hours or less. However, all incoming inmates will receive clean and sanitary bedding regardless of their length of incarceration. All inmates will be required to shower prior to being housed in general population.

Inmates may be required to shave or cut their hair for sanitation or health reasons.

Sharing of razors between inmates is strictly prohibited. The Jail Staff will provide you a razor if requested on your 'daily request form'. You will be required to return it to the Jail Staff immediately after each use, within 15 minutes of issue. Razors are not to be used to cut hair, unless your head was shaved upon entry to jail.

You are expected to keep your body, clothing, and bedding clean at all times; to take a shower daily, **NO INMATE IS PERMITTED TO STAND OUTSIDE THE SHOWER WHILE BEING NAKED,** and to keep your hair clean and combed. Fingernails are to be trimmed to reasonable length.

Any violation of cleanliness may result in disciplinary action.

HAIRCUTS

Haircuts are available to inmates when personnel is available. Inmates may have their hair cut by one of the local barbers. Inmates requesting a haircut are hereby notified that payment will be deducted from their commissary fund. Indigent inmates will be provided a haircut if it is medically required or for court "trial" purposes, if requested.

****NOTICE**** WHEN AN INDIGENT INMATE ACQUIRES FUNDS FOR COMMISSARY PURPOSES AND IS NO LONGER INDIGENT, THE AMOUNT OF THE HAIRCUT WHEN INMATE WAS INDIGENT WILL BE DEDUCTED FROM HIS/HER ACCOUNT.

The Jail will not cut or trim facial hair, if you desire to trim or remove facial hair, a razor is provided for the inmate and can be requested on the 'daily request form'.

CLOTHING AND LAUNDRY

Regulation jail clothing issued to you will be your required attire while incarcerated. Hats or any other headgear is prohibited. You are required to keep clothing clean and not mark, tear, or alter it in any way. Any violation of this rule will result in disciplinary action and possible criminal charges for any intentional damage. Inmates are to be clothed at all times when not in their bed (shower/sleeping activity noted as an exception). Inmates are to have their assigned uniform on at all times, except when in their bed, and worn the way in which they were intended to be worn. **Pants will not be rolled up.**

When an inmate is out of bed, he/she shall be dressed in the jail issued clothing, and will wear jail issued shoes, it is recommended socks be worn when wearing issued shoes.

Check your bedding and clothing issue when you receive it. If it is damaged, advise the Jailer. If the clothing you are wearing is damaged and you have not notified the jailer at the time you received it, you may be responsible for the damages.

Jail clothing is not tailor-made and may not be to your liking. All persons incarcerated are required to wear jail issued clothing, and we will try to provide clothes that best fit you, jail staff will make this determination and will not alter for personal preference. Jail clothing is issued for security, identification, health, and durability – not style.

You will wear issued clothing to court, unless directed otherwise. In the event you are scheduled for a trial by jury, and the court requests street clothes, you will be permitted to use the clothing you wore when you entered the jail; or a member of your family may bring one (1)-set of clothing to the jail one 1-week prior to your trial date. You must make the arrangements for family to bring you clothing for court trial purposes and notify the Jailer in writing. Releasing clothing for relatives or friends to launder and return to you is not permitted.

Jail issued clothing will be picked up on a regular schedule, laundered and returned to you. Only authorized laundry items are permitted to be laundered. Violations of this rule will result in disciplinary action.

Under no circumstance will the Tama County Jail be responsible for any articles left after your release. Make sure you take all property with you, or make arrangements for it to be picked up by someone prior to your departure.

You are responsible to pay for damages to any and all issued clothing and laundry.

INMATE MARRIAGE

If an inmate has a desire to get married while in jail, he must submit it in writing to the Jail Administrator one week in advance. Marriages will be allowed only through the Courts, supervised by Jail Staff and may be denied for security reasons. It is the responsibility of the inmate and the person they are requesting to marry to make the arrangements with the Magistrate and obtain the marriage license.

For information and assistance please advise the Jail Administrator in writing to have it explained to you.

INMATE CONDUCT TO AND FROM COURT

While en route to a court proceeding, inmates shall walk in front of the escorting Staff Member. You shall not engage in fraternization of any kind between inmates, families, wives, husbands, friends, or visitors. This includes no personal touching of anyone.

You shall be dressed in issued clothing, make no sudden movements, no balking, and move when told. Upon returning to the Tama County Jail from Court proceedings you shall be subject to strip search if you have had any personal contact during your Court appearance or removed from the staff's site to speak to your attorney.

Any and all legal materials, after your court appearance, shall be searched thoroughly for contraband before being taken with you to your cell or placed in your personal property.

INMATE CONDUCT WITHIN THE JAIL SETTING

Inmates in transit 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 is subject to disciplinary action and criminal charges, and will be required to clean up and pay for damages.

Stopping to talk to other inmates who may also be in transit is not permitted. There shall be no shouting into or from cell block to cell block. There shall be no shouting out windows or in elevators or lobbies within the Tama County Jail or Courthouse or Sheriff's Office vehicles. There will be no horseplay among inmates. Inmate noise shall be contained to assure an orderly and secure jail operation. Violation of this policy will result in disciplinary action to the prisoner or loss of TV privileges for the cell involved.

Any comments to female prisoners by male prisoners or male prisoners by female prisoners while being escorted by Jail Staff or being moved through the corridors using electronic locks **WILL** result in disciplinary action.

CONTRABAND

Any item/s not available for purchase at the inmate commissary or issued to you through proper channels shall be considered contraband. Anything altered from its original condition may be considered contraband.

INTERCOM USE POLICY:

1. Intercom is for **EMERGENCY USE ONLY.**
2. Speak slowly and clearly in your normal tone of voice. Do not yell! Stand a reasonable distance from the intercom (you don't have to lean into the intercom to be heard).
3. Profane language will not be used.
4. Keep usage to a minimum to accomplish what you want.
5. Do not request information over the intercom system. The answer is in your inmate responsibilities and policy handbook (rule book), or write an inmate request

COMMUNICATIONS BY INMATES

All inmate requests for any type of problem, including Chaplain/Minister/Priest etc., must be submitted in written form to the Jail Administrator on your 'daily request form'. Contact the Jailer on duty in the event of an emergency. The emergency intercom may be used in the event of an emergency. Inmate requests must be on the proper form supplied, and may be received from your Jailer on a daily basis.

These inmate requests will be reviewed and routed to the proper person for disposition by the Jailer. If you request to speak to the Sheriff or Jail Administrator, it must be in writing and a summary of what your request is about.

Sections of this handbook tell you, in some cases, whom to contact about specific matters. If you are in doubt, submit a written inmate request stating specifically the nature of the need and/or problem and the type of assistance requested.

Be sure to print or write your name clearly when making a written request. Except for emergencies, **no Inmate Requests are accepted after Jail Staff picks up the breakfast dishes.**

LOCKDOWN

Inmates shall be locked down at approximately 11:00 P.M. into their sleeping quarters and released from their sleeping quarters into the dayroom area at approximately 7:00 A.M. each day. Lights will be turned out no later than 11:00 P.M. A night light, located in the sleeping and dayroom area shall remain lighted at all times. These lights are not to be covered by anything due to the security, proper running of the jail, and as it would create a fire hazard.

ALL INMATES WILL BE IN THEIR ASSIGNED BEDS AFTER LOCKDOWN. NO PLAYING CARDS OR GAMES AFTER LOCKDOWN. YOU MAY READ A BOOK OR WRITE A LETTER, BUT ALL INMATES WILL BE IN THEIR ASSIGNED BEDS and NO LOUD TALKING.

DO NOT USE THE EMERGENCY INTERCOM TO ASK FOR LIGHTS TO BE SHUT OFF OR FOR ANY OTHER NON-EMERGENCY INFORMATION YOU WISH TO RELAY TO STAFF. IF YOU DO, IT MAY RESULT IN DISCIPLINARY ACTION. YOU MAY MAKE NON-EMERGENCY INQUIRIES ON YOUR DAILY REQUEST FORM PROVIDED.

During the hours of 7:00 A.M. and 11:00 P.M. joining dayroom and sleeping quarters doors shall remain open at all times. There is an emergency intercom/buzzer located in all sleeping quarters and dayrooms in the event of an emergency. **REMINDER!!! THE INTERCOM IS TO BE USED ONLY IN THE EVENT OF AN EMERGENCY!!!**

ADDITIONAL SERVICES PROVIDED

Chirping(AKA- texting) devices are available at your expense, after your initial appearance before the Magistrate. Chirping devices shall be handed out at breakfast to be charged and will be returned at or after lunch. Chirping devices are not allowed to be removed from your cell except to be charged or returned upon your release from jail.

CONDUCT AND DISCIPLINARY PROCEDURES

The Tama 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. Deprivation of rights and privileges is up to each one of you. Our preference is to conduct the Jail operation in an orderly and peaceful manner, thus avoiding the necessity of any disciplinary or administrative action against you. While in our custody, the rules set forth in this handbook must be complied with in order to avoid such action.

IN ADDITION TO ANY DISCIPLINARY ACTION YOU WILL RECEIVE AS A RESULT OF MISCONDUCT, A REPORT WILL BE FORWARDED TO THE COURTS.

DO NOT DIRECT YOUR ANGER AT BEING INCARCERATED TOWARDS ANYONE ON THE JAIL STAFF; SINCE IT IS NOT OF THEIR DOING THAT YOU WERE INCARCERATED.

The function of the Jail Staff is only to retain custody and control of you while you are in Jail. Any misconduct toward Jail Staff in the way of physical or verbal abuse is subject to disciplinary action, or loss of TV privileges, and/or criminal charges.

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.

Additionally, any violation of any Tama County Jail rules may result in disciplinary action. All incidents of misconduct will be reported to the Jail administrator, who in turn will request the jail staff fill out the necessary violation report. If the Hearing Officer finds you, in fact, committed the offense (jail violation) punishment will be assessed according to the severity of the offense. An administrative segregation may be in order for the purpose of security or an orderly hearing shall be held to review the allegations within 72 hours (excluding weekends and holidays); no less than 24-hours from the time of the notice served on you, unless you waive that right and wish to proceed. You may be held in Administrative Segregation status until the outcome of this hearing.

ADMINISTRATIVE SEGREGATION: Is the segregation of an inmate from the general inmate population because their presence poses a serious threat to life, property, self, staff, other inmates, or to the security or orderly running of the Jail. The inmate may be segregated at any time deemed necessary under those provisions. You may be held in Administrative Segregation status until the outcome of your hearing and for punishment received with review after a 72-hour segregation or longer. Not to exceed 10 day for a Class 1 Offense or 7 days for a Class 2 Offense unless security or orderly maintenance of the Jail is at risk. This will be an Administrative decision. Those days in lockdown may be considered as dead time.

In addition to disciplinary action for your misconduct, a report of the incident may be forwarded to the Courts.

1. Violation of your rights during disciplinary process.
2. Lack of evidence to support the charge.
3. The sanctions imposed were not proportionate to violation /s.

The Jail Administrator has (5) working days to respond to your appeal. This is an administrative process only, not a Court of Law. Therefore you do NOT have the right to:

1. Exclusionary rules of evidence.
2. Have counsel present during your hearing.
3. Confront you accuser(s)
4. Cross examine witnesses.
5. The standard that applies is by a preponderance of the evidence only.

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 manual while in Sheriff's custody

To file such a grievance, you must send a written statement within (8) hours of occurrence directly to the Jail Administrator in a sealed envelope marked "GRIEVANCE". The statement of your grievance should include the date, time, name of persons involved, and any pertinent details of the incident. Your grievance shall be signed by individual inmates, no grievance will be honored from "unanimous inmates" or "all inmates in this cell block"

All grievances will be investigated. A written response could take up to 14 days due to the investigation. If you still feel your grievance is not satisfied, you may then write the following:

1. Tama County Sheriff
P.O. Box 34
Toledo, Iowa 52342
2. Office of the Ombudsman
Ola Babcock Miller Building
1112 E. Grand Avenue, 1st Floor
Des Moines, IA 50319-0231
515-281-3592

SOME BASIC DO'S AND DON'TS

DO

- DO – Read your handbook - All of it !!
- DO – Promptly obey all orders given to you by authorized personnel
- DO – Remember that the job of a jailer is to maintain order and the safety and security of all inmates.
- DO – Stay in your assigned area.
- DO – Respect the property of others.
- DO – Keep your hands off other people and rude and nasty remarks to yourself.

- DO – Keep your body, clothes, living and work areas clean.
- DO – Live within your means
- DO – Mind your own business.
- DO – Ask for help, or ask questions, if you need assistance.
- DO – Live by the rules given in this handbook.
- DO – Sleep with your head uncovered, to enable jailers to see you.

DO NOT

- DO NOT – Balk, argue, or refuse to obey.
- DO NOT – Invite discipline by creating disorder.
- DO NOT – Interfere with others during their work or leisure.
- DO NOT – Steal, destroy, or damage anything that belongs to anyone else.
- DO NOT – Physically abuse, bully, curse, or tease other people.
- DO NOT – Aid in creating unsanitary conditions.
- DO NOT – Beg, borrow, trade, barter, or gamble with other inmates.
- DO NOT – Be a party to an offense by covering up for someone else or by helping them violate rules or laws.
- DO NOT – Constantly make demands or requests and/or appear helpless.
- DO NOT – Sit, stand, or lie on the dayroom tables or desks.
- DO NOT – Think the rules are not applicable to you.
- DO NOT – Put your head, arm, or any part of your body in a closing door.
- DO NOT – Remove your bedding from your cell, place it anywhere but on your bed unless directed to do so by the jailer.
- DO NOT – Stand or kneel on upper bunks or desks to look out windows.
- DO NOT – horse play
- DO NOT – no throwing, passing or playing catch across the cell with any item.
- DO NOT – exercising using issued towels.

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.

PROHIBITED ACTS IN THE TAMA COUNTY JAIL AND DISCIPLINE

CLASS 1

- 1.0 Murder
- 1.1 Assaulting another person
- 1.2 Fighting
- 1.3 Threatening another with bodily harm, or with any offenses against his person or property.
- 1.4 Extortion, Blackmail, Protection: Demanding or receiving money or anything of value in return for protection against another to avoid bodily harm, or under threat of informing.
- 1.5 Engaging in sexual acts with others.
- 1.6 Making sexual proposals or threats to another.

- 1.7 Escape or attempting or planning escape.
- 1.8 Setting a fire or the making/possession of any apparatus for the purpose of setting a fire.
- 1.9 Destroying, altering or damaging issued clothing, mattresses, bedding, or other property of the Tama County Jail or of another person.
- 1.10 Stealing (Theft)
- 1.11 Tampering with or blocking any locking device.
- 1.12 Altering, or placing foreign matter into any food or drink.
- 1.13 Possession or introduction of explosive, ammunition to create an explosion or firing of ammunition.
- 1.14 Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife, or unauthorized tool.
- 1.15 Possession, introduction, or use of any narcotics, narcotic paraphernalia, drugs, or intoxicants not prescribed for the individual by Jail Medical personnel.
- 1.16 Misuse or hoarding of authorized medication.
- 1.17 Possessing any Officer or Staff's clothing.
- 1.18 Rioting.
- 1.19 Encouraging others to riot.
- 1.20 Engaging in or encouraging a group demonstration.
- 1.21 Providing a false statement to an officer or staff member.
- 1.22 Conduct, which disrupts or interferes with the security or orderly running of the jail.
- 1.23 Counterfeiting, forging, or unauthorized reproductions or any documents, articles or identification, money, security, or official paper.
- 1.24 Unauthorized use of the mail or telephone.
- 1.25 Giving or offering any official, deputy assigned to the Jail or staff member a bribe, or anything of value.
- 1.26 Tampering with or blocking cameras, voice intercom system, or any other jail fixture is prohibited.
- 1.27 Failure to notify Jail Staff of any infectious or contagious disease, mental health, or physical ailments, or medication required by an inmate.
- 1.28 Giving or receiving food, drink and eating utensils from another inmate.
- 1.29 Tattooing or self-mutilations.
- 1.30 Refusing to obey an order during an emergency situation.
- ~~1.31 Violation of in-house detention contract.~~
- 1.32 Threatening and/or intimidating others to participate in lawsuits.
- 1.33 Possession of tobacco products, matches or any lighting device.

PUNISHMENT:

After a hearing before the Hearing Deputy, a violation of a Class (1) rule could result in punishment including but not exceeding the following:

1. Loss of any or all of your privileges for a maximum of 10-days.
2. Confinement to assigned quarters for a maximum of 10-days.
3. Placement in a more secure housing unit subject to review after 30-days.
4. Restitution.

5. Isolated confinement for a maximum of 10 days, subject to review.

*****NOTICE*** ANY LOCKDOWN MAY BE DEEMED "DEAD TIME" AND NOT COUNTED AGAINST YOUR RELEASE TIME.**

6. Transfer to a greater level of institutional custody.

7. Additional Criminal Charges (If Pertains)

8. Any combination of punishments listed under minor infractions may also apply, but not to exceed punishment listed above.

CLASS 2:

2.1 Possession of money or currency, unless specifically authorized.

2.2 Loaning of property or anything of value for profit or increased return.

2.3 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him/her through regular jail channels.

2.4 Possession of unauthorized clothing.

2.5 Excessive noise in the jail by inmates

2.6 Refusal to help clean

2.7 Encouraging others to refuse to work.

2.8 Unexcused absence from any assignment.

2.9 Feigning an illness.

2.10 Failing to perform work as instructed.

2.11 Insolence towards a jail staff member.

2.12 Participating in an unauthorized meeting or gathering

2.13 Being in an unauthorized area.

2.14 Failure to follow sanitation or safety standards.

2.15 Using any equipment which is not specifically authorized or allowed.

2.16 Using any equipment contrary to instructions or jail safety standards.

2.17 Failing to stand count.

2.18 Making intoxicants.

2.19 Being intoxicated.

~~2.20 Using abusive or obscene language.~~

2.21 Interfering with the taking of a count, cell checks, laundry and feeding procedures.

2.22 Gambling.

2.23 Preparing or conducting a gambling pool

2.24 Possession of gambling paraphernalia, except playing cards.

2.25 Being unsanitary or untidy, failing to keep ones person and quarters clean and in accordance with Jail sanitation regulations

2.26 Unauthorized contacts with the public.

2.27 Unruly conduct with a visitor.

2.28 It shall be a violation for an inmate, member of his family, or his friends, to give or accept anything of value to or from another inmate.

2.29 Excessive contact with Jail Staff by voice intercom is prohibited.

2.30 Attempting to commit any of the acts or offenses, or aiding another to commit any of these acts or offenses listed throughout this handbook, either major or minor shall be considered the same as the commission of the offense/s itself.

2.31 Standing, laying or kneeling on tables, commodes, or desk or any other fixtures other than seats provided prohibited. You may lay or sit on your beds.

- 2.32 Standing or kneeling on upper level of the beds.
- 2.33 Jail issued uniforms will be worn at all times when not locked down for sleep. (showering excluded). You will wear the uniform as it was intended to be worn.
- 2.34 Use of the emergency buzzer/intercom to contact Jail Staff when there is not an emergency.
- 2.35 The placement of any object that may interfere with a visual inspection of the cell area or inmate is prohibited. I.E.: hanging of any object to obstruct jailer observation.
- 2.36 Communication between inmates in separate cells is prohibited.
- 2.37 Failure to make beds neatly after breakfast meal. (they must be made neatly).
- 2.38 Disrupting or interfering with the security and/or the orderly operation of the Jail.
- 2.39 Lying or providing a false statement to a Deputy or Staff member.
- 2.40 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.
- 2.41 Writing or imprinting signs or symbols which advocate violence, such as gang or disruptive cult symbols.
- 2.42 Mutilating or altering clothing issued by the jail.
- 2.43 Refusing to obey an order of any staff member that did or could have resulted in a situation that could have jeopardized the safety, security and orderly operation of the Jail.
- 2.44 Gambling in any form.
- 2.45 Making harassing, abusive, obscene, annoying or threatening telephone call(s) and any violation of phone rules.
- 2.46 Refusal of inmates to clean their cell each day.
- 2.47 Shouting at other inmates, jail staff or the public.
- 2.48 Posting, gluing, or affixing any object, paper, or poster to jail walls. No writing or marks allowed.
- 2.49 Unauthorized contact or conduct with the public.
- 2.50 Smoking or possession of such items. (the jail is a Non-Smoking Facility).
- 2.51 Possession of excessive food items.
- 2.52 Possession of any item intended for the use of lighting cigarettes or igniting a combustible substance.
- 2.53 Possession of eating utensils at an un-authorized time.
- 2.54 Placing any bedding anywhere except on provided bunks.
- 2.55 Moving from assigned bunk/quarters without permission from a Jail Staff member.
- 2.56 Defacing or destruction of any county property.

For Class 2 infractions of the Jail rules after a hearing before the Hearing Officer, a violation could result in your separation from the general Jail population for not more than 7-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, or any combination of the above.

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 whether Class 1 or Class 2 shall be considered the same as a commission of the offense itself.

Repeat violations of the rules may cause you to be placed in Administrative Segregation for an indefinite period for the protection of others, yourself, or the safety, security and good order of the Jail. Your segregation will be reviewed by the Hearing Deputy every 7-days, until you are released back to general population or released from the custody of the Tama County Jail.

In addition to any isolation the following privileges may be taken away, which include but are not limited to:

1. Telephone Use.
2. Exercise period up to two 2-weeks.
3. Television
4. Commissary
5. Visitation
6. Good time
7. Loss of dayroom time. (Confinement to Cell area)
8. Additional criminal charges (if pertains)

If you are charged with a jail rule violation, you will be notified in writing of the charge/rule/s violated.

You will then appear before the Hearing Deputy within 72-hours. (excluding weekends and holidays) but no less than 24 hours from the time of the notice unless you waive that right and wish to proceed, unless there is an overriding security interest, be advised of your rights and given an opportunity to state your account of the alleged offense/s and to submit evidence in your behalf.

ADDITIONALLY: Any violation of a Tama County Jail rule will result in disciplinary action. All incidents of misconduct will be reported and reviewed by the hearing officer. If the hearing officer finds you, in fact, committed the offense/s (jail violation) punishment will be assessed according to the severity of the offense/s.

REMINDER: If there is a disagreement with the Jail Staff, a diplomatic attempt should be made to resolve the problem between the Jail Staff and yourself rather than acting out in a violent or combative manner. If after attempts to resolve the disagreement has failed, you may then file a grievance with the Sheriff or Jail Administrator as set forth in your handbook.

BONDING OUT, HOW TO BOND OUT, WHO CAN BOND YOU OUT, WHEN CAN'T YOU BOND OUT, WHAT BONDS HAVE NO FEE, WHAT BONDS DO HAVE A FEE.

AGENCIES YOU MAY CALL

METHODS YOU MAY USE TO GAIN YOUR RELEASE FROM JAIL. READ CAREFULLY, NOT ALL BONDING METHODS ARE THE SAME. SOME REQUIRE A FEE, SOME DO NOT.

YOU MAY NOT BE ELIGIBLE FOR ONE TYPE OF RELEASE, BUT YOU MAY FOR ANOTHER. YOU ARE URGED TO COOPERATE SO YOU MAY BE RELEASED AS SOON AS POSSIBLE

WAYS TO BE RELEASED FROM THE TAMA COUNTY JAIL

1. RELEASE BY ORDER OF THE JUDGE OR MAGISTRATE.

You may be released from jail if your lawyer contacts a Judge and requests your release and the Judge agrees (once the order has been received by the Tama Co Jail).

This same procedure may also be done by a person whom a Judge or Magistrate believes to be reliable, even though he or she is not an attorney.

CHAPTER 804.21

FEE: NO FEE

CONDITIONS: MAY BE CONDITIONS SET BY RELEASING JUDGE.

2. CITATION IN LIEU OF CONTINUED CUSTODY.

You may be released from jail prior to your initial appearance on a citation. Chapter 805.1 of the Code of Iowa determines whether or not you are released on a Citation. This section gives the authority to release people.

CHAPTER: 805.1

FEE NO FEE

CONDITIONS: THE ONLY CONDITION FOR THIS RELEASE IS THAT YOU APPEAR ON THE DATE THAT YOUR HEARING IS SET.

FAILURE TO APPEAR AT YOUR HEARING WILL RESULT IN YOUR RE-ARREST AND ADDITIONAL CHARGES AND DENIAL OF FUTURE RELEASES.

PRE-TRIAL RELEASE PROGRAM

Pre-Trial release is a State funded program. After you have been processed by the Jail Staff a Pre-Trial Release staff member will review your charges to determine if you qualify for an interview. If you meet the requirements of their program, they may recommend your release.

FEE NO FEE

CONDITION: UNSUPERVISED RELEASE

ADDRESS 105 E. Carlton St.
Toledo, Iowa 52342

3. POSTING A CASH BOND.

Bonds have been set on persons arrested for a crime, other than a forcible felony. Your bond amount is determined by the Magistrate at your initial appearance unless you are charged with a traffic offense that is a scheduled violation and you are allowed to give your signature to appear and post bond by signature at the time of your stop/arrest/citation.

You can post the bond yourself or if you need to call someone to post it for you. Whoever you call, advise them of your bond amount and have them post it with the Clerk of Court. If the Clerk of Court is closed then your people may post the cash with the Jail. A receipt is given to the party posting the cash bond.

NOTE: CLERK OF COURT DOES NOT ACCEPT CHECKS FOR A CASH BOND

FEE: NO FEE

CONDITIONS: NOT SUPERVISED

ADDRESS: CLERK OF COURT
TAMA COUNTY COURTHOUSE
TOLEDO, IOWA 52342

TAMA COUNTY JAIL
100 NORTH MAIN
TOLEDO, IOWA 52342

THE FOLLOWING SHEET IS PROVIDED FOR THE LIST OF BONDING COMPANIES.

FEE: THE FEE BEING CHARGED BY THE BONDSMAN.

CONDITIONS: MAY OR MAY NOT BE SUPERVISED, DEPENDS ON YOUR BONDING AGENT, AS TO THE CONDITIONS THAT THEY WILL POST YOUR BOND.

NOTICE

Be advised, effective July 1, 1998, money or other qualified security, posted with the Clerk of Iowa District Court or any official authorized to receive BOND. POSTED UNDER CHAPTER 811 OF THE CODE OF IOWA, WILL BE RETURNED TO THE PERSON WHO MADE THE DEPOSIT RATHER THAN TO THE DEFENDANT. THESE MONIES MAY ALSO BE USED FOR UNPAID FINES, COURT COSTS, SURCHARGE OR RESTITUTION.

When appearing in the Office of the Clerk of District Court to obtain the return of posted bond, the individual will be required to provide POSITIVE PROOF OF IDENTIFICATION in the form

of a valid picture ID (such as a drivers license), or other documentation that contains the individual's name and recent photograph, and the BOND RECEIPT.

Possession of a bond receipt alone will not be sufficient for release of the posted bond amount. An individual may be required to complete an affidavit, in the addition to the specified identification material, in order to obtain the release of posted bond.

PUBLIC DEFENDERS OFFICE

202 WEST STATE STREET
MARSHALLTOWN, IOWA 50158

TELEPHONE: 641-752-0083

THE FOLLOWING INMATE RESPONSIBILITIES AND GENERAL POLICIES OF THE TAMA COUNTY CORRECTIONAL FACILITY WERE MADE IN ACCORDANCE WITH THE FOLLOWING SECTIONS AND SUBSECTIONS OF THE STATE CODE OF IOWA CHAPTERS 356 AND 356A, AND THE IOWA ADMINISTRATIVE CODE CHAPTER 291.

REVIEWED BY THE OFFICE OF THE TAMA COUNTY ATTORNEY THIS

___2nd___ DAY OF _March_



TAMA COUNTY ATTORNEY

APPROVED:



TAMA COUNTY SHERIFF

CRITERIA FOR APPLICATION OF GOOD TIME

1. No infractions of the rules of the Tama County Jail.
2. One half of sentence must be served before applications are considered.
3. No application can be made if other charges are pending.
4. Work release inmates are not considered for good time. Work release is considered your good time.
5. Sentence of 29 days and less – no good time.
6. Sentence of 30-59 days – 10% of sentence.
7. Sentence of 60-89 days – 15% of sentence.
8. Sentence of 90 days and over – 20% of sentence.
9. Application should be made to the Sheriff /Jail Administrator of the county for whom you are serving the jail sentence. Application should be made in writing.

READ CAREFULLY

KEEP IN MIND, GOOD TIME IS EARNED. YOU ARE NOT ENTITLED TO GOOD TIME. All entries into your activity logs are considered in recommendations of good time. Even though you may not have had a disciplinary action filed on you, your conduct in the jail setting is also considered. Therefore, every time you are told to make your bed, stay out of a bed cell area that you do not belong in, stay out of windows, giving other inmates your food, etc, these are all infractions and are all considered.

If you are not considered for good time, you have no one to blame but yourself.
This is your choice!!!!

WORK RELEASE

1. Work release is not considered for inmates sentenced to less than 30-days. Work release inmates must work a full-time job (40 hrs a week) or will not be considered for work release. Work release must be approved by the Court and approved by the Sheriff and or Jail Administrator. If you have a previous payment plan on file it must be paid before work release will be considered. If work release is considered for less than 30 days, all fees will be paid in advance.
2. Keep in mind, even though the Court has authorized you work release privileges, the final decision is up to the Sheriff and the Jail Administrator.

3. Work release information packet is to be completed by the inmate's employer and returned to the Sheriff's Office upon your booking into the jail. Employers are to have a proposed schedule filled out in advance of time to work and will need to fill out actual times worked each week.
4. All rules of work release will be complied with or work release privilege will be revoked.
5. **Sheriff's office is to know where the inmate is at all times, or work release will be suspended.**
6. Inmate takes nothing from booking area into cell. At no time is anything to be brought into the jail from the outside except with authorization of the Jail Staff.
7. Inmate is to be alcohol and drug free and may be tested during incarceration, unannounced.
8. Money for work release shall be paid to the Sheriff's Office for each day/week of work at the rate of \$50.00 per day or ½ your take home pay which ever is least. You will be given a payment plan for the remainder of the balance. If you are serving less then 30 days, you will be required to pay complete balance up front.
9. Work release inmates will be required to set up their own doctor/s appointments, haircuts, etc., and pay for such, upon approval of the Sheriff/Jail Administrator. Work release inmates will be required to provide their own medications including over the counter medication.
10. Work release inmates are not considered for good time. Work release is considered good time.
11. Before being released for work, beds are to be neatly made and cell in order.
12. Work release inmates are not provided outside recreation.
13. ~~Work release inmates will be allowed out a maximum of 16 hour per day. The inmate is required to be incarcerated a minimum of 8 hours per day that will be spent within the Jail Facility.~~
14. If work release inmate wants to work a part-time job besides their full-time job, the part-time job will be set up prior to starting your jail sentence.