

SCOTT COUNTY SHERIFF'S OFFICE JAIL INMATE MANUAL RULES AND REGULATIONS



**SHERIFF Tim Lane
400 W. 4th Street
DAVENPORT, IOWA 52801**

January 2017

**This manual is issued to all inmates upon moving to Jail Housing.
You are responsible for this manual during your stay. If it's not
returned at release time, you will be charged \$5.00.**

Scott County Sheriff's Office

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This Jail Inmate Manual is a revised edition of the Jail Inmate Manual published October 2014. The rules and regulations contained herein revoke and supersede the rules and regulations in the 2014 publication.

INTRODUCTION BY THE JAIL ADMINISTRATOR

The Scott County Jail is charged by law to be responsible for the safekeeping, care, and custody of all inmates held in Scott County. Our commitment extends beyond safekeeping and custody to providing opportunity for change. This Jail Inmate Manual explains what happens in the Scott County Jail facility.

While you are in the Scott County Jail, your behavior and conduct greatly determines where you are housed and what privileges you receive. You are required to read this Jail Inmate Manual. You are expected to obey these rules and regulations. If you do not understand what is described here, ask the staff for help.

We want an environment of harmony and cooperation. This does not happen by itself. Staff and inmates must create this kind of environment. It begins with understanding this Jail Inmate Manual and agreeing to live by it. **Violation of these rules and regulations by an inmate will result in disciplinary action.**

Jail Administrator
Bryce Schmidt
Scott County Jail
400 W. 4th Street
DAVENPORT, IOWA 52801

Mission

To provide progressive public safety to fulfill the diverse needs of citizens through the expertise of our professional staff and utilization of all available resources.

Inmate Rights

As an inmate your rights are guaranteed by the Constitution of the United States.

As an inmate, you have the right to:

1. Be free from discrimination based on race, religion, national origin, gender, age, sexual orientation, handicap, or political beliefs.
2. Have access to programs and work assignments. [Protective Custody (PC) inmates are limited, to include inmates under current discipline, access to programming and work assignments.]
3. Be protected from personal abuse, corporal punishment, personal injury, disease, property damage and harassment, including sexual abuse or harassment by either staff or inmates.
4. Due process in disciplinary procedures.
5. Be advised of grievance procedures.
6. Be free from reprisals or penalties as a result of questioning or appealing decisions.
7. Be treated with respect, dignity and fairness.
8. A clean and healthy environment.
9. Adequate toilet, bathing and laundry facilities.
10. Adequate lighting, heating and ventilation.
11. Reasonable access to courts, legal counsel, and governmental authorities.
12. Reasonable medical, mental health, dental and substance abuse treatment and services.
13. A properly prepared, nutritionally adequate diet.
14. Clean clothing.

15. Have access to recreation.
16. Carry out religious practices, subject to the facility's need for institutional security and order.
17. Send and receive mail.
18. Visitation in an area designated by the facility, limited only by facility needs to maintain institutional order and security.
19. Wearing your hair within the scope of health and safety limitations.
20. Be informed of the rules.
21. Be free from unwanted advances by inmates, staff or public.

Inmate Responsibilities

The Scott County Jail Staff is committed to protecting your rights and treating you with dignity. Along with rights, you have responsibilities. As an inmate, you must treat all staff, other inmates, visitors, and yourself with respect, dignity, courtesy, and fairness. Inmate responsibilities include:

1. Following the rules, regulations, and directions given by the Corrections Staff of the facility.
2. Cooperating fully to maintain both a clean, healthy environment, and a clean, neat personal appearance.
3. Respecting the facility's property and the personal property of others.
4. Speaking at an appropriate volume and using appropriate language, to include not using loud, abusive, profane, or insulting language or gestures.
5. Respecting the privacy, beliefs, and feelings of others.
6. Letting staff know if you have questions or need help.
7. Maintaining an environment that is cooperative.

There are three principles that guide this facility's operation:

1. The staff expects you to follow the rules in the Jail Inmate Manual and to obey their directions.
2. The management expects staff to be consistent in how they apply the rules.
3. There are consequences if you disobey the rules.

Our goal is to be consistent, just, and fair with you. Your life here is a series of choices. You can choose to create a lifestyle of balance, respect, and accomplishment. We encourage you to choose a positive path. You can begin by respecting yourself and the others around you. You can choose to use this time to reflect on the path you have chosen. Depending on your classification, certain activities will be made available that you can participate in with the goal of personal growth and development.

ORIENTATION

Upon receipt of your Jail Inmate Manual, the Housing Officer orients you to the Jail by reviewing the Orientation Bloodborne Pathogens-Inmate Training, PREA-Prison Elimination Act-Inmate Training and Hazard Communications Program-Inmate Training Forms. By doing so, you are now more familiar with the Jail and what is expected of you. Many of your questions were answered at the orientation. Any other questions or concerns can be directed to the Housing Officer. Intercoms are for emergency use only and are not to be used for routine questions. The Housing Officer plays the Jail Inmate Orientation video and PREA Orientation, daily.

CLASSIFICATION The Jail classifies inmates into the most appropriate housing assignments and security levels, and determines the inmate's eligibility for Jail programs and activities to maintain safety,

security and proper supervision of the inmates. The Jail follows the current guidelines set forth in the National Institute of Corrections Objective Jail Classification model.

Classification is an on-going process. There are two (2) basic steps to inmate classification that are repeated throughout the inmate's incarceration:

1. The collection of information needed to make a classification decision, and
2. The classification decision made from the collection of information and inmate behavior.

The inmate classification system emphasizes consistency and fairness based on objective characteristics. Objective classification maximizes the fair and just separation of inmates for effective management. Inmates are classified into the most appropriate and least restrictive housing environment, security level, and program participation, all of which are based on a combination of objective criteria, inmate behavior and staff observations.

Classification Process

The inmate classification system is a continuous evaluation process used to determine and plan specific criteria, procedures for housing assignments and status of the inmate. Program needs and security requirements for individuals within the custody of the Scott County Jail are determined not only by the seriousness of the charge or sentence, but also by an inmate's behavioral adjustment, past history, program participation, medical and mental health services, case review and other appropriate treatment needs. The integrity of the classification process is enhanced through the implementation of a point system on the Offender Management System.

HOUSING UNIT ROUTINE

Daily Schedule

There is a Daily Schedule posted in the housing unit. The Daily Schedule includes facility and housing unit activities and when they take place. Read and ask questions to your Housing Officer, if you are in question.

Jail Rules

1. You are required to follow all directives given by staff. Please direct all questions to the Housing Officer. If the Housing Officer doesn't have the answer, they will assist you in finding the answer.
2. Other genders are present in the building. Do not expose yourself or stand with your hands in your pants. This is considered unsanitary and is not acceptable.
3. When head counts are conducted you must stand next to, or be in your cell as directed by the Housing Officer.
4. During lockdowns, "Quiet Time" and "Lights Out", inmates must be in their assigned cells with quiet talking. A lockdown means you must terminate all phone calls, showers and video visits immediately and return to their assigned cells.
5. Do not interrupt staff when they are talking with someone else. Do not argue with staff or each other. If you are told to do something by any staff, you are expected to comply. Aggressive behavior or obscene language will not be tolerated. This includes racial comments, slurs, sexual comments and profanity.

6. Do not communicate or attempt to communicate with inmates from other housing units and/or Sub-dayrooms. Do not knock on windows or doors. Do not slide any item under any door.
7. Keep conversations at a reasonable level. Excessive noise levels will not be tolerated. (Housing Officer will turn off TV's until allowable noise levels are obtained.)
8. Use furniture properly. Do not sit on tables, railings or stairs. Keep feet off chairs, tables and walls. Do not use tables, beds, chairs, railings, walls or shower doors for exercising.
9. You are only allowed to be on your assigned bed only during scheduled times—Daily Schedule references. Beds remain made unless during designated sleep times. You are only allowed to be in your assigned cell. Do not enter another person's area (bed, cell or property to include totes). Your bed must be made if you are not in it.
10. No horseplay, roughhousing, running or throwing.
11. You are to remain an arms length away from the mezzanine railing and use the railing on the stairs if needed for assistance when walking up or down the stairs.
12. You are only allowed on the mezzanine during scheduled times and only if you are being housed on the mezzanine level.
13. The Dayroom is the area in the center of the housing unit and does not include the mezzanines or the areas directly underneath the mezzanines. You are expected to remain in the Dayroom during the hours that you are locked out of your cell.
14. Graffiti is not allowed anywhere. The newspaper belongs to the Scott County Jail, do not tear up or write on the newspaper. Nothing will be taped, pasted or affixed to walls, mirrors, lights or beds.
15. Do not enter the video visit area unless directed to do so by the Housing Officer. Never enter or reach into the marked area surrounding the Housing Officer's work station. The carpet surrounding the Housing Officer's work station is clearly marked indicating the area in which you should not enter unless directed to by the Housing Officer.
16. Use your assigned shower only. You must be fully dressed when entering and exiting the shower area. Chairs are not allowed in the shower areas.
17. All items are in your tote when not in use, except permitted hygiene placed on sink or shelf.

Television

There are televisions located in each housing unit. The schedule for TV use is on the Daily Schedule. You may not fight or argue over the television. The Housing Officer supervises inmates' use of the televisions, including the programs being watched to see that they are beneficial to the majority of the inmates watching. There is an approved list of TV channels for each housing unit. If the Inmate Orientation Video or movies are played through the television, they take priority over regularly scheduled television programs. You are given the privilege of watching TV as a result of positive behavior. This privilege can be suspended by the Housing Officer for negative behavior or violation of the Jail rules.

Housekeeping/Inspection

All housing units and common areas are cleaned daily to maintain a high standard of cleanliness and order. All inmates are assigned cleaning duties by their cell number. These assignments are posted in the housing units with the Daily Schedule. You may not trade cleaning assignments. Keep all areas neat and clean. If you make a mess, clean it up. The staff will make a daily inspection of all housing units and common areas and will have you re-clean areas that do not pass the inspection.

It is extremely important that the Jail be kept as clean as possible at all times. Jail staff will provide an orientation on use of the cleaning materials, equipment and the Material Safety Data Sheets (MSDS). Ask the staff to see the MSDS in the Housing Units. It is the responsibility of all inmates to keep their sleeping area clean, neat and orderly. (See page 31) This includes all common areas inside the housing unit. The Jail Staff will provide you with materials and equipment for cleaning the Housing unit each day.

Check the Daily Schedule for specific cleaning times. MSDS Failure to comply with the posted daily cleaning schedule will result in individual disciplinary action. If any inmate refuses to comply with the cleaning of the common areas, the loss of television or other privilege(s) may result for the remainder of the day.

Fire Alarms

Inmates are not to touch fire alarms or prevent staff from using fire alarms. Misuse of the fire pull stations is considered a Class 1.20 rule violation (See page 19).

INMATE CLOTHING/PROPERTY

Issued Items

All inmates at the Scott County Jail will be issued one (1) blanket, one (1) fitted and flat sheet, one (1) towel, one (1) washcloth, one (1) toothbrush, one (1) toothpaste, one (1) bar of soap, one (1) bottle of shampoo, one (1) deodorant, one (1) comb, one (1) cup and spork, one (1) pen, one (1) canteen card, and one (1) Jail Inmate Manual.

- General Population inmates are issued one (1) orange shirt, one (1) pair of orange pants, one (1) pair of underwear, one (1) pair of socks and one (1) pair of sandals. In addition, females are issued a bra and one (1) additional pair of underwear.
- Inmate Worker inmates are issued one (1) numbered mesh bag, two (2) green t-shirts, two (2) white work smocks, two (2) pairs of green pants, two (2) pairs of underwear, two (2) pairs of socks, one (1) pair of sandals, a second towel and washcloth and one (1) pair of work boots (not steel toed). In addition, female workers are issued two (2) bras.

Personal Property

Your personal clothing and property is collected during the Booking process. It is inventoried, to include any coins and placed in the Property Room. This property will be returned to you upon your release or transfer to another institution. You are allowed to keep prescription eyeglasses/contact lenses, contact lens case, dentures, and any prostheses or medical equipment approved by our Medical Staff. Should you need clothing and accessories for jury trials and/or work release, it may be dropped off when trial date is within 7 days and must fit in the personal property locker that is provided. Only the Booking Sergeant or Property Clerk will be allowed to accept jury trial or work release clothes. The Jail will not accept items for inmates scheduled to be transported to another institution. Jury trial and/or work clothes may be dropped off at the Jail's property release window 9:00 A.M. to 1 P.M. Monday through Friday.

Acceptable Personal Property

In your Housing unit, you are allowed to have in your possession issued clothing, one (1) cup, one (1) spork, one (1) comb and/or pick, two (2) bars of soap (issued or commissary), two (2) bottles of shampoo (issued or commissary), one (1) bottle of conditioner (commissary), one (1) stick of deodorant (commissary), four (4) paperback books or magazines, one (1) paperback Bible three (3) religious publications, legal material, a plastic religious medallion approved by Jail Supervision, up to (10) personal letters, commissary items and up to (15) pictures. All items must be kept in your issued tote. Any item changed from its original form to include attempts to alter and/or remove item labels is considered contraband and will be taken by Jail Staff.

Released Property

You may designate someone to pick up personal items that are in your possession or in your property. Personal property may be released by filling out a Property Release Form. You must put the first and last name of the person you wish to release your property to. Property is released 9:00 A.M. to 1:00 P.M. Monday-Friday at the Jail. Persons picking up property must have a valid picture identification that is consistent with the name on the Property Release Form. The Jail requires you to release all your property in its entirety. Inmates being transported to another institution shall make arrangements to have all personal property picked up prior to being transported. All property not picked up within five (5) days after transfer or release will be forfeited to the county for appropriate disposal.

Proper Dress

A neat appearance in regard to grooming and clothing is expected. Clothes are to be neat and clean. T-shirts must be tucked in and pants must fit properly about the waist, no hands or arms inside pants or inside shirts. Pant legs must be worn full length; not rolled up, nor tucked inside your socks. You are to be fully dressed, including footwear when outside the cell. Shower shoes will be worn for the purpose of showering only or while in your cell. Hair must be neatly combed and nothing is to be worn on the head. This includes combs, picks, towels, sheets, socks, etc. Any item used in a fashion other than its intended purpose, may be confiscated and you may be subject to disciplinary action. (See page 31) Male inmates may remove their shirt only during fresh air Recreation. Inmates must be in full uniform moving to and from fresh air Recreation and showers.

COMMUNICATION

Telephone Use

When someone is on the phone, respect his privacy, stay at least an arms length away. You will be allowed to make telephone calls by purchasing a calling card on the kiosks and then entering your Telephone Identification Number (TID). New arrests receive their TID number during the booking process. During a long distance call, if at any time your card balance falls below amount for 1 minute the call will end without notice. Prepaid calls are also available after the person who will receive the call sets up an account by calling the phone service provider. Phone calls are automatically limited to 15 minutes. There is a minimum charge on all local phone calls. Scott County Jail Staff does not transfer incoming calls or take messages from outside the Jail for you, with the exception of confirmed family emergencies. The phone is a privilege; it is not a right. Abuse or misuse of phone will result in the phone being turned off and your telephone privileges can be revoked. Altering phones or making three-way calls are prohibited. Requests for non-collect calls will be denied. If the party you wish to speak to will not setup a prepaid account, you will need to write to that party. While using the phone you're not allowed to allow other inmates to talk, calls will be discontinued if this occurs. The phone company does not refund any lost or dropped calls made to cell phones, the Jail staff will not research these issues. Any calls made to cell phones are at your own risk.

Special Calls

Unique circumstances arise that may require a special call. You may request a special call by using inmate kiosk. Staff may allow a non-collect/non-debit three (3) minute call to be made to the party in question. All requests are reviewed by Jail Administration for approval and not authorized until approved.

Mail

All inmates in the Scott County Jail have access to the U.S. Postal Service. The U.S. Postal Service is the only authorized carrier for mail. All mail incoming or outgoing must be processed through Administration. If you wish to send or receive mail from inmates in institutions or Jails, including the Scott County Jail, it must be approved by the Jail Administrator prior to mailing. Mail received without prior approval will be returned to sender or placed in your property. Suspected third party mail will also be returned. You will be informed of any mail returned to sender or placed in your property.

Outgoing Mail

You may write to any office within the Scott County Courthouse at any time. Any courthouse correspondence must be addressed and mailed like any other letter you may wish to send out. There is no limit to the amount of mail you may send, as long as you have enough stamped envelopes. Stamped envelopes can be purchased through commissary. If you don't have any money to purchase stamped envelopes, you may order them each week on indigent commissary. You may not send mail to individuals if the Court has restricted contact. Put only the correct and complete return address information. Any mail with graphics or artwork on the envelope or showing through the envelope will not be mailed. Any outgoing mail without a complete return address will not be mailed. All outgoing mail is stamped "INMATE SCOTT COUNTY JAIL". Give your sealed outgoing mail to the Housing Officer. All outgoing mail must have your full name and the following complete return address as follows:

Inmate Name
Scott County Jail
400 West 4th Street
Davenport, Iowa 52801

Incoming Mail

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

1. Publications (books, newspapers and magazines) must come through the mail direct from the publisher or a book store. Publications are subject to review and must be new and cannot come from a retail store i.e. Osco, Walgreen's, or resale stores. No hardcover books will be allowed.
2. The Jail will not accept stamps or other postage in incoming mail.
3. No Polaroid pictures are allowed.
4. No pictures larger than 5" x 7" will be allowed.
5. No greeting card larger than 6" x 9" will be allowed.
6. You are allowed up to 15 pictures.
7. No stickers are allowed to be placed on the envelopes or letters.
8. No photos, magazines or books will be accepted that contain nudity, or are offensive and graphic material.
9. No obscene materials of any kind.
10. No perfume or foreign substance is allowed on mail. When detected, it will be returned to sender.

Only properly addressed mail is received and delivered to you. Make sure your family and friends use the official address (same as return address listed above) on letters to you. The return address must include the first and last name of sender. It is your responsibility to make sure they know that there may be no graphics, artwork, or any type of foreign substance like perfume on the envelope, showing through the envelope or on the envelope content. All incoming mail is inspected by the Jail Staff for cash, money orders, and contraband.

Privileged correspondence is defined as: mail to or from your Attorney, Government Officials, Citizens Aid Office, Courts, the Sheriff, Jail Administrator or Assistant Jail Administrator. Incoming privileged

correspondence, if opened by Jail Staff, is opened in the presence of the inmate to whom the correspondence is addressed.

Any items received through the mail which violates federal, state, local statutes or poses a threat to the security and/or orderly running of the facility are prohibited. Mail may only contain the letter, non-mechanical greeting card, cashier's check, money order and photos; anything else is considered contraband and will not be accepted. Mail is not read unless there is probable cause to believe that you are using the mail for criminal activities or something that is a threat to facility security or order.

Mail is received and delivered to each Housing unit Monday thru Friday, except holidays. All prohibited items received in packages will be returned to sender, placed in your property, or disposed of in accordance with Scott County Jail General Order procedures. Upon release, any prohibited items placed in your property received in incoming mail are given to you. You may not receive personal mailed packages. Mail received after your release is returned unopened to sender. (Mail is not delivered on official holidays.)

Personal Visits

All inmates, except those who have lost their visiting privileges through the Discipline Process are entitled to have visitors. A National Crime Information Center (NCIC) check and a Criminal History Check (CHC) are conducted on every visitor.

Inmates may change their visitor list on a Visitor Information Form located in the Housing unit. Inmates complete new forms on Saturdays, and any changes to visitor lists will be updated on Sundays.

Visitors who violate Jail rules may be barred from reentering the Jail as a visitor. All visitors must be in proper attire. The Scott County Jail reserves the right to refuse any visitor. This includes convicted felons and any person that has been incarcerated in the Scott County Jail within the past 90 days.

All visits are monitored by staff. If you or your visitor behaves inappropriately, the visitor will be directed to leave the facility. If you violate any rules, you are subject to the appropriate disciplinary action and may lose your visitation privilege. Do not attend programs if you have a scheduled visit. The following Visitor Information sheet is available to visitors at the Jail.

VISITOR INFORMATION SHEET

You are encouraged to visit your family or friends while they are housed in the Scott County Jail. This Visitor Information Sheet will be a useful guide in helping to make your visit a positive experience. The following applies to each visitor listed by an inmate currently housed in the Scott County Jail.

1. What you need to know before your initial visit.
 - a. Initial visitors will first go to the Jail for a National Crime Information Center (NCIC) check includes a Criminal History Check (CHC). Once cleared, the visitor is now an approved visitor.
 - b. Any person that has been previously incarcerated within the past 90 days will be denied visitation privileges until the 90 days deadline has been met.
 - c. Visitors must report to the Jail visitor check-in 15 minutes before the scheduled visit. Visits will be for one (1) hour, however, there must be 20 minutes remaining in the hour after visitor check-in, if the visit is to proceed further.
 - d. You must call to schedule an appointment for your visit at least 24 hours in advance, but no more than seven (7) days in advance. If you need to cancel a visit you must call at least 24 hours prior to the visit time or that visitor may lose visitation privileges.

- e. Three (3) people are allowed per visit with children counting towards the three.
- f. Inmates can be allowed up to two (2) visits per week. Special Management Housing is allowed one (1) visit per week, with the exception of inmates in Intake status, i.e. Sub-dayroom E.
- g. Juveniles.
 - 1) People under the age of 18 must be accompanied by their parent or legal guardian.
 - 2) People under the age of 18, accompanied by any other adult, must have a completed Juvenile W/O Parent Visit Consent Form filled out by their parent or legal guardian.
 - 3) All visitors, age 13 and up, must present a valid identification prior to the visitation.
 - 4) Phone contact is made with the parent or legal guardian before each visit.
- h. Valid Identification
 - 1) Visitors must have a government issued picture ID and a form of identification with a Social Security number if the Social Security number is not listed on the picture ID.
 - 2) Acceptable forms of picture identification are a Current Driver's License, Non-Driver's Identification, Passport, or Military Identification with photo.
 - 3) Acceptable forms of identification with visitors name and Social Security numbers are a Social Security card, Medical card, WIC card, payroll stub, etc.
 - 4) If the staff cannot validate the identification of a visitor, that person will be turned away and asked to return with a valid identification.
- i. The Scott County Jail is a Tobacco-free facility.
- j. Approved visitors will leave personal belongings in their vehicle if possible. If not possible, visitors will be required to place all personal property in the provided locker.
- k. Examples of items that can be taken to the visitation are:
 - 1) Pictures and school work:
 - a) Items will be shown on the video screen only.
 - b) All items will have to first be cleared by a Courthouse Bailiff, then the Visitation Officer.
 - c) Jail Staff will not accept paperwork to be given to an inmate, to include pictures and school work.
- l. You will be denied access to the Jail if the following articles of clothing are worn:
 - 1) Muscle shirts.
 - 2) Discretionary/revealing attire i.e. plunge necklines, see through clothing
 - 3) Halter tops
 - 4) Midriffs
 - 5) Dresses, skirts or shorts extending higher than 4 inches above the knee. Undergarments must be worn and cannot be revealing.
 - 6) T-shirts or other clothing bearing offensive or profane logos or messages.
 - 7) Clothing items that advocate alcohol, drugs, violence or anti-government sentiment or gang affiliation.
 - 8) Appropriate footwear is mandatory; boots, shoes or sandals.
- m. You will be denied access to the Jail or suspended from further visits if the following were to occur.
 - 1) If it is perceived that you are under the influence of alcohol or drugs.
 - 2) If you cannot pass a metal detector screening and then refuse to be pat searched.
 - 3) If you attempt to give contraband or any other item to an inmate.
 - 4) If there is an emergency situation in the Jail during the scheduled visit.
 - 5) If there is an incident of indecent or sexual acts.
Review of violations will result in minimum of 90 days ban from visitation and possible criminal charges.

2. What you need to know during the visit.

- a. Gang signs shall not be made at any time in the Jail
- b. The video screen or security glass separating you from the inmate shall not be hit at any time with either your hand or with any other object.
- c. You are responsible for maintaining control of your children.
- d. There shall be no statements or gestures posing a threat to any person or the security of the Jail.
- e. You will not be loud, disrespectful, disorderly, or unruly towards the public or staff.
- f. You will only visit with the person that you came to visit.
- g. You must sit on the chair provided and remain seated throughout the visiting period (Excluding individuals that are handicapped and in a wheelchair).
- h. Children may remain standing at the parents/guardian's side. Do not sit, climb, or stand on the counter or stand on the chair.
- i. You are not allowed to eat or drink during the visit.
- j. When visitation is over you will leave promptly.

Review of violations will result in minimum of 90 days ban from visitation and possible criminal charges.

3. What you need to know about picking up inmate property.

- a. An inmate may request the release of his personal property by filling out an Inmate Request specifying the first and last name of the family member or friend.
- b. Property will be released from 9:00 A.M. to 1:00 P.M. Monday–Friday at the Jail. The Jail requires that if property is released, it will be released in its entirety.
- c. Inmates shall make arrangements to have all personal property picked up prior to being transported.
- d. All property not picked up within five (5) days after transfer or release will be forfeited to the County for appropriate disposal.
- e. Funds on an inmate account will not be released with personal property unless specified by the inmate. This will be a one-time release of funds and the inmate must state the purpose of the release. (Stating: personal is not a reason)

Copies of the Visitor Information Sheet are located by the Visitor Registration Desk at the Jail.

Professional Visits

Professionals, i.e. attorneys, paralegals, probation/parole, and law enforcement may visit you through video visiting. If necessary, professional contact visits occur in an Interview Room. All professional visits are verified before visiting.

Special Visits

Special Visits may be granted for one (1) time situations. Examples would include a visitor who has traveled more than 50 miles or an inmate that has been incarcerated for 30 days or more that has been

sentenced to prison. These visits may be requested by filling out an Inmate Request on the kiosks. When sentenced to prison, you may be permitted a non-contact special visit with three (3) persons of your choice upon notification and approval of the Assistant Jail Administrator. This will be granted if time permits. Do not ask Scott County Jail Staff when you'll be transported, they will not tell you for security reasons.

Inmate Request Kiosk

1. To ensure you have an effective way of communicating with the staff, an Inmate Request kiosks use is available to you or you may use the kiosk located in the housing unit.
2. Inmates housed in special management will be offered an Inmate Request on the kiosks Monday, Wednesday, and Friday; schedules are subject to change.
3. A written answer is not always required.
4. You may not receive an answer the same day; some responses take research and preparation.
5. Only one (1) Inmate Request per inmate will be accepted at a time. If more than one (1) request, staff will fulfill only one (1) request.
6. In the event the inmate kiosk is disabled, your Housing Officer will direct you.
7. Do not request copies to be made, this service is not provided.

GENERAL SERVICES

Meals

Meals are planned to provide three (3) balanced nutritious meals per day. 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 or shared or traded. Food items are not allowed to be brought in for inmates from outside the facility. Also misuse of meals or trays can result in more restrictive presentation of your food or tray or utensil up to behavioral modification meal.

Mealtime Rules

At the announcement of the meal:

1. Inmates line up according to the directions given by the Housing Officer.
 2. Each inmate will file through the meal line and receive one (1) meal and a beverage or drink packet.
 3. Find the first available empty chair at a table farthest from the serving line and eat your meal.
 4. Each inmate is responsible for emptying and stacking his own tray after the meal is completed at the direction of the Housing Officer. Do not keep food from meal trays.
 5. Once everyone has eaten their meal, inmates will follow the posted cleaning schedule and Daily Schedule when wiping down all tables.
- Remember all food items are consumed at mealtime. Leftovers will be confiscated.

Special Diets

Special diets will be honored for religious and/or medical reasons only. If you require a special diet for medical reasons, state the medical reason on a Sick Call on kiosk. 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 on kiosk. If you do not follow the Medical and/or Religious approved diet the diet will be discontinued. All special diets are subject to verification.

Laundry

The laundry schedule is posted on the Daily Schedule and specifies what days and times that laundry is done in each housing unit as well as the type of laundry to be done (i.e. blankets, towels, all-issued clothing). Exchange of laundry is mandatory. You are responsible for cleaning your sandals. You are to be aware of your laundry schedule and are to take responsibility for exchanging these items.

It is also your responsibility to view all items given to you for any damage or markings. Any neglected or damaged items received by laundry will be documented and you may be charged the current market price. If you alter or damage Jail clothing it will result in disciplinary action. You will be charged the cost of the damaged items. If you use any laundry item in any fashion other than its intended purpose, the staff may confiscate it.

The Jail clothing is not tailor made. Scott County 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 staff will not alter uniform size for personal preference. (See page 9 and page 31- Properly Dressed Inmate) Remember misuse of county issued items may result in that item being restricted.

Inmate Accounts

You are issued a canteen card and charged a deposit for it, upon release if the card is returned non-damaged then the deposit is refunded back. You will be charged to replace a card due to loss, theft or damage. A current list of the inmate site charges or fees is located on the kiosk in the housing unit. Due to the rising costs, the inmate charges or fees may change, if a change occurs, a notice will be posted on the kiosks.

All paper money in your possession at the time of booking has been placed in your inmate account. Loose change (coins) will remain in with your personal property bag. The amount you spend will be deducted from your inmate account. At the time of your release from Jail, the balance in your account will be returned to you. You will be asked and required to provide information on having health insurance at the time of being booked into the Scott County Jail.

Your family and friends may put money on your account online with a credit card, by utilizing a website provided through the outside commissary vendor. Cash may be deposited to your account between the hours of 7:30 A.M. to 4:30 P.M. Monday-Friday and 8:00 A.M. to 11:30 A.M. on Saturday and Sunday, excluding holidays in the kiosk located by the Visitor Registration Desk at the Jail. Your family may mail money orders, cashier's checks and payroll checks, all subject to fund availability/verification by the Jail Staff. Personal checks will not be accepted for deposit into your account. Any personal checks received will be returned to sender. Only the following will be accepted for deposit to your inmate account: (Note: refusal to endorse a money order will result in return of money order or payroll check to sender.)

1. Money orders (received by mail).
2. Cashier's checks (received by mail).
3. Cash (at kiosk).
4. Credit Card (online or at kiosk).
5. Approved Payroll checks.

Remember cashier checks, payroll checks and money orders are held until it clears with the bank.

Money may be used for the following reasons only:

1. Work release room and board.
2. To pay your own fines and attorney fees.
3. Commissary supplies.
4. Purchase Calling Cards.
5. Post your own bond.
6. Damages as a result of disciplinary hearing.
7. Administration fees (medical services).
8. One-time money release for approved and verified hardship.
9. Damaged or unreturned issued item.

If money needs to be released to your attorney or bondsmen to pay your fine, bond or family friend, ask the Housing Officer for a Property Release Form. Money will only be released from the Administration Office 9:00 A.M. to 1:00 P.M. Monday-Friday, excluding holidays. One time release of funds allowed for hardship reasons. Must present proper verification of the hardship, i.e. utility bill, school, medical bill.

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 Housing unit while you are in Jail.

After you are released, any funds remaining in your account of \$5.00 or less, after 90 days will be confiscated by Scott County. Any funds over \$5.00 will be turned over to the Scott County Treasurer and you will be required to file a claim to receive the funds.

Commissary

You may purchase commissary and indigent commissary items through the outside commissary vendor on the kiosk located in the housing unit. Commissary is delivered once a week in accordance with the Daily Schedule. Keep in mind that the commissary order has to fit in your tote. If it doesn't, it is considered contraband and will be placed in your property bag. You must have sufficient funds to cover your commissary order at the time you place your order.

To qualify for an indigent commissary order, i.e. basic health and hygiene items, you must have less than \$1.00 on your account or vending card for more than seven (7) days. Indigent commissary orders (excluding free stamped envelopes), medical charges, restitution for damaged Jail property, extra postage for outgoing mail, Telephone Identification number replacement charges and damaged or unreturned issued items will give an inmate a negative balance on their Inmate Account. The negative balance remains on the computer until paid.

When you receive your commissary order, check it immediately for any order discrepancies or damaged items. Any disputes must be brought to the attention of the Housing Officer immediately. You have the right to refuse any item that you feel is unsatisfactory at the time you receive your order. Inform the Housing Officer immediately upon inspecting your order.

Commissary may not be delivered on the following holidays but will be filled later in the week if possible: Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve day, Christmas Day, New Year's Day, Memorial Day, and Martin Luther King.

If you have money on your inmate account, you can use the kiosk to transfer money from your account to your canteen card. Your canteen card is used to purchase items from the vending machines located in the Housing unit. Misuse of commissary items, vending machines, or using to settle debts are prohibited and a rule violation.

Legal Representation

You are encouraged to understand your legal rights and to use an attorney or a legal representative to assist you in understanding your rights. You may have legal documents with you in the facility, limited to the amount of documents that can fit in the provided tote. Jail Staff will not make copies of your legal work.

CONDUCT AND DISCIPLINE

The Scott County Jail uses a system of inmate rules and regulations in order to establish positive behavior expectations. This method of managing your behavior holds you accountable for your actions.

The Scott County Jail operates in compliance with the Prison Rape Elimination Act (PREA) and has a zero tolerance against sexual abuse or harassment and investigates, takes administrative and/or criminal disciplinary action against anyone committing sexual misconduct.

Addressing Staff

You are expected to address staff with respect at all times. Use terms such as “Sir or Ma’am”, or “Officer (Last Name)”, or, in the case of civilian staff, as “Mr.” or “Mrs.” followed by their last name. Staff will address you in a similarly respectful manner. No slang or nicknames will be permitted. Note: your Housing Officer will accept and answer all your questions, at times you will see “other” Sheriff Staff or County Officials in the units, you will refrain from asking them questions.

Out-of-bounds Areas

You will not enter into restricted areas unless directed to do so by staff. Restricted areas are typically identified by a different color floor. You may cross over areas only after receiving permission from staff. You may never enter an Officer’s work station area. Questions should be directed to your Housing Officer.

Disciplinary Lockdown

Disciplinary lockdown may result in the lockdown in current housing unit or removal of the inmate from the housing unit to special management housing. During this time, the inmate may only be allowed out of his cell for attorney calls, visits (may be sanctioned), showers, and recreation (restricted to one (1) hour per week). All clothing, mattresses and bedding will be the same as in general population, unless temporarily placed in protective custody and/or if items are damaged. Clothing or 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 misuse your meal, after being properly served, you will not be given a replacement meal. Disposable containers can be used while you're in disciplinary lockdown. While in disciplinary lockdown you will be allowed to keep the following personal property. All other personal property not listed below will be placed in your property until you are released from disciplinary lockdown:

1. One (1) towel, one (1) wash cloth, one (1) bar of soap, one (1) shampoo, one (1) deodorant, one (1) toothbrush, one (1) tube of toothpaste, one (1) roll of toilet paper, one (1) pen and one (1) comb.
2. Writing material for the purpose of corresponding.
3. One (1) soft covered religious book.
4. One (1) commissary lotion.

5. You will receive all incoming mail.
6. You will be afforded use of the kiosk and visitation privileges unless restricted by sanctions.
7. Telephone usage is restricted, unless during hour out.
8. Newspapers are not allowed, unless no other media source is available, at the time.

Disciplinary Hearing – A hearing conducted by the Disciplinary Hearing Officer to hear the facts of an alleged rule violation, make a decision of innocence or guilt and imposes sanctions.

Disciplinary Investigator – Uninvolved Corrections Staff appointed by a Corrections Lieutenant or Corrections Sergeant to serve notice to the inmate of pending Disciplinary Hearing and investigate a disciplinary action for the hearing.

Inmate Appeal – The inmate has the right to appeal decisions of the Disciplinary Hearing Officer to the Assistant Jail Administrator. The Assistant Jail Administrator will either confirm or reverse the decision of the Disciplinary Hearing Officer within ten (10) working days of the appeal. Be descriptive in the reason for the appeal.

Pre-Hearing Detention – Lockdown used to separate an inmate immediately after he has committed a rule violation. The inmate may go to an interim holding cell or may be taken directly to special management housing. This type of detention may be required depending upon the seriousness of the rule violation or may be requested by Corrections Staff or used at the discretion of the Shift Supervisor in order to protect the inmate and to maintain the security of the facility.

Waive Discipline Hearing - If the inmate agrees to waive a formal disciplinary hearing, and the inmate admits to guilt, the Disciplinary Investigator will implement sanctions according to the punishment section for each rule violation Class.

Sanctions – The consequence for committing a rule violation.

Disciplinary Rules

The following disciplinary rules specify acts prohibited in the Jail facility, Courthouse, Hospital or other or locations while under the Sheriff's authority and the actions which can be imposed on you as a consequence of you violating these rules. The following rules apply to all inmates, including federal and state sentenced inmates, i.e. US Marshal, ICE and Federal Bureau of Prison being held in the Scott County Jail. This includes

Reason for the Rules

The rules are followed to:

1. Maintain the safety of staff and other inmates.
2. Protect your due process rights.
3. Control inmate behavior fairly and consistently.
4. Prohibit staff use of disciplinary action to retaliate against an inmate, or for personal reasons.
5. Define each offense and sanction which limits staff discretion when imposing consequences.
6. Inform the inmate of what is expected.
7. Give sanctions in proportion to the seriousness of the offense.

There are four (4) Classes of rule violations: Class 1, 2, 3 and 4 (Class 1 being the most serious Class).

CLASS 1 RULE VIOLATIONS

| | |
|------|--|
| 1.00 | Murder. |
| 1.1 | Assaulting, this may include infecting or trying to inflict with body fluids that may cause infection, including smearing or throwing bodily fluids and knowingly defecating or urinating other than the toilet. |
| 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 or intoxicants. |
| 1.10 | Rioting, encouraging other 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 emergency situations. |
| 1.15 | Taking anyone hostage. |
| 1.16 | Violation of Jail or 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 or misuse of Jail communications/intercoms (emergencies, only)/cameras/phones and safety/security devices. |
| 1.21 | Removing or tampering with wristband. |
| 1.22 | Habitual Jail violator with three or more hearings. |
| 1.23 | Misuse of County facility resulting in property damage |
| 1.24 | Flooding or attempt to flood. |

Punishment for violation of Class 1 rule:

After a hearing with the Disciplinary Hearing Officer, violations of Class 1 rules could result in discipline segregation for not more than ten (10) days for each count. Loss of the following privileges per count for up to three (3) weeks: automatic loss of three (3) periods of recreation, visitation and commissary, five (5) days good time and possible criminal prosecution. Replacement costs of all damaged items will be assessed to the inmate, including medical treatment for you or other party involved.

CLASS 2 RULE VIOLATIONS

| | |
|------|--|
| 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, including 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 | Threatening and/or intimidating others to participate in lawsuits or group demonstrations. |
| 2.13 | Refusing to provide a breath, urine or blood sample for testing to determine alcohol or drug abuse to assist in medical diagnosis and treatment or Court Ordered furlough. |
| 2.14 | Abuse of prescribed medication. |
| 2.15 | Being in an unauthorized place. |
| 2.16 | Writing or imprinting signs or symbols, which advocate violence, gang membership or disruptive cult or race symbols. |
| 2.17 | Refusal to work or attempting to disrupt work or programs. |
| 2.18 | Refusing to stand 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 operation of the Jail. |
| 2.21 | Interfering with the taking of count, cell inspections, laundry, recreation or feeding procedures. |
| 2.22 | Passing notes, paper or contraband, including asking staff, volunteers and visitors to pass them for you. |
| 2.23 | Repeated or multiple Class 4 rule violations. |
| 2.24 | Unauthorized use of mail. |
| 2.25 | Violation of Jail in-house contract. |
| 2.26 | Using telephone identification number of another inmate or allowing others to use your number. |
| 2.27 | Filing a sexual abuse PREA complaint in bad faith |

Punishment for violation of Class 2 rule:

After a hearing with the Disciplinary Hearing Officer, violations of Class 2 rules could result in discipline segregation for not more than six (6) days for each count. Loss of the following privileges per count for up to two (2) weeks: automatic loss of two (2) periods of recreation, visitation and commissary, three (3) days good time, and possible criminal prosecution. Replacement costs of all damaged items will be assessed to the inmate, including medical treatment for you or other party involved.

CLASS 3 RULE VIOLATIONS

| | |
|------|--|
| 3.1 | Possession of unauthorized money, chips, mark, scorecard, dice, or currency. |
| 3.2 | Possession of property belonging to another person. |
| 3.3 | Tampering with or using 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 | Encouraging 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, threatening or three-way phone calls or mail correspondence. |
| 3.13 | Excessive noise. |
| 3.14 | Refusal to clean. |
| 3.15 | Having bedding/mattress anywhere except on bed. |
| 3.16 | Assisting other inmates who have an attorney of record in pursuing the legal process. |
| 3.17 | Using extremely abusive, racial or obscene language or hand/body gestures. |
| 3.18 | Habitual violator of being in bed at unauthorized time. (2 or more violations). |

Punishment for violation of Class 3 rule:

After a hearing with the Disciplinary Hearing Officer, violations of Class 3 rules could result in disciplinary segregation for not more than three (3) days for each count. Loss of the following privileges per count for up to one (1) week: automatic loss of one (1) day recreation, visitation and commissary, one (1) day of good time and possible criminal prosecution. Replacement costs of all damaged items will be assessed to the inmate, including medical treatment for you or other party involved

Other possible sanctions for Class 1, 2, and 3 rule violations:

Inmates receive the following sanctions for Class 1, 2, or 3 rule violations:

- a. Confinement in Disciplinary Segregations for up to 30 days continuous per incident,
- b. Loss of up to 146 days of goodtime,
- c. Loss of privileges up to 30 days, such as visiting, phone, commissary, recreation, or access to other programs,
- d. DOC sentenced inmates will have the recommendation that no good time be credited for pre-trial confinement,
- e. Criminal prosecution, or
- f. Any combination of the above listed sanctions.

CLASS 4 RULE VIOLATIONS

| | |
|------|--|
| 4.1 | Posting, gluing, or fixing any object, paper, or jail bedding. Obstructing of view. Writing on any Jail property or surfaces such as walls, tables, chairs, etc. |
| 4.2 | Using abusive, racial or obscene language or hand/body gestures. |
| 4.3 | Being unsanitary or failing to keep your bed area clean in accordance with Jail standards. |
| 4.4 | Giving or selling anything of value to another inmate. |
| 4.5 | Bed visiting or being in another bed besides your own. |
| 4.6 | Possession of excessive commissary or vending items. |
| 4.7 | Altering or misuse of Jail property. |
| 4.8 | Possession of unauthorized clothing |
| 4.9 | Unexcused absence from work assignments. |
| 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. |
| 4.14 | Being in bed at unauthorized time. |
| 4.15 | Horseplay or misuse of table or chairs (including lying on or placing feet on) |
| 4.16 | Insolence towards a staff member. |

Punishment for violation of Class 4 rule:

All Class 4 rule violations can be resolved by the Shift Supervisor or Housing Officer. The loss of privileges will not exceed one (1) day. Any or all of the following sanctions may be utilized:

- 1. Verbal reprimand or written warning.(will be noted in your inmate log)
- 2. Lockdown not to exceed 24 hours,
- 3. Lockdown in the Holding Cell not to exceed eight (8) hours,
- 4. Loss of one (1) visitation period,
- 5. Loss of one (1) recreation period,
- 6. Loss of one (1) library period,
- 7. One phone restriction for not more than eight (8) hours.

8. Loss of one (1) commissary period, or
9. Television restriction for not more than eight (8) hours

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.

Discovery of a Rule Violation

If staff has reason to believe that you have committed a rule violation, staff will take appropriate steps necessary to control the immediate situation. This may include removing an inmate(s) from others if staff believes it necessary. The staff involved will fill out a Disciplinary Report, which contains the following:

1. Date and time of the incident.
2. Inmate(s) involved.
3. A thorough description of the incident and circumstances leading up to it, including charges, witnesses, any physical evidence and disposition of any staff.
4. The inmate's plea, if given.
5. The staff member's signature.
6. Any immediate action taken.

You will receive a copy of the Disciplinary Report. If you are found guilty, plead guilty, or it is a Class 4 rule violation, sanctions are implemented immediately. If you have committed a Class 1 rule violation or if the Shift Supervisor determines that your behavior is dangerous to others or to yourself, you will be sent directly to special management housing. No verbal reprimands or written warnings are given for Class 1, 2 or 3 rule violations. Do not agree to a class 4 rule sanction, if you plan to contest the sanction. If the sanction is within the Sheriff's Policy guidelines it will be upheld.

Criminal Prosecution

If your misconduct is also the subject of a criminal prosecution, staff does not need to wait for the outcome of the criminal proceeding before taking disciplinary action. A Sheriff's Deputy or Criminal Investigator may read you the Miranda Warning and have you sign a form stating that you understand your rights.

Investigation

The Disciplinary Investigator will interview staff and inmates who were involved in the incident to determine if there is adequate reason to believe that you did commit a Class rule violation. If the Disciplinary Investigator finds that you did not commit the rule violation, the disciplinary proceeding is ended, or if he finds that you committed less than a Class 4 rule violation, he notes that on the Disciplinary Report and gives you a copy. The Disciplinary Investigator asks you if you wish to have a hearing. You can waive your right to a hearing or request that a hearing be held. A hearing will be scheduled no later than five (5) days after the alleged rule violation, excluding weekends and holidays. The Disciplinary Investigator advises you of your rights for the disciplinary hearing and you complete and sign the page for the Notice of Pending Disciplinary Hearing of the Disciplinary Report acknowledging that you understand these rights. If you refuse to sign, the Disciplinary Investigator writes this on the form.

The pre-hearing detention of an inmate is reviewed by the Shift Supervisor within 72 hours of the alleged rule violation, excluding weekends and holidays.

Disciplinary Hearing

The disciplinary hearing shall be conducted within five (5) 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. You will be present at the hearing, unless you waive your right to attend the hearing or your behavior justifies your removal from the hearing. Your absence from a hearing is documented. Discipline hearings on rule violations are conducted by the Disciplinary Hearing Officers. You will have the opportunity to make a statement and present documented evidence at the hearing and can request witnesses on your behalf. A written record is made of the decision and the supporting reasons and a copy will be given to you. If you are found not guilty of the alleged rule violation, the results of the hearing will reflect that finding.

Appeal of Disciplinary Decisions

Decisions made as part of disciplinary hearings are subject to an appeal process. You may appeal a decision within three (3) days of the disciplinary hearing by making the request on the back of the Hearing Results Form. The Assistant Jail Administrator or designee will make a decision on your appeal. The Assistant Jail Administrator will consider the entire proceeding from the investigation through the hearing process. He may agree with the finding, dismiss the case, lessen the sanctions, or order a re-hearing, but he may not increase the sanctions. You will be notified in writing of the decision within ten (10) working days of when the Assistant Jail Administrator received your request, excluding weekends and holidays. If the Assistant Jail Administrator agrees with the decision made in your disciplinary hearing, you cannot appeal to any "higher" authority. You're responsible to write the reason for the appeal and describe what part of the process or testimony you're disputing.

Grievance Policy

If you have a complaint or problem about administrative procedures, classification, the operation of this facility or with staff, you have the right to ask that your concern be considered and resolved. Please talk with your Housing Officer to attempt to resolve the issue informally. If unable to resolve the issue informally, submit an Inmate Request on the kiosks to request a Grievance Form. To file a grievance, you must send the Grievance Form to the Programs Supervisor (Sergeant). The Programs Supervisor (Sergeant) and selected staff will thoroughly investigate your grievance based upon the following criteria: All grievances once investigated are signed off by a Jail Lieutenant and Assistant Jail Administrator.

1. You have been subject to a criminal act by another inmate.
2. You have been subject to a prohibited act by Corrections Staff.
3. You have been subject to abuse, harassment, or abridgement of your civil rights.
4. You have been denied your privileges as specified in this manual without just cause.
5. You have been subjected to sexual abuse or harassment by Corrections Staff and/or inmates.

A written response could take up to 21 days or longer, depending on the nature of the grievance. Remember: All grievances must have the time of incident, date of incident, names of staff members or inmates involved. Give as many details as possible to assist the Scott County Jail Staff. NOTE: Grievances must have your name. No grievance will be honored from, "anonymous inmate", "unanimous inmates" or "all inmates in this housing unit". Once you're in receipt of your answered grievance, there is no further appeal. Grievances will be reviewed by a Jail Supervisor within 48 hours.

Emergency Sexual Abuse Grievances

You may report an emergency sexual abuse grievance at any time to any staff. There is no time limit on submitting this grievance. An initial response is within 48 hours and a final agency decision within 5 calendar days. Any portion of this grievance that does not have an incident of sexual abuse will have an assigned response time of 21 days, excluding weekends and holidays applies.

An Emergency Sexual Abuse Grievance request is accepted, verbally, inmate request, kiosk, phone system, for an inmate that is subject to a substantial risk of imminent sexual abuse. Third parties, including fellow inmate, staff members, family member, attorneys, and outside advocates, are permitted to assist inmates in filling requests for grievance remedies to allegations of sexual abuse, and permitted to file such requests on behalf of inmates.

HEALTH

Health Care

Good health care is important to your well-being. You have access to health care services to safeguard your own health as well as to protect other inmates and staff. Health care consists of medical, dental, and mental health care. You will be required to pay for health care services. The only free medical service provided includes: a health appraisal with accompanied TB testing, HIV and STD testing, treatment for Chlamydia and Gonorrhea and fluoride application.

Physician Care

You were asked a series of medical questions when you were booked in and this information was given to the Medical Staff and is reviewed within 24 hours of your entry into the Scott County Jail. Answering truthfully and correctly is vital for your health needs. A doctor is available to handle non-emergency illnesses during sick call. The Medical Staff and Jail Staff will coordinate emergencies 24 hours a day.

Sick Call

Sick call is conducted on selected days each week with either the Chief Medical Staff or designated Medical Staff. You must first submit a Sick Call request on the kiosk located in the housing unit. If you fail to fill out your Sick Call Slip completely or do not submit a Sick Call request to see the Nurse, or miss sick call for any reason, you must wait until the next scheduled sick call day. Any verbal requests must be directed to your Housing Officer and inmate kiosk system, not the Medical Staff as they pass medication.

The following medical services will be deducted from your Inmate Account; a current list of these medical fees is located on the kiosk:

1. Doctor /Nurse assessments/Physical or Occupational Therapist Visits
2. Dental Appointment
3. X-Ray
4. EKG
5. Lab
6. Pharmacy
7. Hospital/Emergency Room
8. Mental Health Provider
9. Outside Medical Service

- 10. Over the Counter Medication
- 11. Weight Checks/Nail Clippings/Wound Care

If 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. The Medical Staff determines all non-emergency treatment and any follow-up charges. Medical care will not be refused for inmates who do not have money in their inmate account. However, 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 indefinitely.

Emergencies

Jail Staff is trained to recognize medical emergencies and to immediately see that you receive appropriate treatment. If the Medical Staff determines that you need treatment outside of the Scott County Jail, transportation arrangements will be made.

Medication

Refer to the Daily Schedule for suggested medication distribution times. This will be done by Medical or Corrections Staff. You are not permitted to maintain any medications in your possession, unless you have been approved to do so by the Medical Staff. Staff will check your wristband and observe you taking the medications. You must have a cup of water, be out of bed and ready to receive medication. Fees for over the counter and/or prescribed medications are deducted from your inmate account. If caught misusing your medications, your behavior will result in removing you from the medication by the Medical Staff and a Disciplinary Report by Corrections Staff.

Contagious Diseases

For the health and safety of all staff and inmates, you will be tested for contagious diseases i.e. tuberculosis. The status of anyone who develops or has a contagious disease may be affected until medically cleared to be housed with other inmates. Refusal to be tested will result in limitation of privileges until Medical Staff can advise.

Dietary

Medical Staff will direct Jail Staff on Special Medical Diets to assist in your well-being. Jail Staff follows these instructions, completely and cannot remove or adjust them.

Mental Health

Mental Health Services are provided to the Jail. Referrals can be made by the staff or you may request an appointment by completing a Sick Call or Inmate Request on the kiosks. Mental health professionals visit the Jail three (3) times per week. Your Sick Call or Inmate Request will be forwarded to the mental health provider, who will review your request and determine when and if you are seen.

Dental

Dental is available for a fee. You must fill out a Sick Call request on kiosks. Once the Medical Staff makes an appointment for you, if you refuse for any reason other than court, you will be charged for that service. The only dental care provided is removal.

HIV and STD

All communication is confidential. HIV and STD testing is available for inmates who are experiencing symptoms or are at risk. There is no charge for testing and no charge for treating STD's with the exception of HIV. There is a charge for HIV medication. The inmate completes a Sick Call Slip to request a test for HIV.

Personal Hygiene

Scott County Jail provides hygiene items to you when you arrive at the Scott County Jail. It is your responsibility to maintain a clean and neat appearance. You have access to showers on a daily basis as shown on the Daily Schedule. Razors are available in the mornings as shown on the Daily Schedule. You may also request a one-time use emery board from the Housing Officer as shown on the Daily Schedule. Shower and razors may be restricted based on your behavior.

Hair Care Services

Hair care service is available by an outside stylist/barber every three (3) weeks that includes beard trims during the barber's Jail visits as well. You may request the service through an Inmate Request on the kiosks. NOTE: Once the Program Sergeant makes an appointment for you with the outside barber service, if you refuse for any reason other than court, you will be charged for that service. Once the hair care service is provided you cannot dispute the service.

Tobacco Policy

Scott County Jail is tobacco-free, for the health and well-being of all staff and inmates.

SAFETY AND SECURITY

Personal Safety

The personal safety of everyone in the Scott County Jail is important. Life safety equipment, such as smoke detectors and sprinkler heads, are in the facility to help us keep a safe environment. In an emergency (such as a fire, natural disaster, or power failure), it is very important that you comply quickly and completely with staff instructions. While you are in the facility, staff frequently observes you in the housing unit. Areas of the facility are recorded on closed circuit television. You must cooperate with security procedures to help maintain everyone's safety.

In the event of an emergency, inmates are to follow the instructions given by the Housing Officer. All Jail Staff are trained to supervise the evacuation of the Scott County 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 disciplinary action and/or criminal prosecution.

Fire emergency evacuation routes are posted throughout the Scott County Jail. Remember, if a fire is started by carelessness, your life as well as others will be endangered.

Sexual Assaults and Sexual Misconducts

You may report any PREA-Prison Rape Elimination Act violations in person to any Scott County Jail staff in person verbally or through written communication. You may also report through the grievance system, or the kiosk or the inmate phone system.

Scott County Jail (SCJ) enforces zero tolerance for sexual assault, abuse, sexual harassment, or any sexual activities and behaviors of any kind between inmates, inmates and county staff, volunteers or contractors working for the county.

If you feel that have been a victim of any of these acts here at SCJ or any other correctional institutions or community corrections setting, you may report it at any time.

You may report any PREA-Prison Rape Elimination Act violations in the following manner:

1. Report to any (SCJ) staff in person verbally or written.
2. Report through written grievance system.
3. Report on the kiosk under PREA.
4. Report on the inmate phone system by dial *99 to report.
5. You may also report on phone or mail to Safe Path Survivor Resources at 563-326-9191
6. You or your family may also report by writing to the:

Scott County Sheriff's Office
400 West 4th Street
Davenport, Iowa 52801

Safe Path Survivor Resources
2800 Eastern Avenue
Davenport, Iowa 52803

Inmate Identification

You will be issued a wristband that has identification information including your name and picture. You are required to wear your wristband on your right wrist at all times with the information facing out so it can be read easily. Do not tamper with or remove your wristband. If your wristband is damaged, report it to the staff immediately. If you fail to report, then the current value to replace will be applied.

Inmate Counts

Scheduled and unscheduled counts are conducted by staff several times daily to keep track of all inmates. When the Housing Officer says "Formal Standing Head Count", you must stand as directed and remain standing until instructed to do otherwise by the Housing Officer. Talking or distracting the Housing Officer during count is a Class 2 rule violation. Upon completion of the formal standing head count, you will be able to return to your regular routine.

Searches and Inspections

In addition to the daily scheduled hygiene and safety inspection, the staff may conduct unscheduled searches or inspections of your bed/cell area 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. These searches are made in a manner which avoids unnecessary force, embarrassment to you, or damage to your property. These searches are done for your safety, the safety of other inmates, and the staff. Interfering with a search is a Class 2 rule violation.

Pat Search

You are pat searched when entering and departing from any area of the facility. You are pat searched at the Corrections Staff's discretion during your stay.

Strip Search

Strip searches may be conducted if staff has a reasonable suspicion (probable cause) that the particular inmate is concealing drugs, weapons, or other contraband.

Internal/External Movement

Internal movement is going to and from various areas inside the secure perimeter of the facility. You may be subject to a pat search at any time. You may be allowed to move unescorted within designated areas of the facility. During all movement, you will walk down halls with your right shoulder as close as practical to the right wall unless instructed differently by Jail Staff. There will be no talking and there should be no physical contact with any other person. You are expected to proceed promptly to your destination. Loitering or failure to move may be a rule violation. Disruptive behavior during any movement will result in discipline.

All inmate movement throughout the Scott County Jail is controlled and observed by Jail Staff in person or on closed circuit television (CCTV) cameras. When leaving your housing unit, multipurpose room, classroom, or the recreation yard, you must be fully dressed. This is to include footwear.

External movement is going to and from various areas outside the secure perimeter of the facility. When being transported to court, you will be in your orange Jail uniform and sandals; no other attire is permitted. Inmates who require restrained escorted movement are restrained with handcuffs at a minimum and may be restrained with handcuffs and leg irons.

Contraband

“Contraband” is any item in your possession (on your person or in your bedding area) that was not issued to you by the Scott County Jail or otherwise received or purchased by you through channels specifically approved by the rules of the Scott County Jail. Items considered to be contraband are items that are not allowed at the Scott County Jail. Authorized items may be considered contraband when found in excess quantities or when altered from the original condition as issued, received, or purchased. Other than the authorized lending of newspapers and magazines, you are not allowed to lend, sell or otherwise transfer any items to anyone. All such items are considered contraband. Furthermore, the Scott County Jail equipment and supplies found in your possession in other than the authorized area is considered contraband. If contraband is found, items are confiscated, documented, disposed of and disciplinary procedures and possible legal action will be taken against you.

The following items are always considered contraband:

1. Currency (money).
2. Obscene materials.
3. Weapons of any type.
4. Ammunition or explosives.
5. Knives or unauthorized tools.
6. Intoxicants, such as liquor and alcoholic beverages.
7. Narcotics and drugs.
8. Cell phones and other electronic devices.
9. Hazardous and poisonous chemicals
10. Tobacco products or tobacco related items.

PROGRAMS

Reading Materials

The Scott County Jail has reading materials for your entertainment and continued learning. You are expected to respect books as Scott County Jail property and keep them in good condition because you are responsible for damages. Purchased reading materials must be new and come from a publisher or bookstore. Reading material sent from a bookstore/publisher must be clearly marked with a business return address. 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. You're allowed to have up to four (4) paperback books or magazines, one (1) paperback bible and up to three (3) religious publications in your possession. Any material sent that cannot be verified by Jail Staff will be placed in your property. Extra reading material sent to you will be placed in your property and exchanged by using the inmate kiosk. Your personal book exchange will be done by Jail Staff when time permits. In addition, you may have program material. There is library access provided General Population inmates during scheduled weekly time periods. The library cart is brought to Intake and Special Management Housing once a week. (Ask your Housing Officer for the library schedule.) A small Law Library is available for your use at recreation times that consists of the Iowa Codes, Iowa Rules of Court, and dictionary.

Recreation Program

See Daily Schedule for recreation times. The Scott County Jail provides fresh air recreation (weather permitting).

Religious, Spiritual and Ceremonial Practices

Religious and spiritual life is very important. We respect all beliefs and work with you to provide for your spiritual needs while you are in the Scott County Jail. Our basic directions come from the Religious Freedom Act, but practices which threaten institutional safety and order may be prohibited. Participation in religious, spiritual or ceremonial activities is voluntary. 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 and cleared through the Program Sergeant, can visit the Scott County Jail at regularly scheduled times. If you wish to see a particular community minister on a regular basis, due to limited visiting space, you or your family may contact that minister and you may place that person on your visitation list.

Substance Abuse Program

Drug and alcohol problems are common in society today. The Scott County Jail offers programs through group therapy and substance abuse education. Participation in substance abuse programs is voluntary or may be Court ordered. You can learn about the substance abuse program through the CADS Staff. You can use an Inmate Request on the kiosks to request entry into a program by an interview with the Center for Alcohol and Drug Services (CADS). Failure to follow rules may be grounds to remove from the CADS substance abuse program. Your security status plays a vital role in your approval to participate in CADS

Education Programs and 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. Opportunity for HISET classes and HISET testing to receive High School Equivalency Diploma.

Eligibility for participation is determined based on an inmate's security classification, availability of the program space and inmate conduct. The various types of programs currently available to eligible inmates include education, vocational, life skills development, substance abuse education/support, spiritual, parent education.

If you wish to participate in any type of program, you can a request to be considered for program placement on the kiosks. The Programs Coordinator will discuss your request with the Classification Specialist 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. This review between Classifications and Programs is weekly.

Rewards Program

Scott County Jail has a program where inmates can provide internal Jail information, i.e. contraband, drugs, alcohol, illegal behavior and/or rule violations on an Inmate Request Form. Once the information is verified, you will be eligible to receive money rewards posted to your Inmate Account.

WORK PROGRAMS

Inmate Workers

Inmates are considered for inmate work programs. If selected, you may be required to work around county buildings or as a community restoration worker. The Classification Specialist determines the selection of an inmate worker. Inmates eligible for consideration as an inmate worker are those considered as being a low security risk, show good behavior, and have a consistent work ethic. 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. As a sentenced inmate worker you may be eligible for accelerated goodtime up to 40% depending on your charge(s), continued working status and final approval by your sentencing Court Judge. Failure to do so may result in disciplinary action, which could result in loss of goodtime. Goodtime is reviewed and handled by the Assistant Jail Administrator. Do not ask Jail Staff about your good time, all requests must be submitted on an Inmate Request on the kiosks.

Community Restoration

The Jail may allow an inmate to work in the community at an approved site with staff supervision. The Classification Specialist will make the selection. If you have been sentenced, you will be required to work.

RELEASE

Work Release

In order to qualify for work release, you have to first be sentenced and approved by the Court. A secondary qualification through the Scott County Jail is your classification and whether you comply with Jail rules and regulations. If you qualify, work release status is granted, following verification of employment by both the Court and Jail Staff. Room and board will be deducted from your payroll check. A staff member will review the work release contract with you and have you sign and date it. (Work release inmates are required to submit to urinalysis at random times.) Non-payment will result in suspension of work release status, pending the Courts review.

Furloughs

Furloughs may be obtained through your lawyer and signed by a Judge. (Contact your attorney for assistance or write to the Courts.) In the event you are fully sentenced to County Time, you will be required to write your sentencing Judge, Classification will assist you.

Permanent Release

When you are released from custody, the Housing Officer will review with you the condition of your bed area and all issued clothing or property. You are expected to clean around your bed area. You will return all issued property prior to release. Failure to return all county issued items or return damaged, will result in charging you for the item(s). The Booking/Release Officer will give you a printed copy of the items logged at booking. Check your property with the list and make sure you have been given all your property. If you have all of your property, sign the receipt and give it to the Booking/Release Officer. You will be provided a copy of your Release Sheet which includes any future court dates, medical appointments and community resources. The following are some of the types of bonds that may be set by the Court as a condition of release:

1. Release Own Recognizance Bond (ROR) – This bond you sign, promising to appear in Court.
2. Cash Bond – This bond is paid in cash. If you have money in your Inmate Account, a check will be issued to you for the amount of the bond (8:30AM-3:30PM Monday-Friday, excluding holidays).
3. Surety Bond – Bonding Agency – Bonding agent deals directly with the Court to post the bond.
4. Appeal Bond – Sentenced to prison.



Properly Made Bed

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