

# POLK COUNTY JAIL

## Inmate Handbook

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Rules and Procedures for Persons  
Incarcerated in the Polk County Jail



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## **Our Mission:**

The mission of the Polk County Sheriff's Office is to preserve the integrity of the law through proactive community involvement, promote inmate diversion programs, and maintain secure custody of inmates. The Polk County Sheriff's Office will utilize advances in technology to detect and solve crimes, enhance public safety communications, and above all else, effectively use all resources available to the Polk County Sheriff's Office to protect and serve the public.

## **Your Responsibilities:**

**It is your responsibility to know and understand the rules.** This Handbook is your guide to the rules and regulations of the Polk County Jail. You are responsible for reading, knowing, understanding, and following the rules of this facility. If you have a question or do not understand something, ask the Polk County Jail staff for assistance. The Inmate Handbook is also available in Spanish. The Inmate Handbook is readily available via the tablet system, the inmate kiosk, or a paper copy may be checked out from your housing officer.

An orientation video will be shown at lunch during your stay in the Pre-Classification Housing Unit and other general population housing units that will further assist you in understanding how to function in the Polk County Jail.

**It is your responsibility to control your attitude and behavior.** Remember, the staff you interact with on a daily basis did not put you in jail. Your attitude and behavior will go a long way in how you are treated. Respect towards staff and other inmates will lead to respect in return. Ignoring or breaking rules may result in suspension of privileges, disciplinary action, or further criminal charges. If you feel you will have issues controlling your anger or behavior, help is available to you through programs offered by the Polk County Jail. Contact your housing officer for more information.

The staff has no knowledge of your case and cannot assist you with your legal matters. Staff will not provide you with legal advice. Instead, consult your attorney.

**It is your responsibility to remember that the rules apply equally to everyone.** The Polk County Sheriff's Office detains people for numerous agencies. Regardless of who you are being detained for, the rules of the Polk County Jail apply to you the same as everyone else. There are no exceptions for federal inmates nor any other inmates.

**It is your responsibility to follow proper procedures.** Request forms and signup sheets are available for a variety of services or inquiries. Make sure to fill out every form you submit completely and accurately. Include your full name and ID number on all forms or letters you submit. Failure to do so may result in a delay or denial of a request.

## Emergency Situations:

Emergency situations sometimes occur in the Polk County Jail. This may be due to a fire alarm, tornado warning, disturbance, or other event. Always immediately follow the direction of staff during an emergency situation. They have been trained in all matters concerning emergency procedures and know best how to handle a situation.

If at any time you hear a whistle blown by staff or are verbally instructed to return to your bunk, do so immediately. Refusal or delay to do so will be interpreted as a threat and you will be considered a risk to the security of the facility and treated accordingly. If there is a disturbance in any part of the Polk County Jail, you are expected to stay away from the area and out of the situation. Any interference will result in disciplinary action.

## Your Safety:

### Your right to a safe environment:

The right to a safe environment extends to all inmates whose conduct is in compliance with applicable federal, state, and local laws. You shall be protected from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment from others. If you feel your personal safety or that of another is in jeopardy, notify any Polk County Jail staff person immediately. Action will be taken to protect you or anyone else from harm.

The majority of the doors in the Polk County Jail are controlled remotely. Never attempt to pass through a door that is in motion as it could result in a serious injury. If you attempt to do so, it will be considered an attempt to block the door and subject to disciplinary action.

If you are assigned to a unit with cell doors, the doors are to be kept shut at all times.

### Prisoner Rape Elimination Act of 2003 (PREA):

The Prison Rape Elimination Act of 2003 (PREA, P.L. 108-79) was enacted by Congress to address the problem of sexual abuse of persons in the custody of U.S. correctional agencies. The Polk County Sheriff's Office has a zero-tolerance policy for incidence of inmate sexual assault and rape. This applies to both inmate-on-inmate sexual abuse and staff sexual misconduct. Alert a member of the Polk County Jail's staff immediately if you feel you have been sexually assaulted during incarceration. They will contact the appropriate person to conduct an investigation. You may also fill out an "Inmate Request" form or grievance regarding a situation. Your privacy will be protected to the fullest extent during any investigation. A PREA hotline is available free of charge and posted in all units.

**Sexual Misconduct** is when an inmate proposes a consensual sexual contact or sexual relationship with another person through gestures, such as kissing, petting, hand holding, etc. This may also include by written/oral communications or engaging in sexual contact or relationship. Indecent exposure is also sexual misconduct, which includes but is not limited to, offensive exposure of genitals or other body parts in a manner designed to be seen by another person.

### **Protective Custody:**

Protective custody is available for those inmates who feel that, for whatever reason, they are at risk of being harmed by others. A request must be made to your housing officer and a determination will be made by Polk County Jail staff as what the best course of action is to protect your safety. If you request or require protection from other inmates, you will be separated from the general population and housed in administrative segregation. Although some restrictions may be applied, you will be allowed privileges such as commissary and phone use (limited to availability) while in administrative segregation.

### **Searches and Privacy:**

Your privacy will be somewhat limited during your stay. Be advised that anything you say or do while you are in the Polk County Jail can be used against you. You have no right to privacy by law in this regard. Furthermore, you have no right to the expectation of privacy by law, or by implication, unless specifically stated in this Handbook or by subsequent order.

You may be searched at any time while in custody. You are expected to cooperate with all searches, including strip searches, upon request by staff. Searches will be conducted professionally, and in the case of strip searches, privately, by staff members of the same sex. If you are being held for an offense for which a strip search is not permitted by law, you will be pat-searched and screened with a metal detector before you are assigned to your initial housing assignment.

For security and safety reasons, random and unannounced searches will take place in the Polk County Jail.

### **Cross-Gender Supervision:**

The Polk County Jail is a cross-gender supervision facility. On occasion, male inmates may be supervised by female officers, and female inmates may be supervised by male officers. Officers of the opposite gender will announce their presence before entering a housing unit for the first time. Be advised that if you have an officer of the opposite gender supervising your unit, no further announcement will be made. You will treat staff of the opposite gender with respect. Any inappropriate behavior or comments towards staff of either gender will be subject to disciplinary action.

### **Your Classification:**

When you are first admitted to the Polk County Jail, after you have been booked in, you will be placed in a holding cell during the intake process; if you are fully cooperating with the booking procedure, you will be able to make phone calls, arrange bail, and continue with the booking process.

Female inmates will be detained in a separate area. Juvenile inmates will be kept separate from the adult population.

Staff will conduct an interview and assign you to an appropriate housing assignment. In most cases, this will be a general population unit with full privileges.

All inmates will be classified according to procedures established by the administration. Factors used to determine your classification include, but are not limited to, age, sex, criminal record, nature of crime, behavior, current charges, and pre- or post-trial status.

You will be grouped into one of four classifications – maximum, high, medium, or low. High, medium, and low classifications have multiple sub levels that are determined by the administration. High, medium, and low classifications generally have access to general population privileges. Maximum-level inmates will be segregated from the rest of the general population.

Any inmate may initiate a review of his/her current housing status, program restrictions, or other classification concerns by submitting a written request to Classification. No inmate will be denied proper classification due to race, religion, color, creed, national origin, or disability.

Classification will furnish you with an ID bracelet. Do not remove this bracelet as it contains vital information to assist both you and staff during your incarceration. If you remove, modify, or intentionally damage this bracelet, you may be subject to disciplinary action, as well as be charged for replacement cost.

After you have completed the intake process, you will be transferred to the Pre-Classification Housing Unit(s); for up to seventy-two (72) hours. Conditions of the Pre-Classification Housing Unit, such as beds, linens, nutrition, and hygiene are the same as the general population, however privileges are limited and the daily schedule is more regimented than in the general population housing units. While in the Pre-Classification Housing Unit(s), your behavior and adherence to the Polk County Jail's rules and regulations will be monitored closely. This is your opportunity to demonstrate you are able to cohabitate in a general housing unit.

While in Pre-Classification, it is your responsibility to orient yourself with the rules and regulations of the Polk County Jail by reading your Handbook, asking questions about things you do not understand or need clarified, and viewing videos on health care, dental health, and inmate orientation.

The only commissary items provided in the Pre-Classification Housing Unit(s) are basic health care, hygiene, and writing items. If you are re-entering the Pre-Classification Housing Unit(s) as part of a disciplinary action, your commissary items will be taken from you and placed in your property, where it will remain for the duration of your incarceration.

### **Smoking/Tobacco Products:**

Smoking and tobacco products are strictly prohibited in the Polk County Jail. You are not allowed to use or possess any smoking or tobacco products or any device that may be used to ignite a smoking device. Any legal products you possessed at the time of your booking will be placed in your property and returned to you upon your release.

## **Inmate Request Forms:**

If you have a question or specific request, you must ask your housing officer first. He/she can assist you in many ways. If the housing officer cannot answer your question or request, then you may submit an "Inmate Request" form. This is commonly referred to as a "kite."

You must fully complete all information asked for on the form and submit it appropriately. If it is incomplete, your request may be delayed or returned to you unanswered.

## **Common Requests:**

If you have other county charges or court appearances, Polk County charges or appearances will be the priority. We will contact the appropriate county once your local charges are disposed of.

If you are charged with a parole violation and have a pending charge, you will not be sent to the Iowa Department of Corrections for your parole hearing until all local charges are disposed of.

If you are awaiting bed space at a treatment facility or some other halfway house program, we will make arrangements for transport once we are advised by the facility that a bed space is available for you. Most programs will not accept you until all criminal charges are disposed of.

## **Property**

### **Personal Property:**

During the intake process, all of your personal property will be removed, inventoried, and securely stored for the duration of your incarceration in the Polk County Jail. Items that are in your property will not be retrieved by Polk County Jail staff and your property will not be opened until your release or transfer from this facility. If you wish to release your property to someone outside the Polk County Jail, complete a property release form available from your housing officer.

Your personal property will only be released during the first 48 hours of your incarceration unless special circumstances exist and approval is granted by Polk County Jail administration. Once sealed, personal property will not be opened to remove specific items. All property items, excluding clothing, can be released during normal business hours Monday – Friday. Claims for loss or damaged property may be completed via the inmate request system. If out of custody, you may request a loss property form from facility staff in the lobby.

### **Polk County Jail-Issued Property and Permitted Property:**

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

While in the Polk County Jail, the only items you are permitted to have are:

- Items issued by the Polk County Jail staff, including medical staff and programs staff,



- Legal materials,
- Mail,
- Approved newspapers, books, or periodicals,
- Permitted photographs,
- Permitted eyewear,
- Items purchased from the Polk County Jail commissary.

Any item not on this list, altered from its original or issued condition, used for something other than its intent or purpose, in excess of permitted limits, or acquired in an unauthorized manner, such as gambling, is considered contraband. These items will be taken from you and you may be subject to disciplinary action.

You are allowed to have five photographs (no larger than 4"x6" or Polaroid-type pictures) of a personal nature during your incarceration. There is no release or exchange of photographs. If photos are lost or stolen, we will not replace them. Photocopies of pictures will be counted the same as a photograph. Persons in photographs must be appropriately clothed with both top and bottom parts of the body clothed in outerwear. Outerwear garments, including swimsuits, must substantially cover female breasts, as well as genitalia and buttocks of both males and females. Undergarments are not considered as appropriately clothed.

Under no circumstances will the Polk County Jail be responsible for any items left after your release. It is your responsibility to take all of your property with you or arrange to have your property picked up prior to your departure. If no one is able to pick up your property, you may mail your property out at your own expense. The money will be deducted from your inmate account. All property left after ten days after your release shall be destroyed. You must submit any claims of lost or stolen property to Polk County Risk Management.

### **Damaged or Destroyed Property:**

If you are found in violation of damaging Polk County Jail property, you will be charged for the replacement cost of the item.

## **Your Hygiene and Cleanliness**

### **Personal Hygiene:**

All inmates to be held over 24 hours are required to shower unless a legitimate medical condition exists. Each inmate will be given a Hygiene Packet while being housed in Intake. The packet will have one bar of soap, one toothbrush, and one tube of toothpaste. You are expected to keep your body, clothing, and bedding clean at all times and to take a shower daily. Shower times may vary, but usually occur after breakfast. You may shave during designated times. You must request a razor prior to each day that you wish to shave. The following procedures will be adhered to when desiring to shave:

1. Requests to shave will be taken by between 4:00 PM and 10:00 PM the previous night.
2. Razors will be available the following morning at approximately 5:30 AM to 5:55 AM.
3. You must return your razor to your housing officer by 6:00 AM.

You must keep your fingernails clean and trimmed to a reasonable length that is not to exceed the length of your fingertips. Clippers are available by request in your housing unit.

### **Hair Care:**

Haircuts are available to you while you are incarcerated. You will be charged the posted fee for a haircut. Haircuts are also available to you if you are indigent for at least thirty consecutive days and have a jury trial approaching. Other indigent haircut requests will be reviewed on a case-by-case basis and final approval must be made by Polk County Jail administrative staff prior to you receiving a haircut.

You may not use a razor to shave your hair off your head. If you already have a shaved head, then you are permitted you use a razor to maintain your haircut. Altering a razor for this purpose is strictly prohibited and subject to disciplinary action.

### **Facility Cleanliness:**

The Polk County Jail staff strives to keep the facility well maintained, clean, and free of pests. You are responsible for both the cleanliness of your area and the overall cleanliness of the housing unit. You are expected to clean your cell or bunk area and make your bed each morning, as well as keep your area free of clutter. You must store all of your items in your designated container. If your area is not properly cleaned or your bunk is not properly made, your privileges may be suspended until the tasks are completed and you may also be subject to disciplinary action.

You may not post, stick, or otherwise hang anything on or from your bunk or any wall. Writing on walls, fixtures, or furniture may result in disciplinary action.

The housing unit's dayroom will be cleaned at least three times daily. Teams will be assigned by the housing officer to clean up after each meal.

Do not flush any foreign objects in toilets. Throw all trash into trash cans.

Cleaning supplies are available from your housing officer. You are responsible for the proper usage and care of these articles. When not in use, all cleaning supplies will be stored in the proper designated area. Material Safety Data Sheets (MSDS) of all chemicals used by the inmate population within the housing unit are available for viewing by asking the housing unit officer.

### **Inspections:**

Unless you are otherwise advised, weekly facility inspections are conducted every Wednesday at 8:00 AM. It is important that you take these inspections seriously. In order to maintain your status in General Population, you are expected to comply with all inspection requirements. Not participating in the inspection process may result in disciplinary action, as well as the possibility of having your classification status reviewed and changed.

You will remain silent and still while the inspection team is in your unit. Any disrespect, threatening behavior, outburst, or other inappropriate behavior will be addressed immediately by Polk County Jail staff and you may be subject to disciplinary action.

If a unit fails inspection, the unit may lose privileges. It is up to the Polk County Jail administrative staff to determine what privileges will be suspended and for how long. There is no appeal to this decision. Inspection results are final.

Each week, the inspection team will identify winning and runner-up housing units. These units will receive a reward for their excellent work as determined by Polk County Jail administrative staff.

### **Your Health:**

Alert your housing officer if you have an immediate medical need or concern or require emergency medical attention. Your housing officer is trained to respond to emergency medical situations and will respond appropriately. They will not give you medication or offer you medical advice.

When you are taken into custody, your medical care is no longer provided by your own doctor. Polk County Jail medical staff will assist you and treat any medical conditions you may have during your incarceration. If you have medical or health concerns, you may submit a "Request for Medical Care" form to see a nurse or doctor. You will be able to discuss your medical care with them. You will be charged a co-pay fee for any visits or prescriptions you receive for medical, mental health, or dental care unless it is a health screening or procedure explicitly exempted from co-pay requirements. The medical department is here to provide help with serious medical needs, not to provide comfort items or deal with custodial issues. The Polk County Jail medical staff will not address requests that concern additional mattresses, special pillows, shoes, or any extra items that are not clearly related to traditional medical practice.

For medical confidentiality purposes, requests for medical care, dental care, and mental health care can be submitted via the tablet system or placed in the medical request box located in your housing unit, if your housing unit does not have the tablet system. Only medical personnel have access to submitted requests.

### **Sick Call:**

If you fill out a "Request for Medical Care" form, you will be seen during sick call. The current co-pay fees are posted in your housing unit. Federal inmates will be billed for co-pays after 30 days in custody. Medical care is provided to all inmates regardless of finances.

### **Medical Exams:**

You will be given a physical examination by a medical professional at a time scheduled by the Polk County Jail Medical staff. This examination is free of charge. You must also submit to mandatory tuberculosis testing. If you refuse tuberculosis testing, you will be placed into administrative segregation until you comply.

### **Dental Care:**

You are encouraged to take care of your teeth during your incarceration. Both toothbrushes and toothpaste are available. The Polk County Jail offers basic dental care. The dentist will only place temporary fillings or pull the tooth/teeth. The dentist will not perform teeth cleaning or oral hygiene. You must fill out a "Request for Medical Care" form to see a dentist.

### **Mental Health Care:**

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

### **Medication:**

Prescribed medications are administered by the Polk County Jail medical staff. Please keep in mind that medication is not usually prescribed to control anxiety or as a sleep aid. You must take all medications immediately and in the presence of staff. After taking oral medications, you must open your mouth and move your tongue around to show that you have swallowed the medication. Any violation of this policy may result in disciplinary action and loss of privileges.

Advil and Tylenol or their equivalents may be prescribed and dispensed by the Polk County Jail Medical staff. Tylenol and Advil or their equivalents are also available for purchase through the Polk County Jail commissary.

### **Intercom Use:**

Intercoms are located throughout the Polk County Jail for communication. When using an intercom, follow these guidelines:

- Speak slowly and clearly in your normal tone of voice. Do Not Yell!
- Do not use profane language.
- Keep usage to a minimum.
- Do not request information over the intercom system. If you cannot locate the answer in the Polk County Jail Inmate's Handbook, ask your housing officer.
- Do not make yourself a nuisance through abusive use of the intercom. Violations will result in disciplinary action.
- Do not use the intercom unless there is an emergency or there is no other way to communicate with Polk County Jail staff.

### **Visitation:**

You are permitted to have visitors during your incarceration at the Polk County Jail. The Polk County Jail uses a video visitation system to allow for everyone to have two onsite visits per week. Inmates are allowed two remote visits per day. All remote visits must be scheduled at least one day in advance. Same day remote visits for standard visitors are prohibited. Visits are limited to a maximum of twenty minutes

per visit. All non-professional visits are subject to monitoring and recording. Visits are only allowed during designated times and visitation hours may be adjusted on holidays or due to other events;

- On-Site Visitation Hours;
  - Sunday: 8:30 AM – 10:30 AM, 12:30 PM – 2:30 PM
  - Monday – Thursday: 8:30 AM – 1030 AM, 12:30 PM – 2:30 PM
  - Friday and Saturday: No on-site public visitation
- Off-Site Visitation Hours;
  - Sunday – Saturday: 8:30 AM – 10:00 PM
- No visits are allowed during the following times daily;
  - 11:00 AM – 12:00 PM
  - 3:00 PM – 4:00 PM
  - 5:00 PM – 6:00 PM

If you wish to have someone visit you, your visitor will be required to register. Your visitor may come to the Polk County Jail to register or complete this process via the web. Visitors must be 18 years of age or older to register and need a valid identification card. Any visitor under the age of eighteen must be accompanied by an adult.

Your visitors are expected to follow the rules of the Polk County Jail, which are available on the Polk County Sheriff's Office website. If they become unruly, disruptive, or act inappropriately your visit may be ended and your visitor may not be allowed to return.

You may also request visits from a clergy or church representative. These visits must be approved through the Polk County Jail's Chaplain Office.

Professional visits are those by your attorney or other Polk County Jail-approved parties. These visits will take place in specified rooms located just outside your housing unit during approved times. There are no limitations on the number or duration of these visits and they do not count against your permitted number of personal visits.

### **Your Inmate Account:**

All currency in your possession at the time of booking has been placed in the inmate trust account under your name. Any coins will be placed in your property and returned to you upon release.

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

1. Cash (in person only),
2. Credit card or debit card deposits (fees apply),
3. Accredited money orders,
4. Cashier checks,
5. Law enforcement agency checks,
6. U.S. Postal Money Orders.

Funds in your trust account are available to you for purchasing commissary items and phone credit.

Co-pays for services or products provided to you will be charged to your trust account. Costs for damage to Polk County Jail property will be charged to your trust account the day of charge. Charges and co-pays will remain as debt on your account even after you are released from custody.

At the time of your release from custody, the funds in your account will be applied to any remaining charges, co-pays or other debts. The balance will be returned to you in a manner determined by the Polk County Jail. Funds remaining on your account after your release will be handled in accordance with Polk County policy and Iowa Code for abandoned funds.

### **Room and Board Fees and Charges:**

In accordance with Iowa Code §356.7, the Polk County Sheriff's Office may charge an inmate for administrative costs relating to arrest and booking processing, for room and board provided to the inmate, and for any medical aid provided to the inmate under Iowa Code §356.5.

The Sheriff reserves the right to give inmates credit for being an inmate worker while in custody. The Sheriff reserves the right to give inmates credit for participation in treatment programs while in custody.

Inmates being held for federal agencies or for the Iowa Department of Corrections on parole or work release violations will not be charged. Inmates on probation violations may be charged.

Inmates that have been sentenced and are awaiting transfer to a designated facility will not be charged for the time they are awaiting transfer.

Rates are subject to change and are available upon request.

### **Commissary:**

Commissary may be ordered via the kiosks or tablets in your housing unit. Commissary orders must be submitted by the date posted in the housing unit. Units without kiosks or tablets will use paper order forms. The order must be correctly completed or the order will not be processed.

You are responsible for verifying your order upon delivery. Complaints regarding commissary orders are to be submitted to the commissary clerk when the order is delivered.

Your ability to order commissary items may be limited by your classification, housing assignment, or discipline status. If your commissary items are confiscated for disciplinary reasons, they will not be returned to you and will remain in your personal property until the time of your release.

All of your commissary items must fit in your property container along with your other items. Excessive commissary items may be placed in your personal property and you may be subject to disciplinary action.

There are no refunds for commissary once the order is placed, so make sure your order is correct and avoid ordering more commissary items than necessary. If you are released from Polk County Jail prior to your commissary order being delivered, you may pick up your commissary items from the Polk County Jail for up to 30 days after your release. Again, you will not be issued a refund for these items.

### **Telephone Use:**

You will be issued a phone PIN when you are booked into the Polk County Jail. This is your access to the Polk County Jail's phone system. Do not share this number with others. Phones are available for personal calls in all the housing units during posted hours. Your use of the phone is a privilege granted by the Polk County Jail administration.

Calls are limited to twenty minutes to allow all inmates an equal opportunity to use the telephone. Phone calls may be disconnected or interrupted for emergencies, security reasons, or other Polk County Jail operations. If you are told to end a phone call, do so immediately. The cost of phone calls will be deducted from your trust account. You may buy phone credits at the kiosks located in your unit.

You are not permitted to make three-way calls nor have your calls forwarded to another phone. These acts may result in disciplinary action taken against you including suspension of your phone privileges. If the party you are calling refuses to accept your call, do not call them repeatedly. This will be perceived as harassment and may also result in disciplinary action.

Be respectful of others that are using the phones. Do not loiter around the phones or make loud, rude, or obscene comments in the phone area.

Remember, your phone call may be monitored.

### **Mail:**

You may write as often as you wish, provided your letters do not in any way violate U.S. Postal Service regulations or Polk County Jail security. Mail is picked up once per day from each housing unit. If you miss the pick-up time, your mail will be picked up the following day. You may not send parcels or packages from the Polk County Jail.

Envelopes and postage are available through commissary. If you do not have funds to purchase envelopes and postage, a limited number of pre-posted envelopes are available to you upon request through the kiosk. To request letters for legal correspondence, you must fill out an "Inmate Request" form with the name and address of the party you wish to write.

When you send a personal letter, you must write your full name and cell or bunk number on the upper left hand corner of the envelope and give the unsealed envelope to your housing officer for mailing. Any letter that does not conform to the above rules will be returned to you. Privileged mail is mail that is considered confidential. The following are approved for privileged correspondence:

- Your attorney and other attorney-based organization [e.g., American Civil Liberties Union (ACLU), Disability Rights IOWA],
- Judges,
- Governor of Iowa,
- Office of Citizens' Aide/Ombudsman,
- State or Federal Public Officials,
- Polk County Sheriff,
- Clerks of State or Federal Courts.

When you send privileged mail, you may seal the contents, however for security purposes it must be sealed in the presence of Polk County Jail staff.

All non-privileged mail delivered to the facility will be opened and inspected by Polk County Jail staff. All non-privileged mail will be copied and you will receive your copied mail after it has been appropriately processed. Expect a delay of at least one day for all mail due to processing time. All of the original non-privileged mail will be placed in your property. Any letter or package sent to the Polk County Jail without a return address will be rejected. Items sent in that are determined to be inappropriate or otherwise not permitted and that are not considered harmful or dangerous will be placed in your property and returned to you upon release. Any package sent to the Polk County Jail by a private party will be rejected by Polk County Jail staff.

If you receive privileged mail, you must open the letter in the presence of Polk County Jail staff and sign the provided form. Polk County Jail staff will not read your mail; they are simply ensuring the safety and security of the Polk County Jail.

ICE Detainees: Identity documents, such as passports and birth certificates, are contraband and may be used by ICE as evidence or as otherwise appropriate. Furthermore, ICE inmates may request a copy of the identity document by submitting an "inmate request" to a local ICE officer, but the document must be certified by an ICE officer to be a true and correct copy.

Remember, general correspondence may be opened, inspected, and read for security reasons.

## Legal Services

### Legal Materials:

Legal resources such as the Iowa Code, dictionary, and the Iowa and Federal Rules of Court are available to you upon request to the housing officer or via the tablet system. Specific questions about the law or requests for additional legal materials should be directed to your attorney.

The Law Library is available to you as staffing allows and in the order of the received request. General usage of the Law Library will typically fall between the hours of 8:00 AM and 10:00 PM, or as staffing allows. If you need additional time for the Law Library, you will need to submit an additional request via



an “Inmate Request” form. If you notice damaged or missing legal material while using the Law Library, please report it to your housing officer.

A word processor is available for your use to type legal documents or legal correspondence. You are not permitted to use the word processor for any other reason such as personal letters. To use the word processor, fill out an “Inmate Request” form.

### **Notary Services:**

The services of a Notary Public are available to you at no cost. If you have a document that legally needs to be notarized, submit an “Inmate Request” form and have your materials ready. This service will be provided as time and staffing permits.

### **Contacting a Consulate:**

If you are a citizen of a country besides the United States, you have the right to have your consulate notified of your incarceration and they are permitted to assist you. You may make a phone call to your country’s consulate free of charge by submitting an “Inmate Request” form.

### **Clothing, Bedding, and Linens:**

When you are assigned to a housing unit, you will be issued clothing and a bedroll containing all your linens, personal care items, and eating utensils. Report any damage to any of these items immediately.

You are required to wear regulation Polk County Jail-issued clothing while you are incarcerated. You must wear these clothes in a proper manner. Clothes are to be correct-fitting and pants are to be worn around your waist. No “sagging” is permitted. Hats or other headgear is strictly prohibited and your t-shirt is to be tucked in at all times you are in the day room or outside your housing unit. You are required to be in full uniform any time you leave your housing unit. You are required to keep your clothing clean and free of marks, tears, or alterations. Any violation of this rule may result in disciplinary action and you may be required to pay for damage.

Laundry exchange occurs twice a week according to the posted schedule. Your clothing, bedding, and linens may be exchanged during laundry exchange. You are permitted to exchange one full uniform during each laundry exchange. You are permitted to exchange your sheets and linens, however, blankets are not exchanged at this time. Blankets may only be exchanged once every 90 days upon request to the housing officer.

### **Meals and Food:**

You will receive three meals each day beginning with breakfast. Meal times are posted in your housing unit. You are entitled to one meal during mealtime. You must eat it at the designated time and in the designated area. You are not allowed to take food or beverage items out of the dayroom for later consumption. Following each mealtime, a team will be designated to clean the day room area. You may be assigned to this team and it is part of your responsibility to clean on your designated days.

The meals served in the Polk County Jail are nutritionally complete and are approved by a licensed dietitian. The Polk County Jail does not serve pork products of any kind. Special diets are available for those who require them, such as for medical or religious reasons. Medical diets are not provided for preferences or intolerances, only true allergies. If you require a special diet, submit a request to Polk County Jail Medical staff.

You may also purchase food items from commissary. For a complete list of items available, check the kiosks or tablets in your housing unit.

### **Food Allergies:**

Studies show that only six percent of children and two percent of adults have a food allergy. A true food allergy is a reaction triggered by the immune system. This is the part of your body that fights infection. Far more people simply have a food intolerance, which is an unpleasant symptom triggered by food. This does not involve the immune system. The most common intolerance is to lactose, the main sugar in milk. This is called lactose intolerance. It is NOT a true allergy. The symptoms of most food intolerance, including lactose, are bloating, cramping, nausea, gas, and diarrhea.

If you know or believe you might have a food allergy, please avoid that particular food until your allergy can be verified and removed from your diet. Verification of your allergy can be obtained in one of two ways. First, you can sign a record release for us to obtain proof of your allergy from your primary care physician. Second, you can allow us to draw blood for testing of the specific allergy you are reporting.

Once the lab test verifies your allergy, an order will be made by the Polk County Jail medical staff to remove that food from your diet, and you will not be charged for any medical services. However, if the test fails to verify your allergy, a visit with Polk County Jail medical staff will be scheduled to discuss your diet concerns, and you will be charged for this patient initiated and requested service. If you have any questions, please submit a request and ask to see a nurse.

### **Library and Subscriptions:**

All reading material is subject to the security interests of the Polk County Jail. Reading material is available at the Polk County Jail for your enjoyment and/or education. You may obtain books from the library book cart. You are allowed up to three books from the book cart at any one time. Please return a book as soon as you are finished with it to allow others the chance to read it. You may also request or receive religious literature through the Polk County Jail Chaplain. You may have no more than three items from the Chaplain at one time.

The availability of this reading material is dependent upon personnel availability, the Polk County Jail's schedule, and the overall security of the Polk County Jail.

Any reading material you may have obtained while not in the Polk County Jail will be placed in your property and returned upon your release. Do not damage, destroy, write on, or mark in any of the Polk County Jail's reading materials. These actions may result in disciplinary action, as well as suspension of

your library privileges. You shall be required to pay for any type of reading material that you damage or destroy.

You are permitted to have up to two subscriptions to magazines, newspapers, books, or periodicals. These subscriptions will only be accepted if they are sent directly from the publisher and paid for out of your trust account. Any materials deemed obscene by current laws are strictly prohibited.

You must obtain written approval from Polk County Jail Programs staff prior to the subscription being ordered. A response to the request will be returned to you in approximately two weeks.

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

When you are released or transferred to another facility, your subscription will not be forwarded or reimbursed. It is your responsibility to notify the publisher of any change of address. Additionally, the Polk County Jail will not store books that were sent to the facility prior to approval being granted.

Newspaper and other subscriptions are paid directly to the source of the subscription. The Polk County Jail shall not make nor be responsible for refunds. Programs staff will not be responsible for tracking, managing, or checking on any of your subscriptions.

### **Polk County Jail Programs:**

The Polk County Jail Programs staff offers a variety of services. Most of which are completely free of charge. A list of current programs and services is available in your housing unit. For more information, speak to your housing officer or a member of the Polk County Jail Programs staff. You may sign up for most programs in your housing unit at the designated times.

The Polk County Jail offers a shelter assistance program. The shelter assistance program provides assistance in assessing food, shelter, clothing, and health care needs for those who require additional aid. To apply for this program, request a "Shelter Assistance" via the approved method.

For HiSET requests, submit a request to Polk County Jail Program staff. There is a fee for this program.

### **Polk County Jail Chaplain and Religious Services:**

A Chaplain is available for your personal or religious counseling. You may request to see the Chaplain by signing up on the Chaplain's signup sheet at the designated time in your housing unit. The Polk County Jail Chaplain and clergy are not employees of Polk County. However, their activities are governed by Polk County Jail rules and security restrictions. The Chaplain and clergy are prohibited from making personal or professional phone calls for you or paying any bills, delivering letters, notes, books, papers, or other

materials to or for you. Do not make any requests of the Chaplain that are a violation of Polk County Jail rules.

If the Polk County Jail receives word that you have a family emergency such as a death or serious accident, the Polk County Jail staff will notify the Chaplain. The Polk County Jail Chaplain, in turn, shall verify the emergency by either contacting the law enforcement agency that has jurisdiction where the accident, injury, or death has occurred, or shall contact the hospital where the family has indicated that the family member was taken. Upon any verification by the Chaplain, he or she will contact you directly in a private setting to inform you about the situation. You will be allowed one emergency phone call to a family member in this situation.

The Chaplain's office provides group studies for interested inmates. If you wish to participate in the group studies, a sign-up sheet will be available in your housing unit during designated times. The leaders of these groups are the Chaplain or the Chaplain's designee. The size of each group is limited. All participants are required to follow all rules, regulations, and Polk County Jail staff directions. If you refuse to cooperate, you will be prohibited from attending group studies. You will be removed from any study group after two unexcused absences.

The Polk County Jail Ministry provides a worship service every Sunday Morning at 10:00 AM. This service is shown on the television located in the multipurpose room. The services are non-denominational. The Chaplain or an assistant chaplain is usually available after worship to answer questions and provide counseling, if necessary.

### **Marriage Requests:**

If you desire to be married while in custody, you must submit a request to the Polk County Jail Programs staff. This request must include your name and cell assignment, the name, address, telephone number, and date of birth of your intended spouse, and any special circumstances surrounding your request. Both you and your intended spouse must be at least 18 years of age. For more information, see Code §595.2. Juveniles must follow and adhere to Iowa Code §595.2 (a) (b).

An application form is also needed from your intended spouse. It is your responsibility to send the application form to your intended spouse via the U.S. Postal Service.

The request application, along with your intended spouse's form, must be turned in together. The application forms must be submitted prior to the 10th of each month for processing.

If you are federal inmate, you must receive the permission from the U.S Marshals Service to be married. If you are being held on state or local charges, permission must be obtained from the Polk County Attorney's Office. It is your responsibility to obtain permission and forward the written approval to Polk County Jail staff. Marriages will not take place until written approval is granted and received. You will be notified in writing if your marriage ceremony has been approved.

The ceremony will be held in public visitation on the last Wednesday of each month from 8:00 PM to 8:30 PM. The ceremony is conducted between a glass partition.

You are responsible for contacting a minister or judge to perform the ceremony, as well as applying for and obtaining a marriage license. You may have two witnesses who are at least 18 years of age. Your intended spouse, witness, and minister must be approved visitors. No cameras, video, or tape recorders will be allowed and wedding rings will not be exchanged.

### **Inmate Worker Program:**

The Polk County Jail offers an Inmate Worker Program. There are a variety of assignments available including laundry, food service, and custodial duties. Inmate workers who have been sentenced to jail time receive two days' credit off of their sentences for every ten days worked. Inmate workers do not have to pay room and board fees for the period that they are workers. If you wish to apply to the program, submit a "Request to be an Inmate Worker" form via the tablet or via written form if the tablet is unavailable in your current housing assignment.

The following requirements are in place for the program:

- You must be at least eighteen years of age.
- Inmates who have been sentenced to jail time will be considered first.
- Inmates who are not sentenced and do not have an excessive total bond amount will be considered next. These selections will be done on a case-by-case basis.
- You must not have an escape risk classification or a classification of having violent behavior or forcible felonies.
- You must not have any disciplinary actions pending or have been disciplined for a Class 1 or 2 violation of Polk County Jail rules in the past two years.
- You must be physically capable of performing the duties of an Inmate Worker and be cleared by the Polk County Jail medical staff.
- You must consent to a physical examination.
- You must keep yourself clean and be free from contagious medical problems.
- You must abide by the rules and regulations of the facility at all times.
- You must sign the request for Inmate Worker Status and Waiver Form.
- You must not have a history of violent, argumentative, or belligerent behavior.
- You must be willing to disclose misconduct on your behalf or the misconduct of others.

Parole violators or inmates with charges related to escape or fleeing from custody are not typically eligible for the inmate worker program. These selections will be done a case-by-case basis.

If your bond increases to an unacceptable amount or you are sentenced to Oakdale, you will automatically forfeit your privilege of being an Inmate Worker.

The criteria for selection of an Inmate Worker may be waived in the event of an emergency or extenuating circumstance as determined by the Polk County Jail Administrator or his/her designee. The Polk County Jail reserves the right to decline any inmate request to be an inmate worker.

### **Housing Unit Rules and Activities:**

You are expected to follow all rules posted in the housing unit, provided to you in this Handbook, and the instructions given to you by Polk County Jail staff. This Handbook does not encompass all Polk County Jail rules and regulations, as many items are at the discretion of Polk County Jail staff. You are expected to get along with others and not be disruptive. If you are unable to follow the rules, you will be removed from general population and lose all associated privileges.

Communication between you and the housing officer is very important to an effective operation. Allow the housing officer to answer a question before you submit a request or grievance. Communicating directly with the housing officer is the most effective and efficient way to get your questions answered.

Noise will be controlled to assure an orderly and secure jail operation. If the housing officer advises you to quiet down, do so immediately. Congregating on the upper mezzanine is prohibited. Violations of these policies may result in discipline actions or loss of privileges.

Housing assignments are at the discretion of Polk County Jail staff and are non-grievable. Bunk-up times and release are determined by the shift. Generally, you will be required to return to your assigned bunk one half-hour prior to the applicable shift change and one half-hour prior to lights out. You are expected to sleep in your bunks at the designated times. Do not sleep under a makeshift tent or other device to conceal your body. You must sleep with your head uncovered at all times so we can see you and ensure your welfare.

Television and tablet programming is available as a privilege in the housing units. It is ultimately up to the housing unit officer as to what programming will be shown, if any, and what volume will be allowed. The televisions may be turned on and tablets will become available in the mornings, once the entire unit has been cleaned to specified standards.

If arguments about the television and tablets occur, the programming may be switched off and the housing unit may lose its television and tablet privileges. The television and tablets will not be turned on during mealtimes, counts, shift changes, after lights out, or other designated times throughout the day. Tablet usage will be limited to the dayroom, common areas, and exercise room. Volume control is at the discretion of the housing officer. Failure to comply could result in temporary loss of tablet privileges and/or disciplinary sanctions.

All housing units have an exercise yard. You are required to wear your shoes, pants, shirts, and underwear while in the exercise yard. You are also permitted to have purchased shoes from commissary, prescription eyeglasses, and headphones in the exercise yard. No other property will be allowed in the exercise yards. You are not allowed to exercise outside of the exercise yard, as it is both hazardous and a distraction to the unit.

## Grievances and Complaints:

A grievance is an official statement of a complaint over something believed to be wrong or unfair. Informal resolution of disputes between the inmate and Polk County Jail staff member is strongly encouraged.

If you are unable to reach resolution or you feel that your rights have been violated, the Polk County Jail's policies have not been followed, you have been subjected to abuse, or you feel that your personal health, safety, or welfare is in danger, then you are encouraged to complete a grievance to ensure proper investigation and disposition of the complaint.

While other inmates may help you fill out your grievance, they are not permitted to participate in the grievance process itself. To file such a grievance, you must send a written statement, via the approved method, detailing your specific complaint and request a specific remedy within five days of the occurrence and turn it into your housing officer. The grievance form must be filled out properly. Ask your housing officer if you have questions. Staff members will not retaliate if you file a grievance.

Grievances should include:

1. Date and time of occurrence,
2. Names of persons involved,
3. All pertinent details of the incident.

All grievances will be investigated. If you still feel your grievance is not satisfied, you may write an appeal to the Chief. If you are still unsatisfied, you may write to the following:

Sheriff Kevin Schneider  
1985 N.E. 51 place  
Des Moines, IA 50313

Ombudsman's Office  
Ola Babcock Building  
1112 E. Grand Avenue  
Des Moines, IA 50309

DHS/ICE ERO (*for ICE inmates only*)  
Attention Assistant Field Office Director  
210 Walnut Street, Suite 239  
Des Moines, IA 50309

*To file a complaint about officer misconduct directly to the U.S. Department of Homeland Security's Office of Inspector General:*

US Dept. of Homeland Security (*for ICE inmates only*)  
Immigration Customs Enforcement  
401–1st St SE, Suite 300  
Cedar Rapids, IA 52401

U.S. Marshals Service (*for federal inmates only*)  
See your housing officer

### **Administrative Segregation:**

If Polk County Jail staff feels that you present a serious threat to life or jeopardize the security and orderly operation of the Polk County Jail, you may be placed into Administrative Segregation. Examples of this include, but are not limited to:

- Escape,
- Attempted escape,
- Assaultive behavior,
- Protective custody,
- Medical issues,
- Other unusual behavior.

If you are placed into Administrative Segregation, certain restrictions may apply to you. You will be housed in an appropriate location inside the Polk County Jail and your status will be reviewed every seven days. Reviews will be conducted by the Administrative Hearings Officer and the Polk County Jail Administrator or his/her designee. Your time in Administrative Segregation will remain in effect as long as the reason(s) for placement remains valid.

Administrative Segregation is not “solitary confinement.” It is designed to prevent future incidents and to closely monitor your behavior and actions. Although certain restrictions may apply during your stay in Administrative Segregation, you will be allowed hygiene items, commissary, visitation, mail, and phone privileges.

As an Administrative Segregation inmate, depending on the reason for your segregation, and as time and schedules allow, you may be offered a minimum of three hours per day out of your cell to exercise, shower, and use the phone. The time out of cell may not be a continuous three hours.

Regardless of the reason for segregation, you will be allowed out of your cell for at least one hour per day to exercise, shower, and clean, unless you are exhibiting behavior that may be risk to the safety and security of the Polk County Jail or our employees.



## **Disciplinary Process:**

Throughout the disciplinary process, you have the right of freedom from discrimination based on race, religion, national origin, sex, handicap, or political beliefs. All inmates held at the Polk County Jail shall adhere to the rules and regulations of the facility regardless of their status. This includes all inmates being held for the United States Marshals Service, Immigration and Customs Enforcement, or any other agency. You may be subject to criminal charges and/or replacement costs for any damaged, lost, or destroyed property associated with your actions in addition to any disciplinary action taken against you.

To maintain appropriate behavior and provide for inmate rights to due process, a set of rules and regulations has been established that specifies violations, sanctions, and disciplinary procedures. The violations are divided into four categories. Each category carries its own set of punishment.

## **Major Rule Violation Disciplinary Hearing:**

Major rule violations are those rules that are in categories 1, 2, or 3. This process includes a formal hearing by a trained hearing officer who has no involvement in the case. You will be afforded the following rights during the disciplinary hearing process:

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

### Minor Rule Violation Process:

The Minor Rule Violation Process is meant to resolve rule violations found in Category 4. This process is designed for a prompt and fair disposition following an accumulation of facts and a written summary approved by a supervisor.

Minor rule violations may also be resolved by Officer/Inmate Resolutions. This process allows the inmate to avoid the recorded entry of formal disciplinary action.

### Disciplinary Segregation:

Disciplinary Segregation is not necessarily solitary confinement. Housing conditions will be the same as the general population cell/unit, except for certain restrictions that may be imposed. If you receive disciplinary action, a report may be forwarded to the Court.

- All clothing, mattress and bedding will be the same as general population, unless restrictions are needed because of your behavior. Clothing or bedding that is destroyed or mutilated will be removed and not replaced until that behavior improves. You may be required to pay for damages.
- Meals served will be the same as general population. If you destroy your meal, you will not get that meal replaced.
- If cell confinement is a condition of the sanction, you will be allowed out of your cell at least one hour per day, seven days per week for exercise. If you refuse your hour out, you will not be given another opportunity until the next day.
- While in disciplinary segregation, you will be allowed to keep only the following personal property. All unauthorized personal property will be placed in storage until you are released from the Polk County Jail.
  - One towel,
  - One bar of soap,
  - One toothbrush,
  - One tube of toothpaste,
  - One roll of toilet paper,
  - Writing material for the purpose of correspondence,
  - One soft-covered Bible or religious book of your faith,
  - One commissary purchased hair care item,
  - One commissary purchased lotion,
  - One comb.
- You will receive all mail while in disciplinary segregation, however newspapers, periodicals, and books are not permitted.
- You will be afforded normal visitation privileges and correspondence. Visitation privileges may be suspended by the hearing process for just cause.
- Inmates not in segregation status for disciplinary reasons shall have reasonable access to telephones in their housing units as part of their privileges. You are not authorized to make personal phone calls while in disciplinary segregation. If you want to contact your legal representative, please request to be placed on the attorney call list by your housing officer or contact them via letter.
- While in lockdown status there is no communication in any form allowed between inmates at any time.

- Your commissary purchases will be limited to hygiene and stationary items only.
- Tablet usage will be limited to free side access only.

If cell confinement was a condition of your sanction, and upon completion of your disciplinary segregation, you may be assigned to the pre-classification housing unit. While you are there, you will be required to participate in programs that will assist you in improving your behavior. These programs may consist of video recordings, reading materials, or personal counseling. You must earn your way back into general population by showing that you will follow Polk County Jail rules.

### **Appealing a Disciplinary Action:**

If you are found guilty during a disciplinary hearing, you may appeal the results to the Chief or his/her designee within five days of receiving the written decision. The appeal must be based on at least one of the following:

- A violation of your rights during the disciplinary process,
- The charge(s) did not accurately reflect the events that took place,
- The sanctions are not in accordance with the violation.

The Chief or his/her designee has five working days to respond to your appeal. You will not have a hearing as part of the appeal.

## Prohibited Acts

### Class 1 Offense:

A Class 1 offense the most serious rule violations in the Polk County Jail. A Class 1 offense is a major rule violation and is punishable by up to ten days of disciplinary segregation for each offense for which you are found guilty. All or a portion of your privileges may be suspended during the disciplinary period.

Class 1 Offenses are the following:

1.1	Murder.
1.2	Assaulting any person.
1.3	Fighting.
1.4	Extortion.
1.5	Engaging in sexual acts with others.
1.6	Escaping or attempting or planning to escape.
1.7	Tampering/damaging with or attempted tampering/abuse with security equipment, computer, phone, visitation equipment, inmate kiosk equipment, or tablets.
1.8	Setting a fire.
1.9	Possessing or introducing an explosive or any ammunition to include incendiary device and liquid-fueled flame producing devices.
1.10	Possessing or introducing a gun, firearm, weapon, sharpened instrument, knife, or unauthorized tool.
1.11	Possessing or introducing or using any narcotic, narcotic paraphernalia, drugs, or intoxicants not prescribed for the individual by Polk County Jail medical staff.
1.12	Rioting or encouraging others to riot.
1.13	Wearing a disguise or mask or using or attempting to use another inmate's ID bracelet.
1.14	Possessing any staff clothing or inmate clothing not issued to you based on classification.
1.15	Engaging in or encouraging a group demonstration.
1.16	Refusing to obey an order in an emergency situation.
1.17	Taking any person hostage.
1.18	Violating an in-home detention contract.
1.19	Tampering with an electrical circuit or creating a fire hazard.
1.20	Tampering with, causing, or attempting to cause a fire alarm or fire suppression device to activate.
1.21	Possessing or introduction of any contraband into the facility Polk County Jail.
1.22	Third offense of removing, destroying or losing an ID bracelet.
1.23	Three or more offense of making and/or possessing intoxicants.

## Class 2 Offense:

A Class 2 Offense is a major rule violation and is punishable by up to six days of disciplinary segregation for each offense for which you are found guilty. All or a portion of your privileges may be suspended during the disciplinary period.

2.1	Threatening to commit any public offense, or committing any act that would be considered repulsive, vulgar, and/or inappropriate by the recipient of the threat or act.
2.2	Making sexual proposals, threats to another, and/or sexual misconduct.
2.3	Destroying, damaging or stealing Polk County Jail property or the property of another person.
2.4	Tampering with or attempting to tamper with any lock, window, door, security device, furniture, ceiling, floor, equipment, plumbing fixture, or any other fixture in the facility or on the Polk County Jail grounds.
2.5	Adulterating or intentional contamination of any food or beverage.
2.6	Disrupting or interfering with the security and/or the orderly operation of the Polk County Jail.
2.7	Counterfeiting any official document or paper.
2.8	Third offense of making and/or possessing intoxicants.
2.9	Being intoxicated or simulating being intoxicated.
2.10	Lying or providing false statements to a Polk County Jail staff member.
2.11	Tattooing, piercing, or mutilation of the body.
2.12	Refusing to provide a breath, urine, or blood sample for the purpose of detecting drug or alcohol use.
2.13	Being in an unauthorized area or being in an area during an unauthorized time.
2.14	Writing or imprinting signs or symbols such as, but not limited to, gang or cult symbols that advocate violence.
2.15	Smoking, use, or possession of tobacco products.
2.16	Abuse, misuse, or excessive stockpiling of medications.
2.17	Defacing of or marking on any wall, sign, posting, fixture, or furniture in the Polk County Jail.
2.18	Insolence towards a Polk County Jail staff member, including the use of rude or obscene remarks or gestures.
2.19	Flushing a foreign object down a plumbing fixture.
2.20	Refusing to keep fingernails at a safe and sanitary length.

### Class 3 Offense:

A Class 3 Offense is a major rule violation and is punishable by up to three days of disciplinary segregation for each offense for which you are found guilty. All or a portion of your privileges may be suspended during the disciplinary period.

3.1	Possessing money, chit, mark, score card, or currency, unless specifically authorized.
3.2	Possessing property belonging to another person.
3.3	Mutilating or altering Polk County Jail-issued clothing.
3.4	Refusing to obey an order of any Polk County Jail staff member that jeopardized or could have jeopardized the safety, security, and orderly operation of the Polk County Jail.
3.5	Unauthorized use, or the intended misuse, of equipment or machinery.
3.6	Interfering with count, security check, laundry, commissary, classroom, meal, or other Polk County Jail activity or procedure.
3.7	Inappropriate or unauthorized correspondence with a visitor.
3.8	Giving or offering any person a bribe or item of value or perceived value.
3.9	Gambling of any kind.
3.10	Loaning of property or anything of value with an expectation of profit or increased return.
3.11	Possessing contraband.
3.12	Participating in or encourage others to participate in a work stoppage.
3.13	Committing indecent exposure.
3.14	Making a harassing, abusive, obscene, annoying, or threatening telephone call or violating any other phone rule.
3.15	Making excessive noise or being excessively loud.
3.16	Refusing to clean a cell, bunk area, or common area or failing to keep one's area sanitary.
3.17	Second offense of passing of notes, paper, or contraband to other inmates or facility visitors.
3.18	Committing three or more minor rule violations.
3.19	Second offense of blocking, exercising on, congregating on the mezzanine or stairway of a housing unit.
3.20	Second offense of removing, destroying or losing an ID bracelet.
3.21	Second offense of possession or using another inmate's phone ID number.
3.22	Making and/or possessing intoxicants. Second offense

## Class 4 Offense:

A Class 4 Offense is a minor rule violation and is punishable by one of the following sanctions:

1. Serving an eight-hour cell detention in which no privileges are given.
2. Suspension of movie privileges not to exceed one weekend.
3. Commissary restriction not to exceed one week.
4. Telephone restriction not to exceed 23 hours.
5. Television restriction not to exceed 23 hours.
6. Tablet restriction not to exceed 23 hours.
7. Written reprimand.
8. Verbal reprimand.

4.1	Posting, gluing, or affixing any object to a wall, furniture, or fixture including fire or security devices.
4.2	Participating in horseplay.
4.3	Failing to keep one's bunk made during the day or cell in accordance to posted standards.
4.4	Unauthorized use of tablet, mail, or telephone; including making or attempting to make a three-way call.
4.5	Unauthorized contact or conduct with the public.
4.6	Giving or accepting anything of value or money to or from another person.
4.7	Being in a cell or bunk that is not your own.
4.8	Covering cell lights, air vents, or windows.
4.9	Altering or misuse of any county property or supplies other than already specified in 2.4 or 3.3.
4.10	Possessing excessive clothing, bedding, or linen.
4.11	Possessing excessive commissary items.
4.12	Possessing food from meal trays outside of designated meal times and/or areas or taking of more than one meal tray at mealtime.
4.13	Refusing to clean after meals.
4.14	Unexcused absence from work or refusal to work (inmate workers).
4.15	Unauthorized washing of clothes or hanging of wet clothing in bunk, dayroom, or bathroom areas.
4.16	Refusing to obey an order of any Polk County Jail staff member that resulted in or could have resulted in a breakdown of the day-to-day procedures of the Polk County Jail.
4.17	Possessing clothing, bedding, or linen outside of bunk area at times other than authorized times.
4.18	Possessing any item intended for the use of lighting cigarettes or igniting a combustible substance other than already specified in 1.9.
4.19	Possessing eating utensils, commissary, or food items outside of the housing unit.
4.20	Talking during lockdown, lights out, or during an emergency situation.
4.21	Being in an unauthorized area, leaning, touching, gathering around, or removing anything from an officer's workstation.
4.22	Wearing of Polk County Jail clothing in any other way other than the prescribed manner.
4.23	Sleeping with your head covered or otherwise interfering with an officer's ability to make visual contact.
4.24	Causing a disruption in a housing unit, disturbing or interrupting another person's visit.
4.25	Unauthorized communication with an inmate from another housing unit.
4.26	Talking or causing a disturbance in the facility Polk County Jail hallways.

4.27	First offense of possession or using another inmate's phone ID number.
4.28	First offense of removing, destroying or losing an ID bracelet.
4.29	First offense of blocking, exercising on, or congregating on the mezzanine or stairway of a housing unit.
4.30	Talking during Polk County Jail staff inspections.
4.31	Altering a razor or using it to shave an inmate's head.
4.32	Standing on furniture, fixture, or wall or sitting on a table.
4.33	First offense of passing of notes, paper, or contraband to other inmates or Polk County Jail visitors.
4.34	Unauthorized or excessive use of an intercom.
4.35	Failing to remain on your assigned bunk during counts, shift changes, or any other time when directed to do so by Polk County Jail staff.
4.36	Misuse of cell door or excessively entering and exiting your cell.
4.37	Making and/or possessing intoxicants. First offense