

# **Muscatine County Jail**

## **Inmate Rule & Information Book**

10/01/2020

**Muscatine County Sheriff's Office – Jail Division  
400 Walnut Street  
Muscatine, IA 52761  
563-262-419**



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**INMATE RULE VIOLATIONS**

<b>CLASS 1</b>	<b>CLASS 1 DESCRIPTION</b>	<b>CLASS 3</b>	<b>CLASS 3 DESCRIPTION</b>
1.1	Assault (Criminal Charges,)	3.1	Bribery / Attempts To Bribe
1.2	Causing Facility Emergency	3.2	Counterfeiting Documents
1.3	Demonstrating / Encouraging Others To Demonstrate	3.3	Entering Another Inmate's Cell
1.4	Rioting*/Encouraging Others To Riot (Criminal Charges)	3.4	Failure To Report Illness / Injury
1.5	Escape * (Criminal Charges)	3.5	Habitual Rule Violator (Class 4)
1.6	Extortion	3.6	Harassment Of / Insolence Towards Correctional Staff
1.7	Habitual Rule Violator (Class 4,3,2)	3.7	Indecent Exposure
1.8	Threatening	3.9	Tampering, Removal or Not Reporting Wrist Band Issues
1.9	Making Intoxicants	3.10	Possessing / Stealing Another Inmates Property
1.10	Murder * (Criminal Charges)	3.11	Possess Non Issued Items (Contraband, Clothing, Property)
1.11	Officer Assault * (Criminal Charges)	3.12	Removing Inmate ID Wristband
1.12	Planning An Escape *	3.13	Communicating with Unauthorized Persons
1.13	Possess Contraband (Drugs, Explosives, Intoxicants, Sharpened Instruments, Weapons)	3.14	Storing Medications
1.14	Possess Jail / Staff Property	3.15	Tattooing
1.15	Possess Paraphernalia	<b>CLASS 3 SANCTIONS</b> Confinement in disciplinary segregation for 5 days. Loss of privileges. Good time could be lost as well.	
1.16	Rape * (Criminal Charges)	<b>CLASS 4</b>	<b>CLASS 4 DESCRIPTION</b>
1.17	Flooding Cell	4.1	Abusive Or Obscene Language
1.18	Setting Fires * (Criminal Charges)	4.2	Altering / Tampering With County Property
1.19	Sexual Acts	4.3	Asking Staff Repetitive / Unnecessary Questions
1.20	Taking Hostages * (Criminal Charges)	4.4	Asking Staff, Ministers, Or Inmate Workers For Favors
1.21	Wearing Disguises	4.5	Being Unsanitary
<b>CLASS 1 SANCTIONS</b> Confinement in disciplinary segregation for up to 10 days and loss of privileges for up to 2 weeks. Possible criminal charges, potential administrative confinement, and loss of good time.* Mandatory 23/1 for stay, remaining instances left to the discretion of the jail administrator.		4.6	Abusing the intercom system
		4.7	Covering Lights, Vents, Cameras, Etc.
		4.8	Dayroom Violation(s)
		4.9	Excessive Commissary
		4.10	Excessive Noise
		4.11	Faking An Illness
		4.12	Giving Or Accepting Anything Of Value
		4.13	Improper Behavior During Rec Time (No Rec For 2 Weeks)
		4.14	Improper Behavior During Visitation (No Visits For 2 Weeks, Removal Of Visitor From List.)
		4.15	Placing Objects in Doors to Obstruct Normal Operation
		4.16	Interference With Cell Checks, Laundry, Meal, Med, Or Razor Pass
		<b>CLASS 2</b>	<b>CLASS 2 DESCRIPTION</b>
2.1	Being In Unauthorized Areas	4.18	Laundry Violation(s) (Unauthorized Use / Not Turning In)
2.2	Damaging Property	4.19	Minor Vandalism To County Property
2.3	Disrupting Security	4.20	Not Keeping Personal Property Or Commissary In Basket Provided
2.4	False Information	4.21	Not Keeping Pillows, Mattresses, Blankets, Towels In Proper Place
2.5	Habitual Rule Violator (Class 4,3)	4.22	Not Reporting Problems With Others
2.6	Interference with Head Count or Standing Count	4.23	Not Wearing Uniform
2.7	Interference With Official Acts (Criminal Charges)	4.24	Refusing To Clean / Clean Self / Work
2.8	Polluting Food	4.25	Selling Services (Making Items & Selling Them For Commissary Or Other Items Of Value), Gambling, Bartering, Exchanging Items, etc.
2.9	Possess Tobacco, Lighters, Matches	4.26	Taking / Eating An Extra Meal Or Taking An Inmates Meal
2.10	Refusal To Provide Specimen or Submit to Search	4.27	Unauthorized Clothing Or Property
2.11	Refusing Lawful Orders	4.28	Unauthorized Conduct Or Contact With Public
2.12	Refusing To Answer Lawful Questions	4.29	Unauthorized Use Of Phones Or Mail
2.13	Sexual Harassment	4.30	Using Phones For Harassment, Abuse, Obscenities, Threats
2.14	Sexual Proposals	<b>CLASS 4 SANCTIONS</b> Inmates can lose all privileges and be confined in the disciplinary segregation for up to 3 days.	
2.15	Tampering W/ Cameras, Locks, Doors, Windows, Phones, Intercoms or other Devices		
2.16	Possess Razor Blades or Razors after authorized time		
2.17	Under Influence Of Alcohol, Drugs, Tobacco		
2.18	Gang Activities		
<b>CLASS 2 SANCTIONS</b> Confinement in disciplinary segregation for up to 7 days. Loss of privileges. Good time could be lost as well.			

## **CLASSIFICATION**

All Inmates entering the Muscatine County Jail will be housed in Special Housing, Maximum, Medium, Minimum security cell areas according to our initial entry classification system. Classification will be reviewed every 90 days to adjust the security status of inmates as needed. It may be reviewed earlier at a supervisor's discretion. Inmates may appeal their classification by submitting a request form to the shift supervisor.

## **CRIMINAL CHARGES**

The Jail can pursue criminal charges against inmates who violate local, state, and/or federal laws. Not all instances where criminal charges could be pursued are outlined in the Inmate Rule & Information Book. If inmates want to pursue criminal charges against other inmates, they must do so upon their release from this facility by contacting the Muscatine Police Department; 312 E 5<sup>th</sup> Street, Muscatine, IA 52761; 563-263-6055.

## **DEAD TIME**

Iowa Code Section 356.21, Solitary Confinement, states credit does not have to be given for time served in solitary confinement.

## **DISCIPLINARY HEARINGS**

If inmates violate CLASS 1, 2, or 3 rules, the Jail Administrator or Designee will notify them in writing within 72 hours that a disciplinary hearing will occur. The 72 hour notification period does not include weekends or holidays. A hearing will take place within 7 days of the notification barring any extenuating circumstance.

Inmates charged with rule violations will be given a written statement of charges and a description of the incident. The statement of charges will include the specific rules violated by the inmate. Inmates will be given this information at least 24 hours prior to a disciplinary hearing. Hearings may be held in less than 24 hours with the written consent of the inmate.

Inmates have the right to an impartial investigation and hearing. As long as an inmate's behavior is orderly at the disciplinary hearing, they have the right to be present. A staff representative will be appointed to any inmate that does not have the ability to adequately defend themselves during a hearing. Inmates have the right to have witnesses present as long as they are not a security risk and are available. Inmates have the right to question these witnesses in an appropriate and orderly manner. However, inmates do not have the right to have an attorney present during the disciplinary hearing. Within 72 hours after an inmate disciplinary hearing, the inmate will be notified in writing of the outcome.

## **DISCIPLINARY HEARINGS - APPEAL PROCESS**

Inmates may appeal, in writing, the outcome of their disciplinary hearing. The appeal must be submitted to the Assistant Jail Administrator within 24 hours of the disciplinary hearing. Jail Administration has 15 days, after receipt (excluding weekends / holidays) to respond, in writing, to the appeal. Inmate may refer to the disciplinary appeal paperwork for further instruction.

## **HABITUAL RULE VIOLATORS**

If inmates continually violate rules, they will be held accountable under different sanctions. If an inmate violates 3 CLASS 4 violations, their subsequent violations at the CLASS 4 level will become CLASS 3

violations and sanctioned accordingly. If an inmate violates 3 CLASS 3 violations, their subsequent violations at the CLASS 3 level will become CLASS 2 violations and sanctioned accordingly. If an inmate violates 3 CLASS 2 violations, their subsequent violations at the CLASS 2 level will become CLASS 1 violations and sanctioned accordingly. If an inmate violates 3 CLASS 1 violations, any additional violations at the CLASS 1, 2, 3, or 4 level will result in that inmate being placed on Administrative Confinement. Multiple same class violations resulting from the same incident do not count towards habitual rule violator sanctions.

### **PC STATUS**

Inmates may be placed in Protective Custody status at the discretion of Jail Staff. PC status inmates are entitled to all privileges, however the time allowed out of their cell will be restricted. This restriction is for their protection and the security of the facility. This out-of-cell time will be given to inmates at the discretion of Jail Staff, and may be given in increments or as a block (all at once). An Inmate may be placed in Protective Custody Status at their request. PC Status will be reviewed every 30 days. This is a form of Administrative Confinement.

### **PREA**

The Muscatine County Jail maintains a zero tolerance policy on any act of sexual misconduct, and it is a violation of jail rules to engage in any form of sexual activity. Sexual misconduct includes, but is not limited to; sexual assault, rape, or sexual harassment by either inmate or staff, even if the act is consensual. If an inmate wishes to report an incident they may do so by alerting a staff member or by filing an Inmate Request Form or Grievance. These incidents are considered sensitive in nature, and may be placed in a sealed envelope addressed to the shift supervisor. Inmates may also contact outside agencies regarding an incident by contacting the State Ombudsman whose address and phone number can be found in this rule book, or by calling the IOWA Domestic Abuse/Sexual Assault crisis line at 1-866-921-3354. All attempts to maintain the inmate's privacy during the course of the investigation will be made.

### **SPECIAL HOUSING STATUS**

Protective custody inmates may be offered the option of moving to Special Housing status. Special Housing affords inmates the opportunity for more time in the dayroom with other protective custody inmates that are the same classification status. Special Housing will not be offered to any inmate that exhibits predatory behavior, nor will it be offered to inmates that show potential to be victimized.

### **ADMINISTRATIVE CONFINEMENT**

If inmates continually violate Muscatine Jail rules, present a security risk to the Muscatine Jail, are a threat to jail or officer safety and security, or a threat to themselves or other inmates, they may be placed in Administrative Confinement High Risk Status at Jail Staff discretion. That is 23 hours lockdown, with a minimum of 1 hour out-of-cell time daily. This status could last until there is no longer a threat or security issue and is at the discretion of jail staff. This is not to be confused with discipline but is defined as a status change. An Inmate's status of Administrative Confinement will be reviewed every 7 days. Inmates may appeal their placement in Administrative Confinement by completing an Inmate Request Form and submitting it to Jail Administration.

## **ALCOHOL / DRUGS / TOBACCO**

Alcohol, drugs, and/or tobacco, with the exception of e-cigs, are strictly prohibited in the Muscatine Jail. Any form of drug/tobacco paraphernalia is also prohibited.

## **ATTORNEYS**

Jail Staff are not attorneys. Do not ask them for advice about legal cases. If staff question inmates about their case, inmates have the right to refuse to answer such questions, and report the officer to their supervisor.

The Jail will only assist inmates in making initial contact with an attorney, bonding company, or family member if the call is made within the local calling area. The Jail will not contact attorneys for inmates.

Except when an emergency exists, inmates will be allowed unlimited and unmonitored visits with attorneys between 7:00 AM – 5:00 PM provided the operation and security of the jail are not interrupted. Inmates may call their attorney from their unit at any time except normal lockdown hours, or during formal count.

## **BONDS**

Phone numbers for local bonding companies can be found in the phone book. Many companies will accept collect calls. To be released on bond, inmates must have cash or use a bonding company. The Muscatine County Jail does not accept personal checks or credit cards.

## **COMMISSARY**

Commissary can be ordered using the Turnkey Kiosks in the cell areas. Commissary is delivered Monday, Tuesday, Thursday and Friday (unless a holiday). Ordering must be completed by 8:30 PM Sunday and Wednesday for delivery during that order period. All sales are final; make sure the right items are ordered.

Any items stolen are not the responsibility of the County and will not be replaced.

**Excessive or improper use of commissary items** will result in disciplinary action. Furthermore, items may be removed from commissary at the Jails' discretion. Commissary items and prices are subject to change.

## **CONTRABAND**

Any item not issued to inmates by Jail Staff, any item not purchased through commissary, or any item altered from its original form, purpose, or use is contraband. An excessive amount of any item is also contraband. Contraband will be confiscated and inmates will be subject to disciplinary action and criminal charges.

## **DAYROOM CONDUCT**

Inmates may have personal hygiene items in dayrooms as they are going to and from the shower. Inmates must wear their Jail issued uniform while in dayrooms. Inmates may have playing cards, reading, and writing materials in dayrooms. Commissary items may be consumed while inmates are in dayrooms.

Dayroom violations include the following (and) inmate rule violations listed on page 3:

Communicating through doors or windows with other inmates or making gestures to inmates
Doing pull-ups from stairs
Entering another inmate's cell or bunk
Hanging towels or blankets from bunks (Dorm/WRC Inmates)
Having blankets, personal property baskets, and towels in dayrooms (without approval of nurse)
Jumping / touching 2 <sup>nd</sup> tier from the 1 <sup>st</sup> tier, Jumping to the floor from the 2 <sup>nd</sup> tier
Leaning on the stairwell or railing
Looking through, standing at, or touching windows (except for cleaning duties)
Not keeping property underneath bunks (Dorm Inmates, property cannot be between or on top of bunks)
Rough housing or Throwing Items
Sitting in improper places, such as on stairs or tables
Sliding down stair rail
Standing in improper places, such as standing near the top or bottom of stairs, on the 2 <sup>nd</sup> tier, or on steps
Tampering with Phone Settings
Exiting cells when doors are open without the consent of staff

### **ELECTRONIC CIGARETTES**

Electronic cigarettes are now available for purchase by inmates. Inmates will be allowed to purchase four e-cigs per commissary order. Inmates will be required to keep, and produce on demand, proof of purchase. This proof of purchase will include the serial number assigned to that e-cig. Empty e-cigs will be returned to the commissary manager. In order to purchase additional e-cigs, inmates must turn in the used one(s). Failure to follow the disposal procedure will result in an \$18.00 disposal fee for each e-cig that should be in the inmate's possession.

In the event an inmate is transferred to another facility, the e-cig will be placed in the inmate's property for release. Inmates being released from the facility may take the e-cig with them provided they can produce proof of purchase upon book out. If proof of purchase is not provided, the disposal fee for each e-cig that should be in the inmate's possession will be deducted from the inmate's account prior to release.

E-cigs are not to be used outside of the inmate's assigned housing unit. Inmates found in use of e-cigs in unauthorized locations will be subject to discipline. An inmate found in possession of an e-cig they did not purchase, as well as the inmate who originally purchased the e-cig will be subject to discipline. Tampering with the e-cig in any form, to include removal of the serial number will result in disciplinary action and suspension of this privilege.

### **FIRE / BUILDING EMERGENCY**

In the event of a fire or other emergency, notify Jail Staff immediately by using the intercom. During emergency situations inmates will be given directions by Correctional Staff. These directions will be either over the intercom, loud speaker, or in person. The Jail has appropriate evacuation policies and procedures in place. During emergency situations follow Jail Staff and other law enforcement officers' directions. By following instructions, panic situations can be diminished and will assist in securing inmate movement into another area more quickly. Evacuation signs are posted throughout the facility in the event of an emergency.



Jail Staff may perform emergency drills as needed for training purposes. During these drills inmates must obey all Correctional Staff instructions.

### **FORMAL COUNT**

Five times per day, staff will conduct a formal count. These counts will generally occur during normal lock down hours however, there may be times that a formal count will be called outside of these times. If a formal count is called, all inmates will return to their assigned cells and lock down. Inmates in the dormitory area are required to be on their assigned bunks. There will be no talking during a formal count. Count will be run daily at 10:00, 15:15, 21:30, 00:00 and 04:00 hrs.

### **GOODTIME**

Goodtime applies to Muscatine County inmates sentenced to more than 30 days, and not sentenced to a contempt or probation violation charge. Inmates will receive consideration for goodtime as they obey the rules of the Muscatine Jail. An inmate can lose up to 100% of earned goodtime as the result of guilty findings at a disciplinary hearing. Goodtime is calculated at 15 % of the total days sentenced for inmates. Goodtime is calculated at 20 % of the total days sentenced for inmate or housing unit workers. Goodtime is requested by completing an Inmate Request Form.

### **GRIEVANCE**

Inmates may file a grievance if they feel their rights have been violated. Inmates have 5 days from the date of the alleged incident to file a grievance. Once grievances are received by Correctional Staff they will be issued a grievance number and a copy will be given to the inmate. A grievance response will be made within 10 business days. Inmates may file a first level appeal within 5 days of receiving a response. Inmates may file a second level appeal to the Jail Administrator within 10 days of the response to the first level appeal.

### **HOURLY DOORS**

At the beginning of each hour, during normal unlock hours, inmates will be given the opportunity to enter their cells. Cell doors will be opened at five minutes before the hour. On the hour, a five minute warning will be given by correctional staff. At five past the hour, inmates will be required to secure their doors. This ten minute window will be the only time doors are open. If an inmate chooses to stay in their cell, they will be locked in until the next set of doors are run.

### **IMCC OAKDALE**

The following items are approved for inmates to have at IMCC Oakdale as of October 06, 2009:

U.S. Currency or checks from facilities in any amount, simple address book (no wire), 1 Religious Book, eyeglasses, contacts, sunglasses (no mirrored glasses, must be able to see the eyes) legal papers, medical alert bracelet or necklace, pictures (no Polaroid's, no gang or alcohol related photo's, persons in photo's must be appropriately clothed in outerwear, swimwear is not classified as outerwear), plain wedding band (no gemstones), religious medallion necklace, no gemstones, not larger than 1 ½" by 1 ½" with a light weight chain, and a watch (no gemstones & under \$50 value), prosthetic device, dentures, hearing aid.

All other property needs to be released prior to inmate transfer to IMCC Oakdale; unauthorized property will be destroyed by IMCC Oakdale.

IMCC Oakdale  
2700 Coral Ridge Ave.  
Coralville, IA 52241  
319-626-2391

### **INDIGENT**

If inmates have no money for 7 consecutive days, they may request basic necessity items by using the Turn Key Kiosk. To receive current necessity items complete an Inmate Request Form. Indigent items are passed once per week on Friday morning. The indigent privilege will be denied if an inmate abuses it.

Current indigent items include: combs, paper, pencil, shampoo/ soap, stamped envelopes (2), toothbrush, and toothpaste. Requests must be submitted for additional stamped envelopes for legal purposes only. These envelopes will be addressed by jail staff and the cost will be debited from the inmate's account causing a negative balance until funds are received.

Indigent requests must be in by 8:30 PM Wednesday. Indigent requests received after this time will be processed the following week. On Friday morning inmates may receive: combs, paper, pencil, shampoo /soap, stamped envelopes (2), toothbrush, and toothpaste.

### **INMATE CLEANING**

Cleaning supplies will be available every evening for inmates to clean their cells. Failure to clean will result in loss of privileges and/or further disciplinary action. Staff may use discretion to this rule on week-ends depending upon the cleanliness of the cell areas and inmate cooperation throughout the week.

The Jail must be kept in a clean and sanitary manner. Toothpaste or other substances are not to be used to paste pictures or other items to furniture or walls. Inmates are not to write on any jail furniture. Inmates are not to write on walls or doors. If inmates participate in defacing, damaging, or destroying County property, they may face disciplinary action, and separate criminal charges may be pursued.

Inmates are required to keep their vents and lights uncovered, and are required to make their beds if they are not occupying them other than to use the restroom. If an inmate is going to the day room they need to make their bed prior to going to the dayroom area. TV's will not be turned on unless all unoccupied bunks are made.

### **INMATE HYGIENE**

Inmates must shower at least 3 times per week. Inmates may be required to shave or have a haircut for health and sanitation reasons. Beards and mustaches need to be kept clean, or they will be required to be shaved off. Instruments that are subject to blood contamination, such as razors and toothbrushes, cannot be shared. Correctional Officers can provide inmates with fingernail and toenail clippers if requested.

The Jail does not use a professional to perform hair cuts or beard trims. A Free Haircut and Beard Trim Service are available by completing an Inmate Request Form on the Turn Key Kiosk. This service is available once an inmate has been incarcerated 60 days. If inmates use this service more than once every 60 days, they will be charged \$13.00 for a haircut, \$3.00 for a beard trim. On the Request Form, indicate either haircut, beard trim, or both. Inmates must cut their own hair and trim their own beard. This service is offered at jail staff's convenience, allow at

least 1 week. Inmates will be required to clean up after their hair cut by sweeping the area, cleaning the utensils, and mopping.

### **INMATE PROPERTY**

Inmates are not allowed to park any vehicle on the Jail's property without administrative authorization. Unauthorized vehicles will be towed at inmate expense.

The Jail inventories all personal property when inmates are booked in. Inmates sign a form acknowledging the received property. Personal property can be released by completing the appropriate form, and the Jail will only allow the release of items to family members within the first five days of confinement. Federal Inmates will not be allowed to release clothing or shoes. All remaining personal property will be returned to inmates upon their release. Legal documents may be released to an inmate's attorney at any time.

The Jail only accepts court clothes from family, friends or attorneys who drop them off for inmates. Inmates may have these items dropped off 7 days a week, 24 hours a day once they have received permission from administration.

Inmates may receive photos (not Polaroid's) through the mail. Inmates can have, in their possession, 10 pictures no larger than 4"x6". Personal pictures must be kept in inmate's property bin.

Married inmates are allowed to wear a plain wedding band. Medical alert bracelets are allowed, unless such items present a safety and security issue. The Jail is not responsible for these items as they are kept on your person.

### **INMATE REQUEST FORMS**

Inmates are expected to complete Inmate Request Forms for items they need or want from Jail Staff. This does not mean inmates are guaranteed to receive what is requested, they serve as notification to Correctional Staff of inmate request.

Request Forms need to be turned in for pick up by 8:30 PM. It is at the discretion of the Jail Staff to conduct this activity at other times if/as needed. Inmates should not expect same day service for their request and not all requests will be honored.

### **INTERCOM**

The intercom is to be used to contact the Correctional Officer on duty for medical emergencies or other emergencies. All other inquires and/or questions can wait until Jail Staff enter the cell blocks during unannounced visual checks. Abusing the intercom, and using the intercom for routine requests (non-emergency issues) is a violation of Jail rules, and subsequent disciplinary action may be taken.

### **ISSUED PROPERTY**

Inmates are issued 2 property baskets with 1 or 2 blankets (depending on season), 1 mattress cover, 2 towels, 2 blue cleaning towels, 1 plastic cup, 1 spork and an Inmate Rule & Information Book. Inmates are issued 1 Bottle of All-in-One solution, 1 toothpaste tube, 1 toothbrush, and 1 comb for personal hygiene use until inmates are able to purchase hygiene items on commissary. Indigent inmates (have no money in their personal

account) may request hygiene items on an Inmate Request Form. Inmates are also provided with a mattress, 2 uniforms, and shoes.

### **LOCKDOWN TIME**

- 5:30 AM – 7 AM: Medication pass. Inmates will be allowed out to get their medications, mail and indigent supplies. Inmates must return to their cells after receipt of their items.
- 7 AM – 10 AM: Inmates will be allowed out to begin dayroom time. Phones and TV's will remain off until breakfast trays are collected
- 10 AM – 11 AM: The Jail will be in lockdown for Formal Count. Inmates must go to their individually assigned cells, and shut their cell door. Lights, phones, and TVs will be off during this time.
- 11 AM - 1255 PM: Inmates will be allowed out to begin dayroom time. Lights, TVs and phones are on except during meal service. Phones will be turned on once meals have been passed. TV's will be turned on once trays have been collected.
- 12:55 PM – 4 PM: The Jail will be in lockdown. Inmates must go to their individually assigned cells, and shut their cell door. Lights, phones and TVs will be off during this time.
- 4 PM – 8:30 PM: Inmates will be allowed out to begin dayroom time. Lights, TVs and phones are on except during meal service. Phones will be turned on once meals have been passed. TV's will be turned on once trays have been collected. Med pass and cell cleaning will be done during this time.
- 8:30 PM: The Jail will be in lockdown until 7 AM the following morning. Inmates must go to their individually assigned cells and shut their cell door. Lights, phones and TVs will be off during this time. Housing unit workers will be allowed out to clean the common area of the cellblock.

During lockdown, inmates are not to cover their cell window with any item. Furthermore, inmates are not to cover or place any item on Jail light fixtures.

Inmates may be locked down or remain in lockdown for security reasons at any time as deemed necessary by Jail Staff. Inmates are expected to lockdown whenever instructed to do so by Correctional Staff.

### **NOISE LEVEL**

Inmate noise level inside the Jail shall be controlled to ensure an orderly and secure Jail operation.

### **ACCESS TO COURTS**

#### **50.20**

Inmates shall be provided at their request, access to the courts as follows:

**NOTARY / COPY / CHECK SERVICE / LAW LIBRARY**

Notary Publics are available to inmates free of charge. Inmates must complete an Inmate Request Form requesting this service. Notaries are generally available Monday – Friday between 8 AM and 4 PM. A copy service is available if inmates submit an Inmate Request Form. Copies are generally made Monday – Friday between 8 AM and 4 PM. These services are intended to assist inmates with legal matters, and are made available to inmates who represent themselves. Copies will be made for a cost of \$.50 cents for the first page, \$.10 for each additional page. Personal copies will not be made for inmates.

Except when an emergency exists, inmates will be allowed unlimited and unmonitored visits with attorneys between 7:00 AM – 5:00 PM provided the operation and security of the jail are not interrupted. Inmates may call their attorney from their unit at any time except normal lockdown hours, or during formal count.

Indigent inmates shall be furnished a reasonable amount of writing materials upon request. Postage shall be provided to indigent inmates for communication to the courts and for two letters per week of a personal nature when other means of communication are not available.

The Law Library within our facility can be accessed by inmates by submitting an Inmate Request Form. Legal materials can also be requested if inmates describe specific documents needed. If inmates have an attorney they need to receive this information from their attorney.

Inmates may write the Clerk of Court at the following address:

Muscatine County Clerk of Court  
401 East 3<sup>rd</sup> Street  
Muscatine, IA 52761

Johnson County Clerk of Court  
417 South Clinton Street  
Iowa City, IA 52240

**RAZORS**

Razors will be issued three times per week at no cost to the inmate, and will be issued for a maximum of one hour. Razors will be returned in the same condition they were issued by the inmate to which it was given. Tampering with razors is a rule violation. Work release and inmate workers will be allowed to request a razor on a daily basis.

**ROOM & BOARD**

Muscatine County inmates, regardless of work release status, will be charged \$40.00 per day for the duration of their stay.

### **SEARCHES**

The Correctional Staff at the Muscatine Jail conduct unannounced searches due to the tendency of some inmates to collect contraband. Inmates do not have the right to be present during such searches. Inmates do not have a right to expect privacy unless otherwise stated.

### **SEGREGATION**

Inmates placed on segregation status for discipline will be allowed out to shower three times per week. Inmates may be required to shower in restraints based on charges and behavior. Showers will be no longer than 15 minutes.

Phone privileges will be limited to Attorney calls and completed by submitting a request form.

Library books will be issued to inmates on shower days.

At times, segregation inmates will be given meals using Styrofoam containers. Inmates are not allowed to keep these containers; they are to be given back to staff when trays are collected.

### **STAFF OBSERVATION**

Inmates will be monitored by both male and female Correctional Officers. Inmates are expected to keep themselves fully covered when going to and from the bathroom and shower. Jail Staff make unannounced visual checks to ensure inmate safety 24 hours a day.

### **STATE OMBUDSMAN'S OFFICE**

Inmates can seek assistance from the State of Iowa Ombudsman's Office.

State of Iowa Ombudsman (Correctional Facility Issue)  
Ola Babcock Miller Building  
1112 E Grand Avenue, 1<sup>st</sup> Floor, West Wing  
Des Moines, IA 50319-0231  
1-888-426-6283

(Under Iowa Law, mail to and from the Ombudsman Office is privileged correspondence. Correctional Staff will not read the correspondence. However, inmates must seal the envelope in front of staff. Staff will open the envelope in front of inmates and check it for contraband without reading the correspondence. Calls to the Ombudsman Office will not be monitored.)

### **TRANSPORT TO & FROM COURT / OTHER APPOINTMENTS**

Inmates must walk in front of the escorting officer while going to and from court or other appointments. Inmates must follow all law enforcement personnel instructions when going to court and other appointments. Inmates cannot speak to any unauthorized person while outside the facility, including other inmates, friends,

and family. Inmates cannot make any sudden moves towards law enforcement personnel, inmates, or other person.

Muscatine County inmates actively involved in a jury trial will be permitted to wear civilian clothes. Inmates not involved in a jury trial will wear the issued uniform to and from court and other appointments.

Handcuffs, shackles, belly chains, or other restraint devices will be used during transport.

### **INMATE PROGRAMS/SERVICES**

#### **EXERCISE**

Inmates sentenced to 7 consecutive days or more will be offered 2 one hour exercise periods per week. Inmates do not have to take the offered exercise periods. However, no other time periods will be offered.

Jail security, health precautions, bad weather, court, and / or other appointments may prevent exercise periods from being offered, and there will not be an opportunity of additional exercise periods. Furthermore, if inmates violate Jail rules, exercise privileges may be suspended.

#### **EXERCISE CONDUCT**

During exercise periods inmates are not allowed to play organized activities or team sports. No yelling, loud talking, or whistling allowed. No horseplay or inmate to inmate contact is allowed. Inmates who attend exercise periods may be required to stay in the recreation yard for the entire hour. Do not prop recreation yard doors open with library materials.

### **INMATE WORKER PROGRAM**

Inmates may request to be Inmate Workers (IWs) by completing a Request Form. The Jail decides on the appropriate number of IWs, and whether or not they will be used. IWs are inmates who do not have behavior problems, rule violations, poor hygiene, or extensive/serious criminal records. IWs receive good time calculated at 20 % of the total days sentenced, and the Room and Board fee is waived. If IWs lose the IW privilege, they will pay room and board, receive 15 % goodtime, and may be placed in PC status until release.

Each housing area will have separate inmate workers responsible for the daily cleaning of the common area. County inmates chosen as housing area workers will receive extra good time and will not be required to pay room and board. Federal inmates chosen as housing area workers will have the USMS informed of their performance, which could have a positive impact on sentencing.

### **LAUNDRY SERVICE**

All inmates are provided with a mesh bag that is to remain with them until they are released. These bags are used to collect uniforms, towels and personal whites. It will be considered a violation of the rules to damage the mesh bags by hanging them from the hooks supplied in the cells. Mattress covers will be exchanged one time per week. Blue cleaning rags will be washed on Orange wash days. Laundry will be returned the day following pick up. Blankets are exchanged one time per month. Inmates are expected to turn in all laundry when asked. Any inmate attempting to send oranges and whites to laundry in the same bag will have their laundry returned to them unwashed. Inmate laundry will be collected by the following schedule:

<b>DAY</b>	<b>Exchange</b>
Sunday	Oranges
Monday	Whites
Tuesday	Mattress Covers
Wednesday	Whites
Thursday	Oranges

### **LIBRARY**

Inmates are allowed to exchange books during their scheduled exercise periods. Inmates are not allowed more than 5 books and 3 magazines at a time. These books remain the property of the Muscatine Jail and must be returned in good condition.

The Library Collection is to be kept neat and the books in good condition. Do not use books to prop a door in any area of the Jail. This is a security threat, and also damages the library collection. If this is done loss of privileges and / or disciplinary action can occur.

Inmates may subscribe to a daily newspaper if they have funds available for a subscription. These papers must be delivered by a paper carrier or received through the US Postal Service. Inmates may only keep up to 7 newspapers in their cell; these papers can be no more than one week old.

### **MAIL**

All mail (except privileged correspondence) will be read for security purposes and searched for contraband. Inmates are not to seal outgoing mail, instead tuck the flap into the envelope, and then provide the envelope to Jail Staff unsealed. All outgoing mail must contain the inmate full name and inmate identification number.



Privileged mail is to or from an Attorney; Judge; State or Federal Legislator; Governor; or Ombudsman's Office. Incoming privileged mail will not be read, but will be opened in inmates' presence; outgoing privileged mail must be sealed by the inmate in front of Correctional Staff.

To receive a letter it must have a complete return address (sender's full name, address, city, state, and zip code), and have the inmates full legal name on the front of the envelope. No nicknames are to be used on mail envelopes. For example, if inmate Jonathan Joseph Doe wanted to receive a letter from his mother, Jane Leigh Doe, it would need to be addressed like this:

Jane Leigh Doe 401 James Blvd Aurora, CO 80116	Inmate Jonathan Joseph Doe #12345 400 Walnut Street Muscatine, IA 52761
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Mail cannot contain glitter, stickers, stamps, tape, address labels, or other sticky substance. Mail cannot contain Polaroids; cash, coins, or personal checks; drugs or other illegal substance; contraband; weapons or anything that jeopardizes Jail safety, sanitation, and security. Mail cannot be sprayed with cologne or perfume, and cannot have lipstick on it. If your mail is returned or placed in your personal property for any reason, you will be given a Disposition of Mail Form. You may appeal this action to Jail Administration by completing an Inmate Request Form.

Photos must be descent and appropriate, contain no nudity and be of no other inappropriate nature.

Magazines and/or books must be mailed to the Jail directly from the publisher, Amazon is understood to be a publisher. The jail is not responsible for items lost while in the facility. If you are concerned about a book or magazine being lost while in the facility then we recommend you not have your friends or family send you those items while incarcerated here.

Inmates can have no more than 5 books at a time. Inmates cannot have more than 3 magazines. Newspapers must be delivered by a carrier or the US Post Office. Inmates can have no more than 7 newspapers, and they can be no more than a week old. After such time, all reading material must be released or disposed of.

Mail that is received with incomplete or improper information and/or inappropriate items or contraband will not be given to inmates and may be returned to sender, placed in inmate personal property, or destroyed. If inmates need additional postage, complete an Inmate Request Form.

There is a mailbox in each housing unit for all outgoing mail and request forms. Mailboxes will be emptied once per day, after 2130 lockdown. If you wish to send mail, it must be in the mailbox at 2130 for pick up by correctional staff. Mail not placed in the box will not be picked up. If a package is too large for the mailbox, inform your housing unit officer.

## **MARRIAGES**

The Muscatine County Jail does not allow inmate marriages.

## MEALS

Inmates are provided with 3 meals per day at reasonable intervals. Only 1 meal per day is required under law to be hot. The Jail has had a dietary consultant approve meals to ensure they meet minimum dietary requirements.

Special diets (based on health reasons) will be honored as long as inmates provide proof (such as a doctor's note) of the special need. If proof cannot be provided, inmates will need to provide the name of doctor prescribing the special diet. The Jail Nurse may review, renew, and/or discontinue special diets as needed.

Religious diets will be honored if inmates provide Jail Staff with this information when booked in, and specifically detail the special needs on an Inmate Request Form to the Food Service Manager. Once an inmate is placed on a religious diet, they will be expected to follow it. Failure to do so will result in removal from the diet and disciplinary action may be taken.

Inmates are to notify Jail Staff if an extra meal is placed in a cellblock.

Inmates must neatly place meal trays (or meal baskets) back on the meal cart. Meal trays/baskets will be counted by Correctional Staff.

## MEDICAL

If inmates have an emergency medical problem they need to contact Correctional Officers immediately. If inmates have a non-emergency medical concern they need to complete a Sick Call Form.

The Jail Nurse/Physician will see inmates if needed. Inmates will wear their jail issued uniform and may be handcuffed, shackled, belly chained, or have other restraints applied as necessary. Inmates are not informed when medical appointments with the Nurse/Physician will occur.

The Physician determines if inmates need to see a specialist or other doctor outside of the Jail. Inmates will not be told when these appointments occur, and restraints will be applied during all outside medical appointments.

Medications are dispensed according to prescription. Med pass is at 5:30 AM and 5:30 PM. Correctional Staff dispense medication within one hour on either side of the med pass time. Do not harass Jail Staff about when they are going to pass medications. If Inmates have PRNs (medications that are Per Request Needed), or Jail stock medications, they need to inform Correctional Staff before med pass. Non-prescription medications, such as Non-Aspirin (Tylenol), Ibuprofen (Advil), cough drops, and antacids can be purchased through commissary. These items only need to be provided to inmates who are prescribed such medications by the Medical Staff.

Inmates are charged \$10.00 for the processing of a sick call request. Emergency Room transports will be billed to the inmate at a cost of \$50.00. If an inmate receives X-rays while in the facility, they will be billed \$72.00 per X-ray. Inmates will be responsible for all costs incurred for a trip to the hospital by ambulance. The City of Muscatine will bill the inmate directly. Medical prescription copays apply to all inmates. The cost is \$3.00 per month per medication. Indigent inmates will receive medical services, but the cost will be applied to their account and carried as a debt until the inmate receives money. At that time, outstanding fees will be satisfied before inmates will be allowed to purchase commissary or phone time. Inmates must submit a medical request each month to have their prescriptions refilled.

Inmates, regardless of jurisdiction, are required to pay for medical expenses incurred. This money will be deducted from inmate's personal accounts. If inmates have no money, the incurred cost will be deducted if they

receive money. A negative balance will remain in effect until an inmates release or until an inmate receives money.

Deceitful request to see the Nurse/Physician/Dentist and/or Psychiatrist will result in disciplinary action and/or loss of privileges. Inmates will be billed for unnecessary visits. Inmates will not be refused medical treatment based on a lack of funds.

### **MONEY**

Inmates cannot transfer money to another inmate while they are incarcerated here. Inmates cannot transfer personal property to other inmates while they are incarcerated here.

All money that inmates enter with, and subsequent money deposited by friends or family members, will be placed in an Inmate Trust Account. Money may be deposited by using the lobby kiosk, by calling 1-866-345-1884, or by visiting [www.inmatedeposits.com](http://www.inmatedeposits.com). Inmates are permitted to use this money to purchase commissary, phone time, and other Jail approved items. If inmates violate Jail rules, the Jail can suspend this privilege.

Inmates will be issued a debit card upon release for the amount left unspent in their personal account. If an inmate is to be transported to another facility, the unspent money will be issued in the form of a check and sent with the transporting officer.

### **TELEPHONE**

ICSolutions (1-888-506-8407) operates the Muscatine Jail phone system. Inmate calls are recorded and monitored. To use the Jail's phone system, pick up the receiver and follow the voice prompts. All phones are shut down during lockdown and meal service (10 – 11 AM; 1 – 4 PM; 8:30 PM – 7:00 AM).

Inmates need to be considerate to others who may need to use a cellblock's phone(s).

Inmates are not allowed to damage Jail phones. If such damage occurs, inmates may have to pay for phone repair, be criminally charged, and/or face further loss of privileges and or disciplinary action.

Three way calls are prohibited.

Inmates are not allowed to use another inmate's pin number. If such action occurs, loss of privileges and disciplinary action will occur. The Jail can suspend an inmate's phone privileges. Inmates may call their attorneys for free on a private call through the phone system. If your attorney is not in our system please let the Jail Administrator know via an inmate request form. When completing the request form the inmate will need to identify the attorney and their phone number and the jurisdiction of the inmate.

### **RELIGIOUS**

Inmates may visit with clergy if they desire. Inmates are permitted visitation with clergy of their faith as long as clergy have passed Jails screening and background checks.

If inmates want to speak with clergy and/or the Jail Chaplain, complete an Inmate Request Form.

Do not ask clergy to pay bills, deliver letters, notes, books, papers, or other written materials

## TV

Correctional Officers will maintain control of the televisions. Television channels will be changed only by Officers and will be changed according to a schedule set forth by Administration. Televisions will be turned off during mealtimes and will remain off until all trays are collected. Any inmate found tampering with the television will be subject to discipline.

## VISITATION

Inmates are allowed a maximum of 5 visitors on their Inmate Approved Visitors List. Inmates can add visitors to their list by submitting an Inmate Approved Visitors List or Inmate Request Form. Inmates must provide the name, birthdate, social security or driver's license numbers of the requested visitor(s). It takes a minimum of 5 business days for a visitor to be approved.

Visitors will not be approved if they have a serious criminal history, behavior problem, are under 18, or have been incarcerated at the Muscatine Jail within the past 6 months. Inmates cannot remove an individual from the Approved Visitor List until after 30 days of last change.

On visitation day, visitors must have a valid photo ID. Visitation periods last a maximum of 20 minutes. All video visitation sessions are recorded.

Inmates and visitors are expected to conduct themselves in an appropriate and orderly manner or the visit will be cancelled. The visitor and/or inmate may lose visitation privileges.

<b>VISITATION SCHEDULE</b>		
<b>DAY</b>	<b>GROUP</b>	<b>TIME</b>
Monday	MALE	7 – 9 PM
Tuesday	FEMALE	7 – 9 PM
Saturday	MALE	12 – 2 PM
Saturday	FEMALE	6 – 8 PM

## WORK RELEASE PROGRAM

Inmates who have a special release are held accountable under two sets of rules, this Inmate Rule & Information Book and also Special Release Rules. Inmates receiving special release privileges will have to read Special Release Rules, initial and sign them.

An inmate's Special Release Order will be suspended if inmates violate Jail rules and/or Special Release Rules.

## WRISTBANDS

All inmates booked into the Muscatine County Jail will be issued a wristband. Any inmate that removes or destroys a wristband will be issued a new one, and charged \$10.00.

### **DRUG TESTING**

Inmates receiving work release or a court ordered release must submit to a mandatory drug test. Failure to submit to any drug test will void an inmate's release order. Inmates must test negative on the drug test prior to release.

All inmates must have \$20.00 for the initial test. The \$20.00 must be on inmate's account prior to the drug test being conducted. The fee applies even if the test comes back negative.

If the results of an inmate's initial drug test are positive, the inmate may request a retest for an additional \$20.00 fee; however the inmate must wait 24 hours for the retest.

Inmates can request laboratory testing to check the initial result; this cost inmates an additional \$95.00

Random drug test do not cost the inmate \$20.00, unless the test returns positive.

If an inmate test positive while on special release, their release will be suspended immediately; and the presiding judge notified.