



# SAC COUNTY JAIL

## Inmate Rules & Regulations

Veterans may be eligible for benefits from the Veterans Administration. You may contact the commission to request a visit from a Veteran Service Officer by writing:

Sac County Commission on Veterans Affairs  
100 NW State Street  
Sac City, Iowa 50583  
Or call: 712.662.4552 or toll free 866.844.8150

## SAC COUNTY JAIL

Last revision: April 1, 2023

### LETTER FROM THE SHERIFF

We acknowledge that no one wants to be in jail. Some of you will be here merely hours while others can be here months. Whatever the circumstances are that brought you here, I want you to understand that our jail staff had nothing to do with your incarceration. They are civilian staff members. I expect that you treat them with respect, and in turn, they will respect you back. They are not here however to serve your every demand. They are tasked in making sure that you are fed, your medications are distributed timely, and you are kept safe for trial or while serving a sentence.

This inmate handbook has been prepared for your benefit. You should read it carefully and completely so that you will know what conduct is expected of you and what services are available to you while you are in jail. This handbook is not an ALL-INCLUSIVE list of items, if you have a question about something not listed, you should ask the Jailer before you do it.

716.1 Code of Iowa- CRIMINAL MISCHIEF DEFINED as any damage, defacing, alteration, or destruction of tangible property is criminal mischief when done intentionally by one who has no right to so act. You may be charged with any damages to our facility that you directly or indirectly cause.

I hope the time you spend with us is productive and can be used as a starting point in making better changes in your life. We are here to uphold the Laws and judgments of the Courts while also encouraging you to become a better person.



Sheriff Ken McClure

### **SOME BASIC DO'S**

- Promptly obey all orders given to you by authorized personnel.
- Remember that the job of Jail Staff is to maintain order, safety and security of all inmates.
- Ask for help, or ask questions, if you need assistance.
- Keep your clothing (shirts, trousers, and socks) on at all times while in the dayroom.
- Keep your hands off other people, and all rude or nasty remarks to yourself.
- Respect the property of others.
- Mind your own business.
- Stay in your area of assignment
- Keep your body, clothes, living & work area clean.
- Live within your means.
- Remain in your own bunk assigned to you.
- Sleep with your head uncovered, to enable Jail Staff and officers to see you.
- Live by the rules given in this handbook.

### **SOME BASIC DO NOT'S**

- Complain, argue, or refuse to obey an order issued by the Jail Staff.
- Stay in night dorm during day hours.
- Hang or affix anything to the walls, windows, doors or light fixtures.
- Climb on bars in the day room or cell units.
- Touch the televisions in any way.
- Take pillows, blankets, toilet paper or other items that are to remain in your cell into the dayroom.
- Take food, condiments (salt, pepper, butter, etc) or food trays/sporks into your cell at anytime.
- Invite discipline by creating disorder.
- Physically abuse, bully, curse or tease other people.
- Steal, use, destroy or damage anything that belongs to anyone else.
- Beg, receive, or transfer property from others, borrow, trade, barter or gamble.
- Manipulate others or encourage others to violate rules or violate the law.
- Be a party to an offense by covering up for someone else or helping them violate the rules or the law.
- Be a nuisance; make demands or frivolous or repeated requests.
- Be a pest, or act like a helpless child
- Roughhouse in the day room or sleeping quarters at any time.
- Interfere with or about others during their work or leisure.
- Throw food, drink or other objects.
- Aid in creating unsanitary conditions.
- Get the idea that these rules don't apply to you.
- Violate the rules in this book.

A violation of these or other infractions may result in disciplinary actions and criminal charges.

Rules, regulations, or directives not defined in the sections will be considered "Prohibited Acts and Classifications" as follows:

- Class 3 violation is for non-criminal acts.
- Class 2 violation if the violation is considered a misdemeanor criminal offense.
- Class 1 offense if the violation is considered a criminal act serious misdemeanor or greater by the Iowa code.

## **PROHIBITED ACTS AND CLASSIFICATION**

The following is a partial list of prohibited acts in the Sac County Jail.

### **CLASS 1**

- Murder
- Assaulting any person
- Fighting with another person
- Extortion, blackmail protection schemes.
- Engaging in sexual acts (self or with another person)
- Making sexual proposals or threats to another.
- Escape
- Attempting or planning escape.
- Wearing a disguise or mask.
- Setting a fire.
- Possession or introduction of an explosive or any ammunition
- Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife or unauthorized tool.
- Possession, introduction or use of any narcotics, narcotic paraphernalia, drugs, liquor, alcohol or intoxicants not prescribed by medical staff.
- Possessing any deputy or staff's clothing, equipment, markings or other property.
- Rioting
- Encouraging others to riot or violate the law.
- Engaging in or encouraging group demonstration.
- Spitting or throwing body fluids on staff (this offense is a Class D felony)
- Spitting or throwing body fluids on other inmates.
- Criminal acts defined by the Iowa Code as a serious misdemeanor or greater.
- Possess altered, damaged, or defaced razors, tools, or any instruments capable of serious harm or injury.
- Possession of keys or lock picking devices.

## **PUNISHMENT, CLASS 1**

- A violation of a Class 1 rule could result in separation from the general population for (10) days per offense, placement in more secure housing unit, or administrative segregation. Other privileges may also be lost. Criminal charges may be filed if a criminal offense was committed.

### **Class 2**

- Threaten, frighten, harass, intimidating another person, or with any offense against his person or property.
- Tampering, forcing or blocking any locking device, door, and camera, lights, fixture or security device.
- Adulteration of any food or drink.
- Misuse of authorized medication.
- Being intoxicated.
- Threats, Insolence, or derogatory statements to Jail Staff.

- Lying or providing a false statement to a deputy or staff member.
- Conduct, which disrupts or interferes with the security or orderly running of this institution.
- Counterfeiting, forging or unauthorized reproduction of any document article of identification, money, security, or official paper.
- Participating in unauthorized meeting or gathering.
- Tattooing or self-mutilation.
- Failure to exit or enter a cell when ordered or scheduled.
- Possession of tobacco.
- Destroying, altering, or damaging county property, property of another, or possess damaged property issued to you.
- Stealing (theft)
- Possession of property belonging to another person.
- Refusing to obey an order of a Law Enforcement Officer or Jail Staff member.
- Towel snapping (snapping another person is Assault, Class 1-2).
- Argumentative, loud or disruptive behavior after being commanded by staff to desist.
- Insulting or annoying or communicating with any other prisoner after being commanded by Jail Staff to desist. (Simple misdemeanor)
- Loaning or giving of property to another for profit or increased return or personal gain.
- Annoying, controlling manipulating or harassing other inmates.
- Criminal acts defined by Iowa Criminal Code as a simple misdemeanor.

### **PUNISHMENT, CLASS 2**

- A violation of a Class 2 rule could result in separation from the general population for not more than (7) days per offense, placement in more secure housing unit, or administrative segregation. Other privileges may also be lost. Criminal charges may be filed if a criminal offense was committed.

### **CLASS 3**

- Possession of money or currency.
- Loaning or giving of property to another.
- Possession of, asking for, or receiving anything not authorized for retention not issued through proper jail procedures.
- Possession of unauthorized clothing.
- Mutilating or altering clothing issued to you by the county.
- Failing to perform work as instructed by a supervisor.
- Encouraging other to refuse to work or participate in work stoppage.
- Making false claim or action.
- Failure to pay work release and/or Electronic Monitoring fees when due.
- Failure to comply with work release, in-home or Electronic Monitoring agreements.
- Having in your possession a comb, toothbrush, or other items not declared and authorized outside the cellblock.
- Talking to, attempting to touch, signal or communicate with unauthorized persons outside the cellblock.
- Failing to stand count.
- Remaining at or being in an unauthorized area.

- Using any equipment, which is not specifically authorized.
- Smoking.
- Gambling
- Conducting a gambling pool.
- Correspondence or conduct with a visitor in violation of the rules.
- Give or accept a bribe or anything of value.
- Give or offer money, property or anything of value or from another inmate, a member of his family or from their girlfriend/boyfriend. (Bribing)
- Posting, gluing, or affixing any object, paper or poster, writing or marking on or to any wall portion or area or the jail, no writing or marks allowed.
- Interfering with the taking of count
- Spitting, throwing of food, beverage or other items at one another, staff or about the cell areas.
- Indecent exposure.
- Refusing to work if requested.
- Malingering, feigning an illness.
- Failure to follow safety or sanitary regulations.
- Using abusive or obscene language.
- Being unsanitary or untidy, failing to keep one's person or cell clean and orderly in accordance with the rules.
- Unauthorized use of mail or telephone.
- Sitting, standing or using an unassigned bunk.
- Sharing toothbrushes or non-electric razors is prohibited.
- Removing or altering identifying markings.
- Argumentative, loud or disruptive behavior, making loud noises, pounding, yelling or whistling.
- Insulting or annoying or communicating with any other prisoner.
- Carrying property outside the cell without permission of staff.

### **PUNISHMENT, CLASS 3**

- A violation of Class 3 rule could result in separation from the general population for not more than (3) days per offense, placement in more secure housing unit, or administrative segregation. Other privileges may also be lost. Criminal charges may be filed if a criminal offense was committed.

### **NOTICE TO INMATES**

Attempting to commit a criminal or jail offense, ordering another person to commit or making plans to commit shall be considered the same as a commission of the offense itself.

If a reoccurring offense continues after the issuance of a disciplinary action or verbal or written command to desist, the scheduled offense class may be treated as a class one step higher (i.e.: a class 3 will be treated as a class 2 offense).

Repeat violations of the rules may cause you to be placed in Administrative Segregation for an indefinite period for the protection of others, yourself, or the safety of the jail. Your segregation will be reviewed periodically until you are released back to general population or released from custody of the Sac County Jail.

If you are charged with a jail rule violation, you will receive a written copy of the charge(s).

Appeal of the disciplinary action may be requested in writing within 48 hours of receiving the written notice of disciplinary action.

If you are charged with a class 1 or 2 offense, you will have the opportunity to submit a written statement and request an appeal of the alleged offense (s). Submit evidence and statements to Jail Staff within 48 hours of your notice of discipline. A Jail Staff Officer will first review your written statements and evidence. This reviewing officer may dismiss, uphold, suspend, change or reduce the charged violation. After receiving the review officer's decision, you may appeal and request a hearing before the disciplinary board or Jail Administrator where you will have the opportunity to produce witnesses and statements in person, unless there is an overriding security interest. A final decision will be provided to you in writing.

Class 3 offenses will be reviewed similarly, however, a hearing officer will review your appeal rather than a disciplinary board. If you are not satisfied with the decision of the hearing officer or board, you may make a written request for a final review. This request must be within 48 hours of the notice to you indicating your appeal results. The Jail Administration will then review the information provided to the previous hearing officer(s). This decision by administration (normally the Sheriff) is final and there are no further available appeals within the policy of this jail.

Violation of jail rules may result in disciplinary action. This could mean confinement in a disciplinary cell separate from the general population for a period of time. In addition, a violation may result in:

- Reprimand
- Suspension
- Restitution
- Loss of good time
- Loss of television
- Loss of visitation
- Loss of telephone privilege
- Confinement to your cell
- Loss of day room time
- Loss of exercise period (up to 2 weeks)
- Transfer to a greater level of institutional custody
- Loss of personal items, cards, coffee, etc.
- Criminal Charges
- Administrative segregation

## **FOREIGN NATIONALS HELD IN CUSTODY**

The jail will assist foreign nationals in contacting their foreign embassies and consulates by phone. Consulate or family members may schedule visitation with Jail Staff in compliance with the facility visitation policies.

## **NOTICE OF MONITORING**

Audio, video and direct monitoring is in use in all areas of this jail. Both male & female staff facilitates the monitoring. Conduct yourself accordingly.

### **PERSONAL PROPERTY**

You are required to wear jail attire at all times when in the jail. All clothing, jewelry, wallets, etc., that you wore when you were booked into the jail has been inventoried and is stored securely. These items will be returned to you upon release from jail.

Property may be released to someone outside the jail facility with your written permission. You will be given a Property Release Form to fill out.

The only property of a personal nature you are allowed to have in your cell is that of which is issued to you or approved by the Jail Staff. Personal property or clothing brought to the jail will NOT be accepted. (See exception for court purposes: Clothing & Laundry)

Jail staff will not get into an inmate's property unless it is released to an outside party.

Any violation of this rule will result in disciplinary action against you.

### **CLOTHING & LAUNDRY-(PERSONAL & JAIL ISSUE)**

The regulation jail clothing and linens that have been issued to you is your prescribed dress while you are in jail.

- You are required to keep this clothing clean.
- Do not tear, mark on or alter clothing or linens in any way.
- Clothing will be washed at least twice a week.
- Anytime you exit a jail cell you must be fully dressed in the jail clothing issued to you except in the event you are scheduled for a court appearance that requires you to be dressed in street clothes.

Your family may bring one set of clothing for you to wear in court if your other clothes are inappropriate.

Other clothing will not be allowed in the jail cells or held in storage.

### **NOTICE OF SHAKEDOWN OR SEARCH**

You and all property held in your cell including letters and envelopes are subject to search and removal by Jail Staff at anytime (day or night).

Property belonging to you will be placed in your personal property inventory; jail issued items will be destroyed or re-issued. Legal materials will be inspected for contraband, but not read and returned to you.

Any inmate that has another inmate's property/commissary, will be taken by jail staff.

### **MONEY**

Money that you had with you at the time you were booked into jail has been placed into your personal account. During your stay in jail you will be allowed to buy certain items through commissary. Your purchases will be recorded and deducted from your money

account. Future deposits will be added to your account. Upon release, the balance will be returned to you.

Medical expenses will be deducted from your inmate account as the expenses occur. Any money deposited to your account will first be applied to your medical debt by applying 25% from any deposit into your account (from this or past incarcerations). All medical debt is your responsibility! **Any balance for medical expenses due upon your release will be applied to your court costs or in the form of a court judgment if applicable. All other unpaid medical debt will be dealt with in the form of a small claims suit filed against you.** If you have any remaining balance at your release, the total balance will be applied to your negative medical balance.

All Dr. Requests that are turned in will be charged \$5.00.

Your money may be released to someone only with your written permission. You are not allowed to have money on your person or in your cell while you are in jail.

### **PURCHASES**

Toiletry articles, pizza, candy, etc. are available for purchase through commissary. The jail's commissary system is run by the jail staff of the Sac County Jail. Jail Staff will provide you an order form of available items at a designated time. Your order may be limited in quantity and based on the available \$ funds in your personal account. If your account has a balance of a \$1.00 or less, you are considered indigent, and commissary will not be available to you. Items on commissary is a privilege and can be removed by staff at any given time.

The jail supplies soap, shampoo, deodorant, toothbrush, and toothpaste at booking.

Inmate phone cards can be ordered. Stamped envelopes and commissary are offered once a day. When these items are offered will be the time to ask for your available commissary balance.

Any non-authorized or tampered items found in your possession will be treated as contraband, which will be removed and destroyed. If you did not purchase any items yourself and you are found in possession of another inmate's property it is also considered contraband and will be removed and destroyed.

### **MAIL/CORRESPONDENCE – (INCOMING & OUTGOING)**

You may write letters to anyone as often as you wish, provided your letters do not violate U.S. Postal regulations or a Court no contact order and you have funds to purchase envelopes and stamps. If you are deemed indigent you will be provided up to 2 letters, envelopes, and stamps per week to correspond by mail. Indigent inmates will be provided with reasonable postage and writing materials for correspondence to the courts or your attorney.

To send letters you must clearly write the name and address of the person you are writing. Do not remove, cover, or tamper with the return label, your name should be printed on the envelopes provided to you.

Give your addressed letter(s) to Jail Staff UNSEALED for inspection and mailing.

**NOTE:** The only envelopes you may seal are those addressed to your attorney, the Governor of Iowa, Judges, the citizen's aide office, or a member of the state of federal legislature. (These letters are to be sealed in the presence of Jail Staff).

Any outgoing letter that does not conform to these rules will be returned to you. The U.S. Postal Service will not mail letters with excessive drawings on the outside of envelopes and will be returned to you. Letters returned for no valid address will be placed into your personal property storage and will not be returned to you until your release. You will be notified of any returned letters.

Incoming and outgoing letters will be opened and inspected for contraband, or any other matter of concern for the jail regarding security, safety, illegal acts or control. The Jail will not accept or send any package in or out pertaining to inmates.

You are limited to the items you can have in your cell at any one time to include photos and mail. Any property deemed excessive, will be removed from your cell and placed into your personal property, which will be returned to you at your release.

"Underground" mail to anyone, or correspondence with another jail inmate, unless approved, is prohibited.

Incoming or outgoing mail containing correspondence that may jeopardize security, safety, illegal acts or control of the jail will be returned via mail to sender or the mail will be placed directly into your personal property storage and will be given to you at the time of your release. If illegal activities are indicated, a copy of your letter may be given to the County Attorney's office.

Any violation of these rules may result in disciplinary action against you.

### **US POSTAL REGULATIONS FOR DESTINATION ADDRESS**

The full address should be typed or legibly written in English and should be placed lengthwise on one side of the item. An address in a foreign language is permitted if the names of the city, province and country are also indicated in English. The last line of the address block area must include only the complete country name (no abbreviations) written in uppercase letters. Following is the order of information for the destination address:

- Line 1: Name of Addressee
- Line 2: Street Address or post office box number
- Line 3: City or Town name, other principal subdivision (i.e. providence, state, county, etc)
- Line 4: Country Name (UPPERCASE LETTER IN ENGLISH)

Letters mailed outside of the United States requires additional postage. You are financially responsible.

### **EMAIL**

Email will be accepted by Jail Staff and delivered to you provided the email subject line contains your name and the content of the message contains the senders name and the US mailing address.

The Jail will not accept more than one email per weekday (total of all senders). The length must be less than 15 lines. Email is not a reliable means of communication and delivery is not a guarantee.

We strongly suggest using the US Mail instead of email. The jail email address is [jail@saccountyiowa.gov](mailto:jail@saccountyiowa.gov)

No pictures or attachments allowed! They will not be opened and/or printed.

### **FOOD SERVICE**

Your food will be prepared by jail staff and will be delivered to you in your cell or housing unit. **Storing of uneaten food in your cell is prohibited and will be removed by staff.**

All trays, silverware and dishes shall be returned to the Jail Staff after each meal. You will be issued a cup upon your housing unit assignment in which you will keep throughout your stay. Do not write on, damage, or deface these cups.

A certified dietitian has approved the menu.

### **PERSONAL HYGIENE**

You are expected to keep your body, clothing bedding and cell clean and neat at all times. You are required to shower at least twice a week. Shower days are Monday, Wednesday and Friday. You will be issued a clean set of clothes on these days. All worn clothing will be returned to jail staff.

Keep your hair clean and combed. The jail will provide you with one comb and towel.

### **NOTARIZATION OF LEGAL PAPERS**

The services of a notary public are available to inmates without cost.

To have a document notarized you must submit a written request to the Jail Staff.

You will be required to sign the document in front of the notary.

### **CONTRABAND**

Anything not issued or given to you by the Jail is altered is considered contraband.

You are prohibited from having certain items while you are in jail, and the possession of any contraband is a serious offense for which you will be disciplined and criminally charged.

Examples of items that you may not have in addition to those listed in various sections of this book are:

Alcoholic beverages, cigarettes, cigars, or pipes, chewing tobacco, matches, lighters or fire devices, any narcotic or drug, any weapon or items that could be used to inflict pain or injury, a sharpened or altered instrument, keys, paperclips, ropes and strings, non-regulation clothing, clothing not issued to you, combs not certified by the jail, altered items, gasoline, lighter fluid, fingernail files, and all items not available for purchase through the commissary or not purchased by you, excess quantities of personal mail, magazines, or other items.

## **CONDUCT AND DISCIPLINARY PROCEDURES**

Any offense that you may commit while you are in jail that is a violation of the criminal code of the State of Iowa will result in additional criminal charges filed against you.

In addition, any violation of a jail rule will result in disciplinary action. All incidents of misconduct will be reported and reviewed.

If you are judged "Guilty" of the offense, punishment will be assessed according to the severity of the offense. You will have the right to appeal. Appeals must be submitted to Jail Administrator in writing within 48 hours after you have received notice of your punishment.

## **INMATE REQUESTS**

Request may be made to Jail Staff verbally or in writing.

Jail Staff will address requests and will approve, deny, or provide you with a possible solution to your request.

Staff may request you to place your request in writing.

Do not demand or yell out requests. Present your request to the Jail Staff when they are working within your housing unit.

## **INMATE GRIEVANCE PROCEDURES**

You are allowed to file a grievance while in custody of the Sac County Jail if you have been subjected to abuse, harassment, abridgement of civil rights or denied privileges (without just cause) specified in this handbook or if you have a problem that can be resolved.

To file a grievance, you must submit a written statement within 48 hours of the incident stating the time, date, names of the deputies, Jail Staff or inmates involved, and pertinent details of the incident or complaint including all names and witnesses. The grievance will then be reviewed by a Jail Staff, Jail Administrator, and finally the Sheriff, in that order.

All grievances will be promptly, and thoroughly investigated and appropriate corrective action taken or addressed. The person initiating the grievance must sign the grievance. If multiple names are listed, only the first name signed will receive the reply. Instructions for an appeal will be provided to you when you receive your reply to the grievance.

Note: Any inmate who files a grievance, which may prove to be prefabricated, upon conclusion of the investigation, shall be subject to disciplinary action.

If you leave this facility before receiving a reply to a grievance you have filed, you may provide a self addressed stamped envelope for staff to mail you the response. If this is not done, the matter will be closed with no further action.

Only inmates while in custody of the Sac County Jail are allowed to file a grievance or request an appeal.

All grievances will be reviewed in a fair and timely manner. Please only 1 issue/situation per grievance.

## **RELIGION**

A local religious leader may be available for your personal or religious counseling at request. Religious or personal counselor may be permitted by appointment and prior approval.

Various religious materials are available in the library.

Other denomination bibles, special religious articles, bibles, or documents may be allowed at your expense. Local churches have provided some religious bibles and reading material. This material may be available to you upon request.

If you have a religious need or requirement, contact Jail Staff for assistance.

## **VISITATION**

All regular visitation in the Sac County Jail is conducted in person.

Visitors must call the jail to schedule an appointment. When its time to visit, your visitor must show up 10 minutes ahead of time.

Visitation times are set for 10 minutes. Your scheduled visitation may be cancelled or suspended without notice, based on discipline or security reasons. Visitations will be allowed Tuesday thru Saturday between the hours of 9:00AM & 8:00PM exceptions are the lunch period between 11:00AM and 1:00PM and the dinner period between 4:30PM and 6:30PM.

Attorneys and/or law enforcement officers who have a professional need to contact an inmate in-person should contact the jail to make arrangements for visitations

### How to schedule a visit:

- Contact the jail between 8:00am and 4:00pm for an appointment at 712-662-7127 at least 24 hours in advance.
- Request date and time for visit
- Provide staff with personal information.
- Obtain appointment confirmation from staff.
- Arrive 10 minutes prior to scheduled appointment time.
- Provide a U.S. government issued photo ID indicating date of birth (driver's license, state ID, military ID, passport, etc.)

Inmates in disciplinary or administrative segregation may have restricted visitation.

Visitors may include immediate family members and other person selected by you in writing by listing them on your visitor request list, for a total of 10 individuals. You must include the visitor's name, sex and relationship to you on all requests.

All visitation requests will be processed within 3 working days. Only 2 persons may visit at one session. Only one visitation session is allowed per day per inmate.

Clergy or attorneys are allowed direct visitation by appointment during regular office hours and must abide by the visitation policies. They can contact the jail by calling 712-662-7127 for an appointment. Clergy, attorneys, not representing you, news media, etc. must be listed by name on your visitation list.

All visitors are subject to search and a background investigation prior to visitation. Upon request, visitors must present government issued identification with a date of birth.

### **VISITATION RULES (INMATE & PUBLIC)**

- Visitors must provide their full legal name, address and relationship to the person visiting each time to Jail staff prior to entry.
- Visitors must act and behave in an orderly manner.
- Visitors may not leave children in the front lobby with an adult.
- Visitors must be completely and properly dressed.
- Visitors who have recently been in jail or prison, have an extensive or violent criminal history, and pose a threat to the security of the jail or who refuse to abide by the jail rules will not be allowed entry and may be denied visitation.
- Visitors may not leave the room once the visitation starts.
- Visitors who have not called and scheduled a visitation will not be allowed to visit.
- Visitors under 18 years of age must be accompanied by their legal guardian.
- Only 2 visitors may visit during one session.
- Inmates are allowed only 1 visitation per day.
- A copy of the visitation rules that apply to visitors is posted in visiting area.

Failure to comply with any of the visitation policies as posted in the visitor's visitation room will result in denial of admission.

### **INMATE TELEPHONE CALLS**

All housing unit inmate phone calls, texting, or video devices will be monitored and recorded at all times, with the exception of legal calls.

The use of the telephone in the housing unit is a privilege not a right.

The phone company bills all phone calls made from the housing unit inmate phone system to the party called. This company sets local and long-distance rates. Phone cards are available at a fixed rate.

Phone cards are available for purchase when offered by jail staff twice a day, morning and evening. An outside party may purchase phone cards for inmates by going to [www.reliancetelephone.com](http://www.reliancetelephone.com). Phone cards purchased online are emailed to jail staff and will be given to the inmate at jail staff's earliest convenience.

When making a call you must indicate your name to the automated phone service. Profane language will not be tolerated and the use of it during a call will cause the call to be terminated and/or disciplinary action may be taken.

Phone conversations may be disconnected or interrupted at anytime for an emergency, abuse, security, or time limit reason.

Video calls will have no indecent content. All clothes must remain on for the duration of the call. You will be given a warning, after that you will lose all privileges.

Incoming calls are allowed during normal business hours by attorneys, bondsman, probation office or clergy on line 712-662-7127. Other inmate incoming calls will not be accepted.

If you have difficulty in contacting your attorney, family member, bondsman, probation officer or clergy, contact Jail Staff for assistance.

Each inmate after initial appearance, and who is taken to general population will be issued a texting device. This device will have the inmate handbook installed in them. Reliance and the Sac County Jail Provide an option to rent an inmate texting device. You get a dedicated phone number and a device to directly text family and friends. The Sac County Jail has complete discretion on the use of all texting devices. You will not be able to text other inmates, victims or any other person blocked by the Sac County Jail.

The Inmate Texting device is a privilege; if the staff of the Sac County Jail determine that your behavior is a problem or you are found to have tampered with the device, your use of the device will be terminated, and no rental adjustments or refunds will be given.

To request an Inmate Texting Device; you must turn in a written request and are required to follow all rules and regulation per a written and signed user agreement.

## **TELEVISION**

Television is provided in each housing unit to you as a courtesy.

Jail Staff will control the television. The television will be turned on after all morning activities are completed and approved by the Jail Staff. The television will be turned off at 11:00pm and during jail counts, lockdowns, or other periods determined by staff.

Only certain basic channels are available. Other channels such as HBO are not paid for by the jail and therefore not available to you.

Television will not be turned on until the cleaning of the cell block has been completed on Monday and Fridays. All cleaning supplies must be returned prior to the television being turned back on.

Do not touch the television in any way.

## **INMATE CONDUCT INSIDE AND OUTSIDE THE JAIL**

Inmates going to or coming from the office, court and attorney consultation or in transit shall be properly attired.

You will not be allowed to stop and talk or fraternize with friends, families, wives, girlfriends, etc. (absolutely no touching)

Upon entering the jail all inmates are subject to search. You are not allowed to have property such as combs or toothbrushes on you when you leave the housing unit.

**NOTE:** All legal materials may be searched (but will not be read by staff) at any time.

### **CLEANLINESS OF CELLS**

All inmates are responsible for keeping cell areas clean.

You are required to fold your blanket and place it neatly on the bunk.

Do not throw paper, garbage, or food on the floor or in the toilet.

You and the cell area are subject to a shake down at any time for various purposes.

### **EXERCISE**

Access to the outside exercise area will be offered twice weekly, weather permitting.

We encourage you to perform some type of exercise, jumping jacks, running in place, squats thrusts, etc.

You will be expected to keep the exercise area clean at all times. Do not throw paper, garbage or any items at any time. Any infraction of this rule or about of this area will cause the loss of exercise privileges for up to two weeks (Iowa Jail Standard 50.18(1)b).

### **READING MATERIAL**

Reading material is available for your use. Inmates may obtain books during library privileges during the evening hours. A selection of books will be made available. Mutilation or destruction of any book will result in disciplinary action against you as well as suspension of your library privileges.

Books and paper material will be kept to a minimum in the cell areas. Other books or religious materials can be special ordered by an outside party through a retailer and shipped directly to the jail. Example: Amazon, Barnes and Noble, etc.

Inmates are allowed one bible and one book at one given time.

### **COMMUNICATIONS WITH STAFF**

Please submit a written request to the Jail Staff regarding various needs and problems.

If you are unable to contact your attorney, family or bondsman, make a written request to the Jail Staff and they will assist you.

If you have a special problem that cannot be handled by the Jail Staff, you may write a note to the Jail Administrator stating the nature of your problem and the assistance requested.

### **GOOD TIME**

Good time is at the sole discretion of the Sheriff. Your attitude, conduct towards the Jail Staff, other inmates and any violation of jail rules or Iowa laws formally recorded or not, are all weighed in the decision of any early release.

The Sheriff is not required to give you any good time.

If and when the Sheriff feels that early release is reasonable, a written request will be presented to the district court judge for their consideration. Good time will be reviewed only if:

- The inmate makes a written request, and;
- The inmate has no infraction of jail rules or violation of law since the beginning of the inmates incarceration, and;
- The prisoner has performed in a faithful manner the duties assigned to the prisoner, and
- The inmate is serving at least a 45 day sentence, and
- All jail debts for personal services during your sentence must be paid, such as doctor or medication bills. (This does not include the room and board fee that will later be applied to your court costs if not paid upon release), and
- You are not incarcerated for a violent act, probation violation or violation of court orders such as contempt.

### **SAC COUNTY JAIL HEALTH CARE SERVICES**

Medical Care is at your expense, however if you are unable to pay for necessary care, it will be provided to you then billed to your jail account. Basic Mental Health Services are also provided at your expense, however if you are unable to pay for necessary care, it will be provided to you then billed to your jail account. Mental Health services are provided by Plains Area Mental Health or Integrated Telehealth Partner. Refer to sections 12 and 13 below.

1. To obtain routine health care services while you are in jail, advise the Jail Staff of your need. Please make this request in writing on a medical request, stating your name and what your reason or need for health care is. By stating your reason this will allow personnel to give you the proper referral. This service is available to all inmates; however, it is reserved on a priority basis for those inmates with legitimate complaints. Medical services beyond those the County Nurse can provide are at your expense and an appointment will be made at the earliest availability. There will be a \$5.00 charge for all medical requests submitted.
2. Should you have an emergency medical problem, report this immediately to the Jail Staff. The Jail Staff will then contact medical personnel to assist you with your problem. Health care personnel are available on a 24-hour basis for emergency problems. Any inmate who makes an emergency request for immediate medical attention and upon evaluation it is determined that this is a prefabricated act, investigative information will be forwarded to appropriate authorities, and you shall be subject to disciplinary action. Emergency care provided is at your expense.

3. Medications are dispensed under the direction and supervision of a doctor and controlled by the Sac County Jail Staff. All medication dispensed in this jail must be verified as authentic. Should you be prescribed medication while you are in jail you can be provided with information particular to your type of medication and the frequency of distribution upon request.
  - If you are placed on scheduled medication, it will be brought to you as required. You will be required to take this medication in front of the Jail Staff. Any inmate found hoarding, cheeking, stockpiling or delivering his medication to another inmate shall be subject to disciplinary action and prosecution under state law regarding delivery, and illegal possession of falsifying use of prescription medication may be filed.
  - Other medication that may be available when determined necessary taken on an "as needed" basis might be obtained by asking the Jail Staff providing that the correct amount of time has elapsed since your last dose. You will be required to take all medication in front of the Jail Staff.
  - Medication is provided at your expense. There is a \$1.00 charge for approved non-prescribed over the counter medications such as Tylenol, Prescribed medication is charged to you at the time of purchase if you are sentenced.
  - All prescribed medications must be in your name to be given to you. All prescribed medications will be given as directed as stated in the prescription only.
4. To obtain dental services, advise the Jail Staff of your specific problem so that appropriate referral can be made. Dental services are provided for necessary or emergency dental care only. Elective dental procedures are not available. All dental services are provided at your expense and must be pre-paid in advance.
5. Eye examination for purposes of refraction (glasses), replacement or repair of lost or broken glasses can be made only in necessary situations. This service is provided at your expense.
6. The Sac County Jail does not provide sleeping pills, major tranquilizer, nerve pills or other similar category of medication. If medications of this type are necessary and prescribed by a physician, the use thereof will be closely monitored and controlled.
7. Use of private physicians and health care personnel outside the Sac City area are generally not permitted. The Sac County Jail is interested in continuing your health care need and assisting your private physician. You may be asked to sign a release to obtain medical information from your private physician so that your care plan may be continued while you are in jail. The Sac County Jail & UnityPoint Clinics, and the Loring Hospital are the official jail medical resources. The Doctor on call will deal with medical concerns.
8. The Sac County Jail maintains confidentiality of your medical complaints, problems and records. Your medical records may be released to your private physician or your health care provider by signing and providing a written release to the Sac County Jail. In an emergency situation your records may follow you to the medical care facility.
9. While waiting at any medical facility awaiting your exam, you are not permitted to smoke or communicate to person other than jail or medical staff. The use of restraints will be implemented. All jail rules apply while outside the housing unit.

10. Only necessary or medical emergencies will be attended to after normal business hours.
11. If you have questions on the medical services or its availability, ask the Jail Staff.
12. The Sac County Jail will provide you with access to a doctor at your expense. In non-emergency cases, arrangements will need to be made prior to your appointment by most doctors in the community. The jail does not cover the expenses for services or drugs you may incur. After your written request, the jail will provide you with a form for you to complete to better provide you with the services you will need. If you are unable to complete this form the Jail Staff will assist you.

- If you do not have resources for payment of the services, assistance will be provided to indigent inmates for necessary or emergency care only. If you are indigent and the jail provides you with medical services or medications, your jail account will be charged for these services. If you receive money into your jail account now or in the future, 100% of what is received will be applied to your past due medical account. This will remain on your account until paid in full. If you feel you have been billed, improperly contact Jail Staff in writing or file a written grievance describing your concern.
- If this is not acceptable, contact your attorney for further advice.

13. Mental health evaluation, treatment or services may be available to you through Plains Area Mental Health or through Integrated Telehealth Services. Notify Jail Staff if you would like more information.

### **ACCESS TO THE COURTS AND REQUESTING TO SEE ATTORNEY**

Inmates will be provided, at their written request, access to the courts, consistent with minimum constitutional rights.

Indigent inmates will be provided with postage and writing materials for correspondence with the courts and their attorney.

### **INMATE ACCESS TO THE COURTS OR LEGAL SERVICES IS AS FOLLOWS:**

Your attorney may visit you when the need arises. Special arrangements must be made by your attorney for visitation other than normal business hours. If you wish to see your attorney, you may notify him/her by mail or by the phone provided in the cell area. If you cannot reach your attorney, jail staff can assist you by leaving a message with the attorneys' office during business hours.

In most criminal cases, legal assistance can be appointed to you by the courts, or you may contact an attorney of your choice by phone or letter.

Legal material can be obtained from the Iowa State Law Library by contacting them and providing pre-payment for copied material:

Iowa State Law Library  
1007 E Grand Ave #200  
Des Moines, IA 50319  
(515) 281-5124

Iowa Legal Aid may or may not be able to offer you some information if you do not have an attorney:

Iowa Legal Aid  
1111 9<sup>th</sup> St, Suite 230  
Des Moines, IA 50314  
Toll Free (800) 532-1275, Espanol (800)272-0008

There are other legal services the courts, attorneys or other sources may assist you in locating. One set of Iowa Code books is available by appointment for your review. Written request must be made in advance.

Other legal reference material and books can be purchased by an outside party through a retailer and delivered directly to the jail. Before ordering, make arrangements with the jails to receive the materials, normally packages will not be accepted by the jail.

One set of copies of your criminal charges and/or complaint you are being held for will be provided to you at no charge upon written request.

Letters to the Sac County Courts should be addressed to:

Sac County Clerk of Court  
100 NW State Street  
Ste. #12  
Sac City, Iowa 50583

The Office of Citizens' Aide/Ombudsman office address is:

Ola Babcock Miller Building  
1112 East Grand  
Des Moines, IA 50319  
Phone: 515-281-3592 or 1-888-426-6283

### **EMERGENCY EVACUATION PLAN**

In the event of a fire or an emergency the following plan will be followed.

Remain calm, Jail Staff will investigate any smoke or fire alarms, and will notify the proper authorities.

You will be instructed by the Jail Staff on the proper procedure to take at the time of an emergency.

Sheriff's Staff will escort you to safety through one of the fire exits if necessary.

Prior to leaving the building outside perimeters you will be cuffed to each other with a gang chain. You will be instructed at the time of emergency evacuation of where to go for safety.

To expedite the situation, do as you are told and follow instructions by the sheriff's staff.

## **TRANSPORTATION TO STATE FACILITY**

If you are being transferred to a State Facility you will be allowed to keep in your possession the following items:

- Money (will be receipted and placed in Commissary Account when you arrive)
- Legal papers (no personal mail)
- Medications as indicated on DOC County Exit Health Status Report
- Necklace – Religious Medal (no gemstones and nothing larger than 1 ½ “)
- Medical Alert Necklace or Bracelet
- Wedding Band (no gemstones)
- Eyeglasses, Contacts, Sunglasses, Dentures (in good repair) C-Pap Machine, Prosthetic devices, Hearing Aids, and batteries.
- One (1) Watch (no gemstones)
- One (1) Bible, one (1) Talmud, or (1) Koran
- Addresses (simple address book-with no wires)
- Photographs (no Polaroid's or nudity)

**Property not listed, or in excess of the amount listed about must be released to someone prior to your departure or it will be destroyed upon your transport.**

## **INMATES WHO ARE UNABLE TO READ AND WRITE**

Inmates who are unable to read or write may make verbal requests to Jail Staff.