

# **DICKINSON COUNTY JAIL**

# **INMATE RULES HANDBOOK**

**Revised May 2023**

## Inmate Rules Handbook

All inmates entering the Dickinson County Jail shall read and become familiar with the Inmate Rules Handbook. Inmates are responsible for adhering to all the rules herein while they are incarcerated. Handbooks are located in each cell and on the inmate texting device, these handbooks shall not be destroyed or damaged by any inmate.

This handbook has been prepared for the benefit of the inmate. The inmate should read it so that they are aware of what rules they must obey and what jail services are available. The handbook is a basic guide and is not intended to cover all the rules and regulations of the jail.

Failure to read this handbook is not a defense of non-compliance with the contents herein.

## Guideline

The charges pending against an inmate are not of concern to jail staff. The staff has no desire to discuss an inmate's case. That is a matter between the inmate, their lawyer, and the courts. An inmate's stay at the jail will pass without consequence if they act in accordance with the jail rules.

## Control

The operation and control of the Dickinson County Jail is the sole responsibility of the jail staff. No inmate shall be found to have authority or disciplinary control over other inmates. An inmate can be transferred to another cell at any time by jail staff. **An inmate will have no control of what cell they will be housed in.** Any inmate causing problems with cell movement will be disciplined immediately.

## Obedience to Staff

The jail staff is in control of this facility at all times. Inmates shall follow instructions given by the staff. Failure to do so may result in disciplinary action against the inmate.

## Warning

Inmates are advised that anything they say or do while incarcerated can be used against them. They have no right to privacy in this regard. This does not apply to an inmate's meetings with their legal counsel. Inmates should also be aware that personal possessions excluding legal matters are subject to search at random. Jail staff shall conduct random searches without notice. Inmates shall not be allowed in their cells at the time of search.

## Fire Precautions

In the event of a fire, inmates are instructed to advise the jail officer on duty of the situation. They then shall follow all instructions or directions given to them by the jail staff. The staff is trained in how to handle these situations.

The use of lighters, matches, or other fire producing devices, is prohibited inside the Dickinson County Jail.

## Issued Inmate Property

The inmate is responsible for each item of property issued to them by jail staff. Destruction or loss of property may result in replacement costs being furnished by the inmate or in some cases, a criminal charge being filed against the inmate.

## Personal Property

All personal property including, but not limited to, money, jewelry, and clothing that was in the possession of the inmate at the time of booking into this facility, shall be inventoried and stored by the jail staff. The items will be returned to the inmate upon their release or transfer to another facility. **Any additional property that is not listed must be approved by the Jail Administrator.**

### Authorized Inmate Possessions

- 5 personal photographs with no backing (Polaroid and sexually explicit photos are not acceptable)
- Legal papers – reasonable amount to be determined by staff.
- Prescription eyeglasses, hearing aids, and dentures
- 1 pair of contact lenses
  - 1 contact case
  - 1 contact solution
- 1 Bible
- 2 jail approved books
- Jail issued bed linen
  - 1 sheet
  - 1 mat (no extra mats are issued)

- 1 pillow
- 1 pillowcase
- 1 blanket
- **Jail issued clothing. No personal clothing is allowed.**
  - 1 uniform top
  - 1 uniform pair of pants
  - 1 pair of socks
  - 1 pair of underwear
  - 1 T-shirt
  - 1 pair of jail issued sandals
  - Female inmates: 1 sports bra
  - 1 Orange Sweatshirt (UPON INMATES REQUEST)
- **Jail issued personal hygiene items**
  - 1 deodorant (solid or roll-on type only, no aerosol)
  - 1 tube toothpaste
  - 1 toothbrush
  - 1 comb
  - 2 hair ties (no metal connections)
  - Jail issue body wash is provided per cell
- 1 towel
- 1 wash cloth
- 1 jail issued ink pen
- 3 envelopes
- Personal letters – reasonable amount to be determined by staff
- Crayons, or flexible safe pencils or pens
- Consumable commissary items – reasonable amount to be determined by staff
- 1 coffee cup purchased on commissary
- 1 solo cup purchased on commissary

**WITHOUT EXCEPTION, NO PERSONAL CLOTHING OR NON-ISSUED HYGIENE PRODUCTS ARE ALLOWED IN THE CELLS.**

The jail will not accept items for inmates scheduled to be transported to an institution. It is the sole responsibility of the inmate to make arrangements for their personal property to be picked up prior to transfer; and a written release of property shall be provided to the jail staff in that regard. If an inmate fails to make said arrangements, all property left at the jail for a period of **60 days** shall be disposed of.

If an inmate is unable to post bond, or is denied bond, all money in their possession shall be placed into the inmate commissary account. The balance of the inmate's account is provided to them upon release from this facility. Money may be left for the inmates between the hours of (M-F 8:00am and 4:30pm) unless approved by administration. Only cash will be accepted. Money may not be transferred from one account to another.

An inmate may release all or part of their property or money from their account to persons or agencies outside of the jail facility by presenting the jail staff with a written request stating the amount to be released and the reason for the request. **At no time will an inmate be allowed to release property or money to another inmate.**

## Contraband

Contraband is anything in your possession prohibited by the policies, procedures, rules, and regulations of the Dickinson County Jail. You are prohibited from having in your possession, or under your control, items that are not:

1. Issued to you by the Dickinson County Jail staff.
2. Purchased by you through commissary.
3. Authorized by the Dickinson County Jail Administrator or designee.
4. In their original condition. Modifying or altering any item, whether issued or purchased, is not permitted.

## Personal Property of Inmates Sentenced to Oakdale

Inmates, who have received a sentence to be served in the custody of the department of corrections, may take only a limited number of personal items with them to Oakdale. Oakdale will only accept the following property:

- Pictures (no Polaroid type)
- Watches – valued under \$50.00
- Plain wedding bands – no gemstones
- Necklace with religious medallion
- Medical alert bracelet/necklace
- Bible
- Address book
- Legal papers

The Dickinson County Jail will hold an inmates personal belongs up to (60) days, after the (60) days the property will be discarded, unless other arrangements have been approved by the Dickinson County Jail.

## Cleanliness and Upkeep of Cells

Cleanliness is mandatory and is the obligation of each inmate to keep the cell and his/her person clean and orderly at all times. Any inmate not conforming to these rules will be subject to disciplinary action. The Jail Administrator or designee will make cell inspections from time to time; inmate(s) are to make sure the cell is clean, their cell bunk organized, and cell organized. Inmates that fail to keep their cell clean and organized may receive disciplinary actions or have privilege is taken.

- Cleaning supplies will be provided to inmates on a regularly scheduled cleaning day. **Sundays, Wednesdays, Fridays.**

- Failure to participate in the cleaning detail will result in suspension of privileges.
- **The walls, floors, under cell bunks, ceilings, toilets, sink and showers shall be kept clean.**
- For the purpose of cleaning ONLY, inmates may wear disposable gloves. These gloves shall be worn in the presence of staff and returned to staff immediately following the cleaning detail.
- Inmates are to return cleaners and cleaning rags to the cart, any inmate that alters, keeps any item(s) from the cart will receive disciplinary actions.
- Bunks will be kept neat and orderly at all times.
- No drink, food, or food containers shall be kept in the cell, unless purchased from the inmate's commissary account.
- All food from daily meals must be eaten or discarded (1) hour after the evening meal, **no exceptions.**

## Inmate Hygiene

Inmates shall maintain themselves in a manner to ensure a sanitary environment in jail. All inmates held over 24 hours shall be required to shower and bathe prior to moving into the main population of the jail. Inmates may be required to shave or cut their hair for health reasons. Female inmates shall be furnished with sanitary napkins, as required.

**You are expected to keep your body, clothing, and bedding clean at all times** – to take a shower daily, shave during that part of the day when razors are made available, and to keep your hair clean and combed.

## Rules of Order

Inmates are advised that their behavior will be monitored by means of video observation, as well as personal observation,

- An inmate will wear his or her jail uniform in the proper manner at all times, except for usage of the shower. Inmates are to be clothed at all times.
- An inmate will be responsible for keeping his or her clothes and linen intact and complete.
- An inmate will not destroy or deface any jail property or any other property belonging to another inmate, officer, or visitor. Inmate(s) that destroy or damage property will be responsible for reimbursement of what was damaged or destroyed.
- Any picture or other articles found stuck to the walls, ceilings, bunks, ect will be taken.
- An inmate will be polite in communication with visitors and officers. An inmate will not be disrespectful towards any staff.
- An inmate will refrain from making excessive noise in the facility. This includes yelling under cell doors to other inmates.

- An inmate will never leave the area they are confined to without the permission of the jail officer.
- An inmate will never enter the jail office, or storage area, unless directed by the jail staff.
- An inmate will not communicate with the public verbally, by written note, or by any other form of communication, unless it is through normally permitted channels.
- An inmate will be responsible for keeping his or her person clean and free of vermin.
- An inmate will never make remarks aimed at jail officers, or other inmates that are threatening, obscene, or contain sexual overtones.
- Possession of contraband is prohibited. Contraband is defined as any item not issued or expressly permitted by the jail staff. Contraband is also considered when a jail item/property has been altered.
- Violations of jail rules will result in inter-facility disciplinary procedures, as set forth in department policies and procedures.
- An inmate will not use towels, clothing, or any other materials that would obstruct the camera or jail officer from viewing them. At no time will clothing, bedding, or towels be allowed to hang suspended; but will instead be kept folded in a neat and orderly fashion.
- An inmate will never hang, affix, or store items on the shower curtain hooks. The only permitted use of these hooks is to secure the curtain. Further, an inmate must never hang items from the shower curtain.
- An inmate will never affix items on the showerhead, stool, or sink in order to alter the stream or pressure of water.
- An inmate will not touch or handle the mattresses and pillows stored in 1305 without being directed by staff to do so.
- An inmate shall not use the intercom for non-emergency purposes. Requesting phone cards, OTC medication, making additional phone calls, these requests are made when the jail officer makes their rounds.
- An inmate shall at no time be allowed to have extra clothing, blankets, sheets, pillowcases, towels, or wash clothes stored in their cell. Further, an inmate shall at no time be allowed to store, drink, food, or food containers in their cell, unless these items are purchased on commissary. Failure to adhere to this rule may result in a loss of privileges.
- Mattresses will remain on cell bunks; at no time shall any inmate place mattress on the cell floor.
- Attempting to pass item(s) from one cell to another cell to gain another inmate's interest or personal need is not allowed. (Jail Term FISHING)
- An inmate at no time shall harass, assault, or steal property from other inmate(s) in his or her assigned cell.
- An inmate shall respect the other inmate's cell bunk area. (Inmate's property)
- If an inmate wants to speak to the Jail Administrator about a specific request or special need, the inmate must complete a **GENERAL REQUEST** form or submit it by texting device. If it's a paper copy, submit it to the jail officer on duty.

- Request for phone calls up front is a privilege only, and at the discretion of the Jailer on duty. Inmates that need to contact their family or attorney may do so by a letter through the postal service or purchase a phone card.

Telephone calls to the courthouse, sheriff's office, or employees of the sheriff's office are prohibited. Telephones may be turned off periodically for security reasons.

## Intercom and Emergency Call Button

The emergency call button can be used to call for assistance in the case of an **EMERGENCY** only. Emergencies must consist of life-threatening medical problems, fights or disturbances, suicide attempts, fires, flooding or sewer back up. All other **NON-EMERGENCY** problems will be handled through a request form or through direct staff contact. **ANYONE ABUSING THE EMERGENCY INTERCOM SYSTEM MAY BE SUBJECT TO DISCIPLINARY ACTION.**

## Disciplinary Procedures

**LEVEL 1 (Simple Infractions)** – Those inmates receiving discipline for simple infractions will be subject to the following restrictions.

- Commissary privileges revoked for a period of up to 2 weeks.
- Exercise (indoor and outdoor) privileges revoked for a period of up to 2 weeks.
- Visitation privileges revoked for a period of up to 2 weeks.
- IPOD revoked for a period of up to 2 weeks.
- Bible Study revoked for a period of up to 2 weeks

**LEVEL 2 (Serious Infractions)** - Those inmates receiving discipline for serious infractions will be subject to the following restrictions.

- Commissary privileges revoked for a period of up to 2 weeks.
- Exercise (indoor and outdoor) privileges revoked for a period of up to 2 weeks.
- Visitation privileges revoked for a period of up to 2 weeks.
- IPOD revoked for a period of up to 3 weeks.
- Lockdown Status (Solitary Confinement) for a period of up to 24 hours.
- Bible Study revoked for a period of up to 2 weeks.

**LEVEL 3 (Aggravated Infractions)** – Those inmates receiving discipline for aggravated infractions will be subject to the following restrictions.

- Commissary privileges revoked for a period of 3 weeks.
- Exercise (indoor and outdoor) privileges revoked for a period of 3 weeks.
- Bible Study revoked for a period of up to 3 weeks.
- Visitation privileges revoked for a period of 3 weeks.
- Lockdown Status (Solitary Confinement) for a period of up to 30 days.
- No television for a period of 1 week.
- IPOD revoked for a period of up to 30 days.



**During the course of any given restriction, further disciplinary actions may be imposed, if an inmate displays activity that warrants such action. The Dickinson County Jail maintains the right to file legal action against any inmate engaging in illegal activity.**

## Television

A television is provided in the dayroom of each cell, and one is provided in each of the dormitory style cells. Destruction of any television or its components shall result in disciplinary action taken or a criminal charge filed.

Television may be turned on at **6:00am** and will be turned off at **11:00pm daily**. **No extension requests for TV time.** The volume is to be at a level that does not disturb other inmates or officers performing their duties. Arguments regarding televisions may result in loss of use. The television may be turned off at any time at the discretion of jail staff. One TV remote control will be in each cell, they are not to be altered or damaged.

## Lockdown

For security purposes, lockdown may occur at any time at the direction of jail staff. Regularly scheduled daily lockdown shall be from 11:00 PM to 6:00 AM. The television, cell lights and telephone will be turned off, IPODS turned in and inmates shall be quiet and respectful for other inmates. **Lights will remain on until 11PM.**

## Correspondence

Inmates may write as often as they wish, provided that the letters do not violate U.S. Post Office regulations or jail security. The Dickinson County Jail will furnish postage for a maximum of **(3) First Class letters per week**. Those inmates showing the ability to purchase postage stamps, envelopes, and paper will be required to do so.

- Show your full legal name in the upper left corner of the envelope.
- Show the name and complete address of the person you are writing to.
- Envelope shall contain a maximum of (3) sheets of paper.
- Present the outgoing letter unsealed to jail staff for mailing.

**Personal Mail:** All personal incoming and outgoing mail shall be opened and inspected for contraband or other security issues. The Dickinson County Jail Staff reserves the right to refuse/confiscate any personal incoming or outgoing mail that they deem a risk to the security of the facility. Letters that contain obscene material(s) will be returned to the inmate and not mailed out.

**Legal Mail:** All legal incoming mail shall be opened by the inmate in the presence of jail staff. Any contraband (staples, clips, ect) shall be removed and forfeited to jail

staff. Incoming legal mail will not be read or censored by jail staff. Legal outgoing mail may be sealed by the inmate. Legal mail is defined as: letters to attorneys, judges, citizen's aid office, governor of Iowa, members of federal or state legislature, or clerks of the federal or state courts. Legal mail shall be mailed without examination or censorship.

All incoming and outgoing mail must go through the US Postal Service. Packages sent to the jail will not be allowed, without the approval of the Sheriff, Jail Administrator, or designee.

## Access to Courts

The county law library is available by making written requests for information. No more than (2) books at a time will be permitted. All materials must be given back to staff before lockdown. At no time will law books be kept in cells overnight. For greater access to the courts, letters may be written to the presiding judge, which will be forwarded without delay.

## Medical Requests / Costs

It is the policy of the Dickinson County Sheriff's Office to make available necessary medical and dental care to inmates. Pursuant to the Iowa Administrative Code 201, Chapter 50.15, responsibility for the costs of medical care, dental services, and products, including prescriptions, remains that of the inmate. Inmates may be required to sign a document allowing jail staff to contact your primary doctor, pharmacy or obtain other medical records or needs while you are incarcerated in the Dickinson County Jail. The Dickinson County Jail Dr's at Spirit Lake Medical Center in Spirit Lake. Inmates shall use our local doctors to meet their medical needs while incarcerated in the Dickinson County Jail.

## Medication

All prescription medication must be presented in its original container with the prescription being legible and current. Prescription medication shall be given as prescribed by a doctor or dentist. Medication shall be taken in the presence of the jail officer. The inmate must show that they have taken it. All medication will be given at prescribed times. The medication must be the inmates, in a legal PX bottle. If we cannot read the medicine bottle or if medications are mixed together in a bottle, we will not accept those medications.

A limited amount of over-the-counter medication is available at no cost for **indigent inmates**. Those inmates showing the ability to purchase over the counter medication will be required to do so. The Dickinson County Jail has Ibuprofen, Tylenol, and Tums. Other medications must be approved by the Jail Administrator or designee inmates must complete a general medical request form and submit it to the Jail Administrator. The Jail does not purchase or allow over the counter medications

that can make an inmate drowsy and we do not purchase any over the counter sleep aids or PM medication.

## Attorney Visitation

An inmate is entitled to visit and contact their attorney while they are incarcerated. They may attempt to contact their attorney by phone or letter. Attorney visits may be conducted (M-F 8:00am until 4:30pm, with the exception of weekends and holidays). Alternate times may be allowed, should circumstances warrant. For those circumstances, requests must be in writing and have the approval of the Sheriff, Jail Administrator or designee.

## Visitation

Inmate visitation will take place on Thursdays between 12:00pm until 4:30pm. In the event that the Sheriff's Office is closed for a holiday, an alternate day will be made available for visits. Each visit will last a maximum of 30 minutes. The visitation will take place via video teleconference. The visitor will check-in at the Sheriff's Office. **Visitors must have an ID to visit and inmate.** Staff will determine whether the visitors will be allowed to visit. Visitors who have been Dickinson County inmates within the last 90 days will not be allowed to visit. Inmates are advised to remember that visitation is a privilege. **Additional or special visits must be approved by the Jail Administrator.**

## Religion

All inmates will be afforded a reasonable opportunity to pursue their religious faith, while keeping with security requirements. Inmates may have their own clergy person visit them upon proof of identification. The clergy person shall not be related to the inmate or regular visitation requirements shall apply.

## Meals

Inmates are served three meals a day at designated times. Food is not to be kept in the cells after finishing the meal process. **All utensils provided with the meal are to be given back to the jail officer after finishing the meal.** All food must be eaten or discarded (1) hour after the evening meal. Normal serving times for meals are breakfast 6:00-7:00 AM, Lunch 11:00-12:00, Supper 5:00-6:00 P.M. Times may vary depending on jail business or activity. **An inmate cannot save or store a spork for inmate commissary. Jail staff has no control over the menu, the food that is served is the food that an inmate shall get.**

## Services

The following is a list of services provided by the Dickinson County Jail: **Inmates must have served (7) days to receive: Exercise. Inmates are eligible immediately for NA/AA/Bible Study.**

**Exercise:** Inmates are allowed (2) hours of exercise per week, as dictated in the Iowa Jail Rules. Exercise opportunities shall be offered twice a week on **Monday's** and **Thursday's** unless otherwise specified sometime during the early evening hours. Participation is voluntary and a privilege. Exercise can be changed due to other jail related business.

- **Bible Study/NA/AA:** Participation is voluntary and a privilege. Date and time are TBA. Bible Study can be changed or canceled if no room is available to hold this activity.
- **Notarization of Legal Papers:** The services of a notary public are available Monday through Friday between 8:00am and 4:30pm. To have a document notarized submit a request to the jail officer.

## Inmate Commissary

Starting in 2021, the Dickinson County Jail will be using a web-based commissary program. Inmate commissary is a privilege only, any inmate violating jail rules, or causing problems in the jail, inmate commissary can be denied. All items must be purchased through [tigersnack.com](https://tigersnack.com), nothing can be brought into the jail.

**Website:** [tigersnack.com](https://tigersnack.com)

### Rules and Regulation of Inmate Commissary

- Commissary orders are due every Monday by 8 AM
- Spending limit is **\$40.00**, Minimum required amount for any order is **\$10.00**  
**Tiger accepts Master Card, Discover or Debit Card.**
- Friends and Family can place the order for the inmate.
- Jail Staff will not order or handle any money associated with commissary.
- The Jail is not liable for shortages, damaged goods, or fraudulent transactions.
- The list of approved items that can be purchased will be provided.
- **No sharing of inmate commissary from cell to cell.**

## Discipline and Inmate Rights

Inmates who have allegedly violated jail rules shall be provided information pertaining to the handling of disciplinary hearings consistent with the due process rights of the accused. This notice shall include the following: notice of the charges and a description of the hearing process. The jail staff shall prepare a disciplinary report of the incident. The Jail Administrator or his designee will conduct an impartial investigation within 24 hours of the time the violation is reported and to be completed without unreasonable delay unless there are exceptional circumstances for delaying the investigation. The inmate may be moved to segregation for prehearing detention for the rule violation. The Jail Administrator or designee shall

review the prehearing status within 72 hours. The inmate shall be given information on the rule's violation at least 24 hours prior to the hearing. The hearing, held in front of impartial persons (Disciplinary Hearing Board), may be held in less than 24 hours with the written consent of the inmate. The inmate will be present at the hearing, unless the inmate waives that right in writing or is a threat to the security and safety of the facility. Inmates may be excluded during testimony. Any inmate's absence shall be documented. The hearing shall take place no later than 7 days from the incident, excluding weekends and holidays. A postponement or continuance of the hearing may take place for a reasonable period and for good cause, if it is documented. The inmate is allowed to make a statement and present documentary evidence at the hearing and to call witnesses on their behalf, unless calling witnesses creates a threat to the security or safety of the facility. The reasons for denying such a request shall be documented. A staff member or agency representative may assist the inmate at disciplinary hearings. A representative shall be appointed when it is apparent that an inmate is not capable of collecting and presenting evidence on the inmate's own behalf. The impartial person shall base their decision solely on information obtained in the hearing process. The Jail Administrator or designee shall review all disciplinary hearings and dispositions to ensure conformity with the jail policy and procedures. A written report will be made of the decision and a copy be given to the inmate, the original along with all paperwork pertaining to said incident shall be placed in the Incident Reports binder found in the Jail Office. The inmate has the right to appeal the board's decision to the Jail Administrator or the Sheriff. The inmate must appeal to the board's decision within 24 hours of receiving the written decision.

## **DISCIPLINE HEARING BOARD**

### **Policy Statement:**

The purpose of the Disciplinary Hearing Board is to conform with Wolf vs. McDonald, 418 U.S. 539 (1974), and other applicable state and federal laws and court dealing with refractory prisoners.

The Board will be comprised of three impartial people appointed by the Jail Administrator or Sheriff.

The finding of the Board will be uncontestable, with a right to appeal to the Sheriff or Jail Administrator.

Disciplinary action will apply only to violations of documented rules and regulations of the Dickinson County Jail, and upon notification in writing (incident report) to the Board by the officer involved in this specific incident.

## **Inmate Rights**

Minor rules infractions require no formal disciplinary hearing because they do not result in significant deprivation of privileges.

Inmates who have allegedly violated jail rules shall be provided information pertaining to the handling of disciplinary hearings consistent with the due process rights of the accused.

When a violation occurs and has been properly investigated, the inmate shall be given notice in writing of the alleged violation. The inmate shall be given the

charges not less than 24 hours before any disciplinary proceeding. All disciplinary hearings shall take place no later than 7 days following the rule violation, excluding holidays and weekends.

## Grievance Procedure

An inmate wishing to file a grievance shall do so in writing. An inmate has 3 days to file a grievance. The jail administrator has 5 days in which to respond, excluding weekends and holidays. The inmate has 3 days to appeal that decision. The Sheriff will have 10 days to respond, excluding weekends and holidays. **His decision is final.**

## Laundry Schedule

Each cell will receive clean clothing 3 days per week. The laundry schedule is as follows: **Monday, Wednesday, and Friday---ALL CELLS**

The jail officer on duty will issue clean clothing; once clothing has been issued, inmates need to exchange **ALL** laundry immediately so laundry can be complete.

All inmates will have their blankets, sheets, and pillowcases laundered every Sunday between the hours of 7AM – 6 PM. This is without exception.

Inmates at no time shall keep or hoard additional clothing; all must be turned in at laundry time. **Disciplinary actions may occur if inmates are hoarding additional clothing.**

## Razors/Nail Clippers/Hair Trimmers

Razors, nail clippers, and hair trimmers will be made available to inmates upon request.

## Inmates Serving Jail Sentence (Mittimus)

Before an inmate can serve time in the Dickinson County Jail, the Dickinson County Jail must receive the court order allowing them to serve the time that the court has ordered.

The person serving time shall contact the Dickinson County Jail (**712-336-2793**) to arrange the start date and payment arrangements.

## Inmate Texting

Inmate texting is available to an inmate on a first come basis. The inmate will have to request to use this service. If approved, you will be provided with a device to use. Once the inmate receives the device the inmate will be asked to sign the user agreement upon first unlocking the device.

**Device rules:** Tampering with the housing or software of the device will risk losing device privileges and being charged for damage. The agreement makes the inmate responsible for the device. If it is broken while it is in the inmate's custody, the inmate shall be charged \$200.00 and the possibility of criminal charges.

The Dickinson County Jail has complete discretion on the use of the texting devices. The inmate will not be able to text other inmates, victims, and witnesses or any other person blocked by this facility. If the facility determines the inmate's behavior is a problem, they can terminate the use at any time. No rental adjustments or refunds are made in these circumstances.

The inmate shall return the device when being released from jail. The balance on the inmate's account will remain on the account. There are no refunds under any circumstance. The inmate funds will be available if the inmate comes back to this facility. The inmate will also be responsible for the monthly fee. The monthly fee to rent the device is \$4.00.

Funds may be added to the inmates' account at any time using the **jail.im** or **reliancetelephone.com** websites. Outbound and inbound messages are \$0.09 a text. Jail staff cannot take money from inmates to fund their texting services. **If an inmate owes past due room and board or other associated jail fees or unable to pay for a mittimus the inmate is not eligible for a texting device.**

Reminder that all texts are public and jail staff have access to all text messages that are received and sent. Text messages can be used against you.

Rules for charging the device: **The device will be charged at lockdown (11PM)**, unless there are problems associated with the device.

### Other Services on the texting device

- **General Requests: Two messages a day.**
- **Medical Requests: Two messages a day.**
- **Grievances: Two messages a day.**
- **Iowa Code**
- **Inmate Commissary**
- **Inmate Handbook**
- **Menu from LRH**
- **Bonds Person**
- **Attorneys**

When sending any request, the inmate will be respectful, no swearing, profane language or your request will be denied, and the texting device will be taken.

## **Additional Inmate Information and Frequent Questions and Answers?**

### **Few reminders/rules while you are incarcerated at the Dickinson County Jail.**

- We did not arrest you, please be respectful to all Jail Staff as they have a job to do and other daily tasks and responsibilities.
- Do not interfere with jail staff's work, rules are to be followed if you are asked to do something please follow the direction(s) given.
- Be respectful to all inmates that you are housed with. We have limited space and ask all inmates to get along with each other, do not argue or fight over the remote or try to boss or oversee other inmates, you are responsible for yourself.
- When the Jailer makes their rounds that is the time you need to ask questions, or ask for a certain item, **the intercom is for emergencies only.** Inmates are also to be respectful to those that answer the intercom, please do not be rude or disrespectful, swear or cause problems.
- Inmates are responsible for ALL items in their assigned cell and or bunk area.
- Making phone calls up front is a privilege only. Once you are housed in the general population you are responsible for obtaining funds for phone cards, texting device, and inmate commissary. If you need to contact someone, you can ask the jailer for paper and envelopes and write the person a letter. Inmates that are not following the rules or causing issues within the jail you will not be allowed to make any phone calls up front. The Jailer on duty has the discretion whether or not an inmate is allowed to come up front to make a phone call.
- Cell Hoarding is not allowed. Inmates are not allowed to store excess of jail property, empty canisters, or waste. **Inmates can face an immediate two-week loss of all privileges.**

**Can a Jailer give an inmate legal advice? Answer is NO.** Please do not ask any Jailer what you the inmate should do about a specific case or how to plead. Any questions or concerns regarding your case need be directed to your assigned attorney.

**Can an inmate put money on another inmate's commissary account? Answer is NO.**

**Can cell searches occur at any time? The ANSWER is YES.** When this occurs, the inmate is to follow the directions given, and leave the cell. No items are to be taken out of the assigned cell.

**Can Jail staff change the breakfast/lunch/supper menu? The ANSWER is NO.** Jail staff has nothing to do with the meals that are cooked and served. Jail staff attempts to get the meals served on time, however there are times where the Jailer on duty is busy and meal service can be delayed.



**Can I obtain phone numbers from my cell phone that is in my inmate locker? The ANSWER is YES.** You may obtain numbers; however, you cannot make calls or send text messages or use other social media applications while you are housed in the Dickinson County Jail.

**Is tobacco allowed in the Jail? The ANSWER is NO.** This also includes E-Cigs and vapes.

**Can someone bring books or magazines? The ANSWER is YES.** All property that is brought into the Dickinson County Jail will be scanned and searched. Inmates are limited in quantity; the reading material must be appropriate. **ALL STAPLES must be removed prior to receiving the material.**

**It is your responsibility to know and understand the rules.** This handbook is your guide to the rules and regulations of the Dickinson County Jail. You are responsible for reading, knowing, understanding, and following the rules of this facility. If you have any questions or do not understand something, ask one of the Jail Staff members and they can assist you. This inmate handbook is readily available via the IPOD.

It is your responsibility to control your attitude and behavior. Remember, the staff you interact with daily did not put you in jail. Your attitude and behavior will go a long way in how you are treated. Response towards staff and other inmates will lead to respect in return. Ignoring or breaking rules may result in suspension of privileges, disciplinary action, or further criminal charges.

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

Any questions pertaining to any jail rule or regulation, please ask the Jailer on duty or contact the Dickinson County Jail Administrator by sending a general request.