

ATTENTION

Persons housed in the Buchanan County Jail may be referred to as, residents, inmates or prisoners.

Each cell block is issued a Resident's Handbook (Inmates may request a copy for themselves). Inmates are responsible for this handbook while incarcerated. Upon release from the Buchanan County Jail, you will be required to return the handbook to the Jail Booking Officer undamaged.

This booklet is your rule book while you are in the Buchanan County Jail. It has been prepared for your safety, well being, and the safe and efficient operation of this jail. You should read the booklet carefully and completely so that you will know what conduct is expected of you, and what services are available to you in the jail.

No one desires to be "locked up," but the court has directed that we keep you in confinement. Your attitude and actions will determine how you are treated by others while you are here.

Failure to read this handbook will not be considered an acceptable reason for non-compliance of the contents herein.

Any alteration, modification, destruction or loss of this handbook by you will be considered to be theft or destruction of Buchanan County property. Failure to return it in the condition you received it will result in you being charged with a simple misdemeanor.

TREAT IT ACCORDINGLY

Guidelines

Upon booking in to the Buchanan County Jail, immediate segregation of male from female, and juvenile from adult, will occur and remain so for the duration of your stay.

Charges pending against you, while incarcerated at the Buchanan County Jail, are not a concern of the jail staff. We have no desire to discuss your pending court case, as that is a matter between you, your lawyer, and the court.

You are being incarcerated in the Buchanan County Jail until the court authorizes your release. Your stay will pass without consequence if you act accordingly. The decision is yours!

Warning

Be advised that anything you say or do, while incarcerated in the Buchanan County Jail, can be used against you. You have no right to privacy by law in this regard.

Further, you have no right to the expectation of privacy by law or by implication unless specifically stated in this manual or by subsequent order.

Due to the tendency of some people to secure contraband items; drugs, weapons, personal property belonging to other residences, etc., cell and personal searches are necessary. They are routinely done on a random schedule by jail staff throughout your stay.

SOME BASIC DO'S AND DON'T'S

DO

- DO - Read your handbook – All of it!
- DO - Promptly obey all orders given to you by jail staff
- DO - Remember that the job of deputy or jail staff is to maintain order and the safety and security of all residents.
- DO - Stay in your area of assignment.
- DO - Respect the property of others.
- DO - Keep your hands off other people and keep rude and nasty comments to yourself.
- DO - Keep your body, clothes, living and other areas clean.
- DO - Live within your means.
- DO - Mind your own business.
- DO - Ask for help, or ask questions, if you need assistance.
- DO - Sleep with your head uncovered to enable officers to see you.
- DO - Report all threats or assaults to jail staff.

DON'TS

- DON'T - Balk, argue, or refuse to obey.
- DON'T - Invite discipline by creating disorder.
- DON'T - Interfere with others during their work and leisure.
- DON'T - Steal, destroy, or damage anything that belongs to anyone else.
- DON'T - Physically abuse, bully, curse, or tease other people.
- DON'T - Aid in creating unsanitary conditions.
- DON'T - Beg, borrow, trade, barter, or gamble with other residents.
- DON'T - Be a party to an offense by covering up for someone else or by helping them violate rules or laws.
- DON'T - Constantly make demands or requests and/or appear helpless.
- DON'T - Think that these rules DO NOT apply to you.

CONDUCT AND DISCIPLINARY PROCEDURES

Attempting to commit any of these offenses, ordering another person to commit any of these offenses, and making plans to commit any of the previous offenses, shall be considered the same as a commission of the offense itself.

Repeat violations of the rules may cause you to be placed in Administrative Segregation for an indefinite period of time for the protection of others, yourself, or the safety of the jail. Your segregation will be reviewed by the Jail Administrator every **ten (10)** days, until you are released back into general population or released from custody of the Buchanan County Jail.

If you are charged with a jail rule violation, you will be notified in writing of the charge(s) within **twenty four (24)** hours. You will be interviewed by a member of the Disciplinary Hearing Board concerning the charge.

You will appear before the Disciplinary Hearing Board, unless there is an overriding security interest, be advised your rights, and given an opportunity to state your account of the alleged offense(s) and submit evidence in your behalf.

Violation of jail rules may result in disciplinary action. This could mean confinement in a disciplinary cell separate from general population for a period of time.

Keep in mind that the television and the radio is a privilege and not a right and is the property of the Buchanan County Jail, and can be removed at anytime, this goes for commissary as well.

Note: Any time spent in Administrative Segregation will not be counted as Time Served!! This is in accordance with Iowa Code.

**PROHIBITED ACTS IN THE BUCHANAN COUNTY JAIL
AND DISCIPLINE**

CLASS 4:

- 4.1 Indecent exposure
- 4.2 Misuse of authorized medication
- 4.3 Using abusive or obscene language
- 4.4 Being unsanitary or failing to keep one's quarters in accordance with jail standard
- 4.5 Unauthorized contact or conduct with the public
- 4.6 Unauthorized use of mail or telephone
- 4.7 Giving or accepting anything of value, or money to or from another person
- 4.8 Unauthorized cell visiting or being in another cell besides your own
- 4.9 Possession of excessive commissary
- 4.10 Altering and misuse of County property from its intended purpose
- 4.11 Covering cell lights
- 4.12 Possession of unauthorized clothing
- 4.13 Refusing to work if applicable
- 4.14 Unexcused absence from work assignment
- 4.15 Malingering or faking an illness
- 4.16 Yelling, talking, or whistling out the window
- 4.17 Failure to turn off radio or television at proper times

DISCIPLINARY ACTION:

After a hearing before the Disciplinary Hearing Board, a violation of a Class 4 rule could result in separation from general jail population for ten (10) days for each count and your privileges revoked

**PROHIBITED ACTS IN THE BUCHANAN COUNTY JAIL
AND DISCIPLINE**

CLASS 1

- 1.0 Murder
- 1.1 Assaulting any person
- 1.2 Fighting
- 1.3 Extortion
- 1.4 Engaging in sexual acts with other
- 1.5 Escaping or attempting or planning escape
- 1.6 Setting a fire
- 1.7 Possession or introduction of an explosive or ammunition
- 1.8 Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife, or unauthorized tool or key
- 1.9 Possession or introduction or attempted introduction or use of any narcotic, narcotic paraphernalia, drugs, or intoxicant not prescribed for the individual by the medical staff
- 1.10 Rioting or encouraging others to riot
- 1.11 Wearing a disguise or mask
- 1.12 Possession of any staff or duty clothing
- 1.13 Engaging in, or encouraging a group demonstration

DISCIPLINARY ACTION:

After a hearing before the Disciplinary hearing board, a violation of a Class 1 rule could result in separation from general jail population for not more than ten (10) days on each count, with all privileges revoked and criminal charges being filed.

**PROHIBITED ACTS IN THE BUCHANAN COUNTY JAIL
AND DISCIPLINE**

CLASS 2

- 2.1 Threatening another person with bodily harm, or with any offense, against his person or property
- 2.2 Making sexual proposals or threats to another
- 2.3 Destroying or damaging jail property or property of another person, stealing
- 2.4 Tampering with or blocking any locking device
- 2.5 Adulteration of any food or drink
- 2.6 Disrupting or interfering with the security and/or the orderly operation of the jail
- 2.7 Counterfeiting any official document or paper
- 2.8 Making intoxicants
- 2.9 Being intoxicated
- 2.10 Lying or providing false statement to a deputy or staff member
- 2.11 Tattooing or self-mutilation
- 2.12 Covering security cameras

DISCIPLINARY ACTION:

After a hearing before the Disciplinary Hearing Board, a violation of a Class 2 rule could result in separation from general jail population for ten (10) days for each count and your privileges revoked and criminal charges being filed.

**PROHIBITED ACTS IN THE BUCHANAN COUNTY JAIL
AND DISCIPLINE**

CLASS 3

- 3.1 Possession of money, chit, mark, score card or currency unless specifically authorized
- 3.2 Possession of property belonging to another person
- 3.3 Mutilating or altering clothing issued by the jail
- 3.4 Refusing to obey an order of any staff member
- 3.5 Interfering with the taking of the count, laundry and feeding procedures
- 3.6 Using any equipment or machinery which is not specifically authorized
- 3.7 Correspondence or conduct with a visitor in violation of regulations
- 3.8 Giving or offering any official or staff member a bribe or anything of value
- 3.9 Gambling in any form
- 3.10 Loaning of property or anything of value for profit or increased return
- 3.11 Possession of non-issued item
- 3.12 Encourage others to refuse to work or to participate in work stoppage
- 3.13 Insolence towards a deputy or staff member
- 3.14 Posting, gluing or affixing any object, paper, or poster to walls. Writing or marking on wall or tables

DISCIPLINARY ACTION:

After a hearing before the Disciplinary Hearing Board, a violation of a Class 3 rule could result in separation from general jail population for ten (10) days for each count and your privileges revoked.

INMATE GRIEVANCE PROCEDURES

You are allowed to file a **grievance** if you feel that you have been subject to abuse or abridgement of civil rights, while in the custody of the Buchanan County Jail. To file such a **grievance** you must ask the jail staff for the appropriate form and send a written statement within twenty four (24) hours of the occurrence, directly to the **Jail Administrator** in a sealed envelop marked **(GRIEVANCE)**. This statement should include:

1. Time
2. Date
3. Names of person
4. Pertinent details of the incident

All **grievances** will be investigated. If you still feel that your **grievance** is not satisfied you may write to one of the following:

1. Buchanan County Sheriff
210 5th Ave NE
Independence, IA 50644
2. Iowa Chief Jail Inspector
Jesse Park Bldg
510 E 12th Street
Des Moines, IA 50319
3. Ombudsman's Office (Citizen Aide)
State of Iowa
515 East 12th Street
Des Moines, IA 50319
4. **Your Attorney**

FIRE PRECAUTIONS

In the event of a **fire**, advise any member of the jail staff at once and do exactly what you are told when you are directed to do so.

A **fire** in the Buchanan County Jail is very serious. Follow the jail staff's directions; they have been instructed on the proper **fire/smoke** emergency procedure and know the status of a **fire** and have the equipment to handle a **fire or smoke** problem. Do as you are told and only what you are told, nothing else. The success of the **fire/smoke** emergency procedures and your safety depends on you doing what you are told, when you are told.

SMOKING/TOBACCO PRODUCTS

Smoking is not allowed in the Buchanan County Jail

TELEVISION / RADIO

Television and **Radio** sets are furnished by the Buchanan County Jail. Residents may have one (1) **television** set and one (1) **radio** in a cell block at one time and will be the property of the Jail. Residents will be responsible for any damage done to the radios or television set while in the cell block areas. **Televisions** and/or **Radio** is a privilege, not a right and may be removed for violations of the rules of the Buchanan County Jail, damage could result in criminal charges being filed against you.

Television and **radio** may be used between the hours of 6:00 am to 10:30 pm daily. All will be turned off promptly at the lock-down time. Failure to do so will result in loss of privileges.

MONEY

All **money** in your possession at the time of booking has been placed in to their property. During your incarceration at the Buchanan County Jail you will be allowed to buy commissary items. The amount you spend will be deducted from your resident trust account. At the time of your release from jail, the balance in your account will be returned to you. Instruct your family and/or friends to mail money orders to you. Personal checks will not be accepted for your account, either in person or through the mail. Only the following will be accepted for deposit for your resident trust account

1. Payroll checks, endorsed, if employment has been verified.
2. Accredited money orders, endorsed.
3. Cashier check, endorsed.
4. U.S. postal money order, endorsed.
5. Cash

Money may be released for the following reasons only:

1. Attorney fees.
2. To pay your own fines.
3. To post your own bond.
4. Commissary supplies
5. When booked out and/or transferred.

Money may be released to your lawyer and/or bondsman to pay your fine. Your **money** or property can not be released or transferred to another resident. You are not allowed to have **money** in your possession or in your cell while you are in the custody of the Buchanan County Jail. Any violations of this rule will result in disciplinary action.

Money may be removed from an inmate's trust account for debts incurred by the inmate while in the Buchanan County Jail (past room & board, medication cost & over the counter medication cost) or past debts.

COMMISSARY

In order to purchase **commissary** items you must have sufficient funds in your resident trust account. Once this has been established you will be allowed to purchase items from the **commissary** sheet which is provided by jail staff.

Personal hygiene articles, writing paper, stamps, envelopes, candy, etc., are available for purchase in the **commissary**.

You will be advised when **commissary is available to you**. The use of **commissary is a privilege** to you, do not abuse it.

The Buchanan County Jail will supply the following for each resident:

- | | | |
|----|------------|-----|
| 1. | Mattress | (1) |
| 2. | Sheet | (1) |
| 3. | Blanket | (1) |
| 4. | Soap | (1) |
| 5. | Towel | (1) |
| 6. | Toothbrush | (1) |
| 7. | Toothpaste | (1) |
| 8. | Comb | (1) |

An additional blanket **may** be issued to you at special request. The additional blanket is provided for warmth, **NOT** for extra padding. If found to have been used for extra padding or hung over top bed to block officers from seeing you. it **will** be removed and considered a violation of a jail rule.

Razors will be given out on Monday, Wednesday and Fridays and must be requested by the inmates at breakfast.

CONTRABAND

Any item not available for purchase at the resident commissary or issued to you through proper channels shall be considered **contraband**.

PERSONAL PROPERTY

All clothing, jewelry, wallet and other **property** that is worn or is in your possession at the time you are booked into the Buchanan County Jail has been inventoried and stored and will be returned to you upon your release or transfer to a different jurisdiction.

The only **property** you are allowed to have in your possession or in your cell is of personal nature; that being authorized items or items purchased from residents' commissary. Violations of this rule will result in disciplinary action.

Any resident in the custody of the Buchanan County Jail, and bound for a State institution, shall be limited to the **property** allowed by the Department of Adult Corrections policy.

THE JAIL WILL ACCEPT ONLY THE FOLLOWING **PROPERTY**:

1. Money to be credited to your account.
2. Legal material.
3. Items authorized by jail administrator.
 - A. 3 pair white underwear.
 - B. 3 pair white socks.
 - C. 3 bras with no under wire.

All other items of **property** will not be accepted. The jail shall not accept items for residents scheduled to be transported to an institution. Residents shall make arrangements to have all items of **personal property** picked up prior to being transported. The Buchanan County Jail will dispose of all personal items left, after ten (10) days.

NOTE: Any excessive personal property that will not fit into your drawer will be removed from the cell area. It will be stored in your locker or you may make arrangements to have it picked up.

HOW TO CONTACT YOUR ATTORNEY

You are entitled to see and contact your attorney while you are incarcerated, your attorney may visit you during reasonable hours established by the jail administration.

If you do not have an attorney and you can not afford your own you may write a letter to the Chief Judge, Buchanan County Courthouse, Independence, Iowa 50644 or you may send a note to the jail administrator's office and we will forward your request to the courts. You may send a note to the jail office to see your attorney. The jail office will then forward your note to your attorney. We recommend you send your lawyer a letter requesting he/she visits you. Your lawyer is a busy person and in most instances will visit you when he/she feels it is in your best interest.

In the interest of allowing you full access to the Courts, you will have following options concerning contact with your attorney:

1. Make a phone call from your cell block area.
2. Write a letter to your attorney and explain why he/she should come to the jail to see you.
3. Notify the jail staff in writing of your name and your attorney's name you wish to contact, and explain the reason you wish to see him/her and the jail staff will pass this information on.

NOTE: All mail to your attorney should be marked. If your attorney is in the Public Defenders Office, the letter will be delivered by the staff if they are in the Courthouse or they will put it in their slot in the Clerk of Courts Office. If your attorney is in private practice then the letter will go by private mail.

If you require legal assistance in the preparation of a civil case that is not connected with criminal matters that you are being held on you may address a letter to the following Judge of the Federal Court and an attorney will be appointed to represent and assist you.

**Presiding Judge
U.S. Federal Court
Northern District of Iowa
Federal Building
100 First Street Southeast
Cedar Rapids, Iowa 52401**

VISITATION

Resident **visitation** is permitted on **Tuesday, Wednesday** and **Thursday** from the hours of **1:00 pm to 4:00 pm** of each week. Resident will be permitted a **30 minute** visit **per visitor** on a first come first serve basis. *Each visitor will get one (1) visit per week.*

Visitors who are disruptive or abusive towards jail personnel, who fail to present proper identification upon entry to the jail, or who fail to follow the orders of the jail personnel will be prohibited from the jail visitation area.

Visitors are prohibited from bringing any items to the jail for residents other than those authorized by the jail administrator [see personal property].

Residents' attorney and/or clergy may be allowed to confer with you between 7:00 am and 11:00 am, between 1:00 pm and 4:00 pm Monday thru Friday. Attorney and clergy are allowed **visitation** at other times based on emergency need, security, and housekeeping considerations. The hours are set to allow for the timely and orderly serving of meals and the completion of housekeeping duties. The Jail Administrator must be contacted and advised of the desired dates/times when visitation is requested.

Visitation is permitted to those inmates that have filled out the proper visitation work sheet. All visitors must not have been incarcerated in the past 12 month at this facility or any other correctional facility. Visitation list can be change twice (2) a month, on the 15th and the 30th of each month.

All visits will be **NON CONTACT VISITS**. An inmate who has been sentenced and is pending transport to another institution may, upon request, be granted special consideration if he/she has complied with all the rules, regulation, policies and procedures while in the Buchanan County Jail.

Only adults will be allowed in the Buchanan County Jail. Juveniles will not be allowed into the jail area under any circumstances.

CORRESPONDENCE

You may write as often as you wish provided that your letters do not violate Post Office Regulations. To send letters you must do the following:

1. Show your full name in the upper left corner of the letter.
2. Show the name and complete address of the person you are writing including zip code.

NOTE: Envelopes will be given and you may seal those addressed to your attorney, a Judge, the Governor of Iowa, Citizen Aid, or member of the State or Federal Legislature, and the Buchanan County Sheriff.

Any outgoing letters which does not conform to the rules will be returned to you.

Incoming and outgoing letters to you and from you may be opened and inspected for contraband, or other matters of concern for the Buchanan County Jail in regards to security, safety, and/or control.

No incoming packages will be accepted, nor will you be allowed to send any packages out.

Please advise anyone who may write you to do the following:

1. Show complete name and address of the envelope of the sending party.
2. Show your complete name (name under which you are booked).
3. In-house correspondence with other Buchanan County Jail resident will not be allowed nor will any correspondence to any other correctional facility be allowed.
4. If any incoming mail does **not** comply with #1 and #2, you will not receive the mail, it will be placed into your property, in which you can obtain it upon your release from the Buchanan County Jail.

Sending or receiving mail except those methods stated above will be in violation of the rules and may result in disciplinary action.

CLEANLINESS OF CELLS, CELL BLOCKS & DAYROOMS

All residents are responsible for **cleaning** their cells, cell blocks and day rooms each day. If the area is not properly **cleaned**, privileges will be suspended until such time as the **cleaning** is completed.

Do not use toothpaste or food to stick pictures on the wall. Nothing is to be placed on walls or ceiling.

Do not use bars as shelves for newspaper, books, trash, mail, etc.

Do not throw paper, garbage, or food onto the floor, or into any toilet. You are responsible for sweeping and mopping your cell every day.

Cells must be clean, neat and orderly and beds made daily, when **not** laying in them. All residents are responsible for keeping their cells clean at all times.

Failure to comply in the above may result in the suspension of privileges and disciplinary hearing.

All areas of the Buchanan County Jail building are subject to search at any time, and you will be subject to shake down search at any time without notice for health and/or security purpose.

PERSONAL HYGIENE

Residents may be required to shave or cut their hair for sanitary or health reasons based on a doctors prescription or advice. Unless medically contradicted, all residents to be held over 24 hours shall be required to shower.

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

Residents must shower alone.

Fingernails are to be trimmed to a reasonable length.

Any violation of cleanliness rules will result in disciplinary action.

CLOTHING AND LAUNDRY

Regulation jail **clothing** issued to you will be your required attire while incarcerated. You are required to keep your **clothing** clean and not mark, tear, or alter it in anyway. Any violation of this rule will result in disciplinary action. When you come out of your cell you should be dressed in jail issued **clothing**. Check your **bedding** and **clothing** when you receive it. If it is damaged, advise the jail staff.

Jail **clothing** is not tailor made and may not be to your liking or ours. All persons incarcerated are required to wear jail issued **clothing**, and we will try to provide clothes that fit you. Jail **clothing** is issued for security identification, health, and durability, not style.

You will wear jail issue **clothing** to court unless we are directed otherwise. In the event you are scheduled for a court appearance which requires street clothes you will be permitted to wear the **clothing** you wore when you entered jail, or a member of your family may bring one set of **clothing** to jail one week prior to your trial date.

Releasing **Clothing** for relative or friends to launder and return to you is not permitted.

Jail issued **clothing** will be picked up on a regular schedule, laundered, and returned to you. All jail issued clothing must be unrolled and/or unknotted prior to exchanging for clean jail issue.

Under no circumstances will the Buchanan County Jail be responsible for any articles left after your release. Make sure you take all property with you or that it is picked up by someone prior to your departure.

Jail **clothing** will be worn completely without modification or any part removed between the hours of **6:00 am to 9:00 pm**.

Males may remove their shirts only during night time sleeping hours.

Jail personnel are responsible for the laundry of jail issue clothing and personal clothing. All inmates are responsible to fold and place clothing in their own personal storage area.

RELIGION

A Chaplin or Priest is available for your personal, **religious**, or family counseling. You may request the Chaplin or Priest by filling out a request form to the jail staff. The staff will then forward your request. Any request for **religious** denominations other than those listed should be made to Jail Administrator in writing.

All Chaplin and Clergy's active are governed by the Buchanan County Jail rules and security restrictions. The clergy is prohibited from paying bills, delivering letters, notes, books, papers, or other written materials. Do not make requests of a Chaplin/Priest which violate jail rules or attempt to "CON" him.

GOOD TIME

Residents may, providing the rules and regulations and staff directives have been complied with, become eligible for a reduction of sentence called **Good Time**.

Residents should make written request for **Good Time** consideration to the Jail Administrator. If the administrator feels that **Good Time** should be granted to the resident, he will forward the resident's request along with his written recommendation to the Sheriff. The Sheriff will review the resident's record while in the jail, and if he concurs, the Sheriff will request **Good Time** for the resident from the Court. The sentencing judge is the only one who can actually grant **Good Time** under the Code of Iowa.

Good Time request will be considered only for those residents serving a sentence of thirty (30) days or more, and one hundred eighty (180) days for those residences with work release.

Good Time request should be made after approximately 50% of your sentence has been served.

PRISON RAPE EIMINATION ACT AND LOCAL JAILS

It is the policy of the Buchanan County Jail to prohibit sexual assault of offenders through offender orientation, screening, assessment, classification, monitoring, counseling, and investigation of alleged sexual assaults. The Buchanan County Jail has a "zero tolerance" position for sexual assaults or sexual abuse of offenders under the correctional supervision whether institutional, residential, parole and work release status.

HEALTH CARE SERVICES

In the event of an emergency, report immediately to a jail staff member. Jail staff officers have been trained to assist in emergency situations and will contact medical personnel to manage the problem. The emergency medical coverage is provided on a 24 hour daily basis.

Those residents that request to see physician must do so in writing to the jail staff of your symptoms. Correctional staff will take your temperature and your blood pressure, and you will be required to fill out a HIPPA release information form and a medical history form.

In the event that your medical problem requires you to see a physician, proper arrangements will be made and you will be transported within a reasonable time to the proper facility. You will not have a choice of the medical facility or the physician or dentist who will see you. **Please keep in mind all medical/dental expenses are your responsibility, not ours.**

We are concerned about your health and safety while you are incarcerated in the Buchanan County Jail; however, your medical and/or dental problems will only be handled on a as need or emergency basis. Any other problems of non-emergency or non-health threatening nature such as cosmetics dentistry, ect. Will not be provided.

During booking process, each resident will be asked certain questions concerning his/her present medical condition, medical needs, and medication requirement. Medication will be dispensed under the direction of the jail staff prescribed by a physician. Residents will take prescribed medication in the presence of jail staff. Medication prescribed by a physician after the booking is the only medication allowed, and must be verified be verified before dispensed.



Buchanan County Sheriff's Office
210 5th Avenue NE
Independence, IA 50644

Administrative Office (319) 334-2568
Communications Center (319) 334-2567
Correctional Facility (319) 334-2017

<http://www.buchanancountyiowa.org/sheriff>

Buchanan County Correctional Facility

Inmate Handbook