

Inmate Handbook

IOWA COUNTY JAIL | 109 E LEFFLER ST, DODGEVILLE, WI 53533

Contents

IOWA COUNTY JAIL RULES & REGULATIONS	3
RECEPTION AND RELEASE	4
CLASSIFICATION.....	5
LAUNDRY	5
HYGIENE	6
CLEANLINESS	6
CONTRABAND.....	7
COMMISSARY.....	8
MEALS.....	10
INMATE REQUESTS	10
CHECK REQUEST	10
GAME REQUEST	10
GENERAL REQUESTS.....	10
GRIEVANCE FORM.....	11
HYGIENE REQUESTS	11
MEDICAL REQUESTS	11
MENTAL HEALTH REQUESTS	11
PREA INCIDENT FORM.....	11
PROGRAM REQUESTS.....	11
SNACK PACK REQUEST	11
MEDICATION AND MEDICAL SERVICES	11
HUBER INMATES	12
ALL INMATES.....	12
INMATE DEBT	13
PHONE CALLS.....	13
CONDUCT	14
JOB SEARCH & ELECTRONIC MONITORING.....	19
DISCIPLINE	19
INMATE GRIEVANCE.....	20
PROFESSIONAL VISITATION.....	22
PUBLIC VISITATION	22
ONSITE:	22
OFFSITE:	23
CONDUCT:	23
MAIL	23

PERSONAL PROPERTY	25
COURT.....	25
RELIGIOUS SERVICES.....	26
RECREATION.....	26
RECREATION ROOM	26
LIBRARY	26
SUBSTANCE ABUSE OFFERINGS	26
GED CLASSES.....	27
MENTAL HEALTH COUNSELOR.....	27
OUT-OF-COUNTY HOUSING	27
HOUSING OUT OF COUNTY INMATES	27
SOCIAL SECURITY ADMINISTRATION	27
UNEMPLOYMENT COMPENSATION BENEFITS.....	28
FIRE OR SEVERE WEATHER EMERGENCY	28
INMATE VOTING	28
PREA (Prison Rape Elimination Act) Considerations	28
TABLET USE	28
LAW LIBRARY	29
PROHIBITED ACTS.....	29
SECTION 100.....	29
SECTION 200.....	29
SECTION 300.....	30
SECTION 400.....	31
CIDNET Kiosk – Appendix A.....	34
CIDNET Data – How Everything Works.....	34
How You Purchase Data	34
How the People You Call Purchase Data.....	34
Appendix B Medical Education.....	36
Acknowledgment.....	41

IOWA COUNTY JAIL RULES & REGULATIONS

In accordance with Wisconsin Statues and Wisconsin Administrative Code, the mission of the Iowa County Jail is to safely and securely confine individuals in the least restrictive environment, consistent with behavior, adjustment, special needs and severity of charges.

While in custody at the Iowa County Jail, you will be expected to comply with the following rules that have been set forth for the purpose of maintaining proper custody and control, and to ensure the safety of the inmate population. The purpose of this document is to make you aware of the rules of this facility, as well as the type of behavior required of you while you are in custody. This document is an informational resource, which outlines inmate privileges and regulations. Your housing location, privileges and participation in inmate programs is determined by your adherence to facility rules and adjustment to incarceration.

The Iowa County Sheriff's Office detains people for numerus agencies. Be advised, if you are on probation or prole supervision, or you are being housed here for another facility, your DOC agent and/or your incarcerating facility will be advised of any negative behavior issues while you are in our custody.

The rules in this document are not to be considered “all inclusive.” You will be held accountable for your behavior. If you have any questions about the contents of this document, please contact a correctional officer for interpretation.

Failure to comply with this handbook, rules, staff directions, expected behavior, and/or expected conduct, will result in disciplinary actions.

RECEPTION AND RELEASE

When you are detained or report for a sentence, a reception procedure will be followed. All inmates/detainees will be subject to a pat down, custodial searches, and body scanner searches. All pocket/extra items will be removed, secured, labeled, and stored for release. This facility will not accept any forms of food/drink, tobacco and/or tobacco related products, contraband of any kind, and any sharps and/or dangerous weapons, tools, etc. Denied items will be discarded on site by staff. You will then be unrestrained and escorted to a receiving cell.

Once a Booking Officer has all the needed information and the inmate/detainee is compliant, the booking process will begin. You are expected to answer questions politely and truthfully. Staff will ask for updated demographics, identifiers, and medical/mental health questions. Staff will also complete a series of booking photos and capture your finger prints at each booking.

Inmates/detainees who do not comply with the booking process will be returned to a receiving cell until compliance has been maintained. Bond postings are unable to occur without a completed booking.

New arrests will be released upon satisfying bond and any bond conditions ordered.

Anyone ordered to serve a sentence will be assessed a \$35.00 booking fee.

Upon your admission to this facility, you will be strip searched, personal clothing will be collected and stored and you will be issued:

- 1 Jail uniform (1 pant 1 shirt)
- 2 blue shorts
- 2 t-shirt
- 4 pair of socks
- 4 underwear
- 4 bras (female)
- 1 storage bag
- 1 pair footwear
- 1 washcloth
- 2 towels
- 1 bed sheet
- 1 mattress cover
- 2 blankets
- 1 cup
- 1 hygiene kit

Each inmate is responsible for the items he/she is issued and will be held financially responsible for any misuse, damage, or loss.

Sentenced inmates will be released at 5:00 a.m. on the scheduled day of release.

When reporting for a sanction determined by hours, you will be released when ALL hours have been satisfied.

Probation Holds will be released when a Cancellation of Order to Detain is received.

CLASSIFICATION

All inmates will be classified to determine their housing assignment, the level of supervision needed, and to determine their program eligibility based on objective data and in accordance with Wisconsin State Statute 302.36.

To ensure the safety and security of the Iowa County Jail, a housing plan will be devised based on an inmate's classification to enable Iowa County Jail staff to adequately manage inmate behavior, and to maintain order within the Iowa County Jail. Satisfactory conduct may lead to reclassification so an inmate can qualify for work release, inmate worker, or outside programming. Misconduct may result in reclassification, a disciplinary hearing, or both. An inmate's behavior is a driving force into how they are classified.

Reclassification of inmates will happen automatically every fifteen (15) days for maximum, every thirty (30) days for medium, and every forty five (45) days for minimum classification. Corrections staff may request reclassification of inmates in the event there is a change in custody status, disciplinary hearing, or behavioral problems.

Your initial and long-term housing assignment based on the following criteria

- Security and safety of inmates and jail staff
- Special needs of the inmate
- Inmate's level of cooperation with jail staff
- Inmate's criminal history, escape history, warrants, holds
- Pending criminal cases; Bail Bond conditions
- Age, work and residence history
- Alcohol & drug abuse history
- Inmate's institutional behavior (past and present) and,
- Availability of bed space (refer to out of county housing)

The court may grant the privilege of Huber for work or childcare, however the jail will determine if you may exercise that privilege based on the above criteria.

LAUNDRY

Laundry schedules will comply with DOC 350.12; Issued clothing and towels and washcloth will be laundered twice a week. Sheets and mattress covers will be laundered once per week. Blankets will be laundered at the beginning of each month. Laundry collection will occur by lockdown on a schedule assigned by unit. Participation in the laundry exchange schedule is mandatory and all laundry will be collected, washed, whether it is clean or dirty and returned the next morning.

Clean items will be issued at the discretion of the jail staff. Requests to exchange items must be completed prior to lockdown and exchanged the following morning. If you are issued any part of a uniform that is torn, tattered, or in poor condition, you should immediately return such item to a correctional officer.

You are required to wear jail issued clothing while you are incarcerated. You must wear your clothing in a proper manner. Pants are to be worn around the waist with no "sagging". You are required to wear a jail issued shirt and at a minimum, shorts, anytime you leave your cell. You are required to

wear a jail issued shirt and jail issued pants anytime you leave your unit. Uniform pants may not be rolled up. No jail issued clothing or linen items may be used or worn in a position other than the item's intended purpose (i.e., towels or t-shirt cannot be wrapped around the head, arm, leg, etc.).

Each inmate is responsible for all items issued to them, and will be held financially responsible for any misuse, damage, or loss.

HYGIENE

Upon your admission to this facility, you will be issued:

One Set of personal hygiene items to include; Soap, toothpaste, toothbrush, comb, shampoo, deodorant, and cup.

A \$1.50 fee + tax will be charged to your commissary account. No refunds are given.

Hygiene requests can be utilized on the kiosk in your housing unit for requesting items such as toilet paper, shampoo, soap, razor, etc.

- Hygiene requests need to be completed prior to lockdown each night.
- All personal items will be handed out, as time permits, before or after breakfast. Inmates using razors or clippers, etc., will be given ten (10) minutes to do so, and then items shall be returned to the jail staff, in their original condition. Inmates withholding razors/clippers or parts of them will be disciplined accordingly.

Inmates will be given the opportunity to shower each day.

- All units have open shower areas. Showers are available to you, at your discretion, throughout the day **except** during meal times.
- Inmates are restricted to ten (10) minute showers.
- Inmates must shower **at least** every other day.

You must keep your fingernails clean and trimmed to a reasonable length that is not to exceed the length of your fingertips.

All newly admitted inmates must shower prior to being placed in a unit to maintain cleanliness and sanitation in the jail. Inmates will be given disinfectant soap to shower with. The Iowa County Jail medical personnel may direct an inmate to shower more frequently for medical reasons.

CLEANLINESS

You are responsible for both the cleanliness of your area and the overall cleanliness of the housing unit. Inmates are required to keep their living areas clean, clutter free, and neat in appearance at all times, and to keep beds made when not in use. Cleaning supplies will be made available Monday-Sunday, as time permits. Each cellblock must be cleaned daily to the satisfaction of the jail staff. Cleaning the cellblock includes, but is not limited to:

- Mopping/sweeping the dayroom and cell room floors.
- Cleaning the shower.
- Washing cellblock windows.
- Cleaning and sanitizing the toilet & sink.

- Keeping the dayroom table and chairs clean.
- Dumping the mop bucket when complete.

Cleaning supplies will be made available and **all** inmates will be expected to make use of them upon their arrival. **If the cellblock is not cleaned when cleaning supplies are made available, the cleaning supplies will be removed and privileges restricted until the next time the cleaning supplies are made available and the cellblock is cleaned. Continued violations may result in discipline.**

Inmates are not allowed to dump (other than mop water), waste, and/or mix any cleaning agents.

Cleaning supplies will be provided at/after each meal and inmates are required to clean tables, chairs, and food passes after each meal.

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

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

The cross bars in the windows are not storage areas and should be kept clear at all times.

CONTRABAND

While in custody, you will not be permitted to possess contraband. Contraband is defined as any item or substance which cannot legally be in your possession or which is forbidden by jail policy. Any item altered from its original form or used in a manner not consistent with the original intended purpose will be considered contraband.

You are permitted to have the following items in your possession while in the Iowa County Jail:

- One comb, one toothbrush, one toothpaste.
- Bible/religious book
- Books/magazines (three – (3) total)
- Legal mail, personal mail is accessible by the kiosk
- Shampoo, soap, deodorant
- Paper, pens/pencils (reasonable amounts)
- Clothing/undergarments as issued by jail staff
- Pictures/photographs (5), regardless of what type of paper they are printed on, which have been approved by the jail staff. Photo sizes will be restricted to a maximum of 4X6 or less. Pictures/photographs deemed indecent by staff will be denied.
- No Polaroid photographs

Routine inspections will be conducted by staff to ensure compliance with the restrictions listed.

Excessive amounts of newspapers, magazines or books will be removed from housing areas.

Excessive personal items, such as letters, cards, hygiene, etc., will be forwarded to your property storage.

Except for canteen items, no food items are allowed in cells. No homemade item that is not approved by staff is allowed. No inmate shall possess or use any substance that may affect his mental or physical functions unless Iowa County Jail staff lawfully dispenses such substance.

No inmate shall keep in his/her possession any kitchen issued eating utensil.

Special permission to have items in your possession which are not listed above can be requested from a jail supervisor in writing.

Inmates shall not bring, or attempt to bring, contraband into this facility, pursuant to Wisconsin Administrative Code, Sections 303.47 and 303.095(2). Please refer to the description of contraband at the beginning of this section.

A reasonable amount of mail may be allowed in the inmate's cell. If there is an overabundance of commissary or permissible items in the inmate's cell, which could be construed as a security, fire, or health hazard, Iowa County Jail corrections staff may instruct inmate to move some of the property to their locked property storage area. When an inmate requires the use of an item, they may request such property be released to them once per week.

No jewelry is allowed. Any jewelry, and/or piercing item (including studs, and barbells) in any body area shall be removed and will be stored with your personal property.

Excessive bedding, towels, or clothing is not allowed and is considered contraband. You should only possess those items that you were issued by jail staff. Do not use the mattress from another bunk.

Double mattress use is prohibited unless authorized by staff.

No metal, glass or spray containers are allowed in the cellblocks.

The Iowa County Jail is a tobacco-free facility. This includes the Huber lockers, Huber dormitory, and the immediate area outside this facility. Smoking or chewing tobacco within, and immediately outside, this facility is prohibited. While in this facility, inmates cannot have in their possession any type of smoking materials, paraphernalia, or tobacco product.

This facility is subject to random checks via use of a K-9 Officer.

COMMISSARY

You are not allowed to have any money in your possession. Money (cash, check, money order, etc.) mailed or brought in will be receipted for and deposited into your commissary account. Personal Checks will not be accepted. Funds will be withdrawn from your commissary account, as necessary, for hygiene items, medication, commissary items, medical expenses, etc.

Commissary may be ordered via the phones, kiosks or tablets in your housing unit. Commissary orders must be submitted by lockdown on Sunday night.

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

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

Except for canteen items, no food items are allowed in cells. Food items are not allowed to be brought into the jail for inmates, or by inmates. Canteen items from other facilities will be limited to:

- Any **unopened** canteen can be accepted as long as it is on our canteen list. If it is not something we sell it will be denied.
 - Non-perishable items will be placed in your property.
 - Perishable items will be discarded.
- Any **opened** hygiene items that are also on our canteen list will be inspected by a CO before being approved/denied
- Any **opened** perishable (food) items where the outer package seal is broken will be denied.
 - Inmates will have 48 hours to get someone to pick the item(s) up or the items will be discarded.

Canteen orders must be completed using the phone or kiosk and must be completed by 6am on Monday mornings to be eligible for that week's order delivery.

Commissary items may be ordered once weekly through the Stellar Commissary, providing your account contains money.

- Commissary orders must be entered by phone, kiosk, or tablet by Sunday night at lockdown.
 - Orders submitted after that will be held for the following week.
 - Order schedules may vary depending on holidays.
- Commissary items will be stored in your assigned tote. Excessive amounts of commissary items are prohibited. **There is a maximum order of \$100 per week.**
 - If friends and family order from outside of the facility on your behalf, their order will count towards your maximum order and will take priority over your order.
 - Friends and family may place orders through jailatm.com
- Commissary items shall remain in the cellblock.
- Iowa County Jail and its personnel are not responsible for replacement of lost or stolen items.
- Inmate discipline may include loss or restriction of commissary privileges.
- Inmates stealing the property of another person are subject to theft charges. Report inmate theft to a correctional officer.
- Directions for ordering commissary and checking your account balance by phone are attached to these jail rules.
- If you are to be unexpectedly released from this facility, ask a staff member about crediting your account for the undelivered order.
 - All other orders will remain in storage and you will have thirty (30) days to pick up your order before it will be discarded.

Snack packs may be available, provided you have money on your account. Snack packs are pre-packaged canteen packs offered, at a cost to the inmate and billed to their commissary account.

Snack packs must be requested by using the kiosk in your unit and will be delivered the following morning. Deliveries are subject to inventory status.

MEALS

Meal times are approximately 6am, 11:30am, and 4pm and may vary depending on staff workload.

All inmates are expected to report to the unit door to receive a meal when they are delivered. Any inmate not at the unit door to receive a meal tray in a prompt time will be considered a refusal of meal pass. Collecting a meal tray for another inmate is not prohibited. All meals are to be consumed at the table provided in the dayroom. You are only allowed to consume food items on your tray, no sharing or swapping of food or food items.

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

You will be given a reasonable amount of time to eat your meals. **All** food and food items not consumed during meals will be returned with your food tray or other meal container. **This includes bread, fruit, chips, sugar, salt, pepper, powdered beverages, and margarine containers.** Do not keep empty containers such as cereal boxes, deodorant containers, etc. Any and all non-canteen food or other items will be confiscated as contraband and disposed of. **Violations will result in discipline.**

All supplied utensils handed out at meal times will be returned.

INMATE REQUESTS

Requests are made available by the kiosk and tablets in each unit in general population. There are several types of request forms to request or convey specific information to staff members and will be completed using the kiosk in your unit. **Staff members will not consider verbal requests.** Requests will be addressed during lockdown hours with the exception of emergency requests.

CHECK REQUEST

Requests to cut checks from your commissary fund may be requested. Checks are for the purpose of providing cash funds for Huber inmates for travel expenses. Requests must be completed by lockdown on Saturday nights. Checks will only be cut once per week, on Sunday mornings.

GAME REQUEST

Game requests may be submitted for games and puzzles. Requests must be submitted the night prior and games will not be exchanged during the day. Unless a correctional supervisor approves, only one game per unit is allowed.

GENERAL REQUESTS

General requests are utilized for requests that do not fit into any other category. Requests will be denied if they do not provide enough details for what is being requested.

GRIEVANCE FORM

Grievance forms are utilized for grievance or complaints. Please refer to the grievance process later in this document. Discipline will be issued for misuse and/or abuse of the grievance form.

HYGIENE REQUESTS

Hygiene requests may be utilized to request hygiene items listed on the form. Hygiene requests must be submitted by lockdown for morning delivery. Some items are only offered on a scheduled day and will be denied if they are submitted more than 24 hours in advance.

MEDICAL REQUESTS

Medical requests may be submitted for medical related needs. These requests are submitted directly to the medical department. Any medical requests not submitted by use of this form will be denied. If your medical situation is an emergency, alert staff.

MENTAL HEALTH REQUESTS

Mental health requests are utilized if you are wanting to meet with the contracted mental health professional. Days and hours of services vary.

PREA INCIDENT FORM

This facility is zero tolerance to sexual misconduct. PREA forms are only submitted to the PREA Officer(s) and correctional supervisors. See more information on our PREA policy later in this document.

PROGRAM REQUESTS

This facility offers various programming for inmates to include, religious services, substance abuse, GED, Job Skills, recreation, and others. Programming may change from time to time. Refer to your request form for the most up to date schedule. Program requests must be submitted the night prior. Requests the day of will not be honored.

SNACK PACK REQUEST

The Iowa County Jail offers prepackaged commissary available daily. Requests must be submitted the night prior for morning delivery. Products are subject to change at any time and availability is subject to inventory and positive funds on your account.

Inmates are expected to resolve all concerns and requests with jail staff prior to addressing a supervisor.

Abuse of requests could result in disciplinary action.

MEDICATION AND MEDICAL SERVICES

If you need medical attention, a sick call request should be submitted to see the jail nurse. If your medical situation is an emergency, or if the condition cannot wait to see the jail nurse, jail staff should be notified **immediately (you are still required to complete a sick call form)**. A co-pay fee applies to see the jail nurse and the jail doctor. Public health benefits such as Medical Assistance or Badger Care may not cover medical treatment received while you are incarcerated. You should contact your insurance provider to determine insurance coverage while you are incarcerated. Once released, you should contact your Badger Care/Medical Assistance provider to ensure that coverage is reinstated.

When you are taken into custody, your medical care is no longer provided by your own doctor. Iowa County Jail medical staff will assist you and treat any medical conditions you may have during your

incarceration you will be charged a co-pay fee for any visits or prescriptions you receive for medical, mental health, or dental care unless it is a health screening or procedure explicitly exempted from co-pay requirements. The medical department is here to provide help with serious medical needs, not to provide comfort items or deal with custodial issues. Advanced Correctional Healthcare (ACH) provides medical direction for the jail. Jail staff will respond to health care needs according to policy and procedure in accordance with ACH.

Prescriptions obtained that are not approved by the jail medical provider, will not be dispensed. The jail medical provider will be the final determination on all medications dispensed.

The Iowa County Jail will provide **emergency** medical and dental care for non-Huber inmates.

Normal medication passes are scheduled at 8am and 8pm. These times may vary on either side of the listed times. Medications are passed by correctional staff and it is your responsibility to verify your medications at the time they are presented to you. Any discrepancies must be addressed with staff at the time of delivery. You are not allowed to take a portion of the prescribed dose, you must either consume the entire dose or refuse the dose.

You must be promptly present at time of medication passes and dressed in your uniform. Inmates not present at time of delivery will be considered refusing their medications.

Staff will verify that you have consumed your medications and you must follow all instructions to verify consumption. Noncompliance with staff direction and/or concealing medications will result in disciplinary action.

Medical cost incurred for any out of facility treatments will be debited to your commissary account.

HUBER INMATES

- Huber inmates (those who have been sentenced to jail with Huber/Work Release/Child Care privileges) are expected to make their own appointments, and are financially responsible for all medical bills. Health care providers must be in Iowa County unless you are a previously established patient from a health care provider outside Iowa County and have received care within the last 12 months. Health care providers, if not in Iowa County, must be in a surrounding county and must be pre-approved by jail staff.
- As a Huber inmate, you are financially responsible for your own medical expenses and should advise your medical provider.
- Appropriate information (date, time, location, name of business and phone number) must be provided to jail staff for appointment verification.
- Appointments for routine health care maintenance such as physicals, teeth cleaning and general check-ups are not allowed unless medically necessary and your current incarceration exceeds six months.

ALL INMATES

- All prescription medication NOT provided by the Jail Pharmacy MUST be mailed from the inmate's pharmacy to the Iowa County Jail or paid for and made available for staff to pick up locally. Medication refills are not allowed to be brought in by friends, family or inmates. Medication brought in that appears to be altered will not be approved.

- All inmates must follow the jail medical provider direction for dispensing times. Medications will be delivered twice daily at 8:00 a.m. and 8:00 p.m., unless directed otherwise by the jail medical provider.
- Requests for OTC (over the counter) medication can be submitted on the General Request and will be delivered within the following hour.
 - Inmates may request over-the-counter (OTC) medications, which will be provided in one-week dose quantities. These medications will be limited to acetaminophen (Tylenol) and ibuprofen. All OTC medications will be charged to your commissary account. The jail medical provider must approve all other medication requests.
 - Inmates purchasing medications for other Inmates, for any reason, will be disciplined and restricted to dosage times and supervision of ingestion.
- Payments for medical services received will be deducted from the inmate's commissary account.
- Regardless of debt status, inmates will be charged a \$5 fee, per prescription, per month for all prescribed medications.
- Inmates must follow all directions from staff when medications are delivered.
- Inmates must take all of the prescribed medication or deny it in its entirety.
- Inmates have the right to deny medications and will be provided with a refusal form to sign. Continued refusal of medication may result in the medication being removed from your regiment by medical staff.

INMATE DEBT

If you are released from jail with a negative commissary account balance, money deposited at future bookings will be collected and put toward the negative balance at a rate of 70% to the old debt and 30% to available funds. Debt incurred during your current incarceration must be paid in full and 100% of funds deposited will be applied to current debt.

You will need to be current with your account to be considered eligible for Huber privileges. Current is defined as NO DEBT.

Any debt over 90 days may be subject to the Tax Return Intercept Program.

Visitors, friends, or family of one inmate will not be allowed to deposit money into the commissary account of another inmate in order to circumvent an inmate's negative commissary account.

Inmates are not allowed to transfer funds to another inmate.

Over the counter medications and/or medical care will not be denied due to debt.

PHONE CALLS

New arrestees will receive one (1) telephone call from the booking area telephone for the purpose of securing bond at the time of booking. All phone calls from that point will be completed on the collect telephones. There is a telephone available in each cellblock. Inmates may data to be used with the Iowa County Jail phone system. In the event the inmate has minutes and is released, the money will be returned to the commissary system.

To be able to use the telephone system at the Iowa County Jail, the inmate will need to use the PIN number that is assigned to them. It is the inmate's responsibility to keep this number confidential. If it is believed a phone pin number has been stolen, report the information to a corrections supervisor.

Telephone calls are recorded and monitored. Telephone calls to the Public Defender Office are free and not recorded. An attorney may request to have their telephone number restricted from the telephone system so calls will not be recorded or monitored.

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

Phones are available in dayrooms for all outgoing calls during non-lockdown hours, including calls to attorneys and clergy. A phone account must be established to access calls. You will be issued an account number and must follow the instructions provided to set up an account. Instructions are attached to these rules.

Calls may be made two (2) ways:

- Prepaid by family or friends.
- Data Purchased thru the commissary account.

Phones may be turned off for:

- Discipline
- Court-ordered restrictions
- Directive of Probation/Parole agent

Telephone numbers are occasionally blocked for:

- Court-ordered no contact (bond condition)
- Request of a Victim
- Request of persons not wanting collect calls
- Request of parents on behalf of minor children
- Request of Probation Agent

Telephone accounts may not be shared for any reason.

You or your Attorney should provide jail staff with the phone number used for communicating, to alert staff of phone privacy privileges. Phone numbers will be verified prior to implementing privacy considerations. **If a number is not provided, the call may be recorded.**

CONDUCT

General rules of conduct have been adopted to provide for the safety and security of the Iowa County Jail inmates, staff, volunteers, and public.

The county jail will set disciplinary rules and sanctions while inmate is housed at their facility. Any disciplinary reports will be placed in inmate file and considered for classification and/or parole actions.

A WDOC Conduct Report may be written for serious violations and inmate classification and placement in the WDOC system may change accordingly.

Inmates are allowed to take care of certain personal hygiene needs at breakfast time (see "HYGIENE" section).

1. Inmates cannot loiter on the stairs or mezzanine walkway. Only inmates assigned to an upper level cell should be upstairs. If they are assigned to a cell on the upper level, they must be in their cell with the door all the way open or all the way closed. Inmates should not lean on the mezzanine railing. Inmates are not permitted to sit on the stairs or the mezzanine walkway.
2. Inmates cannot change their bunk assignments without prior permission from the jail staff.
3. Inmates must keep their assigned bunks and living areas clean at all times.
 - a. Unless occupied, inmates will make their bunks in a neat and orderly manner by 8:30 a.m.
 - b. Mattresses and bedding will remain on the bunk and beds will stay made until lockdown at 11 p.m. or until occupied for the night.
 - c. Nothing should be placed on the bunks other than the mattress and bedding.
4. Inmates are not allowed to cross the red line within units unless they are directed so by a staff member, actively using the intercom, or they are actively cleaning.
5. Full jail uniforms will be worn at all times when inmates are not in their cells. Thermal undergarments or white T-shirts are not considered part of the jail uniform and should be worn under an issued uniform over shirt or colored shirt.
 - a. This includes the dayroom area, programming room and all other areas of the jail.
 - b. You are allowed to sleep in your underclothes, with all private areas appropriately covered.
 - c. **Tenting is NOT allowed.** Staff must be able to see your face at all times. Nothing will be hanging from the top bunk stat limits the visibility of the cell. Each cell has clothing hooks to hang items that need to dry.
 - d. All jail clothing, bedding, and towels will be turned in for exchange at the jail staff's request.
 - e. Inmates are responsible for turning their own laundry in at lockdown on the appropriate schedule. Refusal to do laundry will be dealt with as a rule infraction and inmates will be disciplined accordingly.
 - f. No jail issued clothing or linen items may be used or worn in a position other than the item's intended purpose (i.e., towels or t-shirt cannot be wrapped around the head, arm, leg, etc.).
6. Bedding is not to be removed from the cell to the dayroom.
7. No fires of any kind are permitted.
8. Gambling of any kind is not permitted.

9. Inmates are not allowed to gamble or play games of chance.
10. No pictures or photos or other items shall be affixed to the walls or other fixtures of the facility.
The cross bars in the windows are not storage areas and will be kept clear at all times.
11. Inmates will not alter in any way the condition of the walls, doors, beds, ceilings, locks, windows, vents or any other fixture or equipment of the Iowa County Jail. This includes tampering with the jail televisions (TV), television fixtures, remote controls, kiosks, phones and microwaves.
12. No light or air vent will be covered in any way. Plugging or altering a sink, shower drain, or toilet is prohibited. If maintenance is requested and it is found that plugging of any of the listed items above is due to inmate negligence, the inmate will be assessed a \$10.00 maintenance fee.
13. If TV and/or remote tampering occurs, the TV and/or remote shall be removed until it can be repaired. Inmates will be charged for any damages that occur to the TV's and/or remote and the TV and/or remote will remain out of the cellblock until such damages are paid for.
14. Inmates will be charged for any damages that occur to jail property including the kiosk, phones or microwave. If items are damaged they shall be removed until they can be repaired.
15. Remotes are to remain in the dayroom at all times.
16. Inmates will not sit on table tops, stairs, or trash cans with in the units. You are only permitted to sit on the floor, your assigned bed or the stools around the tables in the day room. All doors and stairs will remain clear at all times in case of an emergency situation.
17. No inmate will threaten, (verbally or physically) strike, use profanity, or obscene gestures against, or throw anything at a jail staff member, another inmate or visitor.
18. No inmate shall be permitted to make threats of violating jail rules to manipulate housing arrangements.
19. All inmates will conduct themselves in an orderly manner at all times. Unnecessary noise, fighting, profanity, or loud or boisterous behavior is not permitted.
20. **The cellblock intercom will be used for emergencies only. Non-emergency, excessive use may result in disciplinary action.**
21. Inmates will not take/steal anything from anyone. No selling/buying, lending, gifting, sharing, borrowing or trading anything with another inmate. Items are subject to confiscation if jail staff believe they were obtained by means listed above.
22. **You are not allowed to be in another inmate's cell. If your assigned cell is not located on the mezzanine (upper floor) you are not allowed on mezzanine level or stairs.**
23. Inmates will not agitate, entice or otherwise provoke other inmates to disobey jail rules.
24. No inmate will cause, provoke, plan or participate in a riot or rebellion of any kind.

25. No inmate is allowed to threaten, harass, and/or become physical with another inmate, horseplay or otherwise. You will treat all inmates with respect and dignity.
26. This facility has a zero tolerance policy in regards to racial and/or derogatory remarks from inmates to inmates, staff, volunteers, and/or contracted personnel.
27. Inmates must show respect towards staff members, and you are required to follow all oral and written orders immediately.
28. You shall not damage, alter or destroy jail property or property of another inmate in any way. Criminal charges may be sought against you for any such actions. Inmates will be assessed the cost to repair/replace the destroyed property.
29. No inmate will communicate false information (lie) to a jail staff member.
30. Passing notes to/from inmates or visitors is prohibited.
31. When moving for programming or visitation, an inmate shall take the most direct route. Failure to follow this rule may result in restriction for future programming or visits.
32. Talking or yelling between blocks or through doors is prohibited.
33. Inmates must obey all criminal (municipal, county, state, and federal) and traffic laws during their incarceration.
34. Inmates may not attempt to converse with or have contact with an inmate of the opposite sex
- 35. Inmates are not in any way to attempt to look through the windows.**
36. Any damage or inappropriate use of the remote control will result in loss of television privileges. The television shall be turned to a reasonable volume when officers are accessing the block. Failure to comply could lead to the loss of television privileges.
37. Tattooing is not allowed.
38. Inmates are to remain in their assigned bunk after lights out.
39. Do not leave or attempt to leave your assigned area and/or jail confines without permission from a correctional staff member.
40. Do not sexually harass jail staff or other inmates or act in a lewd or lascivious manner. At no time will inmates present themselves with their hands inside their pants below the waistline.
41. Profanity, loud whistling, singing, shouting, and/or other types of loud and boisterous behavior are not allowed. Certain forms of profanity may result in enhanced punishment. You must remain quiet and in your assigned cell or bunk during lock down hours.
42. An order to lock in to your assigned cell issued by a staff member requires immediate compliance without argument, debate, or exception. This includes facility lockdowns for emergencies and drills.

43. No inmate will possess or use any substance, which may affect his/her mental or physical functions, unless such substance is lawfully prescribed by a physician and delivered by the jail doctor, nurse, or jail staff.
- a. No inmate will create, use, or consume any alcoholic beverages, marijuana, or any controlled substance.
 - b. Prescription drugs and medications will be consumed in the manner prescribed. This includes the possession of above-stated drugs and the excessive consumption of prescription medications.
 - c. This also includes inmates reporting for their jail sentence under the influence of an intoxicant and/or drugs. Such inmates will be dealt with according to "Major Violation" disciplinary actions, contained herein. (See section entitled "Discipline")
 - d. Jail staff will conduct random preliminary breath tests (PBT) and random urinalysis testing.
44. No inmate will make or possess any instrument, which could be used as a tool for escape or assault.
45. Inmates will return all eating utensils, all meal containers and unconsumed items to the jail staff, after each meal, and/or when requested. You will not keep/store in your cell anything that comes on a food tray at meal time.
46. Radios, cameras, cellular phones or music players are NOT allowed in the jail.
47. No light fixture or air vent will be covered or tampered with in any way.
48. Standing on tables, chairs, benches, storage totes, step stools, or hanging from anything to include the railings, TV or windowsills is not permitted. No sitting on tables in the dayroom. Mattresses must remain on your assigned bunk. You are not allowed to sleep on the floor of your assigned cell. **You must sleep with your head uncovered.**
49. Talking, yelling, sign language, written signs or other means of communication such as passing notes, books or magazines between units, or yelling through vents/doors/windows/food passes is prohibited. This includes while traveling from one destination to another in the jail. Pounding on windows, walls, or tables is not allowed.
50. Any type of gang membership, gang activity, display of gang signs or display of gang colors is prohibited.
51. Do not throw any object in a cell, dayroom, or any other place within the confines of the jail.
52. Inmates are required to follow all oral and written orders immediately.
53. You have access to the Wisconsin Statutes by using the kiosk in the dayroom. If you are assisting your attorney or representing yourself in your legal defense, advise staff of your need of access to proper legal materials. You may be allowed to view this material via Statute Books or Laptop at jail staff discretion and availability of time and space.

54. Any unescorted inmate travel within the jail is expected to be done in a timely manner without checking on other units. Inmates are expected to take a direct route to their destination.

55. Lockdown time is 11:00 p.m. every night, with no exceptions.

- a. Televisions will be turned off at 10:55 p.m.
- b. Items will be taken to cells prior to lockdown.
- c. No noise will be permitted after 11:00 p.m.
- d. Remote controls will remain in the dayroom.
- e. Phones will be shut off at 10:55 p.m.

56. Sentenced Huber inmates returning to the jail must utilize the alcohol kiosk in the lobby, print a receipt and provide that to staff upon return to the secure area. Sentenced inmates will be strip-searched and may be subject to random urinalysis testing and body scanner searches.

57. Inmates are subject to room, tote and/or locker searches at any time. These searches may include pat down searches or if warranted, strip-searches.

JOB SEARCH & ELECTRONIC MONITORING

Please submit a general request for a copy of the job search rules or an electronic monitoring application, if you are eligible for these programs. If you are not sure of your eligibility, please ask.

DISCIPLINE

In the event an inmate is observed or suspected to be in violation of a rule(s), the Iowa County jail staff making the observation shall prepare a written report and submit it to his/her supervisor within 24 hours of the violation. If a violation is found to have occurred, the inmate may be subject to any of the penalties listed below, including being charged criminally.

Minor violations

A minor violation includes a notification of infraction(s) and the issuing of a sanction(s). There is no due process hearing, but the informal action may be appealed to the Jail Administrator or designee. However, the appeal will not delay imposing the sanction. The goal of a successful informal disciplinary appeal is to have the disciplinary action removed from your file/record.

Sanctions may include:

- A verbal or written reprimand.
- Restriction of privileges for 24 hours or less.
- Placement in punitive segregation or isolation for 23 hours or less.

An inmate committing a minor violation shall be informed of the rule he/she violated by the staff member who observed the violation, the possible penalty, and the disciplinary procedure for a minor violation.

- The inmate may give a verbal or written statement regarding the alleged violation to the correctional officer.

- The correctional officer may impose a minor penalty if he/she finds that a violation has occurred.
- The correctional officer will inform his/her supervisor of the incident and the penalty administered as soon as possible.
- The inmate may appeal the correctional officer's decision to a jail supervisor (in writing) within 24 hours of the inmate being notified of the disciplinary action to be taken. Minor Violation appeal
- The purpose of the appeal is to give the inmate a way to have inappropriate actions removed from their disciplinary records only.
- Inmates in administrative confinement are not to circumvent their confinement restrictions by having other inmates initiate contact with relatives/friends. Both inmates are subject to discipline when this occurs.

Major violations

A major violation includes notification of infraction(s) and a due process administrative hearing conducted no sooner than 24 hours from the time you were served with the disciplinary report. Based upon the legitimacy of the request and at the discretion of the hearing officer, during the due process hearing you may be allowed to call witnesses, confront your accuser, and/or be represented by a staff advocate.

Based on the findings of the due process hearing, a sanction or penalty may or may not be imposed by the hearing officer. Disciplinary findings and imposed sanctions may be appealed to the Jail Administrator or designee. You must indicate the desire to appeal immediately following the findings decision. The appeal is to be made in writing and turned over to a staff member within 24 hours of the findings decision. During the appeal process the Jail Administrator or designee may remove, decrease, or increase the severity of the recommended sanction. The appeal decision is final.

A major penalty is:

- Restriction of privileges for more than 24 hours.
- Placement in Solitary Confinement for more than 24 hours – s. 302.40, Stats.
- Forfeiture of good time.-s.302.43, Stats.
- Restrictions of Huber privileges.-s303.08, Stats
- Work Release privileges may be withdrawn-s303.065, Stats.

A due process hearing will be held unless the inmate waives his/her right to such hearing. If the inmate waives his/her right to a due process hearing, the violation will be disposed of in accordance with the procedures for major violations. If the inmate chooses to have a hearing, he/she has the right to be present at the hearing, to make a statement, and to present relevant evidence. The inmate has the right to call witnesses and may be represented by a staff advocate. The inmate may appeal the hearing officer's decision. The appeal must be made known and submitted in written form within 24 hours of the decision of the hearing.

If a major violation of Huber rules has occurred, the Jail Administrator, the Chief Deputy or the Sheriff, may petition the Court for permanent or partial loss of Huber privileges, and/or forfeiture of good time.

INMATE GRIEVANCE

During your confinement, you may believe you have the basis for a complaint. When this is the case, whenever possible, you are encouraged and required to attempt to resolve the complaint informally with a correctional officer. This is to be done verbally or utilizing the Inmate Request Form.

When informal resolution is not possible, written complaints/grievances and grievance appeals are to be submitted in writing on the form provided for that purpose. Complaints are forwarded to the applicable staff member. All legitimate grievances are reviewed, evaluated, appropriately investigated and a written response is provided.

A grievance is a written complaint by an inmate on the inmate's own behalf regarding a jail policy application; a condition within the institution; an action involving another inmate or staff member within the institution, or; an incident occurring within the institution. The grievance procedure is not to be used to address housing classification or housing decisions, or legal decisions as directed by the courts. The Iowa County Jail Inmate Grievance/Grievance Appeal Form will be utilized for the submission of inmate grievances and grievance appeals. An inmate is restricted to one grievance every a day. Inmate grievances will:

- Be filed within 24 hours of the complaint or issue.
- Clearly contain an adequate explanation.
- Be accepted for conditions of confinement, which includes...
 - Release date, medical care, food services, hygiene and sanitation needs, recreation opportunities, classification actions, disciplinary actions, program participation, telephone and mail procedure, visiting procedure or allegations of sexual abuse.
- Only be submitted after the inmate has exhausted all avenues for informal resolution of the complaint.
- **NOT** be accepted when challenging rules and policies, state or local law, court decisions and probation/parole actions.
- **NOT** be answered if they contain vulgar or abusive language, profanity, or misleading information.
- **NOT** be submitted on behalf of another inmate or as a group.
- Contain one complaint/issue per Grievance.

PREA – sexually-oriented complaints or grievances have no time limit.

- **Misuse or Abuse of the Grievance process may result in discipline.**
- If you wish to appeal the Jail Supervisor's decision, this must be done within 24 hours of the reply and submitted to Administration. This appeal is done by completing the grievance form as an appeal.

A grievance may be rejected for the following reasons:

- The inmate submitted the complaint solely for the purpose of harassing or causing malicious injury to one or more of the department's employees, agents, contract staff, volunteers or any other person.
- The inmate does not raise a significant issue regarding rules, living conditions or staff actions affecting the institutional environment.
- The issue raised in the grievance does not personally affect the inmate.
- The issue has already been addressed.

INMATE WORKERS

Sentenced inmates may apply, in writing, to participate in Occupational Therapy (OT) for the Iowa County Jail. Your eligibility will be determined by your classification and Jail Supervisor's review. Unsentenced inmates will not be allowed outside the lockup portion of the jail. OT workers can be issued specific assignments, which include, but are not limited to:

- Cleaning
- Laundry
- Kitchen duties

OT is not compensated in any form. Those who apply and have Community Service hours on their Judgement of Conviction (JOC) will take priority and may accumulate hours spent in OT to reduce their sentence. Any hours applied will only reduce one's sentence by 24 hour increments.

Behavior reports generated while an inmate is participating in OT may result in their eligibility being permanently revoked.

Tasks performed and the hours that they are performed are at staff discretion. Failure to report for tasks without a valid excuse may result in your discontinued participation.

PROFESSIONAL VISITATION

Visits with an attorney, probation agent, or clergy are permitted on a daily basis from 8am to 6pm with an exception surrounding meal times. Professionals must email jail staff to schedule appointments. This facility does not allow walk in appointments. Inmates may consult with their attorney by phone or in person. Communications between inmates and their attorneys will be private and confidential. You or your Attorney should provide jail staff with the phone number used for communicating to alert staff of phone privacy privileges. Attorneys have the right to exchange legal papers with their clients, but are prohibited from exchanging any other articles without permission from the jail staff. Legal papers may be subject to search for contraband prior to exchange. Professional visitation will be restricted during meal times and during public visitation. Clergy will be required to visit via video visitation during the hours of public visitation established below. Clergy visitations will be recorded.

PUBLIC VISITATION

ONSITE:

- All visits will be conducted over the kiosk.
- Public visitation is held:
 - Sundays 1:00pm-4:00pm (last scheduled visit starts at approx. 3:20)
 - Mondays 6:35pm-8:15pm (last scheduled visit starts at approx. 7:45)
 - Wednesdays 6:35pm-8:15pm (last scheduled visit starts at approx. 7:45)
 - Saturdays 7:00am-10:00 am (last scheduled visit starts at approx. 9:20)
- During that time a visitor must come the Iowa County Sheriff's Office to visit over the kiosk. This will not charge them for data.
- Inmates are allowed one 30-minute visit per week over the kiosk in the Sheriff's Office.
- The visitation week starts on Sunday.
- Persons are limited to visit one inmate once per visitation day.
- Visitors must make an appointment by contacting jail staff or online form found on the Iowa County website.

- Visitors displaying other than orderly conduct during visits will not be allowed to visit on that day. Such visitors may be permanently banned during the inmate's period of incarceration, and may be subject to the penalties of Section 947.01, Wisconsin Statutes, Disorderly Conduct.
- Inmates still housed in Intake will not be allowed visitors.
- Inmates on probation/parole status may have restricted visitors and/or phone calls as deemed appropriate by their probation/parole agent.
- Visits will not occur until after an inmate has had a bond hearing for any new charges.
- Visits will not occur if the inmate is on active discipline.
-

OFFSITE:

- All visits will be conducted over the kiosk.
- Inmates or their visitor must purchase data to visit someone offsite.
- Visitors must make an appointment by creating a CIDNET account for remote visits.
- If a no-contact order exists between inmate and visitor, the visit will be denied.
- Inmates on probation/parole status may have restricted visitors and/or phone calls as deemed appropriate by their probation/parole agent.
- Inmates still housed in Intake will not be allowed visitors.
- Visits will not occur until after an inmate has had a bond hearing for any new charges.
- Visits will not occur if the inmate is on active discipline.
-

CONDUCT:

Any inmate or visitor found to participate in misconduct and/abuse of the visitation may be disciplined, denied visits, and/or be permanently banned from visiting at this facility. The following expectations are not all inclusive and jail staff will have the final determination on what conduct is appropriate or inappropriate:

- Visitors must be dressed appropriately for the season and for public viewing.
 - Some low cut tops may be considered inappropriate by staff.
 - Some low cut or revealing bottoms may be considered inappropriate by staff.
- There will be no display of genital areas by either visitors or inmates at any time.
- There will not be any posing or positioning, either by visitors or inmates that is suggestive as sexual in nature.
- Excessive vulgar language is not permitted.
- Verbal fighting is prohibited. Both inmates and visitors are expected to conduct themselves in a calm manner.

MAIL

All mail, incoming and outgoing, must bear the full name **and** address of both the sender(s) and the recipient(s) on the envelope. The address of this facility is: Iowa County Jail, 109 E Leffler St., Dodgeville, WI 53533.

Envelopes (and all contents) not containing this specific information will be placed in the inmate's file or property bag, and handed over to the inmate at the time of release or may be returned to sender. If a no-contact order exists between the parties, mail will be held. If the no-contact order exists at time of release, the mail will be destroyed. If proof of the no-contact order being lifted is presented at time of release, held mail will be returned to the inmate at time of release.

All incoming and outgoing mail must be postmarked and delivered through the U.S. Postal Service. Mail will not be accepted if dropped off at the jail. This includes greeting cards, magazines bills, and legal material.

Confidential or privileged communications are only those letters to or from your attorney. Correct names and addresses must be on the envelope for both sender and recipient. Failure to provide correct information will result in mail being opened and reviewed.

It is the policy of the jail to process all mail promptly. The mail may be delayed for such reasonable time as it takes to properly scan and evaluate it, while still not disregarding the performance of other essential jail duties. The jail staff will log, open, inspect, and review and scan in all incoming (non-privileged) mail prior to delivery. Privileged mail may be opened in the presence of the inmate to verify the sender and check for contraband. It will not be scanned into the CIDNET. Any contraband found in incoming mail shall be confiscated and disposed of. Senders of contraband may be referred to the district attorney for prosecution.

This facility will not accept money, in any form, that has been sent through the mail. Friends, family, etc. must utilize the kiosk in the Iowa County LEC lobby or jailatm.com to put money on your account.

All reading material must come from the publisher. A local store mailing in books, puzzles, etc., is not the equivalent of a publisher. Publication that is obscene, or depicts methods of weapons manufacture, means of escape, or material, which may compromise jail security, will NOT be allowed into the Iowa County Jail.

Non-privileged mail shall be withheld or returned to sender if it is determined that delivery of such mail would likely disrupt jail security.

- Inmate will be notified of such mail refusal.
- Refusals may be appealed within 24 hours of notification of rejection/refusal.
- Jail staff will strictly follow court-ordered contact restrictions.

The jail staff will document all refusals of incoming mail.

All non-privileged outgoing mail (all correspondence except to an attorney) will be given to the jail staff UNSEALED, so it can be checked prior to mailing. Mail will be screened for contraband, potential law violations or disruptions to jail security.

Outgoing and incoming mail may not have drawings on the envelopes or contain markings or odors of any sort. Examples being lipstick, perfume, etc.

Incoming mail will be removed from envelopes, and the envelope and mail will be scanned and loaded to the kiosk for viewing.

Coloring pages or pamphlet inserts will not be delivered.

Postage for outgoing mail shall be deducted from the inmate's commissary account. If an inmate is indigent, the cost of postage will be added to the inmate's debt.

- If the inmate has no funds, Iowa County will allow postage for two (2) letters, at the current first class rate of postage per week. Items can be requested on Sunday for Monday delivery.
- Jail staff will hold outgoing letters submitted by indigent inmates who have already received their two (2) free letters for the current week.
- A mail log, including all incoming and outgoing mail, will be kept for each inmate.
- In the event that an inmate receives money, the amount provided for free postage will be deducted from his/her account.

Two (2) envelopes, four (4) pieces of paper and one (1) pencil will be provided to each **indigent** inmate, **if requested**, on Monday morning at breakfast, or when time permits.

Additional pencils, paper and stamped envelopes can be purchased through Commissary.

Written communications between inmates is prohibited, unless approved by a Jail Supervisor.

VIOLATION OF THESE RULES MAY RESULT IN:

- Prosecution, where a violation of the law is suspected or known to have occurred;
- Limitation of both incoming and outgoing mail to legal and essential business letters for a period of time corresponding to the nature and degree of the violation;
- Any limitation of the inmate's mail may be appealed. A jail supervisor shall respond in writing to an appeal, stating that the facts either uphold or deny the limitation.

PERSONAL PROPERTY

All inmate personal property is searched, logged, placed in a heat sealed bag, and stored in a bin onsite for the duration of your stay. You may release personal property to friends and family. You must complete a request to do so and the request must provide the details of what you want released, who you are releasing it to, and when the property will be picked up. Staff will complete a release of property form at time of release of property.

If you are sentenced to prison, refer to the kiosk in your unit for what items are allowed for intake. You will be required to release all other personal property for pick up.

If you neglect to take all of your personal property at the time of your release from custody, you will have 30 days after your release to pick up your property. After 30 days, your property will be disposed of.

COURT

If, after admission and processing into the jail, you are unable to post bond, pay a fine, or otherwise secure your release, you will be assigned to a receiving cell or cellblock. If applicable, on the next available court date you will have a court hearing.

All inmates, regardless of charge or circumstance, are placed in restraints for each court appearance. Inmates will appear for court in their jail uniform. Street clothing may only be worn to a trial and must be requested, in writing, one (1) week prior to trial date.

If, during your court appearance, the Court approves your release, you will be returned to the jail and released as staffing and time permits. After your court appearance, all court-ordered conditions for

your release must be met, and you will be detained until then. If you have satisfied all bond conditions, and no warrants or detainees have been placed against you, you will be released.

If a warrant or detainer exists, the agency will be notified that you are available once all of your Iowa County court-ordered release conditions have been met. You will be detained until the agency arrives for transport, or until your release conditions have been satisfied (i.e., bail posted, sentence completed, etc.).

Inmates not released on bail/bond will be required to abide by court-imposed bond conditions, such as no contact with certain individuals (witnesses, victim, etc.), taking prescribed medications, etc. Violations of bond conditions while you are incarcerated will be considered a violation of a court order and will be reported to the District Attorney for prosecution.

RELIGIOUS SERVICES

Authorized clergy may visit with the inmates. Inmates may submit a request that clergy be called. Clergy visits will be scheduled according to jailer discretion and will be non-contact.

- Bible Study is held each week with the Iowa County Jail chaplain. The chaplain will also meet with individuals, as requested.
- Church services are offered weekly. The clergy and church representation is offered on a rotational basis. Schedules will be provided with the understanding that the schedule is subject to change.
- Requests for personal clergy to visit must be made in writing to the Jail Administrator.

RECREATION

Books are offered on their respective days and Games are offered daily. Games are not allowed in the Rec room. All Games will be returned at Lockdown or at staff request, with all pieces accounted for. Puzzles are available upon request and must be returned when finished or requested by staff, with all pieces. Games and Puzzles are provided by the Iowa County Jail. Games and Puzzles will not be accepted by mail or donation.

RECREATION ROOM

You will be allowed to make use of the jail recreation area and must submit a request for use by lockdown on the prior night. Recreation times will be assigned by staff and are subject to change. Violations of Jail Rules may result in suspension or loss of this privilege.

LIBRARY

Library access is available on Tuesdays, Thursdays, and Sundays, at staff discretion. Library access will be offered to those who request the access. Inmates are expected to travel to and from the program room in a timely manner. Inmates are allowed to have up to three (3) publications in their possession in any combination of books and/or magazines. Inmates are expected to return publications in exchange for new publications during library access.

Inmates found to be in possession of more than three (3) publications may be disciplined and/or library access suspended/revoked.

SUBSTANCE ABUSE OFFERINGS

Classification status may be considered to determine eligibility of attending programming.

- Programming is scheduled (at the jail) each week, but are dependent upon the availability of the volunteers.

Substance Abuse disclaimer-Substance Abuse encourages members to practice anonymity in the public media and members are asked to respect each other's confidentiality. However, in most jurisdictions there are no laws preventing attendees from revealing information disclosed during meetings. Substance Abuse members or leaders are not protected by confidentiality law and such privilege should not be expected.

GED CLASSES

GED/HSED classes are offered for inmates, regardless of sentencing status. Classification status may be considered to determine eligibility of attending programming.

Inmates who are court-ordered to obtain their GED shall participate in these classes. Failure to do so may result in further court action.

Job and Employability Skills are offered when time allows. This may include resume building.

MENTAL HEALTH COUNSELOR

Mental health services are available.

- Inmates may request to speak with a counselor and will submit the proper form on the kiosk.
- Staff may refer Inmates for mental health counseling if they deem necessary.
- Self-Help and motivational books are available upon inmate request.

OUT-OF-COUNTY HOUSING

Due to occasional overcrowded conditions, safety and security and/or no contacts, it is sometimes necessary to house inmates in an alternate county jail. If you are selected to be transferred, you will be allowed to take your current medication(s) if supplied by you, legal mail, and the money in your commissary account. When you return, these are the only items you will be allowed to bring in to this facility upon your return.

HOUSING OUT OF COUNTY INMATES

The Iowa County Jail allows other counties to house their inmates at this facility. While at this facility, out of county inmates will follow the obligations of this handbook. Out of county inmates may obtain information from their incarcerating facility by completing a request form to be forwarded to their incarcerating facility. All bonds and conditions of confinement are the responsibility of the incarcerating facility and Iowa County Jail will not release or change an inmate's status without the explicit consent of the incarcerating facility.

SOCIAL SECURITY ADMINISTRATION

The Iowa County Sheriff's Department submits scheduled reports to the Social Security Administration (SSA) regarding incarcerated inmates. Inmates who are incarcerated more than thirty (30) calendar days in a row may have their SSD/SSI benefits suspended. Medical Assistance and Badger Care benefits cease upon your entry into the jail, unless you are pregnant. You will be allowed to make phone contact with the SSA for reinstatement of your benefits upon release. Failure to do so may prolong benefit reinstatement.

UNEMPLOYMENT COMPENSATION BENEFITS

In an effort to reduce unemployment fraud, the Iowa County Sheriff's Department submits a monthly report to the Department of Workforce Development.

FIRE OR SEVERE WEATHER EMERGENCY

In the event of a FIRE or SEVERE WEATHER emergency, you are instructed to follow staff directions to ensure your safety. If an evacuation is needed, staff will advise you of the best route for an efficient and effective exit. An evacuation does not automatically provide you with release from your sentence obligation. You will remain in custody.

INMATE VOTING

If you wish to exercise your voting rights, while incarcerated, please submit a request for information on eligibility, voter registration, and absentee ballot.

PREA (Prison Rape Elimination Act) Considerations

As an inmate of the Iowa County Jail, you need to be aware that this is a zero tolerance institution concerning sexual abuse, sexual assault, or sexual harassment. This includes actions of inmate-to-inmate, inmate to staff, staff to inmate, contracted personnel to inmate, inmate to contracted personnel. If you feel you are a victim of sexual abuse, sexual assault, or sexual harassment, you should notify a staff member as soon as possible. This notification will be investigated in a timely manner and will include, but not be limited to, interviews with the victim and the suspect of the alleged action.

If it is determined that a crime has occurred, this agency will file necessary charges and proceed with the court process and possible litigation.

You, as an inmate, should be made aware that both male and female Correctional Officers staff this facility. At any given time, a male or female C.O. will conduct routine and random rounds. Our staff is aware of PREA and will take precaution when conducting rounds during such times as inmates of the opposite gender may be vulnerable, such as showering, and use of the toilet facilities during lockdown hours. **These precautions will not supersede any instance when safety or security of the inmate or facility is in jeopardy.**

You may report PREA violations by notifying correctional staff personally, in writing, the phone in your cellblock, or having a third party contact staff or the Jail Administrator on your behalf.

TABLET USE

The Iowa County Jail provides tablets for inmate use (fees may apply for some or all features and are subject to change by the provider). Tablets are made available to inmates and are a shared resource. Inmates found hoarding tablet(s) can be subject to discipline. Tablets needs to be turned back into staff when charging is needed. Tablets are only available to inmates during non-lockdown hours and are required to be turned in at lockdown.

Tablets have all the same functions on them that the kiosk has with some added apps with the exception of video visitation. Apps are subject to addition, removal, and/or change at the provider's discretion.

Abuse and misuse of tablets may result in discipline and replacement cost of the device.

LAW LIBRARY

A law library is available for your use on the kiosk in the unit and on tablets.

PROHIBITED ACTS

The following lists of offenses are not all inclusive and may serve as a guide for standard discipline for offenses not specifically listed below.

SECTION 100

Section 100 offenses are the most serious rule violations in the Iowa County Jail. Section 100 offenses are major rule violations and is punishable by up to 10 days of disciplinary segregation for each offense for which you are found guilty. All or a portion of your privileges may be suspended during the disciplinary period.

101	Fighting
102	Engaging in sexual acts with others
103	Escaping or attempting or planning to escape
104	Tampering /damaging with or attempted tampering/abuse with security equipment, computer, phone, visitation equipment, inmate kiosk equipment, or tablets
105	Setting a fire
106	Possessing or introducing an explosive or any ammunition to include incendiary device and liquid-fueled flame producing devices
107	Possessing or introducing a gun, firearm, weapon, sharpened instrument, knife or unauthorized tool
108	Rioting or encouraging other to riot
109	Possessing any inmate clothing not issued to you based on classification
110	Engaging in or encouraging a group demonstration
111	Refusing to obey an order in an emergency situation
112	Taking any person hostage
113	Violating an in-home detention contract
114	Tampering with an electrical circuit or creating a fire hazard
115	Tampering with, causing, or attempting to cause a fire alarm or fire suppression device to activate
116	Possessing or introduction of any contraband into the Iowa County Jail
117	Three or more offense of making and/or possessing intoxicants

SECTION 200

Section 200 offenses are major rule violations and are punishable by up to six days of segregation for each offense for which you are found guilty. All or a portion of your privileges may be suspended during the disciplinary period.

201	Threatening to commit any public offense, or committing any act that would be considered repulsive, vulgar, and/or inappropriate by the recipient of the threat or act
202	Making sexual proposals, threats to another , and /or sexual misconduct

203	Destroying, damaging or stealing Iowa County Jail property or the property of another person
204	Tampering with or attempting to tamper with any lock, window, door, security device, furniture, ceiling, floor, equipment, plumbing fixture, or any other fixture in the facility
205	Adulterating or intentional contamination of any food or beverage
206	Disrupting or interfering with the security and/or the orderly operation of the Iowa County Jail
207	Counterfeiting any official document or paper
208	Third offense of making and/or possessing intoxicants
209	Being intoxicated or simulating being intoxicated
210	Lying or providing false statements to Iowa County Jail staff member
211	Tattooing, piercing, or mutilation of the body
212	Refusing to provide a breath or urine sample for the purpose of detecting drug or alcohol use
213	Being in an unauthorized area or being in an area during an unauthorized time
214	Smoking, use, or possession of tobacco products
215	Abuse, misuse, or excessive stockpiling of OTC medications
216	Defacing or marking on any wall, sign, posting, fixture, or furniture in the Iowa County Jail
217	Insolence towards a Iowa County staff member, including the use of rude or obscene remarks or gestures
218	Flushing a foreign object down a plumbing fixture
219	Refusing to keep fingernails at a safe and sanitary length

SECTION 300

Section 300 offenses are major rule violations and are punishable by up to three days of disciplinary segregation for each offense for which you are found guilty. All or a portion of your privileges may be suspended during the disciplinary period

301	Possessing property belonging to another person
302	Mutilating or altering Iowa County Jail-issued clothing
303	Refusing to obey an order of any Iowa County staff member that jeopardized or could have jeopardized the safety , security, and orderly operation of the Iowa County Jail
304	Unauthorized use, or the intended misuse of equipment or machinery
305	Interfering with count, security check, laundry, commissary, classroom, meal, or other Iowa County jail activity or procedure.
306	Inappropriate or unauthorized correspondence with a visitor
307	Giving or offering any person a bribe or item of value or perceived value
308	Gambling of any kind
309	Loaning of property or anything of value with an expectation of profit or increased return

310	Possessing contraband
311	Committing indecent exposure
312	Making a harassing, abusive, obscene, annoying, or threatening telephone call/video call or violating any other phone/video rule
313	Making excessive noise or being excessively loud
314	Refusing to clean a cell, bunk area, or common area or failing to keep one's area sanitary
315	Second offense of passing of notes, paper, or contraband to other inmates or facility visitors
316	Committing three or more minor rule violations
317	Second offense of blocking, exercising on, congregating on the mezzanine or stairway of a housing unit
318	Second offense of possession or using another inmate's phone ID
319	Making and/or possessing intoxicants, second offense

SECTION 400

Section 400 offenses are minor rule violations and are punishable by one of the following sanctions:

1. Serving up to a 23 hour cell detention in which no privileges are given.
2. Commissary restriction not to exceed one week.
3. Telephone restriction of up to 24 hours.
4. Television restriction of up to 24 hours.
5. Tablet restriction of up to 24 hours.
6. Written reprimand.
7. Verbal reprimand.

401	Posting, gluing, or affixing any object to a wall, furniture, or fixture including fire or security devices
402	Participating in horseplay
403	Unauthorized use of tablet, mail, video call, or telephone; including making or attempting to make a three-way call
404	Unauthorized contact or conduct with the public
405	Giving or accepting anything of value or money to or from another person
406	Being in a cell or bunk that is not your own
407	Covering cell lights, air vents, or windows
408	Altering or misuse of any county property or supplies other than already specified in 204 or 302
409	Possessing excessive clothing, bedding, or linen
410	Possessing excessive commissary items
411	Possessing food from meal trays outside of designated meal times and/or areas or taking of more than one meal tray at mealtime
412	Refusing to clean after meals

413	Unexcused absence from work or refusal of work (Occupational Therapy)
414	Unauthorized washing of cloths or hanging of wet clothing in bunk, dayroom, or bathroom areas
415	Refusing to obey an order of any Iowa County staff member that resulted in or could have resulted in a breakdown of the day-to-day procedures of the Iowa County Jail
416	Possessing clothing, bedding, or linen outside of bunk area at times other than authorized times
417	Possessing any item intended for the use of igniting a combustible substance
418	Possessing eating utensils, commissary, or food items outside of the housing unit
419	Talking during lockdown, lights out, or during an emergency situation
420	Being in an unauthorized area, or an area during an unauthorized time
421	Wearing of Iowa County Jail clothing in any other way other than the prescribed manner
422	Sleeping with your head covered or otherwise interfering with an officer's ability to make visual contact
423	Causing a disruption in a housing unit, disturbing or interrupting another person's visit
424	Unauthorized communication with an inmate from another housing unit
425	Talking or causing a disturbance in the facility hallways.
426	First offense of possession or using another inmates phone ID
427	First offense of blocking, exercising on, or congregation on the mezzanine or stairway of a housing unit
428	Standing on furniture, fixture, or wall or sitting on a table top
429	first offense of passing of notes, paper, or contraband to other inmates or visitors
430	Unauthorized or excessive use of an intercom
431	Failing to remain on your assigned bunk during counts or any other time when directed by staff
432	making and/or possessing intoxicants, first offense

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How to Pay for Phone Calls

CIDNET Data – How Everything Works

This facility has updated the inmate telephone system and is now integrated into CIDNET. The biggest difference between the old system and CIDNET is that all calls are payed for with data instead of a per minute fee. Data is sold for \$0.30 per Megabyte. When you talk on the phone, CIDNET tracks and deducts however much data is used for the call. One (1) minute of talk time uses approximately 0.65 Megabytes of data, with an average cost of \$0.18.

How You Purchase Data

To make phone calls, you must first purchase data. To do so, use the telephone in your area and dial “00”. Listen to the prompts and select the amount of data you want to purchase. Funds will be deducted from your commissary account and you will be able to use your data to make phone calls.

How the People You Call Purchase Data

CIDNET offers a public website (CIDNET Customer Portal) where the people you want to talk to can create an account and purchase data for \$0.30 per Megabyte. Tell them to search “CIDNET” from any web-browser. Once they have data, they will have the option to transfer some or all their data from their customer account, to your inmate account. This is important to note, because when you make phone calls, CIDNET is designed to first check your data balance. If you have data on your inmate account, CIDNET will deduct your data to pay for the phone call. If you do not have any data, CIDNET will deduct data from the person you are talking to.

If you do not have data on your inmate account, and you call someone who has not gone to the public website (CIDNET Customer Portal) and created an account and purchased data, the call will not go through. The person you called will hear an automated message telling them how to create an account at the CIDNET Customer Portal. Once they create their account and purchase data, they will be able to receive your calls.

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Appendix B Medical Education

IOWA COUNTY JAIL PATIENT MEDICAL EDUCATION

This information is designed to assist patients in identifying and treating common ailments. It is strongly recommended that a patient seek medical attention if a problem persists or you experience additional symptoms.

COMMON COLD

The common cold is caused by many different types of viruses and is not serious. The usual symptoms include sneezing, stuffy nose, watery nasal discharge, scratchy throat and cough. You may feel achy, tired and have a headache. Colds are not cured by taking antibiotics like penicillin. A cold must run its course. Symptoms are usually worse the 2nd & 3rd days and should stop within 4-7 days. A cough may last longer than this, especially if you smoke.

Adults average 2-4 colds per year. Colds usually occur more in the fall and winter. The viruses that cause colds are spread mostly by drainage from the nose, coughing and sneezing. You should cough and blow your nose into paper (Kleenex or toilet paper) and throw it into the trash can right away. Try not to get really close to anyone coughing or sneezing who does not cover his/her mouth. **ALWAYS** wash your hands after you blow your nose or sneeze.

Do the following if you have a common cold:

1. Drink lots of fluids especially clear fluids such as water.
2. Stop smoking. Smoking can make your cold worse. Smoking can cause respiratory problems and cancer.
3. May take 2 Regular Strength Tylenol tablets for fever, headache, and aches and pains associated with a cold. Antibiotics are not indicated for treatment.
4. Rest as much as possible.

You may need some medications to relieve some of the symptoms. If your symptoms get worse put in a sick-call request to see the medical department.

For medical problems or symptoms not described in this pamphlet, please complete a Sick Call Request Form to see the physician or nurse.

GAS, BELCHING & HEARTBURN

URINARY DISCOMFORT

Eating gas-forming foods and swallowing air while you eat can cause gas.

Do the following if you have gas:

1. Take 1-2 antacid tablets for heartburn, or gas, up to 4 times a day if needed.
2. Avoid gas-producing foods.
3. Chew foods slowly.

INDIGESTION

Eating gas-forming foods or swallowing air can cause indigestion; it usually is not a serious condition. Cabbage, coffee, tea, carbonated beverages may cause gas. Do the following if you have gas:

1. Avoid eating foods that cause problems.
2. Avoid overeating.
3. Remain in an upright position 1-2 hours after eating.
4. Chew your food well and avoid eating fast.
5. Avoid chewing gum which creates air in your stomach.
6. Avoid eating 1-2 hours before bedtime.
7. Stop smoking. Smoking increases acid production.
8. Take antacids: 2 tablets between meals and at bedtime.

NAUSEA AND VOMITING

Nausea and vomiting can have many causes. The stomach flu is a common cause and does not last for more than 24-36 hours. Diarrhea may also develop. If you are sick to your stomach or throwing up, you should do the following:

1. Drink only clear liquids for the next 24 hours.
 2. Drink small amounts or sips if you cannot keep anything down.
 3. Don't take aspirin, laxatives or antacids while you are sick to your stomach.
 4. Rest for 24 hours.
 5. When you are feeling better, start eating food gradually.
 6. Do not eat a lot of spicy, greasy foods at first.
- See the nurse if:
- You don't feel better in 24 hours.
 - You can't keep any liquids down.
 - You start vomiting up blood.
 - You get a fever and increased stomach pain.

Urinary discomfort is common in females. It is caused by bacteria entering the urinary system through the tube that leads to the bladder where the urine is kept. Way to prevent urinary discomfort:

1. Drink 8 glasses of fluid per day.
 2. Limit drinking caffeine drinks while having symptoms.
 3. Urinate when you feel the urge.
 4. Don't hold urine for long periods of time.
 5. Avoid activities (masturbation) that cause friction to the urine outlet.
 6. Take all medications until gone.
- The symptoms of an infection should begin to get better in 24-36 hours after starting an antibiotic.

TOOTH DECAY & GUM DISEASE

Tooth decay and gum disease begin with plaque. Plaque is a sticky, invisible film that contains bacteria. It is the major cause of tooth decay and gum disease. It is constantly forming over the teeth. How does plaque cause cavities?

1. When you eat sweet foods, the bacteria in plaque combines with sugar to form decay acids that attach to the enamel on your teeth.
2. The cavity grows larger as it enters the dentin.
3. Decay weakens the enamel further and reaches the sensitive layer of the tooth.
4. If decay is not checked, an abscess may occur or the bone may become infected.

How does plaque cause gum disease?

1. Plaque collects beneath the gum line and irritates the gum tissues. This may cause your gums to bleed when you brush.
 2. If plaque isn't removed, it becomes hardened and forms tartar increasing the irritation to your gums.
 3. Plaque will begin to destroy the tissue holding the gums to the teeth.
- Brush to remove plaque.
1. Prevent tooth decay and plaque by brushing.
 2. Hold your toothbrush at a 45-degree angle to the gum line.
 3. Brush back & forth with short strokes, covering 1-2 teeth at a time.
 4. Brush the back of your teeth – inside & outside.

HEADACHE

Most people have headaches. Most headaches are not serious. Many things can cause headaches – tension, sinus congestion, caffeine, smoking, medications and high blood pressure. Do the following if you have a headache:

1. Avoid whatever causes your headache.
2. Take 2 Tylenol tablets 2 times a day.
3. Use moist, cool cloths if this helps relieve the headache.
4. Rest. Don't watch TV. Avoid noisy interaction.

SORE THROAT

Viruses cause most sore throats; antibiotics cannot kill a virus. It takes 4-7 days for a sore throat to get better. Do the following if you have a sore throat:

1. Gargle with warm, salty water several times a day. Do not swallow the salty water.
2. Drink plenty of fluids.
3. Take 2 Tylenol tablets for fever and pain 2 times a day.
4. Stop smoking.

Return to the nurse if conditions get worse or you have no relief.

SPRAIN

Stressing or twisting a joint or body usually causes a sprain. Swelling usually occurs and can cause pain. Do the following if you have a sprain:

1. Keep the injured area elevated for 48 hours. This decreases the swelling and throbbing.

2. Use cold-water cloths on the area for 24 hours and avoid using.
3. Take Tylenol 2 times a day for pain.
4. Notify the medical unit if numbness, tingling, cold or blueness appears to the area below the injury.

DANDRUFF

Dandruff can be normal scaling off of the top layer of your scalp. It can also be caused by seborrhea, which causes an increase in the amount of oil made by the oil glands around the hair roots. Dandruff can usually be treated by using a dandruff shampoo. Do the following things:

1. Shampoo hair 2-3 times weekly in cool or barely warm water.
 2. Use dandruff shampoo. Make sure you rinse out all the shampoo.
 3. The oil glands around your hair may make more oil if you massage or rub your scalp a lot.
- If the shampoo does not improve your dandruff problem after one month, return to sick call.

SKIN RASH

Many things can cause rashes:

- | | |
|---------------|--------------|
| - plants | - chemicals |
| - medications | - infections |

Often it is impossible to identify the cause of a rash. The treatment for a rash is to remove what is causing the rash and to relieve symptoms. Do the following if you have a rash:

1. Wash or bathe in cool water only.
2. If you know what it is, avoid the cause of the rash.
3. Notify medical unit if symptoms of infection occur:
 - Increased redness or swelling, pus formation, heat, red streaks, increased pain or the rash is spreading.

ACNE

Acne is a build up of oil at hair roots and oil glands. Acne may be blackheads, whiteheads or pimples. There are some factors that cause acne to be worse: some foods, hormones, stress and contact with irritating or oily substances may cause breaking out to get worse. Do the following if you have acne:

1. Wash your face and any other area that breaks out at least 2-3 times a day. Use mild soap and don't rub hard.
2. DO NOT squeeze or pick the pimples, this may cause them to get worse or infected.
3. Wash your hair at least 3 times a week and don't use oils on your hair.
4. Eat a balanced diet.
5. Don't use oily make-up or creams on your face.

Athletes Foot

- Athletes' foot is caused by a fungus. Fungi like to grow in warm, moist places. Do the following if you have athletes' foot.
1. Keep your socks & shoes off whenever possible. Don't sleep with your socks on.
 2. Wash your feet with warm, soapy water everyday; pat dry between your toes. Dry your feet last to keep from spreading the fungus.
 3. If you have shower shoes be sure and wear them when you shower.
 4. If you have canvas shoes, wear them during the day.
 5. Wear socks (white cotton if you have them). Put clean socks on everyday. Put socks on before your underwear to keep the fungus from spreading.
 6. Apply antifungal cream to the athletes' foot area 2 times daily after you wash your feet; rub the cream in well – it doesn't take much. Wash your hands before and after you apply the cream. Use the cream as directed by the medical staff.
 7. Notify the medical staff if any of the following occur:
 - increased redness
 - increased swelling
 - heat
 - pus formation
 - red streaks
 - increased pain.

Insomnia

- Some of the things that you can do for yourself if you are having trouble sleeping are:
1. Reduce and/or stop drinking caffeine drinks. These include coffee, brown tea, colas and some other soft drinks.
 2. DO NOT take naps during the day; at count or during the evening.
 3. Exercise during the day to help tire you out. This will also help reduce stress.
 4. Go to bed at the same time each night. When you are drowsy and can't sleep, get up and read a book or write a letter until you get drowsy; then go back to bed. You may need to repeat this procedure several times.
 5. Get out of bed at the same time each day.
 6. Discuss your problems with the staff chaplain, or other mental health professionals if available.
- Over time, the ideas listed above should help you get your sleep problems under control. Your body has a natural "clock" built into it; sometimes it needs to be corrected. If you have had sleep problems for a long time, or were using drugs and/or alcohol prior to incarceration, it will take time for you to adjust. If you are new to the jail or are getting out soon, you will probably have some sleeping problems. Medications won't cure the problem. Time and effort from you probably will.

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Acknowledgment

Inmate name printed_____

I HAVE RECEIVED A COPY OF THE IOWA COUNTY INMATE HANDBOOK.

Please check one of the following:

I CAN READ AND UNDERSTAND THE ENGLISH LANGUAGE.

I CANNOT READ BUT I DO UNDERSTAND THE ENGLISH LANGUAGE.

I CANNOT READ AND DO NOT UNDERSTAND THE ENGLISH LANGUAGE.

I have read or have had read to me the information regarding PREA and my rights regarding PREA as an Iowa County Inmate.

Inmate Signature_____ DATE _____

Correctional Officer
Signature_____ DATE _____