EXHIBIT 51

TO

DECLARATION OF KATHERINE CHAMBERLAIN IN SUPPORT OF PLAINTIFF'S MOTION FOR PARTIAL SUMMARY JUDGMENT ON CLAIMS FOR DECLARATORY AND INJUNCTIVE RELIEF

INMATE MANUAL

COLUMBIA COUNTY JAIL

All rules in this manual may be amended or suspended at any time by order of the Sheriff or designee.



The Columbia County Inmate Manual has been reviewed and approved on _____, 2010 by Jeff Dickerson, Sheriff, Columbia County_____

TABLE OF CONTENTS

TABLE OF CONTENTS .....

YOUR RIGHTS AND PRIVILEGES 1

YOUR RESPONSIBILITIES AND EXPECTED BEHAVIOR 1-2

BEDS AND BEDDING 2

BILLING FEES 2

CELL IN COMMAND 3

CLASSIFICATION 3

CLOTHING EXCHANGE 3

COMMISSARY 3

CONTRABAND 4

COUNTY ISSUED ITEMS 4

COURT CONDUCT 4

CUP AND SPORK EXCHANGE 4

DRESS CODE 4-5

FIRE AND EMERGENCY SAFETY 5

HAIR CARE AND PERSONAL GROOMING 5

HEALTH APPRAISALS 5

HOUSING UNIT OPERATIONS 5-6

ICE CONTACT INFORMATION 6

IDENTIFICATION CARDS 6

INMATE COUNTS 6

INMATE GRIEVANCE PROCEDURE 6-7

INMATE REQUEST FORMS 7

INMATE WORKER ACTIVITIES 7

INTERCOM SYSTEM 7

LAW LIBRARY 7-8

LIBRARY 8

MAIL ..... 8 - 9

MEALS 9

MEDICAL SERVICES 9-10

MEDICATION 10

MEDICAL GRIEVANCES 10

MENTAL HEALTH SERVICES 10

MONEY ACCOUNTS 10

OUTDOOR RECREATION 10-11

PERSONAL PROPERTY 11

PROGRAM SERVICES 11

PROPERTY TRANSFERS 11

SELF-ESCORT 11

SANITARY PRACTICES 12

SANITARY INSPECTIONS 12

SICK CALL 12

SPECIAL DIETS 12

SEARCHES 13

TELEPHONE PRIVILEGES 13

TRANSFER TO WORK RELEASE CENTER 13

VISITING 13-14-15

SPECIAL VISITS 15

VISITS WITH ATTORNEY 15

VISITS BY CLERGY 15

VOLUNTARY ACTIVITIES 15

WAKE UP AND LOCK DOWN 15-16

PROCEDURES FOR MINOR RULE VIOLATIONS .. 16

MINOR RULE VIOLATION SANCTIONS 16

MINOR RULE VIOLATIONS 16-17

MAJOR RULE VIOLATION PROCEDURES 18

MAJOR RULE VIOLATION SANCTIONS 18-19

MAJOR RULE VIOLATIONS 19-20

VIOLATIONS APPEALS PROCESS 20

SEXUAL ASSAULT AWARENESS 20-21

SEXUAL ASSAULT 21

SEXUAL ASSAULT AVOIDANCE 21-22

TELEPHONE SERVICE NUMBER 22

YOUR RIGHTS AND PRIVILEGES

We want you to know exactly what is expected of you while you are in this jail. We will let you know what you can expect from us by explaining our rules, procedures and schedules to you. While at this jail, you will be provided with:

1. Three meals served at reasonable intervals
2. Clean bedding and clothing at least twice weekly
3. The opportunity to shower at least twice weekly
4. Regular exercise
5. Opportunities to exercise your religion
6. Basic hygiene items
7. Access to the law library
8. Access to counsel
9. Emergency medical and dental treatment
10. A safe and secure environment

If you follow jail rules and sanitation practices, you may receive these privileges:

1. Use of televison
2. Use of library services
3. Use of outdoor recreation
4. Use of telephones
5. Having social visits
6. Making commissary purchases
7. Sending and receiving mail
8. Voluntary participation in jail programs

Remember that these are not rights. Jail staff can limit or suspend these privileges at any time in order to maintain the safety, security, good order or sanitation of the jail.

This manual does not cover every situation that may arise, but it will serve as a basic guide for your conduct and facility procedures.

Columbia County Jail has a no smoking policy.

YOUR RESPONSIBILITIES AND EXPECTED BEHAVIOR

Read this manual to know what is expected of you. The excuse **"I did not know that"** is not acceptable. **It is your responsibility to follow all laws, jail rules, schedules, and staff requests. You must respect jail property and the property of others. This would include staying out of other inmate's cells and off of their bunks. You are expected to keep your sleeping area, the**

day room and outdoor recreation areas clean and orderly. Unacceptable behavior will be dealt with firmly, but fairly. Misbehavior may result in a change of your custody status which can directly affect your privileges in the jail.

This manual is an accountable item and is issued to you for your use while you are in this facility. You are responsible for the condition of this manual and you will be billed for any damage, graffiti, or unusable condition when returned. If the manual is damaged, please report it to a staff member to have it replaced immediately.

The best control of your behavior is by you practicing self-discipline and respect for others. Inmates are not allowed to become personally familiar with corrections' staff. Be considerate and respectful toward all officials. We will expect you to address uniformed staff as "Deputy or Sergeant _____" and non-uniformed staff as "Mr. _____" or "Ms._____". Central Control personnel will be addressed as "Control."

Inmate basic rules for the Columbia County Jail:

1. **The ID card is to be put into the window facing out so that it can be seen and scanned during your stay.**
2. **When you are out of your room, the ID card is to be in your pocket.**
3. **When you are in the day room, you are to be completely dressed with T shirt tucked in.**
4. **When you are in your room, you are to have the T shirt and boxers on at all times including while you are sleeping, no exceptions.**
5. **When you come out of the pod and into the circle, you are to stay on the colored squares. The squares form a line that you walk on. You stay on that line with the exception to go around an obstacle. You are to stay in a single file line.**
6. **When you are in any other hallway, you are to walk on the right side of the hall and in a single file. You are not to touch anything. Do not speak, yell or signal at anyone. Keep your hands to yourself.**
7. **When in the hallway, there should be only six (6) inmates at one time.**
8. **DO NOT cover the ventilation units in the cells.**

BEDS AND BEDDING

Bedding will consist of two sheets and two blankets. Blankets and sheets may **not** be removed from your cell or bunk, nor may they be placed on the floor for **any** reason. You are not to take the mattress off the bunk and place it on the floor of your cell or in the day room of the pod. Your mattress may only be used for sleeping purposes. The bunk area must be left in an orderly fashion through out the day.

BILLING FEES

As authorized in ORS 169.150 and 169.151, Local Correctional Facilities are allowed to bill Inmates for items and services that are provided to them while incarcerated in Correctional Facilities.

Every ***Sentenced*** Inmate will be charged a boarding fee of $10.00 per day. The Inmate will receive a bill when he or she is released from the jail. The Inmate will have 30 days to pay the bill or set up

a payment plan.

An initial hygiene kit is $2.15 and the Inmate ID card is $1.00. All over the counter medications as well as prescription medications will be billed through the inmate's commissary account. When the Inmate is released from jail and his or her commissary account is in the negative, that amount will also show up on the release billing. When 30 days have passed with no payment received on the release billing, the account will be turned over to the Oregon Department of Revenue for collection.

Other charges are listed below:

1) Work Release Inmates are charged a minimum of $15.00 per day or two hrs of pay if the inmate's hourly rate of pay is higher than $7.50 per hour.

2)	Hygiene Kits	$ 2.15 each	12)	Cups	$ 0.75
3)	Hair Cuts	$ 5.00	13)	Sporks	$ 0.25
4)	Medical/Nurse/NP visits	$ 5.00	14)	Sandals	$ 2.49
5)	Medical Kytes	$ .50	15)	Socks (If Appl.)	$ 0.85
5)	Replacement ID Cards	$ 5.00	16)	Towels	$ 0.75
6)	Razors	$ 0.15	17)	Striped Shirt	$ 6.55 - $ 12.75
7)	Copies of legal materials	$ 0.25	18)	Striped Pants	$ 8.75 - $ 14.95
8)	Feminine Hygiene Products	$ 0.20	19)	T-Shirts	$ 3.99 - $ 7.30
9)	Tote	$44.95	20)	Shorts	$ 2.32 - $ 2.74
10)	Tote Lid	$26.95	21)	Medications:	
11)	Personal Preference Diets	$ 1.00 (per meal)		1 to 14 doses:	$ 2.00
				15 and more Doses:	$ 4.00

All fees are subject to change at any time

CELL IN COMMAND

The command **"cell-in"**or **"bunk-up"** means you need to stop what you are doing and go directly to your cell or bunk. You must follow this command without question or hesitation. If you do not, it will directly affect your classification and custody status and also will result in disciplinary actions against you.

CLASSIFICATION

All newly arrested inmates who are not released prior to movement from the booking area will be assigned housing in a Pre-Classification unit. They will be maintained on lock-down status for up to the first seventy-Two (72) hours, for classification purposes. The Columbia County Jail has three classifications which are minimum, medium and maximum security. All inmates are assigned a classification according to their status. Inmates may request a classification review in writing on an Inmate Request Form at any time.

CLOTHING EXCHANGE

Clean clothing will be provided twice weekly. You must turn in all of your soiled clothing during clothing exchange. In return you will receive 1 T-shirt, 1 pair of shorts, 1 towel, 1 striped shirt and

1 pair striped pants. On every other exchange you will receive clean sheets. Blankets may be exchanged every 30 days. Each housing unit will have a different laundry schedule.

Jail staff will make every effort to ensure clothing is in good repair. You are responsible for all clothing and bedding issued to you. You should check the condition of the clothing you receive and immediately inform a staff member and exchange any clothing or bedding that has a tear or graffiti written on it. If you are found to be in possession of damaged items, you will be subject to disciplinary action. This may include payment for the damaged clothing.

COMMISSARY

The Columbia County Jail has a well-appointed commissary list from which inmates with funds may purchase various items. Inmates without funds may order indigent hygiene kits once per week, if needed. Indigent items will be posted to the inmate's account creating a negative balance. **Commissary sheets will be handed out once a week. If you did not get funds in before the commissary sheets were made up to be passed out, you will have to wait until the following week to order.**

CONTRABAND

Any authorized item found in an inmate's possession that has been altered or is not being used for it's original purpose, or any items in excess of the issued quantity as stated within this manual.

COUNTY ISSUED ITEMS

All inmates who are dressed into the Columbia County jail will be issued jail clothing after intake, and in the clothing change/shower room. You will be issued a plastic bin containing a hygiene kit, bed linen, towel, clothing, cup and spork . Other issued items include a mattress (1 each) and this manual. You will be responsible for the condition of all items issued to you. The gray property box or totes are to be used specifically for storage of your personal and issued belongings. They are not to be used for chairs or any other use other than what has been mentioned above. They are to remain under your bunk at all times.

1. One inmate uniform top.
2. One inmate uniform pants
3. Two T-Shirts
4. Two pair of gym shorts/Underwear
5. One pair of jail sandals.
6. One mattress
7. Two sheets
8. Two Blankets
9. One Towel
10. One Cup
11. One Spork
12. One Rule Book

Female inmates may be allowed to retain the following:

1. Personal underwear, if needed for hygiene reasons.
2. Personal bras, with no metal fasteners or under wires. A sports style bra is preferred.

During the winter months you will be issued a sweatshirt to be worn in your cell, day room area, the outdoor recreation yard or under the striped shirt when going to court.

COURT CONDUCT

Your arraignment will be your first court appearance in jail. During your arraignment, a judge will tell you what you are charged with and your rights with regard to those charges. The judge may appoint an attorney at this time if you qualify.

During any court appearance you will not have contact with any person other than your lawyer or the court officials. Contact includes talking, signaling, or passing notes to people.

Video arraignment is considered a court room setting and the above rules apply.

CUP AND SPORK EXCHANGE

Cups and sporks will be issued with every meal. Inmates will come up to the food cart pick up a clean and sanitized rubber cup and a spork. All cups and sporks will be returned at the end of each meal when trays are being picked up from the pod.

For those individuals who wish to purchase a their own personal cup and spork they are available on the commissary order form. The cups and sporks that are available for purchase will be different than those issued for use during the meal times.

DRESS CODE

You are expected to remain fully dressed at all times except when you are on your bunk and covered. During that time **you must wear the T-shirt and shorts issued by this facility.** Any time you leave your sleeping area and room, you must wear a full set of clothing. During lights out, you may go to use the restroom in your t-shirt and shorts if you live in an open dorm.

Your T-shirt must be tucked in at all times and not hanging loosely. Rolling your pant legs up if they are too long, but not above the ankles, is allowed. Do not alter the appearance of your clothes.

You may not roll your sleeves, tuck your pants into your socks, or pull your pants down below the hips. It is not allowed to wear clothes that are too large or too small.

You will be allowed to take your outer striped shirt off while exercising in the recreation area.

FIRE AND EMERGENCY SAFETY

In case of any type of emergency or evacuation, you are to follow any direct order of a Deputy. There are emergency evacuation procedures in place and you will be evacuated in an orderly manner to a safe place.

If you are asked to evacuate an area by a Deputy, you are to form a straight line at your Pod door and wait for directions from a Deputy or the Control Room staff. A Deputy will direct you to a safe area.

HAIR CARE AND PERSONAL GROOMING

We encourage you to shower daily. We hand out razors three times a week. If an individual has a court appearance they will be allowed to use a razor prior to their court appearance. Once a week a list will be put into your respective pod and you must sign up on that list to receive a haircut. Hair cuts can be done when a person is available to be the barber. There is a $5.00 charge for the haircut. Haircuts will be done on Saturdays and Sundays only. You will be allowed to have one haircut per month. **Haircuts other than a trim or a complete removal to a short stubble are not allowed. No other styles will be tolerated.** Only kitchen and floor workers are allowed one free haircut per month.

HEALTH APPRAISALS

A health appraisal must be done before an inmate can be considered for "worker" status.

HOUSING UNIT OPERATIONS

The daily operation in the pods will be as follows.

You will be allowed to come out of your cell for a short period of time during the morning at breakfast. You will then be instructed to return to your cell until lunch time. After lunch, you will then have three hours out of your cell. At the end of that period, you will return to your cell. The next period out, will be after dinner for two hours.

Cleaning gear will be provided during the day. We require you to use it daily to clean your cell, bunk area and the pod as a whole on a daily basis.

No one is allowed to sit, stand or loiter on the stairs or catwalks (upper tier floors) at any time. This will include walking or pacing off laps upstairs, or on the stairs. There is to be no sitting on the table tops. **Inmates are not allowed to enter rooms or sit on bunks that are not assigned to them.**

Details for each pod are outlined below:

A - POD is a Multi-Purpose area and may be used as current needs of the facility dictate.
A - POD will also be the Male Intake and Classification Cell area for the Jail.
B - POD. The upper tier is used as current needs of the facility dictate.
B - POD Special, BL1 - BL4 will be Maximum Security/Close Custody and Disciplinary Lock-down.
C, D and E Pods will be considered Male Medium Security.
J (MWR) and K (WRF) will be considered Male Minimum Security.
I - POD is a Minimum Security Pod and will be used as current needs dictate.
F - POD will be considered Female Maximum/Classification & Intake and may be used as current needs of the facility dictate.
G - POD will be considered Female Medium/General Population.

Inmate time out of cells for each pod will be set as necessary to fulfill the needs of the facility.

ICE CONTACT INFORMATION

Inmates who are housed in the Columbia County Jail for Immigration Customs Enforcement (ICE) may contact ICE via the use of an ICE inmate request form.

ICE inmates may contact ICE Pro Bono Attorneys by calling (800) 646-6283. In each Pod located on the mail boxes, there is a list of all Pro Bono calls for use by all ICE detainees. ICE agents make scheduled visits to the Columbia County Jail on Wednesday's of every week.

IDENTIFICATION CARDS

You must keep your inmate ID card on your person any time you are out of your cell. Do not let anyone use your ID card. The best place to keep this card is in your shirt pocket. When you are in your cell, place your ID card, right side up, in the window of your door with the picture facing out so the Deputy can see your name and picture. You must surrender your ID card to any staff member upon request.

INMATE COUNTS

There will be at least six "Formal Counts" per day. At the beginning of each "formal count" you will be instructed to "cell in or bunk up." At that time you must:

1. Go into your cell and close the door or get onto your bunk depending on the pod you are in.
2. Correctly place your I.D. card in the window of your door or on your bunk. If you are on a bunk or otherwise not in your room or pod, having the ID card in your hand and presenting it to the deputy doing the count is acceptable.

Prior to lock-down at 10:00 pm each night a final formal head count will be conducted in the following manner.

1. Go to your bunk area and stand next to your bunk with your ID card in hand if in an open dorm Pod. If in a Pod that has rooms you will go to your room stand with one individual on each side of the door, ID card in hand, ready for the count. All inmates will remain in this manner until a Deputy scans your identification card and instructs you to bunk up.

There will be numerous informal counts per day, therefore, whenever a Deputy enters your cell, remain where you are, do not move until the deputy leaves or instructs you to move.

INMATE GRIEVANCE PROCEDURE

You may submit a grievance about a condition in the jail if you think it is a problem or is unfair. You cannot grieve: disciplinary actions (there is an appeal process for that), classification decisions, incidents or problems which you were not party to, a collection of unrelated complaints, and no group grievances.

To file a grievance, you must follow the steps below **in the order shown**. You cannot skip one.

1. An inmate may request a Grievance Form from any Corrections Deputy at any time to bring to attention any perceived problems and proposed solutions. The Deputy will address any grievance within the scope of his/her authority and document any action taken regarding the request within five (5) working days.

2. The inmate may redirect the grievance to the Shift Supervisor for any complaint which cannot be reasonably resolved by the Deputy. The Supervisor will address any grievance within the scope of his/her authority and document any action taken on the form within five (5) working days.

3. If the complaint is not resolved to the inmate's satisfaction by the Supervisor, the inmate may send the Grievance Form to the Facility Supervisor or his designee. The Facility Supervisor or designee will address the complaint and document any action taken on the form within five (5) working days.

4. If the complaint is not resolved to the inmate's satisfaction by the Facility Supervisor, the inmate may send a **sealed** Grievance Form to the Sheriff. The Sheriff will address the complaint and document his decision on the form within ten (10) working days. The Sheriff's decision **will be final!**

Inmates may file an Emergency Grievance in the event that circumstances exist to warrant one. This will be filed directly to the Jail Commander in a sealed envelope, utilizing the same inmate grievance form.

INMATE REQUEST FORMS

The Inmate Request Forms (also known as kites) are available upon request. There are two of them. One will be for general questions, law library and visiting. The other form will be a Medical Request Form. This is **only** for the medical staff and doctor to answer and will be forwarded to them. There are separate forms to correspond with Columbia County Community Corrections or with DHS/Immigration.

INMATE WORKER ACTIVITIES

If you want to work in the jail, you will need to request and fill out an Inmate Worker Labor Agreement, then submit it.

Staff will select various inmates to do kitchen, custodial or maintenance jobs in the facility. Health care staff must clear you before you can participate in the worker activities especially in the kitchen.

You may receive work time credit only if you are sentenced and your sentence order authorizes it. Any change of a job description or shift must be approved by a Supervisor.

INTERCOM SYSTEM

The call buttons in the cells are to be used for **emergency purposes only**. They are not to be used for any other communication. If the call buttons are misused, the inmate violating this rule will be

written up for failure to abide by the rules of the Columbia County Jail.

LAW LIBRARY

All inmates of the Columbia County Jail will be given access to one hour in the law library per request. Use of the law library will be limited only by time and the need to maintain the safety and security of the facility. To gain access, you must submit a request form at least twenty-four (24) hours in advance. You will be expected to take a note pad and pencil with you to the law library to assist you in your research. All law books, reference material and other articles must remain in the law library to ensure equal access for all inmates. There will be very limited copying capabilities available to you for which your account will be charged a fee per copy. No inmate will be denied this service based on an inability to pay.

When you finish, you are required to leave the law library orderly and neat. Please be aware that corrections staff **cannot provide you with legal advice or legal assistance.** If you have any questions, please consult your attorney.

LIBRARY

All inmates of the Columbia County Jail will be afforded ample opportunity to have access to library books within the jail library. The books may be delivered by a cart. You may have up to three books at a time. All books must be returned to the library or the cart, prior to checking out more. If a search of your person or cell reveals that you have more than three books in your possession, you may be subjected to disciplinary action. Damaged books must be returned to a Deputy, immediately. Possession of damaged books may be grounds for disciplinary action. The three books do not include religious or educational. Discretion of Corrections Staff will determine whether the books are in fact religious or educational.

MAIL

The mail is delivered to the Sheriff's Office per U.S. Postal Service guidelines, excluding holidays.

General Rules: You may send and receive correspondence through the U.S. Mail. **Hand delivered mail, messages and notes will not be accepted or forwarded to you.**

Except for unusual circumstances, such as on holidays or weekends, incoming mail will be **forwarded to you within 24 hours of its receipt.** Outgoing mail will be placed in a pickup box within 24 hours of receiving it from you. If we receive mail for you after your departure, it will be returned to the sender. You must notify the post office of your forwarding address when you leave the jail.

Except for "Official or Legal and Confidential mail," staff may scan and inspect all incoming and outgoing mail.

"Official or Legal and Confidential mail" is all mail to or from your attorney, government officials, the jail administrator, the Sheriff, the courts, to your doctor or medical, verifiable religious contacts or the media. We may open and inspect this mail in front of you to ensure it does not contain contraband.

General Mail Rules

We may place limits on your mail because of its volume, its affect on your rehabilitation or treatment, or for the safety, security, and good order of the jail. We may open and inspect all mail for contraband and may read all personal mail.

We will provide an Inmate Mail Guide for members of the public. It explains mail rules and what they can and cannot send you. Ask your pod deputy for copies. People may also call (503) 366-4630 to get the information found in the guide or read it on the jail's web site at: www.co.columbia.or.us/sheriff

"Do" Mail Rules for Inmates

For mail, you must do the following:

1. Use only lead or pencils to write letters.
2. Use only jail-approved postcards sold through the commissary or issued by staff for social mail.
3. Keep the weight of legal or official correspondence in a pre-stamped envelope below 1 ounce (28 gm). To keep a business envelope to one ounce or less means the contents cannot be more that four 8-1/2" x 11" sheets of standard weight paper.
4. Keep your friends and family informed if you received books, periodicals, and money they sent to you.
5. When you are released or transferred from the jail, send change-of-address notifications to those that send you postcards and periodicals.
6. Put the return address noted on the sample postcard below on all your outgoing mail. Tell people sending you postcards or other acceptable mail to use it to address mail to you. Write the recipient's full name and complete address legibly on any mail you send.

"Don't" Mail Rules for Inmates

You may not do any of the following:

1. Draw or write anything on a postcard in the address area or on the picture of the postcard other than name and address information.
2. Send out jail forms for others to fill out on your behalf.
3. Send prohibited mail.
4. Send out jail property.
5. Order publications on credit or delayed billing from the jail.
6. Operate a commercial business or nonprofit organization from the jail.
7. Order correspondence courses unless you have a jail command officer's approval.
8. Conduct commercial or personal business transactions or request services from a government agency unless you have a jail command officer's approval.

Sending and Receiving Mail

You may send and receive correspondence only through the U. S. Postal Service, or the jail internal mail system for communicating only with jail staff. Any transfer of written communication on your part that does not comply with mail rules and procedures is a rule violation that subjects you to discipline. This includes sending notes to other inmates or notes, postcards or mail to anyone by way of a contact visit, court appearance, or transport. People may not leave mail, messages, or notes for you at the jail. Personal mail must come on a commercially produced postcard which does not exceed 5 ½ by 8 ½ inches in size.

Except in unusual circumstances and on holidays or weekends, we will deliver incoming mail to you within 24 hours of its receipt. We will put outgoing mail in a pickup box within 24 hours of receiving it from you. There is no pickup from the box on weekends and holidays.

It is important that you use a person's complete and correct address when sending mail. If someone says he or she did not receive something you sent and you did not receive a confiscation notice from us, it is a matter for you to resolve with the post office—not the jail. For your convenience, the addresses of commonly contacted government agencies are in appendix 2, Government Pages.

We do not forward mail. If we receive mail for you and you are not here, we will return it to the sender. (Please tell those sending you mail to put on return addresses. We confiscate mail without return addresses or destroy it if you are no longer in jail.)

Legal and Official Mail

Legal mail is mail addressed to your attorney or comes from your attorney and is clearly marked "legal mail". Official mail is to or from confining authorities, like a jail command officer, the sheriff, the county administrator, probation authorities, district attorney, state attorney general, Governor, court, or a court official.

We will open and inspect legal and official mail in front of you to make sure it does not contain contraband. If you send this type of mail, you must label it on the front of the envelope as "legal mail" or "official mail" or we will treat it as personal mail. We will treat mail from your attorney not marked as "legal mail" as personal mail. You are subject to disciplinary action and criminal prosecution for fraudulently labeling an envelope as legal or official mail.

Books

You may receive up to three new or used books per month, which may be paperback or hardback. Hardback books are not allowed in male or female segregation. Inmates in segregation may only receive new paperback books. A person from outside the jail must pay for and order books directly from the publisher, a book club, or a reputable bookstore for you. Books may not be larger than 9 by 12 inches (228 by 305 mm) or have plastic or metal bindings.

Periodicals

We do not accept any periodicals.

Acceptable Mail

We only accept packages that contain publications from an approved source. An incoming or outgoing envelope may only contain these types of items, and with the noted limits and restrictions:

Acceptable Personal Mail

Type of Mail Item	Limits and Restrictions
Written correspondence	Must be a postcard or legal or official mail. Excludes junk mail.
Pictures	Only photographs printed on the reverse side of a postcard delivered via the U.S. Postal Service.
Checks and money orders	We do not accept checks or money orders. Touch pay is available in the lobby and can be accessed by phone or the Internet.
Personal business documents	None, unless general mail rules would apply.

If it is not listed on the previous page, it is contraband and we will return the item to the sender, confiscate it, or destroy it if it presents a health or safety risk.

Prohibited Mail

We will not deliver or send mail that

1. Contains threats of physical harm, blackmail, extortion, or other criminal activity.
2. Concerns plans for escape, criminal activity, or activity that violates jail rules.
3. Is contraband material.
4. Is an item that could hide contraband.
5. Concerns sending or receiving contraband.
6. Encourages or instructs in how to commit a crime.
7. Contains gang-related or security threat group material.
8. Contains information that, if communicated, would create a danger of violence or physical harm to a person.
9. Is written in code or suspected code. (This may include a foreign language if we cannot find a translator in a reasonable period of time.)
10. Contains sexually explicit material, pictures or written language.
11. May create a sensation. (A threat to the safety, security, or good order of the jail or disrupts your progress in a rehabilitative program.)
12. Contains a foreign substance or bodily fluid.
13. Is from or addressed to an inmate in this correctional facility or on electronic home detention.
14. Is addressed to or from a victim of a crime that you are in custody for, either in pretrial or sentenced status.
15. Is from or to an inmate by way of a third party.
16. Is an item that exceeds size or number limits.
17. Is a publication that did not come directly from the publisher, bookstore, or book club.
18. Is an unacceptable check or money order.
19. Is unsolicited junk mail.

Mail Confiscation

We will give you a confiscation notice for mail we confiscate. When we confiscate items because they exceed a number limit, such as books or magazines, we will confiscate all of them rather than selecting some to bring the number down to the limit amount. We will return stored confiscated mail to you when you are released if it was not disposed of for health or safety reasons. You may submit a grievance to ask for its return before then. We will notify you if we return mail to the sender.

Use of Envelopes

You may use an envelope, sold through the commissary, to send these types of letters:

A legal and official mail letter.
A legal and official mail letter that should not or cannot be folded or that is more than one ounce.
With staff approval, a personal letter that contains a program-related diploma or certificate that should not or cannot be folded. You must have a deputy confirm that you are sending a diploma or certificate before you seal the envelope.

You may not use these envelopes for any type of mail that does not meet one of the three criteria listed above. We will deduct the cost of the postage from your inmate account for acceptable manila envelopes.

Sending Certified Legal or Official Mail

You may send a legal or official letter using U. S. Postal Service Certified Mail and Return Receipt mail services. You will get receipts that you sent the letter and that the letter was received by the addressee. We will charge you the standard postal rates for these services. You must have money in your inmate account to pay the postal rates or have appropriate approval if you are indigent and are sending legal or official mail. A deputy will supply you with a request for Certified Mail form that you need to fill out and submit along with the letter. You may only send 2 certified-mail letters in a 30-day period.

Outgoing Mail:

Inmates will place all outgoing mail in the mail drop located in the day room of each housing unit. You are expected to legibly address your envelope and use the proper postage. All outgoing must list the following return address:

Your name
Columbia County Jail
901 Port Avenue
St. Helens Oregon 97051

MEALS

Meals will be served three times daily at approximately 6:30 A.M., 12:00 P.M. and 5:00 P.M. inmates on disciplinary lock-down are required to eat in their cells. All others will eat at the tables provided in the day rooms. Televisions will be off during the serving of meals. Once the meals have been served and the Deputy leaves the pod, the television may be turned back on.

All special personal preference diet requests such as vegetarian meals must be pre-approved by the jail

supervisors. All inmates on a personal preference diet will be charged a fee of $ 1.00 per meal to be taken directly out of their individual inmate trust account this is to cover the additional cost of these meals. Indigent inmates will not be eligible to receive this type of special diet.
Do not save food from meal service.

MEDICAL SERVICES

The Columbia County Jail will provide emergency medical, dental, and mental health care to all inmates regardless of their ability to pay for such services. No inmate will be denied care for serious health care needs based on the cost of medical services or the inmate's inability to pay for health care. All medical visits initiated by you will be assessed a fee which will be charged to your personal money account. You will be financially responsible for any elective surgery or other treatment you may request from your personal physician, dentist or other provider.

Medical screening or appraisals at intake, or for inmate workers will be provided at no cost to you. All Detainees will receive a medical evaluation within their first 14 days of incarceration.

Prescription medications: You will be charged for all prescription medication prescribed for you and purchased by the jail on your behalf.

Over the counter medications such as; Tylenol, Aspirin, antacid etc., will be available from our medical department for a small charge.

MEDICATION

Health care staff may fill prescriptions at their discretion. Health care staff may discontinue prescribed medication as directed by the jail health care supervisor or physicians. If you came from another correctional facility and had your medication transferred with you, the transporting Deputy will give your medication to the health care staff. If you are leaving our jail and going to another jail, the transporting Deputy will get your medication from the health care staff and transport it with you.

As a warning, any abuse of your medication may result in the discontinuation of your receiving the medicine.

MEDICAL GRIEVANCES

In case of any unresolved problem regarding medical, dental or infirmary care, you may follow the grievance procedures outlined in this manual.

MENTAL HEALTH SERVICES

Columbia Community Mental Health is the provider of these services for the facility. If you feel the need to see a mental health professional, contact a Deputy or the health care staff.

MONEY ACCOUNTS

Each inmate in the Columbia County Jail will have a "money account" established during the booking procedure. Funds may be deposited 24 hours per day seven days per week, via Visa or Mastercard by a toll-free phone call to 1-866-232-1899, via internet at: www.touchpaydirect.com or by depositing cash into a kiosk in the Sheriff's Office lobby. The depositor needs the inmate's name, booking number, and Facility Locator No., which is 297001. All purchases will be deducted from the account. Funds deposited to an account showing a negative balance will be deducted from that balance. The positive balance, if any, is

available for the inmate's use: The balance will be refunded to the inmate upon discharge. Inmates who possess a negative balance on their account will not be denied their basic medical needs such as medical care and hygiene items. With a negative balance an inmate may request to participate in the 50/50 program at which time 50 % of any funds placed into the inmate account will go towards the negative balance and the other 50 % will be placed on the inmates account available for use on individual items in the Jail.

OUTDOOR RECREATION

An open air recreation area is provided in the jail for your use as scheduled throughout the day. Central Control will notify each of you of your recreation time. When you are called for outdoor recreation, you need to be ready to go. You will leave the Pod in groups of six. No one will be allowed to depart the Pod late for recreation.

The following rules apply while using the open air recreation area:

1. Do not yell or attempt to communicate in any way with the people outside the recreation area, except for Corrections Staff.
2. Do not engage in "horseplay." We do not want people to get injured.
3. You must wear a minimum of a T-shirt, pants and shoes . Movement to or from outdoor recreation will require the complete uniform, including your ID card.
4. You are not to take anything other than your ID card with you to outdoor recreation. This includes papers, candy, food items and anything that can be used to write or color with. If you are found with these items, disciplinary action may be taken.

PERSONAL PROPERTY

All personal property items will be stored in the secure storage area of the Columbia County Jail. No personal items will be allowed to be kept on an inmate unless approved by the Jail Commander in writing.

If you would like an item, address or phone number out of your property you need to request it before you leave booking. Requests for these items will not be granted after the booking process is complete.

PROGRAM SERVICES

If and when available, you have the opportunity to participate in a variety of program activities. Recommended programs assist you in making constructive use of your time and to make positive changes in your life. We have grouped these into two main categories:

Voluntary activities Inmate worker activities

You may participate in activities in one or all of these categories depending on your:

Sentencing status
Length of sentence
Assessments results
Classification

PROPERTY TRANSFERS

You must follow these guidelines regarding your property:

1. You may release your personal property to any adult outside the facility on an "all or nothing" basis. The adult must present a state driver's license, state ID card, passport or military ID to jail staff, to ensure property is released to the proper individual. A signed inmate request form from you is required.

2. Release of property is available **Monday through Friday from 3:00 P.M. until 4:00 P.M. ONLY.**

3. The following exception applies when: An Inmate is committed to a state prison and must release all personal property including their clothing prior to being transported to a state facility.

If the property is not picked up prior to the inmate's departure, it will be forwarded to ODOC with the inmate.

4. We do not allow personal property to be dropped off for inmates, except for medical items which will be checked and approved by medical staff **first**. Clothes may be brought in if the situation calls for it. This will be at the discretion of the jail Supervisors.

SELF-ESCORT

Most inmate movement within the jail, including visiting, medical, programs, work assignments Etc., will be unescorted unless you abuse the privilege. You are expected to conduct yourself in an orderly fashion at all times. **Inmates moving unescorted through the facility may not talk to other inmates, may not touch the walls or the glass, loiter or detour while en route to their destination.** When leaving an area, you need to state your name and where you are going to Central Control. Any inmate who abuses these rules will be subject to disciplinary action and may lose their opportunity for unescorted movement. The exception will be any inmate who is classified as maximum security and who needs to be escorted in the facility at all times.

SANITARY PRACTICES

It is your responsibility to keep your cell clean and uncluttered. It is also the responsibility of **each** member of the housing unit to keep the day room, shower and outside recreation area clean. You will be provided with cleaning supplies and are expected to use the cleaning supplies as much as necessary to ensure you live in a clean environment.

You are to follow these rules for a clean and healthy housing unit:

Clean your cells, including the sink, toilet, floors and door windows **daily.**
Pod Porters will clean day room areas **daily.**
Pod Porters will clean the following, but not limited to: Tables, floors, stairs, walls, showers, bathroom areas, railings, and windows.
Keep the walls clean and free of graffiti or marks of any kind.
Place all garbage in the trash cans in the housing units.
Keep all pictures and papers off the walls, bunks, bottom of bunks. Do not hang, stick, or paste pictures or papers to the walls, bunks or any where else in the facility.
Keep commissary food items in your property container. (Gray totes)
Do not save food from meal service.
Wash your hands frequently.
Participate in laundry exchange twice weekly.
Shower at least twice weekly, but we strongly encourage you to shower daily.
Keep the showers clean, and free of excess soap and shampoo bottles.
Keep your gray bin or tote clean
Perform any other duties that Corrections Staff may assign.
Keep your room or bunk area uncluttered of excess items. This includes legal papers. Ask staff for assistance if you have a large amount of legal papers to store.

Vents for air circulation should be kept clean and obstruction free.

SANITARY INSPECTIONS

Deputies will inspect each housing unit daily to ensure it is a safe and clean environment. You will need to follow basic sanitary practices to ensure your cell area meets the sanitation requirements and pass the sanitation inspections. If your cell does not meet sanitation requirements, you will lose privileges and be instructed to clean the area. If the day room, shower area and outside recreation areas do not meet sanitation requirements, the entire housing unit may lose privileges. These privileges are those listed at the beginning of this manual. If you or your housing unit lose privileges, they will be reinstated if you pass the next regularly scheduled inspection.

SICK CALL

If you need to see medical personnel, fill out the appropriate Inmate Medical Request form. Each day the Medical Staff will address these issues upon receipt of the Request forms.

SPECIAL DIETS

You must direct all requests for medical diets to the heath care staff for approval. If you need a special diet for medical reasons, please submit a request slip to the health care staff. If you need a special diet for religious reasons, please submit a request form. A Deputy will pick up the form from you and give it to a supervisor for approval. If approved, the religious diet will remain in effect for the length of your incarceration. **Be aware that there may be a charge assessed for the extra cost associated for the special meal.**

SEARCHES

Jail staff may conduct random unannounced searches of your person or of items in your possession, and in any area of the jail at any time. Your personal property and/or living area may be searched without your permission and whether or not you are present.

TELEPHONE PRIVILEGES

Your use of jail telephones is a privilege. Jail staff may limit your telephone use for reasons of safety, security, good order, or sanitation of the jail. Inmates classified to housing units will be allowed to use telephones from 0800 hrs to approximately 2200 hrs, based on the operations of the housing unit you are in. **Conversations on any telephone in the jail may be monitored and/or recorded without further notice. You are consenting to this monitoring when you use the jail telephones.**

There are some local attorney's phone numbers that have been set up as non collect so you can call them directly from the telephones in the pods. **Confirmed attorney phone numbers are blocked from the monitoring system.**

All telephone calls from a housing unit are a collect call or by the phone cards that you purchase here. The phone cards are able to be used upon release from the Columbia County Jail. Telephone calls are limited to15 minutes each. The telephone system will warn you before the 15 minute time period is up so you can end your conversation.

Inmates are not allowed to receive incoming telephone calls. Jail staff will deliver verifiable **emergency** messages to you.

REMINDER: TELEPHONES ARE A PRIVILEGE. DO NOT ABUSE THE SYSTEM. ANY DAMAGE TO THE PHONE WILL RESULT IN A DISCIPLINARY HEARING AND A CRIMINAL CHARGE BEING FILED AGAINST THE INMATE.

TRANSFER TO WORK RELEASE CENTER

The Courts and/or Supervisory Authority may consider you for transfer to the Work Release Center if authorized on your sentence order. These transfers are not automatic. Jail staff must approve all transfers.

Factors considered in transfer decisions will include:
Judge's approval
Length of sentence.
Individual needs.
Available space.
Classification.
Demonstration of compliance with jail rules, expectations and responsible behavior.

If you are interested in participating in any programs, you must submit a request on an Inmate Request Form. Misbehavior or administrative concerns may prevent access to these programs. Disciplinary write-ups or actions will affect program eligibility.

VISITING

All public visits will be scheduled by the Inmate requesting the visit. The inmate must contact prospective visitors by phone or mail, and determine an acceptable visiting date. **Time slots may be used on a first come, first serve basis.** Visitors are encouraged to arrive 10 to 15 minutes early to sign in. If all of the slots are taken for that time frame they can either wait till the next times start for that pod, if it is available, or return on another day. Visits will start on the hour and half hour.

Authorized visitors shall be members from the inmate's family, and friends age 18 and older. Visitors under the age of 18 **must** be accompanied by a parent or legal guardian. Attorneys and clergy are not considered public visitors.

Inmate visitation is a privilege and while the Columbia County Sheriff's Office encourages visitation, that privilege must be regulated to protect the needs of the entire jail operation. The amount of time allotted for visitation is based upon the classification and status of each inmate.

Classification is based upon the inmate's current charges, criminal history and current demeanor. All inmates will be allowed a maximum of two thirty (30) minute visits per seven (7) day period (Sunday through Saturday), as time and space allows.

Inmates assigned to Disciplinary Segregation will not be allowed visitation privileges.

Inmates not yet assigned to a housing unit or who are housed in the pre-classification unit, will not be allowed public visitation.

Inmates serving a sentence of seventy-two hours(72) or less will not be allowed public visitation.

Due to space limitations, acceptable visiting combinations are limited to:

1. One Adult
2. Two Adults

3. One Adult and One Child
4. One Adult and Two Children
5. Two Adults and One Child

Inmates have the right to refuse any visit, however that right should be exercised **prior** to visiting time.

All inmates wishing to receive public visits must establish a visiting list of not more than five (5) people. Persons not on the approved list will not be allowed to visit. You are able to change your visiting list once every 30 days from the time you establish your list. You need to fill out the visitation part of the request form to make the changes. The minimum information required for each person will be:

1. Visitor's full name
2. Date of birth
3. Relationship
4. The name of any child who may be in the company of his/her parent or guardian.

The schedule for visiting will be as follows:

Sunday:	A-Pod	0900-1000	
	G-Pod	1000-1130	
	J-Pod	1330-1500	(WRM)
Monday:	C-Pod	0900-1030	
	B-Pod	1430-1500	
	F-Pod	1500-1530	
Tuesday:	D-Pod	0900-1030	
	A-Pod	1030-1130	
	E-Pod	1300-1500	
Wednesday:	I-Pod	0830-1000	
	G-Pod	1000-1130	
Thursday:	D-Pod	0830-1000	
	C-Pod	1000-1130	
	J-Pod	1300-1430	(WRM)
Friday:	No Visiting		
Saturday:	F-Pod	0830-0900	
	E-Pod	0900-1100	
	I-Pod	1400-1530	
	B-Pod	1530-1600	

THIS SCHEDULE IS SUBJECT TO CHANGE. ANY CHANGES SHALL ALLOW TIME FOR INMATES TO RESCHEDULE AFFECTED VISITS.

SPECIAL VISITS

Special considerations may be given for emergency and/or special situations where normal visiting procedures may not be practical. Such situations as the death of a family member or close friend, serious injury of a family member or visitors traveling great distances, who have arrived unexpectedly may be considered on a case-by-case basis by the Supervisor or Corporal on duty. All special visits will be subject to the same rules and requirements as regular visitation. Special visits may be conducted in the Attorney Visiting Rooms if available and necessary due to other visitation which may be in progress.

VISITS WITH ATTORNEY

Inmates shall be given the opportunity to visit their attorneys at reasonable times, consistent with the safety and security of the facility. All visits will be scheduled by the attorney.

VISITS BY CLERGY

Clergy Visits will be handled as a regular visit. The member of the Clergy you want to have a visit with will be added like a normal visitor just like it is described in the regular visiting rules. They will be allowed to visit you on the regular date and time for the pod you are assigned to. The Clergy member will not count against you for the five people you are allowed to have on your visiting list. The Columbia County Jail provides non denominational religious services once per week and individual bible study twice per week.

VOLUNTARY ACTIVITIES

All general population inmates may have access to voluntary activities. These activities include but may not be limited to:

Religious services
Narcotics Anonymous (NA) and Alcoholics Anonymous (AA) groups
Religious based life skills classes
Individual educational tutoring (21 and under)
Recreational library
Law library

A sign up sheet for the voluntary activities will be posted in your housing unit. You must sign up on the provided list to be able to participate. Remember that **participation** in these activities **is a privilege**. Participation is dependent on your continued cooperation and responsible behavior.

WAKE UP AND LOCK DOWN

Day room and cell lights will be turned on at **6:00 A.M.** daily. Make your bed and dress for breakfast. Breakfast service will begin at approximately **6:30 A.M.** daily. Day room lights and television will be turned off by about **10:00 P.M.** and the cell lights will be turned off at **10:00 P.M.**. **All inmates must be on their bunks at "lights out" and are required to remain quiet.**

Each inmate is expected to completely clean your room and area, make your bed, dump trash cans, etc. when the cleaning supplies are available to you. Be aware that there are usually some cleaning materials available at all times.

MINOR RULE VIOLATIONS PROCEDURES

1. The accused inmate shall be served with a minor rule citation by the citing Deputy as quickly as is practical, after the violation is discovered, but in no case shall it be longer than 24 hours after the investigation is complete.

2. The inmate will sign the misconduct report and acknowledge receipt of alleged violation(s) and the right to appeal. The inmate may enter a plea of "Guilty" or "Not Guilty".

A. Upon entry of a "Guilty " plea, a Deputy will schedule an informal hearing for possible sanctions to be imposed.

B. Upon entry of a "Not Guilty" plea on the misconduct report or upon request for a formal hearing the incident will be handled the same as a Major Violation.

MINOR RULE VIOLATION SANCTIONS

Sanctions resulting from a guilty plea on a Minor Misconduct Report may include:

a. Verbal warning.

b. Creative sanction appropriate to the offense (i.e. extra work detail, etc.).

c. Housing Unit lock down not to exceed 24 hours.

d. Disciplinary segregation not to exceed five (5) calender days for a single violation. Inmates may receive separate lock down time for each marked violation. This should not exceed a total of fourteen (14) calender days.

e. Re-Classification

f. Probation for up to 30 days.

g. While in disciplinary segregation there is no access to programs.

Inmates get one hour out each 24 hours. Telephone (except legal) and television use may not be permitted. Commissary choices are restricted. Personal visits are suspended for the duration of the segregation. Book cart or library access is permitted; however, this privilege may be taken away as a sanction.

MINOR RULE VIOLATIONS

01 Possession of Nuisance Contraband: Any authorized item found in an inmates possession that has been altered or is in excess of the authorized amount.

02 Arguing: Any disagreement which becomes disruptive, loud or obnoxious.

03 Possession of another inmates property.

04 Unauthorized use of facility property or equipment (i.e. washers/dryers, barber equipment etc.)

05 Acting as a lookout

06 Being in an unauthorized area without corrections staff present.

07 Purposefully obstructing the view of Corrections Staff.

08 Inappropriate remarks or misuse of the inmate request forms or any of the forms or paperwork handed out or used in the facility.

09 Unwarranted emergency calls.

10 Horse Playing: Any aggressive or faked aggressive actions, which may lead to or be mistaken for a physical altercation.

11 Disrespect to other inmates (i.e. name calling, profanity or accusations directed at another inmate).

12 Cursing, uncontrolled use of profanity or obscenities that may be considered offensive to others.

13 Excessive noise.

14 Failure to properly maintain living area.

15 Hanging paper, linen, clothing, etc. on light fixtures, walls, ceilings etc.

16 Failure to maintain personal hygiene.

17 Improper attire (i.e. not following the dress code stated in the manual).

18 Displaying or demonstrating gang affiliations (i.e. hand gestures, hand in pants, low riding trousers, etc.).

19 Graffiti: writing, drawing or marking on any of the surfaces of the facility.

20 Posting any type of picture, drawing or any other material on the walls, bunks or any the surfaces of the facility.

21 Misuse of the intercom system.

22 Disrespect towards any Staff Member or Sheriff's Office Employee

23 Disruptive Behavior

24 Unauthorized use of the typewriter. (Law Library)

25 Lying to Staff Members.

26 Other

MAJOR RULE VIOLATION PROCEDURES

All Major Rule Violations will be handled through a formal disciplinary process, and require a formal hearing.

1. When an inmate commits, or is believed to have committed a Major Rule Violation, the inmate will be immediately placed on pre-hearing segregation status pending the outcome of the disciplinary hearing, regardless the nature of the alleged conduct. This can cause restriction in your privileges.

2. The accused inmate shall be served with a Major Rule Citation and the Inmate Rights form by the citing Deputy as quickly as is practical, after the violation is discovered, but in no case shall it be longer than 24 hours after the investigation is complete.

3. The inmate will have a hearing before a hearings officer within five (5) days of the incident excluding Saturdays, Sundays and Holidays. The inmate will be notified at least 24 hours prior to the hearing.

4. After the hearing, the hearings officer can render a decision immediately or within 72 hours.

A. If the inmate is found "Not Guilty", the inmate will be restored to the same status and privileges as before charged.

B. If the inmate is found "Guilty", the Hearings Officer will impose an appropriate sanction from the Major Rule Violation Sanction list.

MAJOR RULE VIOLATION SANCTIONS

Sanctions resulting from a finding of "Guilty" in a hearing for a Major Violation may include the following:

1. Temporary or permanent change in programming to include:
   - A. Change in housing assignments. (i.e. re-classification)
   - B. Change in custody status.
   - C. Removal from work status with concurrent suspension of credit for work, as directed by O.R.S. 169.120
2. Reclassification to Disciplinary Segregation for no more than sixty (60) days for all (multiple) violations arising out of one incident (only 30 days maximum on a single violation) and giving credit for time served as appropriate.
3. Loss of Statutory Good time and modification of release date in accordance with O.R.S. 169.110.
4. Suspension of any part, (or all of the above if appropriate), along with information of expected conduct to avoid imposition.
5. Any combination of one (1) through four (4), listed above.
6. Unless medically or psychiatrically required, no segregated inmate shall be denied clothing or bedding that is allowed to general population inmates.
7. Segregated inmates shall be provided the same food as general population inmates.
8. Personal hygiene items and shower facilities will be provided regularly to segregated inmates, unless there are documented security reasons which would prohibit them.
9. While in disciplinary segregation there is no access to programs. Inmates get one hour out each 24 hours. Telephone (except legal) and television use is not permitted. Commissary choices are restricted to hygiene items only. Personal visits are suspended for the duration of the segregation. Book cart or library access is permitted; however this privilege may be taken away as a condition of the sanction.

MAJOR RULE VIOLATIONS

40 Habitual Misconduct: 3 or more separate minor rule violations within 30 days.

41 Refusing to comply with a Deputy's/ Staff/ Kitchen Staff directives.

42 Tampering with or destruction of Identification Card

43 Refusing to lock down on command, or during a disturbance.

44 Refusing to go to court.

45 Tampering with security devices/ facility equipment.

46 Threatening or strong arming another inmate.

47 Giving false information to a Deputy.

48 Creating a disturbance while on lock down (i.e. banging doors, excessive noise, flooding the cell, etc).

49 Threatening staff members

50 Smoking, or possession of smoking paraphernalia.

51 Possession of unauthorized beverages (i.e. pruno).

52 Indecent exposure.

53 Theft.

54 Extortion.

55 Destruction of, or Defacing County property.

56 Possession of illegal drugs or prescription medications belonging to another or misuse of prescribed medications.

57 Participation in organizing or recruiting for gang related activities.

58 Sexual misconduct/ homosexual activities

59 Fighting.

59 Assault on another inmate.

60 Assisting a suicide

61 Possession of a weapon.

62 Assault on a staff member.

63 Attempted or actual escape, or possession of an escape plan.

64 Participating in or inciting a riot.

65 Taking a hostage

66 Arson

67 Rape or Sodomy.

68 Homicide.

69 Violation of any Criminal Code

70 Other.

VIOLATIONS APPEALS PROCESS

All appeals must be submitted to the Facility Supervisor or their designee within 72 hours, following the decision. The Facility Supervisor or designee will review the recommendations and return the appeal form to the inmate within five (5) working days of the appeal. The response time may be extended due to extenuating circumstances or further investigation, with written notice to the inmate of the reason(s) for the delay. You may use an Inmate Request Form for your appeal.

SEXUAL ASSAULT AWARENESS

DID YOU KNOW?

Rape and sexual assault happens to females and males of all ages, from infancy to senior years.

98% of males who have raped boys reported they are heterosexual. Most males who assault men or women are married or report having girlfriends.

Sexual assault had nothing to do with the victim's present or future sexual orientation. Victims may be either heterosexual or homosexual.

A survivor is not at fault for the rape, even if she/he was in a secluded area, or had previous consensual sex with the attacker.

The fact a male victim of sexual assault ejaculated or became sexually aroused does not mean they were not raped or that they gave consent. These are normal, involuntary physiological reactions.

It is common for survivors of sexual assault to have feeling of anger embarrassment, panic, depression, guilt, and fear after the attack. Other common reactions include loss of appetite, nausea or stomachaches, headaches, loss of memory and/or trouble concentrating and changes in sleep patterns.

FACTS FOR THE INMATE THAT SEXUALLY ASSAULTS OTHER INMATES:

All cases of sexual assault will be referred to the Enforcement Branch or Major Crimes Team (MCT) for criminal investigation. You may be prosecuted and if found guilty of a felony, you may be sentenced to prison time (up to 100 months for each Rape I or Sodomy I conviction). Any sex offense conviction will automatically add sex offender conditions when you release, which may require you to register as a sex offender per ORS 181.594. This registration requirement is for life. You also be deemed as a "Predatory Sex Offender," which would require community notification upon your release.

Regardless of how you choose to characterize it, any sexual activity will increase your risk of HIV infection, along with exposing you to other sexually transmitted diseases.

If you have trouble controlling your actions seek help from mental health staff and/or consider participating in programs designed to control anger or reduce stress. To reduce immediate feelings of anger or aggression, try talking to or writing a friend, meditate or do breathing exercises to relax, work on a hobby, or engage in some type of exercise.

SEXUAL ASSAULT

Sexual assault as defined by Columbia County Jail policy is "Sexual conduct where force or threat of force is used, or when the person is unable to consent because of age or incapacitation (mental defect, mental incapacitation, or physical helplessness). Sexual conduct includes: vaginal penetration by a penis; contact between the genitals of a person and the mouth or anus of another person; penetration of the vagina, anus, or penis of another person with any object other than the penis or mouth; touching of the sexual or intimate parts of someone or causing someone to touch the sexual or intimate parts of another for the purpose of sexual gratification." Any behavior or act of a sexual nature directed toward an inmate by an inmate, employee, volunteer, visitor, contract employee or other agency representatives. This includes acts or any attempts to commit such acts including, but not limited to, sexual contact, inappropriate behavior of a sexual nature, unreasonable invasion of privacy, conversations or correspondence that suggests a romantic relationship between an inmate and any party referenced above.

Sexual assault affects everyone, either directly or through the experience of those we care about. It is not only a woman's issue as it can affect persons of any gender, age, race, ethnic group, socioeconomic status, sexual orientation, or disability.

The statistics are proof of this problem: According to the National Crime Victimization Survey (NCVS), in 2002 there were 247,730 victims of rape (This number does not include victims 12 or younger), seven out of every eight rape victims were female, and one in every eight rape victims was male. A 1998 study indicates that about 2.78 million American men have experienced an attempted or completed rape and one out of six American women have experienced an attempted or completed rape.

SEXUAL ASSAULT AVOIDANCE

The only rape that can be prevented is when a potential rapist chooses NOT to rape. However, you may avoid an attack by keeping the following safety guidelines in mind:

Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, LEAVE.

Don't let manners get in the way of keeping yourself safe. Don't be afraid to say "NO" or "STOP IT NOW".

Walk and stand with confidence. Many rapists choose victims who look like they won't fight back or are emotionally weak.

Avoid talking about sex and casual nudity. These things may be considered a come on, or make another inmate believe that you have an interest in a sexual relationship.

Do not accept canteen items or other gifts from other inmates. Placing yourself in debt to another inmate can lead to sexual favors.

Avoid secluded areas; position yourself in plain view of staff members. If you are being pressured for sex, report it to a supervisor immediately.

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

If the attack has just happened.....

Get to a safe place.

REPORT THE ATTACK TO A STAFF MEMBER IMMEDIATELY.

The longer you wait to report the attack the more difficult it is to obtain the evidence necessary for criminal and/or administrative investigation.

Request immediate medical attention. You may have serious injuries that you are not aware or, and any sexual contact can expose you to sexually transmitted diseases.

Do not shower, brush your teeth, use the restroom, or change your clothes. You may destroy important evidence.

If you have been attacked or witness an attack, but you are unwilling to report it in person to a CCSO uniformed staff member, then you may speak with a counselor, chaplain, medical staff, write a sealed letter to any command staff member, or contact a CCSO Detective at 503-366-4650.

Later on…..
Seek the support of a trusted friend, family member or staff member, such as the Chaplain or the counseling staff. The days ahead can be traumatic and it helps to have people who care about you supporting you.

Seek professional help. Mental Health staff are available for crisis care 365 days a year, to listen and offer support.

TELEPHONE SERVICE NUMBER

If you or your family have any questions about billing or connection problems concerning the inmate phones, please call the service provider at 1-866-230-7761. We have a brochure available to answer more questions if you need it, please ask and we will provide it.

EXHIBIT 52

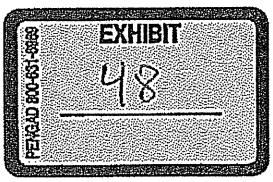
TO

DECLARATION OF KATHERINE CHAMBERLAIN IN SUPPORT OF PLAINTIFF'S MOTION FOR PARTIAL SUMMARY JUDGMENT ON CLAIMS FOR DECLARATORY AND INJUNCTIVE RELIEF

INMATE MANUAL

COLUMBIA COUNTY JAIL

All rules in this manual may be amended or suspended at any time by order of the Sheriff or designee.



The Columbia County Inmate Manual has been reviewed and approved on _____, 2010 by Jeff Dickerson, Sheriff, Columbia County_____

CC 000161

TABLE OF CONTENTS

TABLE OF CONTENTS .....

YOUR RIGHTS AND PRIVILEGES 3

YOUR RESPONSIBILITIES AND EXPECTED BEHAVIOR 3-4

BEDS AND BEDDING 4

BILLING FEES 4-5

CELL IN COMMAND 5

CLASSIFICATION 5

CLOTHING EXCHANGE 5-6

COMMISSARY 6

CONTRABAND 6

COUNTY ISSUED ITEMS 6

COURT CONDUCT 7

CUP AND SPORK EXCHANGE 7

DRESS CODE 7

FIRE AND EMERGENCY SAFETY 7

HAIR CARE AND PERSONAL GROOMING 8

HEALTH APPRAISALS 8

HOUSING UNIT OPERATIONS 8

ICE CONTACT INFORMATION 9

IDENTIFICATION CARDS 9

INMATE COUNTS 9

INMATE GRIEVANCE PROCEDURE 9-10

INMATE REQUEST FORMS 10

INMATE WORKER ACTIVITIES 10-11

INTERCOM SYSTEM 11

LAW LIBRARY 11

LIBRARY 11

MAIL 11-15

MEALS 15

MEDICAL SERVICES 15-16

MEDICATION 16

MEDICAL GRIEVANCES 16

MENTAL HEALTH SERVICES 16

MONEY ACCOUNTS 16-17

OUTDOOR RECREATION 17

PERSONAL PROPERTY 17

PROGRAM SERVICES 17

PROPERTY TRANSFERS 18

SANITARY INSPECTIONS 18

SANITARY PRACTICES 18-19

SEARCHES 19

SELF-ESCORT 19

SICK CALL 19

SPECIAL DIETS 19

TELEPHONE PRIVILEGES 20

TRANSFER TO WORK RELEASE CENTER 20

VISITING 20-22

SPECIAL VISITS 22

VISITS WITH ATTORNEY 22

VISITS BY CLERGY 22

VOLUNTARY ACTIVITIES 22

WAKE UP AND LOCK DOWN 23

MINOR RULE VIOLATIONS PROCEDURES 23

MINOR RULE VIOLATION SANCTIONS 24

MINOR RULE VIOLATIONS 24-25

MAJOR RULE VIOLATION PROCEDURES 25

MAJOR RULE VIOLATION SANCTIONS 25-26

MAJOR RULE VIOLATIONS 26-27

VIOLATIONS APPEALS PROCESS 27

SEXUAL ASSAULT AWARENESS 27-28

SEXUAL ASSAULT 28-29

SEXUAL ASSAULT AVOIDANCE 29-30

TELEPHONE SERVICE NUMBER 30

YOUR RIGHTS AND PRIVILEGES

We want you to know exactly what is expected of you while you are in this jail. We will let you know what you can expect from us by explaining our rules, procedures and schedules to you. While at this jail, you will be provided with:

1. Three meals served at reasonable intervals
2. Clean bedding and clothing at least twice weekly
3. The opportunity to shower at least twice weekly
4. Regular exercise
5. Opportunities to exercise your religion
6. Basic hygiene items
7. Access to the law library
8. Access to counsel
9. Emergency medical and dental treatment
10. A safe and secure environment

If you follow jail rules and sanitation practices, you may receive these privileges:

1. Use of televison
2. Use of library services
3. Use of outdoor recreation
4. Use of telephones
5. Having social visits
6. Making commissary purchases
7. Sending and receiving mail
8. Voluntary participation in jail programs

Remember that these are not rights. Jail staff can limit or suspend these privileges at any time in order to maintain the safety, security, good order or sanitation of the jail.

This manual does not cover every situation that may arise, but it will serve as a basic guide for your conduct and facility procedures.

Columbia County Jail has a no smoking policy.

YOUR RESPONSIBILITIES AND EXPECTED BEHAVIOR

Read this manual to know what is expected of you. The excuse **"I did not know that"** is not acceptable. **It is your responsibility to follow all laws, jail rules, schedules, and staff requests. You must respect jail property and the property of others. This would include staying out of other inmate's cells and off of their bunks. You are expected to keep your sleeping area, the day room and outdoor recreation areas clean and orderly.** Unacceptable behavior will be dealt

with firmly, but fairly. Misbehavior may result in a change of your custody status which can directly affect your privileges in the jail.

This manual is an accountable item and is issued to you for your use while you are in this facility. You are responsible for the condition of this manual and you will be billed for any damage, graffiti, or unusable condition when returned. If the manual is damaged, please report it to a staff member to have it replaced immediately.

The best control of your behavior is by you practicing self-discipline and respect for others. Inmates are not allowed to become personally familiar with corrections' staff. Be considerate and respectful toward all officials. We will expect you to address uniformed staff as "Deputy or Sergeant _____" and non-uniformed staff as "Mr. _____" or "Ms._____". Central Control personnel will be addressed as "Control."

Inmate basic rules for the Columbia County Jail:

1. **The ID card is to be put into the window facing out so that it can be seen and scanned during your stay.**
2. **When you are out of your room, the ID card is to be in your pocket.**
3. **When you are in the day room, you are to be completely dressed with T shirt tucked in.**
4. **When you are in your room, you are to have the T shirt and boxers on at all times including while you are sleeping, no exceptions.**
5. **When you come out of the pod and into the circle, you are to stay on the colored squares. The squares form a line that you walk on. You stay on that line with the exception to go around an obstacle. You are to stay in a single file line.**
6. **When you are in any other hallway, you are to walk on the right side of the hall and in a single file. You are not to touch anything. Do not speak, yell or signal at anyone. Keep your hands to yourself.**
7. **When in the hallway, there should be only six (6) inmates at one time.**
8. **DO NOT cover the ventilation units in the cells.**

BEDS AND BEDDING

Bedding will consist of two sheets and two blankets. Blankets and sheets may **not** be removed from your cell or bunk, nor may they be placed on the floor for **any** reason. You are not to take the mattress off the bunk and place it on the floor of your cell or in the day room of the pod. Your mattress may only be used for sleeping purposes. The bunk area must be left in an orderly fashion through out the day.

BILLING FEES

As authorized in ORS 169.150 and 169.151, Local Correctional Facilities are allowed to bill Inmates for items and services that are provided to them while incarcerated in Correctional Facilities.

Every ***Sentenced*** Inmate will be charged a boarding fee of $10.00 per day. The Inmate will receive a bill when he or she is released from the jail. The Inmate will have 30 days to pay the bill or set up a payment plan.

An initial hygiene kit is $2.15 and the Inmate ID card is $1.00. All over the counter medications as well as prescription medications will be billed through the inmate's commissary account. When the Inmate is released from jail and his or her commissary account is in the negative, that amount will also show up on the release billing. When 30 days have passed with no payment received on the release billing, the account will be turned over to the Oregon Department of Revenue for collection.

Other charges are listed below:

1) Work Release Inmates are charged a minimum of $15.00 per day or two hrs of pay if the inmate's hourly rate of pay is higher than $7.50 per hour.

2)	Hygiene Kits	$ 2.15 each	12)	Cups	$ 0.75
3)	Hair Cuts	$ 5.00	13)	Sporks	$ 0.25
4)	Medical/Nurse/NP visits	$ 5.00	14)	Sandals	$ 2.49
5)	Medical Kytes	$ .50	15)	Socks (If Appl.)	$ 0.85
5)	Replacement ID Cards	$ 5.00	16)	Towels	$ 0.75
6)	Razors	$ 0.15	17)	Striped Shirt	$ 6.55 - $ 12.75
7)	Copies of legal materials	$ 0.25	18)	Striped Pants	$ 8.75 - $ 14.95
8)	Feminine Hygiene Products	$ 0.20	19)	T-Shirts	$ 3.99 - $ 7.30
9)	Tote	$44.95	20)	Shorts	$ 2.32 - $ 2.74
10)	Tote Lid	$26.95	21)	Medications: 1 to 14 doses:	$ 2.00
11)	Personal Preference Diets	$ 1.00 (per meal)		15 and more Doses:	$ 4.00

All fees are subject to change at any time

CELL IN COMMAND

The command **"cell-in"**or **"bunk-up"** means you need to stop what you are doing and go directly to your cell or bunk. You must follow this command without question or hesitation. If you do not, it will directly affect your classification and custody status and also will result in disciplinary actions against you.

CLASSIFICATION

All newly arrested inmates who are not released prior to movement from the booking area will be assigned housing in a Pre-Classification unit. They will be maintained on lock-down status for up to the first seventy-Two (72) hours, for classification purposes. The Columbia County Jail has three classifications which are minimum, medium and maximum security. All inmates are assigned a classification according to their status. Inmates may request a classification review in writing on an Inmate Request Form at any time.

CLASSIFICATION LEVELS

Minimum Security: Those inmates assigned to a minimum security level:

A. **May be sentenced misdemeanant or selected sentenced felons, excepting those who have been convicted of assaultive felony crimes:**

1. Must have no holds or other pending court action against them.

2. Must display a cooperative attitude toward staff and the rules and regulations of the facility.

3. Will not be considered an escape risk.

4. Will be eligible for consideration for the Inmate Worker program and Work Release.

5. Will be allowed a maximum amount of out-of-cell recreation time.

Medium Security: Inmates assigned to the medium security level:

A. Will include those sentenced misdemeanants and felons who do not qualify for minimum security and do not require a higher level of security.

B. Will include those inmates awaiting trial or sentencing who do not require a higher level of security.

C. Should be considered an escape risk.

D. May be allowed to participate in most in-house programs including Outdoor Recreation and in-house Inmate Worker assignments if they display an exemplary attitude toward staff and facility rules .

E. May be expected to be slightly uncooperative or resistant to jail rules, but may NOT display a significant disciplinary problem. Uncooperative inmates will NOT be awarded Inmate Worker assignments and any Inmate Worker who becomes uncooperative will be terminated from the Worker Program.

Maximum Security: Inmates assigned to the maximum security level:

A. Will be those who are charged with extremely serious felony crimes and/or have holds or other pending court action concerning such types of crimes.

B. Will be those who have displayed a significant disciplinary problem within the facility and/or display a need of maximum amount of supervision.

C. May be allowed only a very limited amount of out-of-cell activity time and that activity must be under the direct supervision of two officers.

D. Will be limited in program participation to those programs which are conducted within the security of the facility.

E. Will be housed in a selected area of the facility and will not be allowed to associate with the general inmate population.

Close Custody: Inmates assigned to the close custody security level:

A. Meets the same requirements as maximum security with the following exceptions:

1. The Inmate will be housed in B-Pod Lower level.

2. When movement is needed to any place other than their pod area they will be in full restraints.

   a. Belly chain.

   b. Hand Cuffs with black box.

   c. Leg Irons.

   d. Any movement will require an escort with at least two Deputies, one of the Deputies will be armed with a Taser.

3. Inmates in this classification are to be considered dangerous and must be approached with the utmost caution

CLOTHING EXCHANGE

Clean clothing will be provided twice weekly. You must turn in all of your soiled clothing during clothing exchange. In return you will receive 1 T-shirt, 1 pair of shorts, 1 towel, 1 striped shirt and 1 pair striped pants. On every other exchange you will receive clean sheets. Blankets may be exchanged every 30 days. Each housing unit will have a different laundry schedule.

Jail staff will make every effort to ensure clothing is in good repair. You are responsible for all clothing and bedding issued to you. You should check the condition of the clothing you receive and immediately inform a staff member and exchange any clothing or bedding that has a tear or graffiti written on it. If you are found to be in possession of damaged items, you will be subject to disciplinary action. This may include payment for the damaged clothing.

COMMISSARY

The Columbia County Jail has a well-appointed commissary list from which inmates with funds may purchase various items. Inmates without funds may order indigent hygiene kits once per week, if needed. Indigent items will be posted to the inmate's account creating a negative balance. **Commissary sheets will be handed out once a week. If you did not get funds in before the commissary sheets were made up to be passed out, you will have to wait until the following week to order.**

CONTRABAND

Any authorized item found in an inmate's possession that has been altered or is not being used for it's original purpose, or any items in excess of the issued quantity as stated within this manual.

COUNTY ISSUED ITEMS

All inmates who are dressed into the Columbia County jail will be issued jail clothing after intake, and in the clothing change/shower room. You will be issued a plastic bin containing a hygiene kit, bed linen, towel, clothing, cup and spork . Other issued items include a mattress (1 each) and this manual. You will be responsible for the condition of all items issued to you. The gray property box

or totes are to be used specifically for storage of your personal and issued belongings. They are not to be used for chairs or any other use other than what has been mentioned above. They are to remain under your bunk at all times.

1. One inmate uniform top.
2. One inmate uniform pants
3. Two T-Shirts
4. Two pair of gym shorts/Underwear
5. One pair of jail sandals.
6. One mattress
7. Two sheets
8. Two Blankets
9. One Towel
10. One Rule Book

Female inmates may be allowed to retain the following:

1. Personal underwear, if needed for hygiene reasons.
2. Personal bras, with no metal fasteners or under wires. A sports style bra is preferred.

During the winter months you will be issued a sweatshirt to be worn in your cell, day room area, the outdoor recreation yard or under the striped shirt when going to court.

COURT CONDUCT

Your arraignment will be your first court appearance in jail. During your arraignment, a judge will tell you what you are charged with and your rights with regard to those charges. The judge may appoint an attorney at this time if you qualify.

During any court appearance you will not have contact with any person other than your lawyer or the court officials. Contact includes talking, signaling, or passing notes to people.

Video arraignment is considered a court room setting and the above rules apply.

CUP AND SPORK EXCHANGE

Cups and sporks will be issued with every meal. Inmates will come up to the food cart pick up a clean and sanitized rubber cup and a spork. All cups and sporks will be returned at the end of each meal when trays are being picked up from the pod.

For those individuals who wish to purchase a their own personal cup and spork they are available on the commissary order form. The cups and sporks that are available for purchase will be different than those issued for use during the meal times.

DRESS CODE

You are expected to remain fully dressed at all times except when you are on your bunk and covered. During that time **you must wear the T-shirt and shorts issued by this facility**. Any time you leave your sleeping area and room, you must wear a full set of clothing. During lights out, you may go to use the restroom in your t-shirt and shorts if you live in an open dorm.

Your T-shirt must be tucked in at all times and not hanging loosely. Rolling your pant legs up if

they are too long, but not above the ankles, is allowed. Do not alter the appearance of your clothes.

You may not roll your sleeves, tuck your pants into your socks, or pull your pants down below the hips. You are not allowed to wear clothes that are too large or too small (at a Deputy's discretion).

You will be allowed to take your outer striped shirt off while exercising in the recreation area.

FIRE AND EMERGENCY SAFETY

In case of any type of emergency or evacuation, you are to follow any direct order of a Deputy. There are emergency evacuation procedures in place and you will be evacuated in an orderly manner to a safe place.

If you are asked to evacuate an area by a Deputy, you are to form a straight line at your Pod door and wait for directions from a Deputy or the Control Room staff. A Deputy will direct you to a safe area.

HAIR CARE AND PERSONAL GROOMING

We encourage you to shower daily. We hand out razors three times a week. If an individual has a court appearance they may be allowed to use a razor prior to their court appearance. Once a week a list will be put into your respective pod and you must sign up on that list to receive a hair cut. Hair cuts can be done when a person is available to be the barber. There is a $5.00 charge for the hair cut. Hair cuts will be done on Saturdays and Sundays only. You will be allowed to have one hair cut per month. **Haircuts other than a trim or a complete removal to a short stubble are not allowed. No other styles will be tolerated.** Only kitchen and floor workers are allowed one free hair cut per month.

HEALTH APPRAISALS

A health appraisal must be done before an inmate can be considered for "worker" status.

HOUSING UNIT OPERATIONS

The daily operation in the pods will be as follows.

You will be allowed to come out of your cell for a short period of time during the morning at breakfast. You will then be instructed to return to your cell until lunch time. After lunch, you will then have three hours out of your cell. At the end of that period, you will return to your cell. The next period out, will be after dinner for two hours.

Cleaning gear will be provided during the day. We require you to use it daily to clean your cell, bunk area and the pod as a whole on a daily basis.

No one is allowed to sit, stand or loiter on the stairs or catwalks (upper tier floors) at any time. This will include walking or pacing off laps upstairs, or on the stairs. There is to be no sitting on the table tops. **Inmates are not allowed to enter rooms or sit on bunks that are not assigned to them.**

Details for each pod are outlined below, however temporary changes may be made to accommodate the needs of the facility:

A - POD is a Multi-Purpose area and may be used as current needs of the facility dictate.
A - POD will also be the Male Intake and Classification Cell area for the Jail.
B - POD. The upper tier is used as current needs of the facility dictate.
B - POD Special, BL1 - BL4 will be Maximum Security/Close Custody and Disciplinary Lock-down.
C, D and E Pods will be considered Male Medium Security.
J (MWR) and K (WRF) will be considered Male Minimum Security.
I - POD is a Minimum Security Pod and will be used as current needs dictate.
F - POD will be considered Female Maximum/Classification & Intake and may be used as current needs of the facility dictate.
G - POD will be considered Female Medium/General Population.

Inmate time out of cells for each pod will be set as necessary to fulfill the needs of the facility.

ICE CONTACT INFORMATION

Inmates who are housed in the Columbia County Jail for Immigration Customs Enforcement (ICE) may contact ICE via the use of an ICE inmate request form.

ICE inmates may contact ICE Pro Bono Attorneys by calling (800) 646-6283. In each Pod located on the mail boxes, there is a list of all Pro Bono calls for use by all ICE detainees. ICE agents make scheduled visits to the Columbia County Jail on Wednesday of every week.

IDENTIFICATION CARDS

You must keep your inmate ID card on your person any time you are out of your cell. Do not let anyone use your ID card. The best place to keep this card is in your shirt pocket. When you are in your cell, place your ID card, right side up, in the window of your door with the picture facing out so the Deputy can see your name and picture. You must surrender your ID card to any staff member upon request.

INMATE COUNTS

There will be at least six "Formal Counts" per day. At the beginning of each "formal count" you will be instructed to "cell in or bunk up." At that time you must:

1. Go into your cell and close the door or get onto your bunk depending on the pod you are in.
2. Correctly place your I.D. card in the window of your door or on your bunk. If you are on a bunk or otherwise not in your room or pod, having the ID card in your hand and presenting it to the deputy doing the count is acceptable.

Prior to lock-down at 10:00 pm each night a final formal head count will be conducted in the following manner:

1. In Pods that have rooms you will go to your room stand with one individual on each side of the door, ID card in hand, ready for the count.

2. In Pods which are open dorms, you will go to your bunk area and stand next to your bunk with your ID card in hand, ready for the count.

All inmates will remain in this manner until a Deputy scans your identification card and instructs you to bunk up.

There will be numerous informal counts per day, therefore, whenever a Deputy enters your cell, remain where you are, do not move until the Deputy leaves or instructs you to move.

INMATE GRIEVANCE PROCEDURE

You may submit a grievance about a condition in the jail if you think it is a problem or is unfair. You cannot grieve: disciplinary actions (there is an appeal process for that), classification decisions, incidents or problems which you were not party to, a collection of unrelated complaints, and no group grievances.

To file a grievance, you must follow the steps below **in the order shown**. You cannot skip one.

1. An inmate may request a Grievance Form from any Corrections Deputy at any time to bring to attention any perceived problems and proposed solutions. The Deputy will address any grievance within the scope of his/her authority and document any action taken regarding the request within five (5) working days.

2. The inmate may redirect the grievance to the Shift Supervisor for any complaint which cannot be reasonably resolved by the Deputy. The Supervisor will address any grievance within the scope of his/her authority and document any action taken on the form within five (5) working days.

3. If the complaint is not resolved to the inmate's satisfaction by the Supervisor, the inmate may send the Grievance Form to the Jail Commander or his designee. The Jail Commander or designee will address the complaint and document any action taken on the form within five (5) working days.

4. If the complaint is not resolved to the inmate's satisfaction by the Jail Commander , the inmate may send a **sealed** Grievance Form to the Sheriff. The Sheriff will address the complaint and document his decision on the form within ten (10) working days. The Sheriff's decision **will be final!**

Inmates may file an Emergency Grievance in the event that circumstances exist to warrant one. This will be filed directly to the Jail Commander in a sealed envelope, utilizing the same inmate grievance form.

INMATE REQUEST FORMS

The Inmate Request Forms (also known as kites) are available upon request. There are:
1. White request forms for general questions, law library and visiting;

2. Pink are Medical Request Forms. These are **only** for the medical staff or doctor to answer and will be forwarded to them. There is a 50 cent charge for each medical kite submitted.
3. Goldenrod forms are to correspond with Columbia County Community Corrections; and
4. Separate forms to correspond with Immigration and Customs Enforcement (ICE)

INMATE WORKER ACTIVITIES

If you want to work in the jail, you will need to request and fill out an Inmate Worker Labor Agreement, then submit it into the mail box. It may take several days to get your copy back.

Staff will select various inmates to do kitchen, custodial or maintenance jobs in the facility. This selection will be based upon your behavior and attitude. Health care staff must clear you before you can participate in the worker activities especially in the kitchen.

You may receive work time credit only if you are sentenced and your sentence order authorizes it. Any change of a job description or shift must be approved by a Supervisor.

INTERCOM SYSTEM

The call buttons in the cells are to be used for **emergency purposes only**. They are not to be used for any other communication. If the call buttons are misused, the inmate violating this rule will be written up for failure to abide by the rules of the Columbia County Jail.

LAW LIBRARY

All inmates of the Columbia County Jail will be given access to one hour in the law library per request. Use of the law library will be limited only by time and the need to maintain the safety and security of the facility. To gain access, you must submit a request form at least twenty-four (24) hours in advance. You will be expected to take a note pad and pencil with you to the law library to assist you in your research. All law books, reference material and other articles must remain in the law library to ensure equal access for all inmates. There will be very limited copying capabilities available to you for which your account will be charged a fee per copy. No inmate will be denied this service based on an inability to pay.

When you finish, you are required to leave the law library orderly and neat. Please be aware that corrections staff **cannot provide you with legal advice or legal assistance.** If you have any questions, please consult your attorney.

LIBRARY

All inmates of the Columbia County Jail will be afforded ample opportunity to have access to library books within the jail library. The books may be delivered by a cart. All books must be returned to the library or the cart, prior to checking out more. If a search of your person or cell reveals that you have more than six books in your possession, you may be subjected to disciplinary action. Damaged books must be returned to a Deputy, immediately. Possession of damaged books may be grounds for disciplinary action.

You may have six (6) books in your possession/cell at any time. The six books may be any

combination of novels, personal books, religious or educational materials.

MAIL

The mail is delivered to the Sheriff's Office per U.S. Postal Service guidelines, excluding holidays.

General Rules: You may send and receive correspondence through the U.S. Mail. **Hand delivered mail, messages and notes will not be accepted or forwarded to you.**

Except for unusual circumstances, such as on holidays or weekends, incoming mail will be **forwarded to you within 24 hours of its receipt**. Outgoing mail will be placed in a pickup box within 24 hours of receiving it from you. If we receive mail for you after your departure, it will be returned to the sender. You must notify the post office of your forwarding address when you leave the jail.

Except for "Official or Legal and Confidential mail," staff may scan and inspect all incoming and outgoing mail.

"Official or Legal and Confidential mail" is all mail to or from your attorney, government officials, Jail Commander, Sheriff, courts, your doctor or medical facility, verifiable religious contacts, or the media. We may open and inspect this mail in front of you to ensure it does not contain contraband.

General Mail Rules:
We may place limits on your mail because of its volume, its affect on your rehabilitation or treatment, or for the safety, security, and good order of the jail. We may open and inspect all mail for contraband and may read all personal mail.

We will provide an Inmate Mail Guide for members of the public. It explains mail rules and what they can and cannot send you. Ask a Deputy for copies. People may also call (503) 366-4630 to get the information found in the guide or read it on the jail's web site at:
www.co.columbia.or.us/sheriff

"Do" Mail Rules for Inmates
For mail, you must do the following:

1. Use only lead or pencils to write letters.
2. Use only jail-approved postcards sold through the commissary or issued by staff for social mail.
3. Keep the weight of legal or official correspondence in a pre-stamped envelope below 1 ounce (28 gm). To keep a business envelope to one ounce or less means the contents cannot be more that four 8-1/2" x 11" sheets of standard weight paper.
4. Keep your friends and family informed if you received books, newspapers, or money they have provided for you.
5. When you are released or transferred from the jail, send change-of-address notifications to those that send you postcards and periodicals.
6. Put the return address noted on the sample postcard below on all your outgoing mail. Tell people sending you postcards or other acceptable mail to use it to address mail to you. Write the recipient's full name and complete address legibly on any mail you send.

"Don't" Mail Rules for Inmates

You may not do any of the following:

1. Draw or write anything on a postcard in the address area or on the picture of the postcard other than name and address information.
2. Send out jail forms for others to fill out on your behalf.
3. Send prohibited mail.
4. Send out jail property.
5. Order publications on credit or delayed billing from the jail.
6. Operate a commercial business or nonprofit organization from the jail.
7. Order correspondence courses unless you have a jail command officer's approval.
8. Conduct commercial or personal business transactions or request services from a government agency unless you have a jail command officer's approval.
9. You may not send mail to another inmate in this facility without prior written permission.

Sending and Receiving Mail

You may send and receive correspondence only through the U. S. Postal Service. The jail internal mail system for communicating only with jail staff. Any transfer of written communication on your part that does not comply with mail rules and procedures is a rule violation that subjects you to discipline. This includes sending notes to other inmates or notes, postcards or mail to anyone by way of a contact visit, court appearance, or transport. People may not leave mail, messages, or notes for you at the jail. Personal mail must come on a commercially produced postcard which does not exceed 5 ½ by 8 ½ inches.

Except in unusual circumstances and on holidays or weekends, we will deliver incoming mail to you within 24 hours of its receipt. We will put outgoing mail in a pickup box within 24 hours of receiving it from you. There is no pickup by the post office on weekends and holidays.

It is important that you use a person's complete and correct address when sending mail. If someone says he or she did not receive something you sent and you did not receive a confiscation notice from us, it is a matter for you to resolve with the post office—not the jail. For your convenience, the addresses of commonly contacted government agencies are in appendix 2, Government Pages.

We do not forward mail. If we receive mail for you and you are not here, we will return it to the sender. (Please tell those sending you mail to put on return addresses. We confiscate mail without return addresses or destroy it if you are no longer in jail.)

Legal and Official Mail

Legal mail is mail addressed to your attorney or comes from your attorney and is clearly marked "legal mail". Official mail is to or from confining authorities, like a jail command officer, the sheriff, the county administrator, probation authorities, district attorney, state attorney general, Governor, court, or a court official.

We will open and inspect legal and official mail in front of you to make sure it does not contain contraband. If you send this type of mail, you must label it on the front of the envelope as "legal mail" or "official mail" or we will treat it as personal mail. We will treat mail from your attorney not marked as "legal mail" as personal mail. You are subject to disciplinary action and criminal prosecution for fraudulently labeling an envelope as legal or official mail.

Books

You may receive up to three new or used books per month, which may be paperback or hardback. Hardback books are not allowed in male or female segregation. Inmates in segregation may only receive new paperback books. A person from outside the jail must pay for and order books directly from the publisher, a book club, or a reputable bookstore for you. Books may not be larger than 9 by 12 inches (228 by 305 mm). They may not have plastic or metal bindings.

Periodicals

We do not accept any periodicals.

Acceptable Mail

We only accept packages that contain publications from an approved source. An incoming or outgoing envelope may only contain these types of items, and with the noted limits and restrictions:

Acceptable Personal Mail

Type of Mail Item	Limits and Restrictions
Written correspondence	Must be a commercially produced postcard or legal or official mail. Excludes junk mail.
Pictures	Only photographs printed on photo paper and used as a postcard, delivered via the U.S. Postal Service.
Checks and money orders	We do not accept checks or money orders. Touchpay is available in the lobby and can be accessed by phone or the Internet.
Personal business documents	None, unless general mail rules would apply.

If it is not listed in this section, it is contraband and we will return the item to the sender, confiscate it, or destroy it if it presents a health or safety risk.

Prohibited Mail

We will not deliver or send mail that:

1. Contains threats of physical harm, blackmail, extortion, or other criminal activity.
2. Concerns plans for escape, criminal activity, or activity that violates jail rules.
3. Is contraband material (tape, stickers, markers, crayons, foreign substances, etc.)
4. Is an item that could hide contraband.
5. Concerns sending or receiving contraband.
6. Encourages or instructs in how to commit a crime.
7. Contains gang-related or security threat group material.
8. Contains information that, if communicated, would create a danger of violence or physical harm to a person.
9. Is written in code or suspected code. (This may include a foreign language if we cannot find a translator in a reasonable period of time.)
10. Contains sexually explicit material, pictures or written language.
11. May create a sensation. (A threat to the safety, security, or good order of the jail or disrupts your progress in a rehabilitative program.)
12. Contains a foreign substance or bodily fluid.
13. Is from or addressed to an inmate in this correctional facility or on electronic home detention.

14. Is addressed to or from a victim of a crime that you are in custody for, either in pretrial or sentenced status, or in any other no contact order.
15. Is from or to an inmate by way of a third party.
16. Is an item that exceeds size or number limits.
17. Is a publication that did not come directly from the publisher, bookstore, or book club.
18. Is an unacceptable check or money order.
19. Is unsolicited junk mail.

Mail Confiscation:
We will give you a confiscation notice for mail we confiscate. When we confiscate items because they exceed a number limit, such as books or magazines, we will confiscate all of them rather than selecting some to bring the number down to the limit amount. We will return stored confiscated mail to you when you are released, if it was not disposed of for health or safety reasons. You may submit a grievance to ask for its return before then. We will return to sender any form of prohibited mail. You may not get a notice that we have returned contraband to the sender.

Use of Envelopes

You may use an envelope sold through the commissary to send these types of letters:

1. Legal or official mail.
2. A legal or official mail letter that should not or cannot be folded or that is more than one ounce.
3. With staff approval, a personal letter that contains a program-related diploma or certificate that should not or can not be folded. You must have a Deputy confirm that you are sending a diploma or certificate before you seal the envelope.

You may not use these envelopes for any type of mail that does not meet one of the three criteria listed above. We will deduct the cost of the postage from your inmate account for acceptable manila envelopes.

Sending Certified Legal or Official Mail

You may send a legal or official letter using U. S. Postal Service Certified Mail and Return Receipt mail services. You will get receipts that you sent the letter and that the letter was received by the addressee. We will charge you the standard postal rates for these services. You must have money in your inmate account to pay the postal rates or have appropriate approval if you are indigent. A deputy will supply you with a request for Certified Mail form that you need to fill out and submit along with the letter. You may only send 2 certified-mail letters in a 30-day period.

Outgoing Mail

Inmates will place all outgoing mail in the mail drop located in the day room of each housing unit. You are expected to legibly address your correspondence and use the proper postage. All outgoing mail must list the following return address:

Your full name
Columbia County Jail
901 Port Avenue
St. Helens Oregon 97051

MEALS

Meals will be served three times daily at approximately 6:30 A.M., 12:00 P.M. and 5:00 P.M. Inmates on disciplinary lock-down are required to eat in their cells. All others will eat at the tables provided in the day rooms. Televisions will be off during the serving of meals. Once the meals have been served and the Deputy leaves the pod, the television may be turned back on.

All special personal preference diet requests such as vegetarian meals must be pre-approved by the jail supervisors. All inmates on a personal preference diet will be charged a fee of $ 1.00 per meal to be taken directly out of their individual inmate trust account to cover the additional cost of these meals. Indigent inmates will not be eligible to receive this type of special diet.
Do not save food from meal service.

MEDICAL SERVICES

The Columbia County Jail will provide emergency medical, dental, and mental health care to all inmates regardless of their ability to pay for such services. No inmate will be denied care for serious health care needs based on the cost of medical services or the inmate's inability to pay for health care. All medical visits initiated by you will be assessed a fee which will be charged to your personal money account. You will be financially responsible for any elective surgery or other treatment you may request from your personal physician, dentist or other provider.

Medical screening or appraisals at intake, or for inmate workers will be provided at no cost to you. All Detainees will receive a medical evaluation within their first 14 days of incarceration.

Prescription medications: You will be charged for all prescription medication prescribed for you and purchased by the jail on your behalf.

Over the counter medications such as; Tylenol, Aspirin, antacid etc., will be available from our medical department for a small charge.

MEDICATION

Health care staff may fill prescriptions at their discretion. Health care staff may discontinue prescribed medication as directed by the jail health care supervisor or physicians. If you came from another correctional facility and had your medication transferred with you, the transporting Deputy will give your medication to the health care staff. If you are leaving our jail and going to another jail, the transporting Deputy will get your medication from the health care staff and transport it with you.

As a warning, any abuse of your medication may result in the discontinuation of your receiving the medicine.

MEDICAL GRIEVANCES

In case of any unresolved problem regarding medical, dental or infirmary care, you may follow the grievance procedures outlined in this manual.

MENTAL HEALTH SERVICES

Columbia Community Mental Health is the provider of these services for the facility. If you feel the need to see a mental health professional, contact a Deputy or the health care staff.

MONEY ACCOUNTS

Each inmate in the Columbia County Jail will have a "money account" established during the booking procedure. Funds may be deposited 24 hours per day seven days per week, via Visa or Mastercard by a toll-free phone call to 1-866-232-1899, via internet at: www.touchpaydirect.com or by depositing cash into a kiosk in the Sheriff's Office lobby. The depositor needs the inmate's name, booking number, and Facility Locator No., which is 297001. All purchases will be deducted from the account. Funds deposited to an account showing a negative balance will be applied to the amount owing. The positive balance, if any, is available for the inmate's use. The balance will be refunded to the inmate upon discharge. Inmates who possess a negative balance on their account will not be denied their basic medical needs such as medical care and hygiene items. With a negative balance an inmate may request to participate in the 50/50 program at which time 50 % of any funds placed into the inmate account will go towards the negative balance and the other 50 % will be placed on the inmate's account available for use on individual items in the Jail.

OUTDOOR RECREATION

An open air recreation area is provided in the jail for your use as scheduled throughout the day. Central Control will notify each of you of your recreation time. When you are called for outdoor recreation, you need to be ready to go. You will leave the Pod in groups of six. No one will be allowed to depart the Pod late for recreation.

The following rules apply while using the open air recreation area:

1. Do not yell or attempt to communicate in any way with the people outside the recreation area, except for Corrections Staff.
2. Do not engage in "horseplay." We do not want people to get injured.
3. You must wear a minimum of a T-shirt, pants and shoes . Movement to or from outdoor recreation will require the complete uniform, including your ID card.
4. You are NOT to take anything other than your ID card with you to outdoor recreation. Do not take papers, candy, food items and anything that can be used to write or color with. If you are found with these items, disciplinary action may be taken.

PERSONAL PROPERTY

All personal property items will be stored in the secure storage area of the Columbia County Jail. No personal items will be allowed to be kept on an inmate unless approved by the Jail Commander in writing.

If you would like an item, address or phone number out of your property you need to request it before you leave booking. Requests for these items will not be granted after the booking process is complete.

PROGRAM SERVICES

If and when available, you have the opportunity to participate in a variety of program activities.

Recommended programs assist you in making constructive use of your time and to make positive changes in your life. We have grouped these into two main categories:

Voluntary activities Inmate worker activities

You may participate in activities in one or all of these categories depending on your:

Sentencing status
Length of sentence
Assessments results
Classification

PROPERTY TRANSFERS

You must follow these guidelines regarding your property:

1. You may release your personal property to any adult outside the facility on an "all or nothing" basis. The adult must present a state driver's license, state ID card, passport or military ID to jail staff, to ensure property is released to the proper individual. A signed inmate request form from you is required. That request form should state that you want to release your small property to: ___ (Full name of person) We should have your written permission in booking before the person comes to pick it up.

2. Release of property is available **Monday through Friday from 3:00 P.M. until 4:00 P.M. ONLY.**

3. The following exception applies when: An Inmate is committed to a state prison and must release all personal property, including their clothing, prior to being transported to a state facility.

If the property is not picked up prior to the inmate's departure, it will be forwarded to ODOC with the inmate.

4. We do not allow personal property to be dropped off for inmates, except for medical items which will be checked and approved by medical staff first. Clothes may be brought in if the situation calls for it; at the discretion of jail Supervisors.

SANITARY INSPECTIONS

Deputies will inspect each housing unit daily to ensure it is a safe and clean environment. You will need to follow basic sanitary practices to ensure your cell area meets the sanitation requirements and pass the sanitation inspections. If your cell does not meet sanitation requirements, you will lose privileges and be instructed to clean the area. If the day room, shower area and outside recreation areas do not meet sanitation requirements, the entire housing unit may lose privileges. These privileges are those listed at the beginning of this manual. If you or your housing unit lose privileges, they will be reinstated if you pass the next regularly scheduled inspection.

SANITARY PRACTICES

It is your responsibility to keep your cell clean and uncluttered. It is also the responsibility of **each** member of the housing unit to keep the day room, shower and outside recreation area clean. You will be provided with cleaning supplies and are expected to use the cleaning supplies as much as necessary to ensure you live

in a clean environment.

You are to follow these rules for a clean and healthy housing unit:

Clean your cells, including the sink, toilet, floors and door windows **daily.**
Pod Porters will clean day room areas **daily.**
Pod Porters will clean the following, but not limited to: Tables, floors, stairs, walls, showers, bathroom areas, railings, and windows.
Keep the walls clean and free of graffiti or marks of any kind.
Place all garbage in the trash cans in the housing units.
Keep all pictures and papers off the walls, bunks, bottom of bunks. Do not hang, stick, or paste pictures or papers to the walls, bunks or any where else in the facility.
Keep commissary food items in your property container. (Gray totes)
Do not save food from meal service.
Wash your hands frequently.
Participate in laundry exchange twice weekly.
Shower at least twice weekly, but we strongly encourage you to shower daily.
Keep the showers clean, and free of excess soap, shampoo bottles and hair.
Keep your gray bin or tote clean
Perform any other duties that Corrections Staff may assign.
Keep your room or bunk area uncluttered of excess items. This includes legal papers. Ask staff for assistance if you have a large amount of legal papers to store.
Vents for air circulation should be kept clean and obstruction free.
Speakers by yours door should be kept clean and obstruction free.

SEARCHES

Jail staff may conduct random unannounced searches of your person or of items in your possession, and in any area of the jail at any time. Your personal property and/or living area may be searched without your permission and whether or not you are present.

SELF-ESCORT

Most inmate movement within the jail, including visiting, medical, programs, work assignments Etc., will be unescorted unless you abuse the privilege. You are expected to conduct yourself in an orderly fashion at all times. **Inmates moving unescorted through the facility may not talk to other inmates, may not touch the walls or the glass, loiter or detour while en route to their destination.** When leaving an area, you need to state your name and where you are going to Central Control. Any inmate who abuses these rules will be subject to disciplinary action and may lose their opportunity for unescorted movement. The exception will be any inmate who is classified as maximum security and who needs to be escorted in the facility at all times.

SICK CALL

If you need to see medical personnel, fill out the appropriate Inmate Medical Request form. Each day the Medical Staff will address these issues upon receipt of the Request forms.

SPECIAL DIETS

You must direct all requests for medical diets to the heath care staff for approval. If you need a special diet for medical reasons, please submit a request slip to the health care staff. If you need a

special diet for religious reasons, please submit a request form. A Deputy will pick up the form from you and give it to a supervisor for approval. If approved, the religious diet will remain in effect for the length of your incarceration. **Be aware that there may be a charge assessed for the extra cost associated for the special meal.**

TELEPHONE PRIVILEGES

Your use of jail telephones is a privilege. Jail staff may limit your telephone use for reasons of safety, security, good order, or sanitation of the jail. Inmates classified to housing units will be allowed to use telephones from 0800 hrs to approximately 2200 hrs, based on the operations of the housing unit you are in. **Conversations on any telephone in the jail may be monitored and/or recorded without further notice. You are consenting to this monitoring when you use the jail telephones.**

There are some local attorneys' phone numbers that have been set up as non-collect so you can call them directly from the telephones in the pods. **Confirmed attorney phone numbers are blocked from the monitoring system.**

All telephone calls from a housing unit are a collect call or by the phone cards that you purchase here. The phone cards are able to be used upon release from the Columbia County Jail. Telephone calls are limited to 15 minutes each. The telephone system will warn you before the 15 minute time period is up so you can end your conversation. If there is a malfunction by the phone or a "cut off" of your conversation, submit an Inmate Request Form describing the incident, the number called, date and time. This will help the phone company determine where the problem is.

Inmates are not allowed to receive incoming telephone calls. Jail staff will deliver verifiable **emergency** messages to you.

REMINDER: TELEPHONES ARE A PRIVILEGE. DO NOT ABUSE THE SYSTEM. ANY DAMAGE TO THE PHONE WILL RESULT IN A DISCIPLINARY HEARING AND A CRIMINAL CHARGE BEING FILED AGAINST THE INMATE.

TRANSFER TO WORK RELEASE CENTER

The Courts and/or Supervisory Authority may consider you for transfer to the Work Release Center if authorized on your sentence order. These transfers are not automatic. Jail staff must approve all transfers.

Factors considered in transfer decisions will include:
Judge's approval
Length of sentence.
Individual needs.
Available space.
Classification.
Demonstration of compliance with jail rules, expectations and responsible behavior.

If you are interested in participating in any programs, you must submit a request on an Inmate Request Form. Misbehavior or administrative concerns may prevent access to these programs. Disciplinary write-ups or actions will affect program eligibility.

VISITING

All public visits will be scheduled by the Inmate requesting the visit. The inmate must contact prospective visitors by phone or mail, and determine an acceptable visiting date. **Time slots may be used on a first come, first serve basis.** Visitors are encouraged to arrive 10 to 15 minutes early to sign in. If all of the slots are taken for that time frame they can either wait till the next times start for that pod, if it is available, or return on another day. Visits will start on the hour and half hour.

Authorized visitors shall be members from the inmate's family, and friends age 18 and older. Visitors under the age of 18 **must** be accompanied by a parent or legal guardian. Attorneys and clergy are not considered public visitors.

Inmate visitation is a privilege and while the Columbia County Sheriff's Office encourages visitation, that privilege must be regulated to protect the needs of the entire jail operation. The amount of time allotted for visitation is based upon the classification and status of each inmate.

Classification is based upon the inmate's current charges, criminal history and current demeanor. All inmates will be allowed a maximum of two thirty (30) minute visits per seven (7) day period (Sunday through Saturday), as time and space allows.

Inmates assigned to Disciplinary Segregation will not be allowed visitation privileges.

Inmates not yet assigned to a housing unit or who are housed in the pre-classification unit, will not be allowed public visitation.

Inmates serving a sentence of seventy-two hours(72) or less will not be allowed public visitation.

Due to space limitations, acceptable visiting combinations are limited to:

1. One Adult
2. Two Adults
3. One Adult and One Child
4. One Adult and Two Children
5. Two Adults and One Child

Inmates have the right to refuse any visit, however that right should be exercised **prior** to visiting time.

All inmates wishing to receive public visits must establish a visiting list of not more than five (5) people. Persons not on the approved list will not be allowed to visit. You are able to change your visiting list once every 30 days from the time you establish your list. You need to fill out the visitation part of the request form to make the changes. The minimum information required for each person will be:

1. Visitor's full name
2. Date of birth
3. Relationship
4. The name of any child who may be in the company of his/her parent or guardian.

The schedule for visiting will be as follows:

Sunday:	A-Pod	0900-1000	
	G-Pod	1000-1130	
	J-Pod	1330-1500	(WRM)
Monday:	C-Pod	0900-1030	

	B-Pod	1430-1500	
	F-Pod	1500-1530	
Tuesday:	D-Pod	0900-1030	
	A-Pod	1030-1130	
	E-Pod	1300-1500	
Wednesday:	I-Pod	0830-1000	
	G-Pod	1000-1130	
Thursday:	D-Pod	0830-1000	
	C-Pod	1000-1130	
	J-Pod	1300-1430	(WRM)
Friday:	No Visiting		
Saturday:	F-Pod	0830-0900	
	E-Pod	0900-1100	
	I-Pod	1400-1530	
	B-Pod	1530-1600	

THIS SCHEDULE IS SUBJECT TO CHANGE. ANY CHANGES SHALL ALLOW TIME FOR INMATES TO RESCHEDULE AFFECTED VISITS.

SPECIAL VISITS

Special considerations may be given for emergency and/or special situations where normal visiting procedures may not be practical. Such situations as the death of a family member or close friend, serious injury of a family member or visitors traveling great distances, who have arrived unexpectedly may be considered on a case-by-case basis by the Supervisor or Corporal on duty. All special visits will be subject to the same rules and requirements as regular visitation. Special visits may be conducted in the Attorney Visiting Rooms if available and necessary due to other visitation which may be in progress.

VISITS WITH ATTORNEY

Inmates shall be given the opportunity to visit their attorneys at reasonable times, consistent with the safety and security of the facility. All visits will be scheduled by the attorney.

VISITS BY CLERGY

Clergy Visits will be handled as a regular visit. The member of the Clergy you want to have a visit with will be added like a normal visitor as described in the regular visiting rules. They will be allowed to visit you on the regular date and time for the pod you are assigned to. The Clergy member will not count against you for the five people you are allowed to have on your visiting list. The Columbia County Jail provides non denominational religious services once per week and individual bible study twice per week.

VOLUNTARY ACTIVITIES

All general population inmates may have access to voluntary activities. These activities include but may not be limited to:

Religious services
Narcotics Anonymous (NA) and Alcoholics Anonymous (AA) groups
Religious based life skills classes
Individual educational tutoring (21 and under)
Recreational library
Law library

A sign up sheet for the voluntary activities will be posted in your housing unit. You must sign up on the provided list to be able to participate. Remember that **participation** in these activities **is a privilege**. Participation is dependent on your continued cooperation and responsible behavior.

WAKE UP AND LOCK DOWN

Day room and cell lights will be turned on at **6:00 A.M.** daily. Make your bed and dress for breakfast. Breakfast service will begin at approximately **6:30 A.M.** daily. Day room lights and television will be turned off by about **10:00 P.M.** and the cell lights will be turned off at **10:00 P.M.**. **All inmates must be on their bunks at "lights out" and are required to remain quiet.**

Each inmate is expected to completely clean your room and area, make your bed, dump trash cans, etc. when the cleaning supplies are available to you. Be aware that there are usually some cleaning materials available at all times.

MINOR RULE VIOLATIONS PROCEDURES

1. The accused inmate shall be served with a minor rule citation by the citing Deputy as quickly as is practical, after the violation is discovered, but in no case shall it be longer than 24 hours after the investigation is complete.

2. The inmate will sign the misconduct report and acknowledge receipt of alleged violation(s) and the right to appeal. The inmate may enter a plea of "Guilty" or "Not Guilty".

A. Upon entry of a "Guilty " plea, a Deputy will schedule an informal hearing for possible sanctions to be imposed.

B. Upon entry of a "Not Guilty" plea on the misconduct report or upon request for a formal hearing the incident will be handled the same as a Major Violation.

MINOR RULE VIOLATION SANCTIONS

Sanctions resulting from a guilty plea on a Minor Misconduct Report may include:

a. Verbal warning.

b. Creative sanction appropriate to the offense (i.e. extra work detail, etc.).

c. Housing Unit lock down not to exceed 24 hours.

d. Disciplinary segregation not to exceed five (5) calender days for a single violation. Inmates may receive separate lock down time for each marked violation. This should not exceed a total of fourteen (14) calender days.

e. Re-Classification

f. Probation for up to 30 days.

g. While in disciplinary segregation there is no access to programs.

Inmates get one hour out each 24 hours. Telephone (except legal) and television use may not be permitted. Commissary choices are restricted. Personal visits are suspended for the duration of the segregation. Book cart or library access is permitted; however, this privilege may be taken away as a sanction.

MINOR RULE VIOLATIONS

01 Possession of Nuisance Contraband: Any authorized item found in an inmate's possession that has been altered or is in excess of the authorized amount.

02 Arguing: Any disagreement which becomes disruptive, loud or obnoxious.

03 Possession of another inmate's property.

04 Unauthorized use of facility property or equipment (i.e. washers/dryers, barber equipment etc.).

05 Acting as a lookout.

06 Being in an unauthorized area without corrections staff present..

07 Purposefully obstructing the view of Corrections Staff..

08 Inappropriate remarks or misuse of the inmate request forms or any of the forms or paperwork handed out or used in the facility.

09 Unwarranted emergency calls.

10 Horse Playing: Any aggressive or faked aggressive actions, which may lead to or be mistaken for a physical altercation.

11 Disrespect to other inmates (i.e. name calling, profanity or accusations directed at another inmate).

12 Cursing, uncontrolled use of profanity or obscenities that may be considered offensive to others.

13 Excessive noise.

14 Failure to properly maintain living area.

15 Hanging paper, linen, clothing, etc. on light fixtures, walls, ceilings etc.

16 Failure to maintain personal hygiene.

17 Improper attire (i.e. not following the dress code stated in the manual).

18 Displaying or demonstrating gang affiliations (i.e. hand gestures, hand in pants, low riding trousers, etc.).

19 Graffiti: writing, drawing or marking on any of the surfaces of the facility.

20 Posting any type of picture, drawing or any other material on the walls, bunks or any other surfaces of the facility.

21 Misuse of the intercom system.

22 Disrespect towards any Staff Member or Sheriff's Office Employee.

23 Disruptive Behavior.

24 Unauthorized use of the typewriter. (Law Library)

25 Lying to Staff Members.

26 Other.

MAJOR RULE VIOLATION PROCEDURES

All Major Rule Violations will be handled through a formal disciplinary process, and require a formal hearing.

1. When an inmate commits, or is believed to have committed a Major Rule Violation, the inmate will be immediately placed on pre-hearing segregation status pending the outcome of the disciplinary hearing, regardless the nature of the alleged conduct. This can cause restriction in your privileges.

2. The accused inmate shall be served with a Major Rule Citation and the Inmate Rights form by the citing Deputy as quickly as is practical, after the violation is discovered, but in no case shall it be longer than 24 hours after the investigation is complete.

3. The inmate will have a hearing before a hearings officer within five (5) days of the incident excluding Saturdays, Sundays and Holidays. The inmate will be notified at least 24 hours prior to the hearing.

4. After the hearing, the hearings officer can render a decision immediately, or within 72 hours.

A. If the inmate is found "Not Guilty", the inmate will be restored to the same status and privileges as before charged.

B. If the inmate is found "Guilty", the Hearings Officer will impose an appropriate sanction from the Major Rule Violation Sanction list.

MAJOR RULE VIOLATION SANCTIONS

Sanctions resulting from a finding of "Guilty" in a hearing for a Major Violation may include the following:

1. Temporary or permanent change in programming to include:

   A. Change in housing assignments. (i.e. re-classification)

   B. Change in custody status.

   C. Removal from work status with concurrent suspension of credit for work, as directed by O.R.S. 169.120

2. Reclassification to Disciplinary Segregation for no more than sixty (60) days for all (multiple) violations arising out of one incident (only 30 days maximum on a single violation) and credit for time served as appropriate.

3. Loss of Statutory Good time and modification of release date in accordance with O.R.S. 169.110.

4. Suspension of any part, (or all of the above if appropriate), along with information of expected conduct to avoid imposition.

5. Any combination of one (1) through four (4), listed above.

6. Unless medically or psychiatrically required, no segregated inmate shall be denied the clothing or bedding that is allowed to general population inmates.

7. Segregated inmates shall be provided the same food as general population inmates, unless otherwise deemed necessary by a corrections supervisor.

8. Personal hygiene items and shower facilities will be provided regularly to segregated inmates, unless there are documented security reasons which would prohibit them.

9. While in disciplinary segregation there is no access to programs. Inmates get one hour out each 24 hours. Telephone (except legal) and television use is not permitted. Commissary choices are restricted to hygiene items only. Personal visits are suspended for the duration of the segregation. Book cart or library access is permitted; however this privilege may be taken away as a condition of the sanction.

MAJOR RULE VIOLATIONS

40 Habitual Misconduct: 3 or more separate minor rule violations within 30 days.

41 Refusing to comply with a Deputy's/ Staff/ Kitchen Staff directives.

42 Tampering with or destruction of Identification Card.

43 Refusing to lock down on command, or during a disturbance.

44 Refusing to go to court.

45 Tampering with security devices/ facility equipment.

46 Threatening or strong arming another inmate.

47 Giving false information to a Deputy.

48 Creating a disturbance while on lock down (i.e. banging doors, excessive noise, flooding the cell, etc).

49 Threatening staff members

50 Smoking, or possession of smoking paraphernalia.

51 Possession of unauthorized beverages (i.e. pruno).

52 Indecent exposure.

53 Theft.

54 Extortion.

55 Destruction of, or Defacing County property.

56 Possession of illegal drugs or prescription medications belonging to another, or misuse of prescribed medications.

57 Participation in organizing or recruiting for gang related activities.

58 Sexual misconduct/ homosexual activities.

59 Fighting.

59 Assault on another inmate.

60 Assisting a suicide.

61 Possession of a weapon.

62 Assault on a staff member.

63 Attempted or actual escape, or possession of an escape plan.

64 Participating in or inciting a riot.

65 Taking a hostage.

66 Arson.

67 Rape or Sodomy.

68 Homicide.

69 Violation of any Criminal Code

70 Other.

VIOLATIONS APPEALS PROCESS

All appeals must be submitted to the Jail Commander or their designee within 72 hours, after the decision. The Jail Commander or designee will review the recommendations and return the appeal form to the inmate within five (5) working days of the appeal. The response time may be extended due to extenuating circumstances or further investigation, with written notice to the inmate of the reason(s) for the delay. There is an Appeals form for your use.

SEXUAL ASSAULT AWARENESS

DID YOU KNOW?

Rape and sexual assault happens to females and males of all ages, from infancy to senior years.

98% of males who have raped boys reported they are heterosexual. Most males who assault men or women are married or report having girlfriends.

Sexual assault had nothing to do with the victim's present or future sexual orientation. Victims may be either heterosexual or homosexual.

A survivor is not at fault for the rape, even if she/he was in a secluded area, or had previous consensual sex with the attacker.

The fact a male victim of sexual assault ejaculated or became sexually aroused does not mean they were not raped or that they gave consent. These are normal, involuntary physiological reactions.

It is common for survivors of sexual assault to have feelings of anger embarrassment, panic, depression, guilt, and fear after the attack. Other common reactions include loss of appetite, nausea or stomach aches, headaches, loss of memory and/or trouble concentrating and changes in sleep patterns.

FACTS FOR THE INMATE THAT SEXUALLY ASSAULTS OTHER INMATES:

All cases of sexual assault will be referred to the Enforcement Branch or Major Crimes Team (MCT) for criminal investigation. You may be prosecuted and if found guilty of a felony, you may be sentenced to prison time (up to 100 months for each Rape I or Sodomy I conviction). Any sex offense conviction will automatically add sex offender conditions to your probation when you are released, which may require you to register as a sex offender per ORS 181.594. This registration requirement is for life. You may also be deemed as a "Predatory Sex Offender," which would require community notification upon your release.

Regardless of how you choose to characterize it, any sexual activity will increase your risk of HIV infection, along with exposing you to other sexually transmitted diseases.

If you have trouble controlling your actions seek help from mental health staff and/or consider participating in programs designed to control anger or reduce stress. To reduce immediate feelings of anger or aggression, try talking to or writing a friend, meditate or do breathing exercises to relax, work on a hobby, or engage in some type of exercise.

SEXUAL ASSAULT

Sexual assault as defined by Columbia County Jail policy is "Sexual conduct where force or threat of force is used, or when the person is unable to consent because of age or incapacitation (mental defect, mental incapacitation, or physical helplessness). Sexual conduct includes: vaginal penetration by a penis; contact between the genitals of a person and the mouth or anus of another person; penetration of the vagina, anus, or penis of another person with any object other than the penis or mouth; touching of the sexual or intimate parts of someone or causing someone to touch the sexual or intimate parts of another for the purpose of sexual gratification." Any behavior or act of a sexual nature directed toward an inmate by an inmate, employee, volunteer, visitor, contract employee or other agency representatives. This includes acts or any attempts to commit such acts including, but not limited to, sexual contact, inappropriate behavior of a sexual nature, unreasonable invasion of privacy, conversations or correspondence that suggests a romantic relationship between an inmate and any party referenced above.

Sexual assault affects everyone, either directly or through the experience of those we care about. It is not only a woman's issue as it can affect persons of any gender, age, race, ethnic group, socioeconomic status, sexual orientation, or disability.

The statistics are proof of this problem: According to the National Crime Victimization Survey (NCVS), in 2002 there were 247,730 victims of rape (This number does not include victims 12 or younger), seven out of every eight rape victims were female, and one in every eight rape victims was male. A 1998 study indicates that about 2.78 million American men have experienced an attempted or completed rape and one out of six American women have experienced an attempted or completed rape.

SEXUAL ASSAULT AVOIDANCE

The only rape that can be prevented is when a potential rapist chooses NOT to rape. However, you may avoid an attack by keeping the following safety guidelines in mind:

Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, LEAVE.

Don't let manners get in the way of keeping yourself safe. Don't be afraid to say "NO" or "STOP IT NOW".

Walk and stand with confidence. Many rapists choose victims who look like they won't fight back or are emotionally weak.

Avoid talking about sex and casual nudity. These things may be considered a come on, or make another inmate believe that you have an interest in a sexual relationship.

Do not accept canteen items or other gifts from other inmates. Placing yourself in debt to another inmate can lead to sexual favors.

Avoid secluded areas; position yourself in plain view of staff members. If you are being pressured for sex, report it to a supervisor immediately.

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

If the attack has just happened…….

Get to a safe place.

REPORT THE ATTACK TO A STAFF MEMBER IMMEDIATELY.

The longer you wait to report the attack the more difficult it is to obtain the evidence necessary for criminal and/or administrative investigation.

Request immediate medical attention. You may have serious injuries that you are not aware or, and any sexual contact can expose you to sexually transmitted diseases.

Do not shower, brush your teeth, use the restroom, or change your clothes. You may destroy important evidence.

If you have been attacked or witness an attack, but you are unwilling to report it in person to a CCSO uniformed staff member, then you may speak with a counselor, chaplain, medical staff, write a sealed letter to any command staff member, or contact a CCSO Detective at 503-366-4650.

Later on…..
Seek the support of a trusted friend, family member or staff member, such as the Chaplain or the counseling staff. The days ahead can be traumatic and it helps to have people who care about you supporting you.

Seek professional help. Mental Health staff are available for crisis care 365 days a year, to listen and offer support.

TELEPHONE SERVICE NUMBER

If you or your family have any questions about billing or connection problems concerning the inmate phones, please call the service provider at 1-866-230-7761. We have a brochure available to answer more questions if you need it, please ask and we will provide it.

EXHIBIT 53

TO

DECLARATION OF KATHERINE CHAMBERLAIN IN SUPPORT OF PLAINTIFF'S MOTION FOR PARTIAL SUMMARY JUDGMENT ON CLAIMS FOR DECLARATORY AND INJUNCTIVE RELIEF

INMATE MANUAL

COLUMBIA COUNTY JAIL

All rules in this manual may be amended or suspended at any time by order of the Sheriff or designee.

As an Inmate in the Columbia County Jail, you are partially responsible for your own safety. You are in jail and you must be aware of your surroundings.

The Columbia County Inmate Manual has been reviewed and approved on October _____, 2010 by Jeff Dickerson, Sheriff, Columbia County, Oregon.

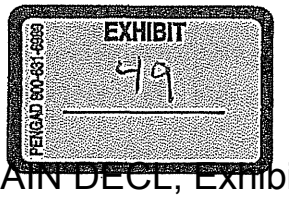


TABLE OF CONTENTS

TABLE OF CONTENTS .....
YOUR RIGHTS AND PRIVILEGES 1
YOUR RESPONSIBILITIES AND EXPECTED BEHAVIOR 1-2
BEDS AND BEDDING 2
BILLING FEES 2
CELL IN COMMAND 3
CLASSIFICATION 3
CLOTHING EXCHANGE 3
COMMISSARY 3
CONTRABAND 4
COUNTY ISSUED ITEMS 4
COURT CONDUCT 4
DRESS CODE 4-5
FIRE AND EMERGENCY SAFETY 5
HAIR CARE AND PERSONAL GROOMING 5
HEALTH APPRAISALS 5
HOUSING UNIT OPERATIONS 5-6
ICE CONTACT INFORMATION 6
IDENTIFICATION CARDS 6
INMATE COUNTS 6
INMATE GRIEVANCE PROCEDURE 6-7
INMATE REQUEST FORMS 7
INMATE WORKER ACTIVITIES 7
INTERCOM SYSTEM 7
LAW LIBRARY 7-8
LIBRARY 8
MAIL ..... 8 - 9
MEALS 9
MEDICAL SERVICES 9-10
MEDICATION 10
MEDICAL GRIEVANCES 10
MENTAL HEALTH SERVICES 10
MONEY ACCOUNTS 10
OUTDOOR RECREATION 10-11
PERSONAL PROPERTY 11
PROGRAM SERVICES 11
PROPERTY TRANSFERS 11
SELF-ESCORT 11
SANITARY PRACTICES 12
SANITARY INSPECTIONS 12
SICK CALL 12
SPECIAL DIETS 12
SEARCHES 13
TELEPHONE PRIVILEGES 13
TRANSFER TO WORK RELEASE CENTER 13
VISITING 13-14-15
SPECIAL VISITS 15
VISITS WITH ATTORNEY 15
VISITS BY CLERGY 15
VOLUNTARY ACTIVITIES 15
WAKE UP AND LOCK DOWN 15-16
PROCEDURES FOR MINOR RULE VIOLATIONS .. 16
MINOR RULE VIOLATION SANCTIONS 16
MINOR RULE VIOLATIONS 16-17
MAJOR RULE VIOLATION PROCEDURES 18
MAJOR RULE VIOLATION SANCTIONS 18-19
MAJOR RULE VIOLATIONS 19-20
VIOLATIONS APPEALS PROCESS 20
SEXUAL ASSAULT AWARENESS 20-21
SEXUAL ASSAULT 21
SEXUAL ASSAULT AVOIDANCE 21-22
TELEPHONE SERVICE NUMBER 22

YOUR RIGHTS AND PRIVILEGES

We want you to know exactly what is expected of you while you are in this jail. We will let you know what you can expect from us by explaining our rules, procedures and schedules to you. While at this jail, you will be provided with:

1. Three meals served at reasonable intervals
2. Clean bedding and clothing at least twice weekly
3. The opportunity to shower at least twice weekly
4. Regular exercise
5. Opportunities to exercise your religion
6. Basic hygiene items
7. Access to the law library
8. Access to counsel
9. Emergency medical and dental treatment
10. A safe and secure environment

If you follow jail rules and sanitation practices, you may receive these privileges:

1. Use of televison
2. Use of library services
3. Use of outdoor recreation
4. Use of telephones
5. Having social visits
6. Making commissary purchases
7. Sending and receiving mail
8. Voluntary participation in jail programs

Remember that these are not rights. Jail staff can limit or suspend these privileges at any time in order to maintain the safety, security, good order or sanitation of the jail.

This manual does not cover every situation that may arise, but it will serve as a basic guide for your conduct and facility procedures.

Columbia County Jail has a no smoking policy.

YOUR RESPONSIBILITIES AND EXPECTED BEHAVIOR

Read this manual to know what is expected of you. The excuse **"I did not know that"** is not acceptable. **It is your responsibility to follow all laws, jail rules, schedules, and staff requests. You must respect jail property and the property of others. This would include staying out of other inmate's cells and off of their bunks. You are expected to keep your sleeping area, the day room and outdoor recreation areas clean and orderly.** Unacceptable behavior will be dealt with firmly, but fairly. Misbehavior may result in a change of your custody status which can directly affect your privileges in the jail.

This manual is an accountable item and is issued to you for your use while you are in this facility. You are responsible for the condition of this manual and you will be billed for any damage, graffiti, or unusable condition when returned. If the manual is damaged, please report it to a staff member to have it replaced immediately.

The best control of your behavior is by you practicing self-discipline and respect for others. Inmates are not allowed to become personally familiar with corrections' staff. Be considerate and respectful toward all officials. We will expect you to address uniformed staff as "Deputy or Sergeant _____ " and non-uniformed staff as "Mr._____ " or "Ms._____". Central Control personnel will be addressed as "Control."

Inmate basic rules for the Columbia County Jail:

1. **The ID card is to be put into the window facing out so that it can be seen and scanned during your stay.**
2. **When you are out of your room, the ID card is to be in your pocket.**
3. **When you are in the day room, you are to be completely dressed with T shirt tucked in.**
4. **When you are in your room, you are to have the T shirt and boxers on at all times including while you are sleeping, no exceptions.**
5. **When you come out of the pod and into the circle, you are to stay on the colored squares. The squares form a line that you walk on. You stay on that line with the exception to go around an obstacle. You are to stay in a single file line.**
6. **When you are in any other hallway, you are to walk on the right side of the hall and in a single file. You are not to touch anything. Do not speak, yell or signal at anyone. Keep your hands to yourself.**
7. **When in the hallway, there should be only six (6) inmates at one time.**
8. **DO NOT cover the ventilation units in the cells.**

BEDS AND BEDDING

Bedding will consist of two sheets and two blankets. Blankets and sheets may **not** be removed from your cell or bunk, nor may they be placed on the floor for **any** reason. You are not to take the mattress off the bunk and place it on the floor of your cell or in the day room of the pod. Your mattress may only be used for sleeping purposes. The bunk area must be left in an orderly fashion through out the day.

BILLING FEES

As authorized in ORS 169.150 and 169.151, Local Correctional Facilities are allowed to bill Inmates for items and services that are provided to them while incarcerated in Correctional Facilities.

Every ***Sentenced*** Inmate will be charged a boarding fee of $10.00 per day. The Inmate will receive a bill when he or she is released from the jail. The Inmate will have 30 days to pay the bill or set up a payment plan.

An initial hygiene kit is $2.15 and the Inmate ID card is $1.00. All over the counter medications as well as prescription medications will be billed through the inmate's commissary account. When the Inmate is released from jail and his or her commissary account is in the negative, that amount will also show up on the release billing. When 30 days have passed with no payment received on the release billing, the account will be turned over to the Oregon Department of Revenue for collection.

Other charges are listed below:

1) Work Release Inmates are charged a minimum of $15.00 per day or two hours of pay if the inmate's hourly rate of pay is higher than $7.50 per hour.

2) Hygiene Kits	$ 2.15 each	11) Cups	$ 0.75
3) Hair Cuts	$ 5.00	12) Sporks	$ 0.25
4) Medical/Nurse visits	$ 5.00	13) Sandals	$ 2.49
5) Medical visit for OTC meds	$ 1.00	14) Socks (If Appl.)	$ 0.85
5) Replacement ID Cards	$ 5.00	15) Towels	$ 0.75
6) Razors (if more than 1)	$ 0.15	16) Striped Shirt	$ 6.55-$12.75
7) Copies of legal materials	$ 0.25	17) Striped Pants	$ 8.75-$14.95
8) Feminine Hygiene Products	$ 0.20	18) T-Shirts	$ 3.99 - $ 7.30
9) Tote	$44.95	19) Shorts	$ 2.32 - $ 2.74
10) Tote Lid	$26.95	20) Postcard	$ 0.50

All fees are subject to change at any time

CELL IN COMMAND

The command **"cell-in"**or **"bunk-up"** means you need to stop what you are doing and go directly to your cell or bunk. You must follow this command without question or hesitation. If you do not, it will directly affect your classification and custody status and also will result in disciplinary actions against you.

CLASSIFICATION

All newly arrested inmates who are not released prior to movement from the booking area will be assigned housing in a Pre-Classification unit. They may be maintained on lock-down status for up to the first seventy-Two (72) hours, for classification purposes. The Columbia County Jail has three classifications which are minimum, medium and maximum security. All inmates are assigned a classification according to their status. Inmates may request a classification review in writing on an Inmate Request Form at any time.

CLOTHING EXCHANGE

Clean clothing will be provided twice weekly. You must turn in all of your soiled clothing during clothing exchange. In return you will receive 1 T-shirt, 1 pair of shorts, 1 towel, 1 striped shirt and 1 pair striped pants. On every other exchange you will receive clean sheets. Blankets may be exchanged every 30 days. Each housing unit will have a different laundry schedule.

Jail staff will make every effort to ensure clothing is in good repair. You are responsible for all clothing and bedding issued to you. You should check the condition of the clothing you receive and immediately inform a staff member and exchange any clothing or bedding that has a tear or graffiti written on it. If you are found to be in possession of damaged items, you will be subject to disciplinary action. This may include payment for the damaged clothing.

COMMISSARY

The Columbia County Jail has a well-appointed commissary list from which inmates with funds may purchase various items. Inmates without funds may order indigent hygiene kits once per week, if needed. Indigent items will be posted to the inmate's account creating a negative balance. **Commissary sheets will be handed out once a week. If you did not get funds in before the commissary sheets were made up to be passed out, you will have to wait until the following week to order.** Commissary purchases are limited to no more than $75.00 per week. Inmates may have no more than two (2) lead pencils in their possession at any given time. In addition each inmate will be allowed to have one pack of colored pencils.

CONTRABAND

Any authorized item found in an inmate's possession that has been altered or is not being used for it's original purpose, or any items in excess of the issued quantity as stated within this manual.

COUNTY ISSUED ITEMS

All inmates who are dressed into the Columbia County jail will be issued jail clothing after intake, and in the clothing change/shower room. You will be issued a plastic bin containing a hygiene kit, bed linen, towel, and clothing and this Inmate Manual. You will be responsible for the condition of all items issued to you. The gray property box or totes are to be used specifically for storage of your personal and issued belongings. They are not to be used for chairs or any other use other than what has been mentioned above. They are to remain under your bunk at all times.

1. One inmate uniform top.
2. One inmate uniform pants
3. Two T-Shirts
4. Two pair of gym shorts/Underwear
5. One pair of jail sandals.
6. One mattress
7. Two sheets
8. Two Blankets
9. One Towel
10. One Rule Book

Female inmates may be allowed to retain the following:

1. Personal underwear, if needed for hygiene reasons.
2. Personal bras, with no metal fasteners or under wires. A sports style bra is preferred.

During the winter months you will be issued a sweatshirt to be worn in your cell, day room area, the outdoor recreation yard or under the striped shirt when going to court.

COURT CONDUCT

Your arraignment will be your first court appearance in jail. During your arraignment, a judge will tell you what you are charged with and your rights with regard to those charges. The judge may appoint an attorney at this time if you qualify.

During any court appearance you will not have contact with any person other than your lawyer or the court officials. Contact includes talking, signaling, or passing notes to people.

Video arraignment is considered a court room setting and the above rules apply.

DRESS CODE

You are expected to remain fully dressed at all times except when you are on your bunk and covered. During that time **you must wear the T-shirt and shorts issued by this facility**. Any time you leave your sleeping area and room, you must wear a full set of clothing. During lights out, you may go to use the restroom in your t-shirt and shorts if you live in an open dorm.

Your T-shirt must be tucked in at all times and not hanging loosely. Rolling your pant legs up if they are too long, but not above the ankles, is allowed. Do not alter the appearance of your clothes.

You may not roll your sleeves, tuck your pants into your socks, or pull your pants down below the hips. It is not allowed to wear clothes that are too large or too small.

You will be allowed to take your outer striped shirt off while exercising in the recreation area.

FIRE AND EMERGENCY SAFETY

In case of any type of emergency or evacuation, you are to follow any direct order of a Deputy. There are emergency evacuation procedures in place and you will be evacuated in an orderly manner to a safe place.

If you are asked to evacuate an area by a Deputy, you are to form a straight line at your Pod door and wait for directions from a Deputy or the Control Room staff. A Deputy will direct you to a safe area.

HAIR CARE AND PERSONAL GROOMING

We encourage you to shower daily. We hand out razors three times a week. If an individual has a court appearance they will be allowed to use a razor prior to their court appearance. Once a week a list will be put into your respective pod and you must sign up on that list to receive a haircut. Hair cuts can be done when a person is available to be the barber. There is a $5.00 charge for the haircut. Haircuts will be done on Saturdays and Sundays only. You will be allowed to have one haircut per month. **Haircuts other than a trim or a complete removal to a short stubble are not allowed. No other styles will be tolerated.** Only kitchen and floor workers are allowed one free haircut per month.

HEALTH APPRAISALS

A health appraisal must be done before an inmate can be considered for "worker" status.

HOUSING UNIT OPERATIONS

The daily operation in the pods will be as follows.

You will be allowed to come out of your cell for a short period of time during the morning at breakfast. You will then be instructed to return to your cell until lunch time. After lunch, you will then have three hours out of your cell. At the end of that period, you will return to your cell. The next period out, will be after dinner for two hours.

Cleaning gear will be provided during the day. We require you to use it daily to clean your cell, bunk area and the pod as a whole on a daily basis.

No one is allowed to sit, stand or loiter on the stairs or catwalks (upper tier floors) at any time. This will include walking or pacing off laps upstairs, or on the stairs. There is to be no sitting on the table tops.

Details for each pod are outlined below:

A - POD is a Multi-Purpose area and may be used as current needs of the facility dictate.
A - POD will also be the Male Intake and Classification Cell area for the Jail.
B - POD. The upper tier is used as current needs of the facility dictate.
B - POD Special, BL1 - BL4 will be Maximum Security/Close Custody and Disciplinary Lock-down.
C, D and E Pods will be considered Male Medium Security.
J (MWR) and K (WRF) will be considered Male Minimum Security.
I - POD is a Minimum Security Pod and will be used as current needs dictate.
F - POD will be considered Female Maximum/Classification & Intake and may be used as current needs of the facility dictate.
G - POD will be considered Female Medium/General Population.

Inmate time out of cells for each pod will be set as necessary to fulfill the needs of the facility.

ICE CONTACT INFORMATION

Inmates who are housed in the Columbia County Jail for Immigration Customs Enforcement (ICE) may contact ICE via the use of an ICE inmate request form.

ICE inmates may contact ICE Pro Bono Attorneys by calling (800) 646-6283. In each Pod located on the mail boxes, there is a list of all Pro Bono calls for use by all ICE detainees. ICE agents make scheduled visits to the Columbia County Jail on Wednesday's of every week.

IDENTIFICATION CARDS

You must keep your inmate ID card on your person any time you are out of your cell. Do not let anyone use your ID card. The best place to keep this card is in your shirt pocket. When you are in your cell, place your ID card, right side up, in the window of your door with the picture facing out so the Deputy can see your name and picture. You must surrender your ID card to any staff member upon request.

INMATE COUNTS

There will be at least six "Formal Counts" per day. At the beginning of each "formal count" you will be instructed to "cell in or bunk up." At that time you must:

1. Go into your cell and close the door or get onto your bunk depending on the pod you are in.
2. Correctly place your I.D. card in the window of your door or on your bunk. If you are on a bunk or otherwise not in your room or pod, having the ID card in your hand and presenting it to the deputy doing the count is acceptable.

Prior to lock-down at 10:00 pm each night a final formal head count will be conducted in the following manner.

1. Go to your bunk area and stand next to your bunk with your ID card in hand if in an open dorm Pod. If in a Pod that has rooms you will go to your room stand with one individual on each side of the door, ID card in hand, ready for the count. All inmates will remain in this manner until a Deputy scans your identification card and instructs you to bunk up.

There will be numerous informal counts per day, therefore, whenever a Deputy enters your cell, remain where you are, do not move until the deputy leaves or instructs you to move.

INMATE GRIEVANCE PROCEDURE

You may submit a grievance about a condition in the jail if you think it is a problem or is unfair. You cannot grieve: disciplinary actions (there is an appeal process for that), classification decisions, incidents or problems which you were not party to, a collection of unrelated complaints, and no group grievances.

To file a grievance, you must follow the steps below **in the order shown**. You cannot skip one.

1. An inmate may request a Grievance Form from any Corrections Deputy at any time to bring to attention any perceived problems and proposed solutions. The Deputy will address any grievance within the scope of his/her authority and document any action taken regarding the request within five (5) working days.

2. The inmate may redirect the grievance to the Shift Supervisor for any complaint which cannot be reasonably resolved by the Deputy. The Supervisor will address any grievance within the scope of his/her authority and document any action taken on the form within five (5) working days.

3. If the complaint is not resolved to the inmate's satisfaction by the Supervisor, the inmate may send the Grievance Form to the Facility Supervisor or his designee. The Facility Supervisor or designee will address the complaint and document any action taken on the form within five (5) working days.

4. If the complaint is not resolved to the inmate's satisfaction by the Facility Supervisor, the inmate may send a **sealed** Grievance Form to the Sheriff. The Sheriff will address the complaint and document his decision on the form within ten (10) working days. The Sheriff's decision **will be final!**

Inmates may file an Emergency Grievance in the event that circumstances exist to warrant one. This will be filed directly to the Jail Commander in a sealed envelope, utilizing the same inmate grievance form.

INMATE REQUEST FORMS

The Inmate Request Forms (also known as kites) are available upon request. There are two of them. One will be for general questions, law library and visiting. The other form will be a Medical Request Form. This is **only** for the medical staff and doctor to answer and will be forwarded to them. There are separate forms to correspond with Columbia County Community Corrections or with Immigration Customs Enforcement (ICE)/Immigration.

INMATE WORKER ACTIVITIES

If you want to work in the jail, you will need to request and fill out an Inmate Worker Labor Agreement, then submit it.

Staff will select various inmates to do kitchen, custodial or maintenance jobs in the facility. Health care staff must clear you before you can participate in the worker activities especially in the kitchen.

You may receive work time credit only if you are sentenced and your sentence order authorizes it. Any change of a job description or shift must be approved by a Supervisor.

INTERCOM SYSTEM

The call buttons in the cells are to be used for **emergency purposes only**. They are not to be used for any other communication. If the call buttons are misused, the inmate violating this rule will be written up for failure to abide by the rules of the Columbia County Jail.

LAW LIBRARY

All inmates of the Columbia County Jail will be given access to one hour in the law library per request. Use of the law library will be limited only by time and the need to maintain the safety and security of the facility. To gain access, you must submit a request form at least twenty-four (24) hours in advance. You will be expected to take a note pad and pencil with you to the law library to assist you in your research. All law

books, reference material and other articles must remain in the law library to ensure equal access for all inmates. There will be very limited copying capabilities available to you for which your account will be charged a fee per copy. No inmate will be denied this service based on an inability to pay.

When you finish, you are required to leave the law library orderly and neat. Please be aware that corrections staff **cannot provide you with legal advice or legal assistance.** If you have any questions, please consult your attorney.

LIBRARY

All inmates of the Columbia County Jail will be afforded ample opportunity to have access to library books within the jail library. The books may be delivered by a cart. You may have up to three books at a time. All books must be returned to the library or the cart, prior to checking out more. If a search of your person or cell reveals that you have more than three books in your possession, you may be subjected to disciplinary action. Damaged books must be returned to a Deputy, immediately. Possession of damaged books may be grounds for disciplinary action. The three books do not include religious or educational. Discretion of Corrections Staff will determine whether the books are in fact religious or educational.

MAIL

The mail is delivered to the Sheriff's Office per U.S. Postal Service guidelines, Sundays and excluding holidays.

General Rules: You may send and receive correspondence through the U.S. Mail. **Hand delivered mail, messages and notes will not be accepted or forwarded to you.** Personal Mail may be ONLY on post cards. Inmate post cards may be purchased from commissary and may have only the addressee and return addresses on the front of the card. Incoming post cards must be on commercially produced post cards. Mail rules for incoming mail can be found at: www.co.columbia.or.us under the Jail portion of the Sheriff's website.

Except for unusual circumstances, such as on holidays or weekends, incoming mail will be **forwarded to you within 24 hours of its receipt.** Outgoing mail will be placed in a pickup box within 24 hours of receiving it from you. If we receive mail for you after your departure, it will be returned to the sender. You must notify the post office of your forwarding address when you leave the jail.

Except for "Official or Legal and Confidential mail," staff may scan and inspect all incoming and outgoing mail. Do not seal any mail that is not clearly marked and legal mail.

"Official or Legal and Confidential mail" is all mail to or from your attorney, government officials, the jail administrator, the Sheriff, the courts or the media. We may open and inspect this mail in front of you to ensure it does not contain contraband.

Outgoing Mail:
Inmates will place all outgoing mail in the mail drop located in the day room of each housing unit. ***You may only seal Legal or Official Mail as mentioned above.*** You are expected to legibly address your envelope or post card. All outgoing mail must list the following return address:

Your name
Columbia County Jail
901 Port Avenue
St. Helens Oregon 97051

Incoming Mail:
Incoming mail **should have a complete return address.** This is for the protection of you and your loved ones since mail marked "Return to Sender" does not have a proper return address, it is placed in the "Dead Letter" box by the postal service. *We reserve the right to return mail that is not properly addressed.* There will be **NO** fragrance of any kind, **NO** smears, stickers, lipstick, **NO SUBSTANCE OF ANY KIND** applied to the envelope or correspondence or the mail will be returned to sender.

Publications:
We do not accept magazines. Books must be sent directly from the publisher or book store. **These books can only be religious or educational in nature.**

Prohibited Mail:
The following mail will not be received or sent from the facility.

1. Mail from one inmate to another at this facility requires a supervisor's approval.
2. Mail that threatens blackmail or extortion.
3. Mail that concerns sending contraband into or out of our jail.
4. Mail that concerns escape plans.
5. Mail that concerns plans for activities in violation of the jail rules.
6. Mail that concerns plans for criminal activity.
7. Mail that contains information which, if communicated, would create a danger of violence or physical harm to a person.
8. Mail that is sensational. Sensationalism is writing or other printed material that poses a threat to the security, safety, or good order of the jail.
9. Mail that contains any contraband materials.
10. No personal packages will be accepted through the mail or by the Sheriff's Office Clerks.
11. Polaroid or other instant developing photographs.
12. Picture frames or picture folders.
13. Photographs larger than 4" x 6".
14. More than three photographs in one piece of mail. (A reminder that you are not allowed to display more than three photographs at any one time.)
15. Postage stamps, blank writing paper, or blank envelopes.
16. Mail that contains gang-related writings, drawings, or symbols on the outside of the envelope or letter.
17. Mail that contains a foreign substance or bodily fluid.
18. Mail written in code or suspected code.
19. Sexually explicit materials.
20. Mail that encourages or instructs in a commission of a crime.
21. Mail falsely labeled "Official Mail."
22. Photographs that are not printed by a professional commercial source (photo labs or kiosks) will not be accepted. (Home printer produced pictures on regular paper are not allowed.)

Mail confiscation:
You will be provided a written notice of any of your mail not sent out or delivered to you and if it was sent back to the sender or placed into your property. You may submit a grievance if you want to ask for the return of the confiscated items.

MEALS

Meals will be served three times daily at approximately 6:30 A.M., 12:00 P.M. and 5:00 P.M. Pre-classification and disciplinary inmates may be required to eat in their cells. All others will eat at the tables provided in the day rooms. Televisions will be off during the serving of meals. Once the meals have been served and the Deputy leaves the pod, the television may be turned back on.
Do not save food from meal service.

MEDICAL SERVICES

The Columbia County Jail will provide emergency medical, dental, and mental health care to all inmates regardless of their ability to pay for such services. No inmate will be denied care for serious health care needs based on the cost of medical services or the inmate's inability to pay for health care. All medical visits initiated by you will be assessed a fee which will be charged to your personal money account. You will be financially responsible for any elective surgery or other treatment you may request from your personal physician, dentist or other provider.

Medical screening or appraisals at intake, or for inmate workers will be provided at no cost to you. All Detainees will receive a medical evaluation within their first 14 days of incarceration.

Prescription medications: You will be charged for all prescription medication prescribed for you and purchased by the jail on your behalf.

Over the counter medications such as; Tylenol, Aspirin, antacid etc., will be available from our medical department for a small charge.

MEDICATION

Health care staff may fill prescriptions at their discretion. Health care staff may discontinue prescribed medication as directed by the jail health care supervisor or physicians. If you came from another correctional facility and had your medication transferred with you, the transporting Deputy will give your medication to the health care staff. If you are leaving our jail and going to another jail, the transporting Deputy will get your medication from the health care staff and transport it with you.

As a warning, any abuse of your medication may result in the discontinuation of your receiving the medicine.

MEDICAL GRIEVANCES

In case of any unresolved problem regarding medical, dental or infirmary care, you may follow the grievance procedures outlined in this manual.

MENTAL HEALTH SERVICES

Columbia Community Mental Health is the provider of these services for the facility. If you feel the need to see a mental health professional, contact a Deputy or the health care staff.

MONEY ACCOUNTS

Each inmate in the Columbia County Jail will have a "money account" established during the booking procedure. Funds may be deposited 24 hours per day seven days per week, via Visa or Mastercard by a toll-free phone call to 1-866-232-1899, via internet at: www.touchpaydirect.com or by depositing cash into a kiosk in the Sheriff's Office lobby. The depositor needs the inmate's name, booking number, and Facility Locator No., which is 297001. All purchases will be deducted from the account. Funds deposited to an account showing a negative balance will be deducted from that balance. The positive balance, if any, is available for the inmate's use. The balance will be refunded to the inmate upon discharge. Inmates who possess a negative balance on their account will not be denied their basic medical needs such as medical care and hygiene items. With a negative balance an inmate may request to participate in the 50/50 program at which time 50 % of any funds placed into the inmate account will go towards the negative balance and the other 50 % will be placed on the inmates account available for use on individual items in the Jail.

OUTDOOR RECREATION

An open air recreation area is provided in the jail for your use as scheduled throughout the day. Central Control will notify each of you of your recreation time. When you are called for outdoor recreation, you need to be ready to go. You will leave the Pod in groups of six. No one will be allowed to depart the Pod late for recreation.

The following rules apply while using the open air recreation area:

1. Do not yell or attempt to communicate in any way with the people outside the recreation area, except for Corrections Staff.
2. Do not engage in "horseplay." We do not want people to get injured.
3. You must wear a minimum of a T-shirt, pants and shoes . Movement to or from outdoor recreation will require the complete uniform, including your ID card.
4. You are not to take anything other than your ID card with you to outdoor recreation. This includes papers, candy, food items and anything that can be used to write or color with. If you are found with these items, disciplinary action may be taken.

PERSONAL PROPERTY

All personal property items will be stored in the secure storage area of the Columbia County Jail. No personal items will be allowed to be kept on an inmate unless approved by the Jail Commander in writing.

PROGRAM SERVICES

If and when available, you have the opportunity to participate in a variety of program activities. Recommended programs assist you in making constructive use of your time and to make positive changes in your life. We have grouped these into two main categories:

Voluntary activities Inmate worker activities

You may participate in activities in one or all of these categories depending on your:

Sentencing status Assessments results
Length of sentence Classification

PROPERTY TRANSFERS

You must follow these guidelines regarding your property:

1. You may release your personal property to any adult outside the facility on an "all or nothing" basis. The adult must present a state driver's license, state ID card, passport or military ID to jail staff, to ensure property is released to the proper individual. A signed inmate request form from you is required.

2. Release of property is available **Monday through Friday from 3:00 P.M. until 4:00 P.M. ONLY.**

3. The following exception applies when: An Inmate is committed to a state prison and must release all personal property including their clothing prior to being transported to a state facility.

If the property is not picked up prior to the inmate's departure, it will be forwarded to ODOC with the inmate.

4. We do not allow personal property to be dropped off for inmates, except for medical items which will be checked and approved by medical staff **first**. Clothes may be brought in if the situation calls for it. This will be at the discretion of the jail Supervisors.

SELF-ESCORT

Most inmate movement within the jail, including visiting, medical, programs, work assignments Etc., will be unescorted unless you abuse the privilege. You are expected to conduct yourself in an orderly fashion at all times. **Inmates moving unescorted through the facility may not talk to other inmates, may not touch the walls or the glass, loiter or detour while en route to their destination.** When leaving an area, you need to state your name and where you are going to Central Control. Any inmate who abuses these rules will be subject to disciplinary action and may lose their opportunity for unescorted movement. The exception will be any inmate who is classified as maximum security and who needs to be escorted in the facility at all times.

SANITARY PRACTICES

It is your responsibility to keep your cell clean and uncluttered. It is also the responsibility of **each** member of the housing unit to keep the day room, shower and outside recreation area clean. You will be provided with cleaning supplies and are expected to use the cleaning supplies as much as necessary to ensure you live in a clean environment.

You are to follow these rules for a clean and healthy housing unit:

Clean your cells, including the sink, toilet, floors and door windows **daily.**
Pod Porters will clean day room areas **daily.**
Pod Porters will clean the following, but not limited to: Tables, floors, stairs, walls, showers, bathroom areas, railings, and windows.
Keep the walls clean and free of graffiti or marks of any kind.
Place all garbage in the trash cans in the housing units.
Keep all pictures and papers off the walls, bunks, bottom of bunks. Do not hang, stick, or paste pictures or papers to the walls, bunks or any where else in the facility.
Keep commissary food items in your property container. (Gray totes)
Do not save food from meal service.
Wash your hands frequently.

Participate in laundry exchange twice weekly.
Shower at least twice weekly, but we strongly encourage you to shower daily.
Keep the showers clean, and free of excess soap and shampoo bottles.
Keep your gray bin or tote clean
Perform any other duties that Corrections Staff may assign.
Keep your room or bunk area uncluttered of excess items. This includes legal papers. Ask staff for assistance if you have a large amount of legal papers to store.
Vents for air circulation should be kept clean and obstruction free.

SANITARY INSPECTIONS

Deputies will inspect each housing unit daily to ensure it is a safe and clean environment. You will need to follow basic sanitary practices to ensure your cell area meets the sanitation requirements and pass the sanitation inspections. If your cell does not meet sanitation requirements, you will lose privileges and be instructed to clean the area. If the day room, shower area and outside recreation areas do not meet sanitation requirements, the entire housing unit may lose privileges. These privileges are those listed at the beginning of this manual. If you or your housing unit lose privileges, they will be reinstated if you pass the next regularly scheduled inspection.

SICK CALL

If you need to see medical personnel, fill out the appropriate Inmate Medical Request form. Each day the Medical Staff will address these issues upon receipt of the Request forms.

SPECIAL DIETS

You must direct all requests for medical diets to the heath care staff for approval. If you need a special diet for medical reasons, please submit a request slip to the health care staff. If you need a special diet for religious reasons, please submit a request form. A Deputy will pick up the form from you and give it to a supervisor for approval. If approved, the religious diet will remain in effect for the length of your incarceration. **Be aware that there may be a charge assessed for the extra cost associated for the special meal.**

SEARCHES

Jail staff may conduct random unannounced searches of your person or of items in your possession, and in any area of the jail at any time. Your personal property and/or living area may be searched without your permission and whether or not you are present.

TELEPHONE PRIVILEGES

Your use of jail telephones is a privilege. Jail staff may limit your telephone use for reasons of safety, security, good order, or sanitation of the jail. Inmates classified to housing units will be allowed to use telephones from 0800 hrs to approximately 2200 hrs, based on the operations of the housing unit you are in. **Conversations on any telephone in the jail may be monitored and/or recorded without further notice. You are consenting to this monitoring when you use the jail telephones.**

There are some local attorney's phone numbers that have been set up as <u>non collect</u> so you can call them directly from the telephones in the pods. **Confirmed attorney phone numbers are blocked from the monitoring system.**

All telephone calls from a housing unit are a collect call or by the phone cards that you purchase here. The phone cards are able to be used upon release from the Columbia County Jail. Telephone calls are limited to15 minutes each. The telephone system will warn you before the 15 minute time period is up so you can end your conversation.

Inmates are not allowed to receive incoming telephone calls. Jail staff will deliver verifiable <u>emergency</u> messages to you.

REMINDER: TELEPHONES ARE A PRIVILEGE. DO NOT ABUSE

THE SYSTEM. ANY DAMAGE TO THE PHONE WILL RESULT IN A DISCIPLINARY HEARING AND A CRIMINAL CHARGE BEING FILED AGAINST THE INMATE.

TRANSFER TO WORK RELEASE CENTER

The Courts and/or Supervisory Authority may consider you for transfer to the Work Release Center if authorized on your sentence order. These transfers are not automatic. Jail staff must approve all transfers.

Factors considered in transfer decisions will include:
Judge's approval
Length of sentence.
Individual needs.
Available space.
Classification.
Demonstration of compliance with jail rules, expectations and responsible behavior.

If you are interested in participating in any programs, you must submit a request on an Inmate Request Form. Misbehavior or administrative concerns may prevent access to these programs. Disciplinary write-ups or actions will affect program eligibility.

VISITING

All public visits will be scheduled by the Inmate requesting the visit. The inmate must contact prospective visitors by phone or mail, and determine an acceptable visiting date. **Time slots may be used on a first come, first serve basis.** Visitors are encouraged to arrive 10 to 15 minutes early to sign in. If all of the slots are taken for that time frame they can either wait till the next times start for that pod, if it is available, or return on another day. Visits will start on the hour and half hour.

Authorized visitors shall be members from the inmate's family, and friends age 18 and older. Visitors under the age of 18 **must** be accompanied by a parent or legal guardian. Attorneys and clergy are not considered public visitors.

Inmate visitation is a privilege and while the Columbia County Sheriff's Office encourages visitation, that privilege must be regulated to protect the needs of the entire jail operation. The amount of time allotted for visitation is based upon the classification and status of each inmate.

Classification is based upon the inmate's current charges, criminal history and current demeanor. All inmates will be allowed a maximum of two thirty (30) minute visits per seven (7) day period (Sunday through Saturday), as time and space allows.

Inmates assigned to Disciplinary Segregation will not be allowed visitation privileges.

Inmates not yet assigned to a housing unit or who are housed in the pre-classification unit, will not be allowed public visitation.

Inmates serving a sentence of seventy-two hours(72) or less will not be allowed public visitation.

Due to space limitations, acceptable visiting combinations are limited to:

1. One Adult
2. Two Adults
3. One Adult and One Child
4. One Adult and Two Children
5. Two Adults and One Child

Inmates have the right to refuse any visit, however that right should be exercised **prior** to visiting time.

All inmates wishing to receive public visits must establish a visiting list of not more than five (5) people. Persons not on the approved list will not be allowed to visit. You are able to change your visiting list once every 30 days from the time you establish your list. You need to fill out the visitation part of the request form to make the changes. The minimum information required for each person will be:

1. Visitor's full name
2. Date of birth
3. Relationship
4. The name of any child who may be in the company of his/her parent or guardian.

The schedule for visiting will be as follows:

Sunday:	A-Pod	0900-1000	
	G-Pod	1000-1130	
	J-Pod	1330-1500	(WRM)
Monday:	C-Pod	0900-1030	
	B-Pod	1430-1500	
	F-Pod	1500-1530	
Tuesday:	D-Pod	0900-1030	
	A-Pod	1030-1130	
	E-Pod	1300-1500	
Wednesday:	I-Pod	0830-1000	
	G-Pod	1000-1130	
Thursday:	D-Pod	0830-1000	
	C-Pod	1000-1130	
	J-Pod	1300-1430	(WRM)
Friday:	No Visiting		
Saturday:	F-Pod	0830-0900	
	E-Pod	0900-1100	
	I-Pod	1400-1530	
	B-Pod	1530-1600	

THIS SCHEDULE IS SUBJECT TO CHANGE. ANY CHANGES SHALL ALLOW TIME FOR INMATES TO RESCHEDULE AFFECTED VISITS.

SPECIAL VISITS

Special considerations may be given for emergency and/or special situations where normal visiting procedures may not be practical. Such situations as the death of a family member or close friend, serious injury of a family member or visitors traveling great distances, who have arrived unexpectedly may be considered on a case-by-case basis by the Supervisor or Corporal on duty. All special visits will be subject to the same rules and requirements as regular visitation. Special visits may be conducted in the Attorney Visiting Rooms if available and necessary due to other visitation which may be in progress.

VISITS WITH ATTORNEY

Inmates shall be given the opportunity to visit their attorneys at reasonable times, consistent with the safety and security of the facility. All visits will be scheduled by the attorney.

VISITS BY CLERGY

Clergy Visits will be handled as a regular visit. The member of the Clergy you want to have a visit with will be added like a normal visitor just like it is described in the regular visiting rules. They will be allowed to visit you on the regular date and time for the pod you are assigned to. The Clergy member will not count against you for the five people you are allowed to have on your visiting list. The Columbia County Jail provides non denominational religious services once per week and individual bible study twice per week.

VOLUNTARY ACTIVITIES

All general population inmates may have access to voluntary activities. These activities include but may not be limited to:

Religious services
Narcotics Anonymous (NA) and Alcoholics Anonymous (AA) groups
Religious based life skills classes
Individual educational tutoring (21 and under)
Recreational library
Law library

A sign up sheet for the voluntary activities will be posted in your housing unit. You must sign up on the provided list to be able to participate. Remember that **participation** in these activities **is a privilege**. Participation is dependent on your continued cooperation and responsible behavior.

WAKE UP AND LOCK DOWN

Day room and cell lights will be turned on at **6:00 A.M.** daily. Make your bed and dress for breakfast. Breakfast service will begin at approximately **6:30 A.M.** daily. Day room lights and television will be turned off by about **10:00 P.M.** and the cell lights will be turned off at **10:00 P.M.**. **All inmates must be on their bunks at "lights out" and are required to remain quiet.**

Each inmate is expected to completely clean your room and area, make your bed, dump trash cans, etc. when the cleaning supplies are available to you. Be aware that there are usually some cleaning materials available at all times.

MINOR RULE VIOLATIONS PROCEDURES

1. The accused inmate shall be served with a minor rule citation by the citing Deputy as quickly as is practical, after the violation is discovered, but in no case shall it be longer than 24 hours after the investigation is complete.

2. The inmate will sign the misconduct report and acknowledge receipt of alleged violation(s) and the right to appeal. The inmate may enter a plea of "Guilty" or "Not Guilty".

A. Upon entry of a "Guilty " plea, a Deputy will schedule an informal hearing for possible sanctions to be imposed.

B. Upon entry of a "Not Guilty" plea on the misconduct report or upon request for a formal hearing the incident will be handled the same as a Major Violation.

MINOR RULE VIOLATION SANCTIONS

Sanctions resulting from a guilty plea on a Minor Misconduct Report may include:

a. Verbal warning.

b. Creative sanction appropriate to the offense (i.e. extra work detail, etc.).

c. Housing Unit lock down not to exceed 24 hours.

d. Disciplinary segregation not to exceed five (5) calender days for a single violation. Inmates may receive separate lock down time for each marked violation. This should not exceed a total of fourteen (14) calender days.

e. Re-Classification

f. Probation for up to 30 days.

g. While in disciplinary segregation there is no access to programs.

Inmates get one hour out each 24 hours. Telephone (except legal) and television use may not be permitted. Commissary choices are restricted. Personal visits are suspended for the duration of the segregation. Book cart or library access is permitted; however, this privilege may be taken away as a sanction.

MINOR RULE VIOLATIONS

100 Possession of Nuisance Contraband: Any authorized item found in an inmates possession that has been altered or is in excess of the authorized amount.

101 Arguing: Any disagreement which becomes disruptive, loud or obnoxious.

102 Possession of another inmates property.

103 Unauthorized use of facility property or equipment (i.e. washers/dryers, barber equipment etc.)

104 Acting as a lookout

105 Being in an unauthorized area without corrections staff present.

106 Purposefully obstructing the view of Corrections Staff.

107 Inappropriate remarks or misuse of the inmate request forms or any of the forms or paperwork handed out or used in the facility.

108 Unwarranted emergency calls.

109 Horse Playing: Any aggressive or faked aggressive actions, which may lead to or be mistaken for a physical altercation.

110 Disrespect to other inmates (i.e. name calling, profanity or accusations directed at another inmate).

111 Cursing, uncontrolled use of profanity or obscenities that may be considered offensive to others.

112 Excessive noise.

113 Failure to properly maintain living area.

114 Hanging paper, linen, clothing, etc. on light fixtures, walls, ceilings etc.

115 Failure to maintain personal hygiene.

116 Improper attire (i.e. not following the dress code stated in the manual).

117 Displaying or demonstrating gang affiliations (i.e. hand gestures, hand in pants, low riding trousers, etc.).

118 Graffiti: writing, drawing or marking on any of the surfaces of the facility.

119 Posting any type of picture, drawing or any other material on the walls, bunks or any the surfaces of the facility.

120 Misuse of the intercom system.

121 Disrespect towards any Staff Member or Sheriff's Office Employee

122 Disruptive Behavior

123 Unauthorized use of the typewriter. (Law Library)

124 Lying to Staff Members.

125 Other

MAJOR RULE VIOLATION PROCEDURES

All Major Rule Violations will be handled through a formal disciplinary process, and require a formal hearing.

1. When an inmate commits, or is believed to have committed a Major Rule Violation, the inmate will be immediately placed on pre-hearing segregation status pending the outcome of the disciplinary hearing, regardless the nature of the alleged conduct. This can cause restriction in your privileges.

2. The accused inmate shall be served with a Major Rule Citation and the Inmate Rights form by the citing Deputy as quickly as is practical, after the violation is discovered, but in no case shall it be longer than 24 hours after the investigation is complete.

3. The inmate will have a hearing before a hearings officer within five (5) days of the incident excluding Saturdays, Sundays and Holidays. The inmate will be notified at least 24 hours prior to the hearing.

4. After the hearing, the hearings officer can render a decision immediately or within 72 hours.

A. If the inmate is found "Not Guilty", the inmate will be restored to the same status and privileges as before charged.

B. If the inmate is found "Guilty", the Hearings Officer will impose an appropriate sanction from the Major Rule Violation Sanction list.

MAJOR RULE VIOLATION SANCTIONS

Sanctions resulting from a finding of "Guilty" in a hearing for a Major Violation may include the following:

1. Temporary or permanent change in programming to include:
   - A. Change in housing assignments. (i.e. re-classification)
   - B. Change in custody status.
   - C. Removal from work status with concurrent suspension of credit for work, as directed by O.R.S. 169.120
2. Reclassification to Disciplinary Segregation for no more than sixty (60) days for all (multiple) violations arising out of one incident (only 30 days maximum on a single violation) and giving credit for time served as appropriate.
3. Loss of Statutory Good time and modification of release date in accordance with O.R.S. 169.110.
4. Suspension of any part, (or all of the above if appropriate), along with information of expected conduct to avoid imposition.
5. Any combination of one (1) through four (4), listed above.
6. Unless medically or psychiatrically required, no segregated inmate shall be denied clothing or bedding that is allowed to general population inmates.
7. Segregated inmates shall be provided the same food as general population inmates.
8. Personal hygiene items and shower facilities will be provided regularly to segregated inmates, unless there are documented security reasons which would prohibit them.
9. While in disciplinary segregation there is no access to programs. Inmates get one hour out each 24 hours. Telephone (except legal) and television use is not permitted. Commissary choices are restricted to hygiene items only. Personal visits are suspended for the duration of the segregation. Book cart or library access is permitted; however this privilege may be taken away as a condition of the sanction.

MAJOR RULE VIOLATIONS

200 Habitual Misconduct: 3 or more separate minor rule violations within 30 days.

201 Refusing to comply with a Deputy's/ Staff/ Kitchen Staff directives.

202 Tampering with or destruction of Identification Card

203 Refusing to lock down on command, or during a disturbance.

204 Refusing to go to court.

205 Tampering with security devices/ facility equipment.

206 Threatening or strong arming another inmate.

207 Giving false information to a Deputy.

208 Creating a disturbance while on lock down (i.e. banging doors, excessive noise, flooding the cell, etc).

209 Threatening staff members

210 Smoking, or possession of smoking paraphernalia.

211 Possession of unauthorized beverages (i.e. pruno).

212 Indecent exposure.

213 Theft.

214 Extortion.

215 Destruction of, or Defacing County property.

216+ Possession of illegal drugs or prescription medications belonging to another or misuse of prescribed medications.

217 Participation in organizing or recruiting for gang related activities.

218 Sexual misconduct/ homosexual activities

219 Fighting.

220 Assault on another inmate.

221 Assisting a suicide

222 Possession of a weapon.

223 Assault on a staff member.

224 Attempted or actual escape, or possession of an escape plan.

225 Participating in or inciting a riot.

226 Taking a hostage

227 Arson

228 Rape or Sodomy.

329 Homicide.

330 Violation of any Criminal Code

331 Other.

VIOLATIONS APPEALS PROCESS

All appeals must be submitted to the Facility Supervisor or their designee within 72 hours, following the decision. The Facility Supervisor or designee will review the recommendations and return the appeal form to the inmate within five (5) working days of the appeal. The response time may be extended due to extenuating circumstances or further investigation, with written notice to the inmate of the reason(s) for the delay. See Attachment A.

SEXUAL ASSAULT AWARENESS

DID YOU KNOW?

Rape and sexual assault happens to females and males of all ages, from infancy to senior years.

98% of males who have raped boys reported they are heterosexual. Most males who assault men or women are married or report having girlfriends.

Sexual assault had nothing to do with the victim's present or future sexual orientation. Victims may be either heterosexual or homosexual.

A survivor is not at fault for the rape, even if she/he was in a secluded area, or had previous consensual sex with the attacker.

The fact a male victim of sexual assault ejaculated or became sexually aroused does not mean they were not raped or that they gave consent. These are normal, involuntary physiological reactions.

It is common for survivors of sexual assault to have feeling of anger embarrassment, panic, depression, guilt, and fear after the attack. Other common reactions include loss of appetite, nausea or stomachaches, headaches, loss of memory and/or trouble concentrating and changes in sleep patterns.

FACTS FOR THE INMATE THAT SEXUALLY ASSAULTS OTHER INMATES:

All cases of sexual assault will be referred to the Enforcement Branch or Major Crimes Team (MCT) for criminal investigation. You may be prosecuted and if found guilty of a felony, you may be sentenced to prison time (up to 100 months for each Rape I or Sodomy I conviction). Any sex offense conviction will automatically add sex offender conditions when you release, which may require you to register as a sex offender per ORS 181.594. This registration requirement is for life. You also be deemed as a "Predatory Sex Offender," which would require community notification upon your release.

Regardless of how you choose to characterize it, any sexual activity will increase your risk of HIV infection, along with exposing you to other sexually transmitted diseases.

If you have trouble controlling your actions seek help from mental health staff and/or consider participating in programs designed to control anger or reduce stress. To reduce immediate feelings of anger or aggression, try talking to or writing a friend, meditate or do breathing exercises to relax, work on a hobby, or engage in some type of exercise.

SEXUAL ASSAULT

Sexual assault as defined by Columbia County Jail policy is "Sexual conduct where force or threat of force is used, or when the person is unable to consent because of age or incapacitation (mental defect, mental incapacitation, or physical helplessness). Sexual conduct includes: vaginal penetration by a penis; contact between the genitals of a person and the mouth or anus of another person; penetration of the vagina, anus, or penis of another person with any object other than the penis or mouth; touching of the sexual or intimate parts of someone or causing someone to touch the sexual or intimate parts of another for the purpose of sexual gratification." Any behavior or act of a sexual nature directed toward an inmate by an inmate, employee, volunteer, visitor, contract employee or other agency representatives. This includes acts or any

attempts to commit such acts including, but not limited to, sexual contact, inappropriate behavior of a sexual nature, unreasonable invasion of privacy, conversations or correspondence that suggests a romantic relationship between an inmate and any party referenced above.

Sexual assault affects everyone, either directly or through the experience of those we care about. It is not only a woman's issue as it can affect persons of any gender, age, race, ethnic group, socioeconomic status, sexual orientation, or disability.

The statistics are proof of this problem: According to the National Crime Victimization Survey (NCVS), in 2002 there were 247,730 victims of rape (This number does not include victims 12 or younger), seven out of every eight rape victims were female, and one in every eight rape victims was male. A 1998 study indicates that about 2.78 million American men have experienced an attempted or completed rape and one out of six American women have experienced an attempted or completed rape.

SEXUAL ASSAULT AVOIDANCE

The only rape that can be prevented is when a potential rapist chooses NOT to rape. However, you may avoid an attack by keeping the following safety guidelines in mind:

Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, LEAVE.

Don't let manners get in the way of keeping yourself safe. Don't be afraid to say "NO" or "STOP IT NOW".

Walk and stand with confidence. Many rapists choose victims who look like they won't fight back or are emotionally weak.

Avoid talking about sex and casual nudity. These things may be considered a come on, or make another inmate believe that you have an interest in a sexual relationship.

Do not accept canteen items or other gifts from other inmates. Placing yourself in debt to another inmate can lead to sexual favors.

Avoid secluded areas; position yourself in plain view of staff members. If you are being pressured for sex, report it to a supervisor immediately.

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

If the attack has just happened.....

Get to a safe place.

REPORT THE ATTACK TO A STAFF MEMBER IMMEDIATELY.

The longer you wait to report the attack the more difficult it is to obtain the evidence necessary for criminal and/or administrative investigation.

Request immediate medical attention. You may have serious injuries that you are not aware or, and any sexual contact can expose you to sexually transmitted diseases.

Do not shower, brush your teeth, use the restroom, or change your clothes. You may destroy important evidence.

If you have been attacked or witness an attack, but you are unwilling to report it in person to a CCSO uniformed staff member, then you may speak with a counselor, chaplain, medical staff, write a sealed letter to any command staff member, or contact a CCSO Detective at 503-366-4650.

Later on.....
Seek the support of a trusted friend, family member or staff member, such as the Chaplain or the counseling staff. The days ahead can be traumatic and it helps to have people who care about you supporting you.

Seek professional help. Mental Health staff are available for crisis care 365 days a year, to listen and offer support.

TELEPHONE SERVICE NUMBER

If you or your family have any questions about billing or connection problems concerning the inmate phones, please call the service provider at 1-866-230-7761. We have a brochure available to answer more questions if you need it, please ask and we will provide it.

MAIL

General Mail Rules
We may place limits on your mail because of its volume, its affect on your rehabilitation or treatment, or for the safety, security, and good order of the jail. We may open and inspect all mail for contraband and may read all personal mail.

We will provide an Inmate Mail Guide for members of the public. It explains mail rules and what they can and cannot send you. Ask a deputy for copies. People may also call (503) 366-4630 to get the information found in the guide, or read it on the jail's web site at: **www.co.columbia.or.us/sheriff.**

"Do" Mail rules for Inmates

For mail, you must do the following:

1. Use only lead pencils to write letters.
2. Use only jail-approved postcards sold through the commissary or issued by staff for social mail.
3. Keep the weight of legal or official correspondence in a pre-stamped envelope below 1 ounce (28 gm). To keep a business envelope to one ounce or less means the contents cannot be more than four 8-1/2" x 11" sheets of standard weight paper.
4. Keep your friends and family informed if you received books they sent to you.
5. When you are released or transferred from the jail, send change-of-address notifications to those that send you postcards.
6. Put the return address noted on the sample postcard below on all your outgoing mail. Tell people sending you postcards or other acceptable mail to use it to address mail to you. Write the recipient's full name and complete address legibly on any mail you send.

(POSTCARD)

"Don't" Mail Rules for inmates
You may not do any of the following:

1. Draw or write anything on a postcard in the address area other than name and address information and "legal" or "official" mail designations.
2. Send out jail forms for others to fill out on your behalf.
3. Send prohibited mail.
4. Send out jail property.
5. Order publications on credit or delayed billing rom the jail.
6. Operate a commercial business or nonprofit organization from the jail.
7. Order correspondence courses unless you have a jail command officer's approval.

8. Conduct commercial or personal business transactions or request services from a government agency unless you have a jail command officer's approval.

Sending and Receiving Mail
You may send and receive correspondence only through the U.S. Postal Service, or the jail internal mail system for communicating only with jail staff. Any transfer of written communication on your part that does not comply with mail rules and procedures is a rule violation that subjects you to discipline. This includes sending notes to other inmates or notes or postcards or mail to anyone by way of a contact visit, court appearance, or transport. People may not leave mail, messages, or notes for you at the jail.

Except in unusual circumstances and on holidays or weekends, we will deliver incoming mail to you with 24 hours of its receipt. We will put outgoing mail in a pickup box within 24 hours of receiving it from you. There is no pickup from the box on weekends and holidays.

It is important that you use a person's complete and correct address when sending mail. If someone says he or she did not receive something you sent and you did not receive a confiscation "Prohibited Mail" notice from us, it is a matter for you to resolve with the post office–not the jail. For your convenience, the address of commonly contacted government agencies are in appendix 2, Government Pages.

We do not forward mail. If we receive mail for you and you are not here, we will return it to the sender. (Please tell those sending you mail to put on return addresses. We confiscate mail without return addresses or destroy it if you are no longer in jail.)

Legal and Official Mail
Legal mail is mail addressed to your attorney or that comes from your attorney and is clearly marked "legal mail." Official mail is to or from confining authorities, like a jail command officer, the sheriff, county administration, probation authorities, district attorney, state attorney general, Governor, court, or a court official.

We will open and inspect legal and official mail in front of you to make sure it does not contain contraband. If you send this type of mail, you must label it on the front of the envelope as "legal mail" or "official mail" or we will treat it as personal mail. We will treat mail from your attorney not marked as "legal mail" as personal mail. You are subject to disciplinary action and criminal prosecution for fraudulently labeling an envelope as legal or official mail.

Books
You may receive up to three new or used books of a religious or educational nature. These books may be paperback or hardback. Hardback books are not allowed in male or female segregation. A person from outside the jail must pay for and order books directly from the publisher, a book club, or a reputable bookstore, to be sent directly to you. Books may not be larger than 9 by 12 inches (228 by305 mm) or have plastic or metal bindings.

Periodicals
We do not accept any periodicals.

Acceptable Mail
We only accept packages that contain publications from a source you have had previously approved. Incoming our outgoing mail may only contain these types of items, and with the noted limits and restrictions:

Type of Mail	Limits and Restrictions
Written Correspondence	Must be a post card or legal or official mail. Excludes junk mail.
Pictures	Only photographs printed on the reverse side of a postcard delivered via the

U.S. Postal Service.	
Checks, cash, and money orders	**We do NOT accept checks, money orders, or cash.**
Personal business documents	None, unless general mail rules would apply.

If it is not listed on the previous pages, it is contraband and we will return the item to the sender, confiscate it, or destroy it if it presents a health or safety risk.

Prohibited Mail
We will not deliver or send mail that:

1. Contains threats of physical harm, blackmail, extortion, or other criminal activity.
2. Concerns plans for escape, criminal activity, or activity that violates jail rules.
3. Is contraband material.
4. Is an item that could hide contraband.
5. Concerns sending or receiving contraband.
6. Encourages or instructs in how to commit a crime.
7. Contains gang related or security threat group material.
8. Contains information that, if communicated, would create a danger of violence or physical harm to a person.
9. Is written in code or suspected code. (This may include a foreign language if we cannot find a translator in a reasonable period of time.)
10. Contains sexually explicit material.
11. May create a sensation. (A threat to the safety, security, or good order of the jail, or disrupts your progress in a rehabilitative program.)
12. Contains a foreign substance or bodily fluid.
13. Is from or addressed to an inmate in a correctional facility or on electronic home detention.
14. Is addressed to or from a victim of a crime that you are in custody for, either in pretrial or sentenced status.
15. Is from or to an inmate by way of a third party.
16. Is an item that exceeds size or number limits.
17. Is a publication that did not come directly from the publisher, bookstore, or book club.
18. Check, cash, or money order.
19. Is unsolicited junk mail.

Mail Confiscation
We will give you a confiscation (Prohibited Mail) notice for mail we confiscate. We will also send a notice to the sender of the mail if it was not you. When we confiscate items because they exceed a number limit, such as books, we will confiscate all of them rather than selecting some to bring the number down to the limit amount. We will return stored confiscated mail to you when you are released if it was not disposed of for health or safety reasons. You may submit a grievance to ask for its return before then. We will notify you if we return mail to the sender.

Use of Envelopes
You may use an envelope, sold through commissary or booking, to send these types of letters:

1. A legal and official mail letter.
2. A legal and official mail letter that should not or cannot be folded or that is more than one ounce.
3. With staff approval, a personal letter that contains a program-related diploma or certificate that should not or cannot be folded. You must have a deputy confirm that you are sending a diploma or certificate before you seal the envelope.

You may not use these envelopes for any type of mail that does not meet one of the three criteria listed above. We will deduct the cost of the postage from your inmate account for acceptable manila envelopes.

Sending Certified Legal or Official Mail

You may send a legal or official letter using U.S. Postal Service Certified Mail and Return Receipt mail services. You will get receipts that you sent the letter and that the letter was received by the addressee. We will charge you the standard postal rates for these services. You must have money in your inmate account to pay the postal rates or have appropriate approval if you are indigent and are sending legal or official mail. You may submit an Inmate Request form to request a Certified Mail form that you need to fill out and submit along with the letter. You may only send two certified mail letters in a 30 day period.

EXHIBIT 54

TO

DECLARATION OF KATHERINE CHAMBERLAIN IN SUPPORT OF PLAINTIFF'S MOTION FOR PARTIAL SUMMARY JUDGMENT ON CLAIMS FOR DECLARATORY AND INJUNCTIVE RELIEF

INMATE MANUAL

COLUMBIA COUNTY JAIL

All rules in this manual may be amended or suspended at any time by order of the Sheriff or designee.

As an Inmate in the Columbia County Jail, you are partially responsible for your own safety. You are in jail and you must be aware of your surroundings.

The Columbia County Inmate Manual has been reviewed and approved on November 18, 2010 by Jeffrey M. Dickerson, Sheriff, Columbia County, Oregon.

Jeffrey M. Dickerson

Jeffrey M. Dickerson, Sheriff

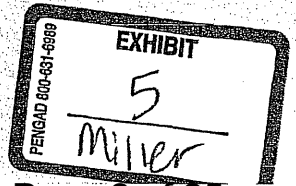


TABLE OF CONTENTS

TABLE OF CONTENTS .....

YOUR RIGHTS AND PRIVILEGES 1

YOUR RESPONSIBILITIES AND EXPECTED BEHAVIOR 1-2

BEDS AND BEDDING 2

BILLING FEES 2-3

CELL IN COMMAND 3

CLASSIFICATION 3

CLOTHING EXCHANGE 3

COMMISSARY 3

CONTRABAND 3

COUNTY ISSUED ITEMS 4

COURT CONDUCT 4

DRESS CODE 4

FIRE AND EMERGENCY SAFETY 4

HAIR CARE AND PERSONAL GROOMING 5

HEALTH APPRAISALS 5

HOUSING UNIT OPERATIONS 5

ICE CONTACT INFORMATION 5

IDENTIFICATION CARDS 5

INMATE COUNTS 5-6

INMATE GRIEVANCE PROCEDURE 6

INMATE REQUEST FORMS 6

INMATE WORKER ACTIVITIES 6

INTERCOM SYSTEM 7

LAW LIBRARY 7

LIBRARY 7

MAIL 7-8-9-10

MEALS 10-11

MEDICAL SERVICES 11

MEDICATION 11

MEDICAL GRIEVANCES 11

MENTAL HEALTH SERVICES 11

MONEY ACCOUNTS 11

OUTDOOR RECREATION 11-12

PERSONAL PROPERTY 12

PROGRAM SERVICES 12

PROPERTY TRANSFERS 12

SANITARY INSPECTIONS 12

SANITARY PRACTICES 13

SEARCHES 13

SELF-ESCORT 13

SICK CALL 13

SPECIAL DIETS 13

TELEPHONE PRIVILEGES 14

TELEPHONE SERVICE NUMBER 14

TRANSFER TO WORK RELEASE CENTER 14

VISITING 14-15

SPECIAL VISITS 15

VISITS WITH ATTORNEY 15

VISITS BY CLERGY 15

VOLUNTARY ACTIVITIES 16

WAKE UP AND LOCK DOWN 16

MINOR RULE VIOLATIONS PROCEDURES 16

MINOR RULE VIOLATION SANCTIONS 16-17

MINOR RULE VIOLATIONS 17-18

MAJOR RULE VIOLATION PROCEDURES 18

MAJOR RULE VIOLATION SANCTIONS 18-19

MAJOR RULE VIOLATIONS 19-20

VIOLATIONS APPEALS PROCESS 20

SEXUAL ASSAULT AWARENESS 20-21

SEXUAL ASSAULT 21

SEXUAL ASSAULT AVOIDANCE 21-22

YOUR RIGHTS AND PRIVILEGES

We want you to know exactly what is expected of you while you are in this jail. We will let you know what you can expect from us by explaining our rules, procedures and schedules to you. While at this jail, you will be provided with:

1. Three daily meals served at reasonable intervals
2. Clean bedding and clothing at least twice weekly
3. The opportunity to shower at least twice weekly
4. Regular exercise
5. Opportunities to exercise your religion
6. Basic hygiene items
7. Access to the law library
8. Access to counsel
9. Emergency medical and dental treatment
10. A safe and secure environment

If you follow jail rules and sanitation practices, you may receive these privileges:

1. Use of televison
2. Use of library services
3. Use of outdoor recreation
4. Use of telephones
5. Having social visits
6. Making commissary purchases
7. Sending and receiving mail
8. Voluntary participation in jail programs

Remember that these are not rights. Jail staff can limit or suspend these privileges at any time in order to maintain the safety, security, good order and sanitation of the jail.

This manual does not cover every situation that may arise, but it will serve as a basic guide for your conduct and facility procedures.

Columbia County Jail has a no smoking policy.

YOUR RESPONSIBILITIES AND EXPECTED BEHAVIOR

Read this manual to know what is expected of you. The excuse **"I did not know that"** is not acceptable. **It is your responsibility to follow all laws, jail rules, schedules, and staff requests. You must respect jail property and the property of others. This would include staying out of other inmate's cells and off of their bunks. You are expected to keep your sleeping area, the day room and outdoor recreation areas clean and orderly.** Unacceptable behavior will be dealt with firmly, but fairly. Misbehavior may result in a change of your custody status which can directly affect your privileges in the jail.

This manual is an accountable item and is issued to you for your use while you are in this facility. You are responsible for the condition of this manual and you will be billed for any damage, graffiti, or unusable condition when returned. If the manual is damaged, please report it to a staff member to have it replaced immediately.

The best control of your behavior is by you practicing self-discipline and respect for others. Inmates are not allowed to become personally familiar with corrections' staff. Be considerate and respectful toward all officials. We will expect you to address uniformed staff as "Deputy or Sergeant _____ " and non-uniformed staff as "Mr._____ " or "Ms._____". Central Control personnel will be addressed as "Control."

Inmate basic rules for the Columbia County Jail:

1. The ID card is to be put into the window facing out so that it can be seen and scanned during your stay.
2. When you are out of your room, the ID card is to be in your pocket.
3. When you are in the day room, you are to be completely dressed with T shirt tucked in.
4. When you are in your room, you are to have the T shirt and boxers on at all times including while you are sleeping, no exceptions.
5. When you come out of the pod and into the circle, you are to stay on the colored squares. The squares form a line that you walk on. You stay on that line with the exception to go around an obstacle. You are to stay in a single file line.
6. When you are in any other hallway, you are to walk on the right side of the hall and in a single file. You are not to touch anything. Do not speak, yell or signal at anyone. Keep your hands to yourself.
7. When in the hallway, there should be only six (6) inmates at one time.
8. DO NOT cover the ventilation units or speaker in the cells.

BEDS AND BEDDING

Bedding will consist of two sheets and two blankets. Blankets and sheets may not be removed from your cell or bunk, nor may they be placed on the floor or table for any reason. You are not to take the mattress off the bunk and place it on the floor of your cell or in the day room of the pod. Your mattress may only be used for sleeping purposes. The bunk area must be left in an orderly fashion through out the day.

BILLING FEES

As authorized in ORS 169.150 and 169.151, Local Correctional Facilities are allowed to bill Inmates for items and services that are provided to them while incarcerated in Correctional Facilities.

Every ***Sentenced*** Inmate will be charged a boarding fee of $10.00 per day. The Inmate will receive a bill when he or she is released from the jail. The Inmate will have 30 days to pay the bill or set up a payment plan.

An initial hygiene kit is $2.15 and the Inmate ID card is $1.00. All over the counter medications as well as prescription medications will be billed through the inmate's commissary account. When the Inmate is released from jail and his or her commissary account is in the negative, that amount will also show up on the release billing. When 30 days have passed with no payment received on the release billing, the account will be turned over to the Oregon Department of Revenue for collection.

Other charges are listed below:

1) Work Release Inmates are charged a minimum of $15.00 per day or two hours of pay if the inmate's hourly rate of pay is higher than $7.50 per hour.

If any of the following items are damaged or destroyed you will be billed as follows:December 2, 2010

2)	Hygiene Kits	$ 2.15 each	11)	Tote	$44.95
3)	Postcard	$ 0.50	12)	Tote Lid	$26.95
4)	Hair Cuts	$ 5.00	13)	Sporks	$ 0.25
5)	Medical/Nurse visits	$ 5.00	14)	Sandals	$ 2.49
6)	Medical visit for OTC meds	$ 1.00	15)	Cups	$ 0.75
7)	Medical kites submitted	$ .50	16)	Socks (If Appl.)	$ 0.85

8) Feminine Hygiene Products	$ 0.20	17) Towels	$ 0.75
9) Razors (if more than 1)	$ 0.15	18) Striped Shirt	$ 6.55-$12.75
10) Copies of legal materials	$ 0.25	19) Striped Pants	$ 8.75-$14.95
		20) T-Shirts	$ 3.99 - $ 7.30
		21) Shorts	$ 2.32 - $ 2.74
		22) Replacement ID Card	$ 5.00

All fees are subject to change at any time

CELL IN COMMAND

The command "cell-in"or "bunk-up" means you need to stop what you are doing and go directly to your cell or bunk. You must follow this command without question or hesitation. If you do not, it will directly affect your classification and custody status and also will result in disciplinary actions against you.

CLASSIFICATION

All newly arrested inmates who are not released prior to movement from the booking area will be assigned housing in a Pre-Classification unit. They may be maintained on lock-down status for up to the first Seventy-Two (72) hours, for classification purposes. The Columbia County Jail has three classifications which are minimum, medium and maximum security. All inmates are assigned a classification according to their status. Inmates may request a classification review in writing on an Inmate Request Form at any time.

Most inmates involved in the Inmate Worker Program and Alternative Programs must qualify for and maintain a minimum custody status.

ACTIVITIES MAY DIFFER BASED ON YOUR LEVEL OF CLASSIFICATION.

CLOTHING EXCHANGE

Clean clothing will be provided twice weekly. You must turn in all of your soiled clothing during clothing exchange. In return you will receive 1 T-shirt, 1 pair of shorts, 1 towel, 1 striped shirt and 1 pair striped pants. On every other exchange you will receive clean sheets. Blankets may be exchanged every 30 days. Each housing unit will have a different laundry schedule.

Jail staff will make every effort to ensure clothing is in good repair. You are responsible for all clothing and bedding issued to you. You should check the condition of the clothing you receive and immediately inform a staff member and exchange any clothing or bedding that has a tear or graffiti written on it. If you are found to be in possession of damaged items, you will be subject to disciplinary action. This may include payment for the damaged clothing.

COMMISSARY

The Columbia County Jail has a well-appointed commissary list from which inmates with funds may purchase various items. Inmates without funds may order indigent hygiene kits once per week, if needed. Indigent items will be posted to the inmate's account creating a negative balance. **Commissary sheets will be handed out once a week. If you did not get funds in before the commissary sheets were made up to be passed out, you will have to wait until the following week to order.** Commissary purchases are limited to no more than $75.00 per week. Inmates may have no more than two (2) lead pencils in their possession at any given time. In addition each inmate will be allowed to purchase one pack of colored pencils.

CONTRABAND

Any authorized item found in an inmate's possession that has been altered or is not being used for it's original purpose, or any items in excess of the issued quantity as stated within this manual.

COUNTY ISSUED ITEMS

All inmates who are dressed into the Columbia County jail will be issued jail clothing after intake, and in the clothing change/shower room. You will be issued a plastic bin containing a hygiene kit, bed linen, towel, and clothing and this Inmate Manual. Another issued item will include a mattress. You will be responsible for the condition of all items issued to you. The gray property box (totes) are to be used specifically for storage of your personal and issued belongings. Totes are not to be used for chairs or any use other than what has been mentioned above. Totes are to remain under your bunk at all times.

1. One inmate uniform top.
2. One inmate uniform pants
3. Two T-Shirts
4. Two pair of gym shorts/Underwear
5. One pair of jail sandals.
6. One mattress
7. Two sheets
8. Two Blankets
9. One Towel
10. One Rule Book

Female inmates may be allowed to retain the following:

1. Personal underwear, if needed for hygiene reasons, if determined appropriate by staff.
2. Personal bras, with no metal fasteners or under wires. A sports style bra is preferred.

During the winter months you will be issued a sweatshirt to be worn in your cell, day room area, the outdoor recreation yard or under the striped shirt when going to court.

COURT CONDUCT

Your arraignment will be your first court appearance in jail. During your arraignment, a judge will tell you what you are charged with and your rights with regard to those charges. The judge may appoint an attorney at this time if you qualify.

During any court appearance you will not have contact with any person other than your lawyer or the court officials. Contact includes talking, signaling, or passing notes to people.

Video arraignment is considered a court room setting and the above rules apply.

DRESS CODE

You are expected to remain fully dressed at all times except when you are on your bunk. When you are in your assigned bunk area **you must wear at least the T-shirt and shorts issued by this facility**. Any time you leave your sleeping area or room, you must be fully clothed. Fully clothed consists of your shorts, T-shirt, striped shirt and striped pants or shorts, T-shirt, gray sweatshirt and striped pants. During lights out, you may go to use the restroom in your t-shirt and shorts if you live in an open dorm.

Your T-shirt must be tucked in at all times and not hanging loosely. Rolling your pant legs up if they are too long, but not above the ankles, is allowed. Do not alter the appearance of your clothes.

You may not roll your sleeves, tuck your pants into your socks, or pull your pants down below the hips. It is not allowed to wear clothes that are too large or too small.

You will be allowed to take your outer striped shirt off while exercising in the recreation area.

FIRE AND EMERGENCY SAFETY

In case of any type of emergency or evacuation, you are to follow any direct order of a Deputy. There are emergency evacuation procedures in place and you will be evacuated in an orderly manner to a safe place.

If you are asked to evacuate an area by a Deputy, you are to form a straight line at your Pod door and wait for directions from a Deputy or the Control Room staff. A Deputy will direct you to a safe area.

HAIR CARE AND PERSONAL GROOMING

We encourage you to shower daily. We hand out razors three times a week. If an individual has a court appearance they will be allowed to use a razor prior to their court appearance. Once a week a list will be put into your respective pod and you must sign up on that list to receive a haircut. Hair cuts can be done when a person is available to be the barber. There is a $5.00 charge for the haircut. Haircuts will be done on Saturdays and Sundays only. You will be allowed to have one haircut per month. **Haircuts other than a trim or a complete removal to a short stubble are not allowed. No other styles will be tolerated.** Only kitchen and floor workers are allowed one free haircut per month.

HEALTH APPRAISALS

A health appraisal must be done before an inmate can be considered for "worker" status.

HOUSING UNIT OPERATIONS

The daily operation in the pods will be as follows.

You will be allowed to come out of your cell for a short period of time during the morning at breakfast. You will then be instructed to return to your cell until lunch time. After lunch, you will then have three hours out of your cell. At the end of that period, you will return to your cell. The next period out, will be after dinner for two hours.

Inmate time out of cells for each pod will be set as necessary to fulfill the needs of the facility.

Cleaning gear will be provided during the day. We require you to use it daily to clean your cell, bunk area and the pod as a whole on a daily basis.

No one is allowed to sit, stand or loiter on the stairs or catwalks (upper tier floors) at any time. This will include walking or pacing off laps upstairs, or on the stairs. There is to be no sitting on the table tops.

ICE CONTACT INFORMATION

Inmates who are housed in the Columbia County Jail for Immigration Customs Enforcement (ICE) may contact ICE via the use of an ICE inmate request form.

ICE inmates may contact ICE Pro Bono Attorneys by calling (800) 646-6283. In each Pod located on the mail boxes, there is a list of all Pro Bono calls for use by all ICE detainees. ICE agents make scheduled visits to the Columbia County Jail on Wednesdays of every week.

IDENTIFICATION CARDS

You must keep your inmate ID card on your person any time you are out of your cell. Do not let anyone use your ID card. The best place to keep this card is in your shirt pocket. When you are in your cell, place your ID card, right side up, in the window of your door with the picture facing out so the Deputy can see your name and picture. You must surrender your ID card to any staff member upon request.

INMATE COUNTS

There will be at least six "Formal Counts" per day. At the beginning of each "formal count" you will be instructed to "cell in or bunk up." Televisons will be turned off. At that time you must:

1. Go into your cell and close the door or get onto your bunk depending on the pod you are in.
2. Correctly place your I.D. card in the window of your door or on your bunk. If you are on a bunk, or otherwise not in your room or pod, having the ID card in your hand and presenting it to the deputy doing the count is acceptable.

Prior to lock-down each night a final formal head count will be conducted in the following manner.

1. In Pods with cells you will go to your room, close the door stand with one individual on each side of the door, ID card in hand, ready for the count. All inmates will remain in this manner until a Deputy scans your identification card.

2. In an open dorm go to your bunk and stand next to your bunk with your ID card in hand, until a Deputy scans your card. After formal you should bunk up for the night and remain quiet.

There will be numerous informal counts per day, therefore, whenever a Deputy enters your cell, remain where you are, do not move until the deputy leaves or instructs you to move.

INMATE GRIEVANCE PROCEDURE

You may submit a grievance about a condition in the jail if you think it is a problem or is unfair. You cannot grieve: disciplinary actions (there is an appeal process for that), classification decisions, incidents or problems which you were not party to, a collection of unrelated complaints, and no group grievances.

To file a grievance, you must follow the steps below **in the order shown**. You cannot skip one.

1. An inmate may request a Grievance Form from any Corrections Deputy at any time to bring to attention any perceived problems and proposed solutions. The Deputy will address any grievance within the scope of his/her authority and document any action taken regarding the request within five (5) working days.

2. The inmate may redirect the grievance to the Shift Supervisor for any complaint which cannot be reasonably resolved by the Deputy. The Supervisor will address any grievance within the scope of his/her authority and document any action taken on the form within five (5) working days.

3. If the complaint is not resolved to the inmate's satisfaction by the Supervisor, the inmate may send the Grievance Form to the Facility Supervisor or his designee. The Facility Supervisor or designee will address the complaint and document any action taken on the form within five (5) working days.

4. If the complaint is not resolved to the inmate's satisfaction by the Facility Supervisor, the inmate may send a **sealed** Grievance Form to the Sheriff. The Sheriff will address the complaint and document his decision on the form within ten (10) working days. The Sheriff's decision **will be final!**

Inmates may file an Emergency Grievance in the event that circumstances exist to warrant one. This will be filed directly to the Jail Commander in a sealed envelope, utilizing the same inmate grievance form.

INMATE REQUEST FORMS

The Inmate Request Forms (also known as kites) are available upon request. There are two of them. One will be for general questions, law library and visiting. The other form will be a Medical Request Form. This is **only** for the medical staff and doctor to answer and will be forwarded to them. There are separate forms to correspond with Columbia County Community Corrections or with Immigration Customs Enforcement (ICE)/Immigration.

INMATE WORKER ACTIVITIES

If you want to work in the jail, you will need to request and fill out an Inmate Worker Labor Agreement, then submit it into the mailbox. It may take several days to receive your copy.

Staff will select various inmates to do kitchen, custodial or maintenance jobs in the facility. Health care staff must clear you before you can participate in the worker activities, especially in the kitchen.

You may receive work time credit only if you are sentenced and your sentence order authorizes it. Any change of a job description or shift must be approved by a Supervisor.

INTERCOM SYSTEM

The call buttons in the cells are to be used for emergency purposes only. They are not to be used for any other communication. If the call buttons are misused, the inmate violating this rule will be written up for failure to abide by the rules of the Columbia County Jail.

LAW LIBRARY

All inmates of the Columbia County Jail will be given access to one hour in the law library per request. Use of the law library will be limited only by time and the need to maintain the safety and security of the facility. To gain access, you must submit a request form at least twenty-four (24) hours in advance. You will be expected to take a note pad and pencil with you to the law library to assist you in your research. All law books, reference material and other articles must remain in the law library to ensure equal access for all inmates. There will be very limited copying capabilities available to you for which your account will be charged a fee per copy. No inmate will be denied this service based on an inability to pay.

When you finish, you are required to leave the law library orderly and neat. Please be aware that corrections staff **cannot provide you with legal advice or legal assistance.** If you have any questions, please consult your attorney.

LIBRARY

All inmates of the Columbia County Jail will be afforded ample opportunity to have access to library books within the jail library. The books may be delivered by a cart. You may have up to six books at a time. All books must be returned to the library or the cart, prior to checking out more. If a search of your person or cell reveals that you have more than six books in your possession, you may be subjected to disciplinary action. Damaged books must be returned to a Deputy, immediately. Possession of damaged books may be grounds for disciplinary action. The six books do not include religious or educational. Discretion of Corrections Staff will determine whether the books are in fact religious or educational.

MAIL

The mail is delivered to the Sheriff's Office per U.S. Postal Service guidelines, excluding holidays.

General Rules: You may send and receive correspondence through the U.S. Mail. **Hand delivered mail, messages and notes will not be accepted or forwarded to you.**

Except for unusual circumstances, such as on holidays or weekends, incoming mail will be **forwarded to you within 24 hours of its receipt.** Outgoing mail will be placed in a pickup box within 24 hours of receiving it from you. If we receive mail for you after your departure, it will be returned to the sender. You must notify the post office of your forwarding address when you leave the jail.

Except for "Official or Legal and Confidential mail," staff may scan and inspect all incoming and outgoing mail.

"Official or Legal and Confidential mail" is all mail to or from your attorney, government officials, Jail Commander, Sheriff, courts, your doctor or medical facility, verifiable religious contacts, or the media. We may open and inspect this mail in front of you to ensure it does not contain contraband.

General Mail Rules:
We may place limits on your mail because of its volume, its affect on your rehabilitation or treatment, or for the safety, security, and good order of the jail. We may open and inspect all mail for contraband and may read all personal mail.

We will provide an Inmate Mail Guide for members of the public. It explains mail rules and what they can and cannot send you. Ask a Deputy for copies. People may also call (503) 366-4630 to get the information found in the guide or read it on the jail's web site at:
www.co.columbia.or.us/sheriff

"Do" Mail Rules for Inmates

For mail, you must do the following:

1. Use only lead pencils to write letters.
2. Use only jail-approved postcards sold through the commissary or issued by staff for social mail.
3. Keep the weight of legal or official correspondence in a pre-stamped envelope below 1 ounce (28 gm). To keep a business envelope to one ounce or less means the contents cannot be more than four 8- ½ " x 11" sheets of standard weight paper.
4. Keep your friends and family informed if you received books, newspapers, or money they have provided for you.
5. When you are released or transferred from the jail, send change-of-address notifications to those that send you postcards and periodicals.
6. Put the return address noted on the sample postcard below on all your outgoing mail. Tell people sending you postcards or other acceptable mail to use it to address mail to you. Write the recipient's full name and complete address legibly on any mail you send.

"Don't" Mail Rules for Inmates

You may not do any of the following:

1. Draw or write anything on a postcard in the address area or on the picture of the postcard other than name and address information.
2. Send out jail forms for others to fill out on your behalf.
3. Send prohibited mail.
4. Send out jail property.
5. Order publications on credit or delayed billing from the jail.
6. Operate a commercial business or nonprofit organization from the jail.
7. Order correspondence courses unless you have a jail command officer's approval.
8. Conduct commercial or personal business transactions or request services from a government agency unless you have a jail command officer's approval.
9. You may not send mail to another inmate in this facility without prior written permission.

Sending and Receiving Mail

You may send and receive correspondence only through the U. S. Postal Service. The jail internal mail system for communicating only with jail staff. Any transfer of written communication on your part that does not comply with mail rules and procedures is a rule violation that subjects you to discipline. This includes sending notes to other inmates or notes, postcards or mail to anyone by way of a contact visit, court appearance, or transport. People may not leave mail, messages, or notes for you at the jail. Personal mail must come on a commercially produced postcard which does not exceed 5 ½ by 8 ½ inches.

Except in unusual circumstances and on holidays or weekends, we will deliver incoming mail to you within 24 hours of its receipt. We will put outgoing mail in a pickup box within 24 hours of receiving it from you. There is no pickup by the post office on weekends and holidays.

It is important that you use a person's complete and correct address when sending mail. If someone says he or she did not receive something you sent and you did not receive a confiscation notice from us, it is a matter for you to resolve with the post office—not the jail. For your convenience, the addresses of commonly contacted government agencies are at the back of this manual and entitled "Government Pages."

We do not forward mail. If we receive mail for you and you are not here, we will return it to the sender. (Please tell those sending you mail to put on return addresses. We confiscate mail without return addresses or destroy it if you are no longer in jail.)

Legal and Official Mail

Legal mail is mail addressed to your attorney or comes from your attorney and is clearly marked "legal mail". Official mail is to or from confining authorities, like a jail command officer, the sheriff, the county administrator, probation authorities, district attorney, state attorney general, Governor, court, or a court official.

We will open and inspect legal and official mail in front of you to make sure it does not contain contraband. If you send this type of mail, you must label it on the front of the envelope as "legal mail" or "official mail" or we will treat it as personal mail. We will treat mail from your attorney not marked as "legal mail" as personal mail. You are subject to disciplinary action and criminal prosecution for fraudulently labeling an envelope as legal or official mail.

Books

You may receive up to three new or used books per month, which may be paperback or hardback. Hardback books are not allowed in male or female segregation. Inmates in segregation may only receive new paperback books. A person from outside the jail must pay for and order books directly from the publisher, a book club, or a reputable bookstore for you. Books may not be larger than 9 by 12 inches (228 by 305 mm). They may not have plastic or metal bindings.

Periodicals

We do not accept any periodicals.

Acceptable Mail

We only accept packages that contain publications from an approved source. An incoming or outgoing envelope may only contain these types of items, and with the noted limits and restrictions:

Acceptable Personal Mail

Type of Mail Item	Limits and Restrictions
Written correspondence	Must be a commercially produced postcard or legal or official mail. Excludes junk mail.
Pictures	Only photographs printed on photo paper and used as a postcard, delivered via the U.S. Postal Service.
Checks and money orders	We do not accept checks or money orders. Touchpay is available in the lobby and can be accessed by phone or the Internet.
Personal business documents	None, unless general mail rules would apply.

If it is not listed in this section, it is contraband and we will return the item to the sender, confiscate it, or destroy it if it presents a health or safety risk.

Prohibited Mail

We will not deliver or send mail that:

1. Contains threats of physical harm, blackmail, extortion, or other criminal activity.
2. Concerns plans for escape, criminal activity, or activity that violates jail rules.
3. Is contraband material (tape, stickers, markers, crayons, foreign substances, fragrances, etc.)
4. Is an item that could hide contraband.
5. Concerns sending or receiving contraband.
6. Encourages or instructs in how to commit a crime.
7. Contains gang-related or security threat group material.
8. Contains information that, if communicated, would create a danger of violence or physical harm to a person.
9. Is written in code or suspected code. (This may include a foreign language if we cannot find a translator in a reasonable period of time.)
10. Contains sexually explicit material, pictures or written language.

11. May create a sensation. (A threat to the safety, security, or good order of the jail or disrupts your progress in a rehabilitative program.)
12. Contains a foreign substance or bodily fluid.
13. Is from or addressed to an inmate in this correctional facility or on electronic home detention.
14. Is addressed to or from a victim of a crime that you are in custody for, either in pretrial or sentenced status, or in any other no contact order.
15. Is from or to an inmate by way of a third party.
16. Is an item that exceeds size or number limits.
17. Is a publication that did not come directly from the publisher, bookstore, or book club.
18. Is an unacceptable check or money order.
19. Is unsolicited junk mail.

Mail Confiscation:
We will give you a confiscation notice for mail we confiscate. When we confiscate items because they exceed a number limit, such as books or magazines, we will confiscate (or return) all of them rather than selecting some to bring the number down to the limit amount. We will return stored confiscated mail to you when you are released, if it was not disposed of for health or safety reasons. You may submit a grievance to ask for its return before then. We will return to sender any form of prohibited mail. You may not get a notice that we have returned contraband to the sender.

Use of Envelopes
You may use an envelope sold through the commissary to send these types of letters:

1. Legal or official mail.
2. A legal or official mail letter that should not or cannot be folded or that is more than one ounce.
3. With staff approval, a personal letter that contains a program-related diploma or certificate that should not or can not be folded. You must have a Deputy confirm that you are sending a diploma or certificate before you seal the envelope.

You may not use these envelopes for any type of mail that does not meet one of the three criteria listed above. We will deduct the cost of the postage from your inmate account for acceptable manila envelopes.

Sending Certified Legal or Official Mail
You may send a legal or official letter using U. S. Postal Service Certified Mail and Return Receipt mail services. You will get receipts that you sent the letter and that the letter was received by the addressee. We will charge you the standard postal rates for these services. You must have money in your inmate account to pay the postal rates or have appropriate approval if you are indigent. A deputy will supply you with a request for Certified Mail form that you need to fill out and submit along with the letter. You may only send 2 certified-mail letters in a 30-day period.

Outgoing Mail
Inmates will place all outgoing mail in the mail drop located in the day room of each housing unit. You are expected to legibly address your correspondence and use the proper postage. All outgoing mail must list the following return address:

Your full name
Columbia County Jail
901 Port Avenue
St. Helens Oregon 97051

MEALS

Meals will be served three times daily at approximately 6:30 A.M., 12:00 P.M. and 5:00 P.M. Pre-classification and disciplinary inmates may be required to eat in their cells. All others will line up for service, and will eat at the tables provided in the day rooms. If you choose not to eat, please advise the deputy. Televisions will be off during the serving of meals. Once the meals have been served and the Deputy leaves the pod, the television may be turned back on.
Do not save food from meal service.

All special personal preference diet requests, such as vegetarian meals, must be pre-approved by the jail supervisors. All inmates on a personal preference diet will be charged a fee of $ 1.00 per meal, to be taken directly out of their individual inmate trust account to cover the additional cost of these meals. Indigent inmates will not be eligible to receive this type of special diet.

MEDICAL SERVICES

The Columbia County Jail will provide emergency medical, dental, and mental health care to all inmates regardless of their ability to pay for such services. No inmate will be denied care for serious health care needs based on the cost of medical services or the inmate's inability to pay for health care. All medical visits initiated by you will be assessed a fee which will be charged to your personal money account. You will be financially responsible for any elective surgery or other treatment you may request from your personal physician, dentist or other provider.

Medical screening or appraisals at intake, or for inmate workers will be provided at no cost to you. All Detainees will receive a medical evaluation within their first 14 days of incarceration.

Prescription medications: You will be charged for all prescription medication prescribed for you and purchased by the jail on your behalf.

Over the counter medications such as; Tylenol, Aspirin, antacid etc., will be available from our medical department for a small charge.

MEDICATION

Health care staff may fill prescriptions at their discretion. Health care staff may discontinue prescribed medication as directed by the jail health care supervisor or physicians. If you came from another correctional facility and had your medication transferred with you, the transporting Deputy will give your medication to the health care staff. If you are leaving our jail and going to another jail, the transporting Deputy will get your medication from the health care staff and transport it with you.

As a warning, any abuse of your medication may result in the discontinuation of your receiving the medicine.

MEDICAL GRIEVANCES

In case of any unresolved problem regarding medical, dental or infirmary care, you may follow the grievance procedures outlined in this manual.

MENTAL HEALTH SERVICES

Columbia Community Mental Health is the provider of these services for the facility. If you feel the need to see a mental health professional, contact a Deputy or the health care staff.

MONEY ACCOUNTS

Each inmate in the Columbia County Jail will have a "money account" established during the booking procedure. Funds may be deposited 24 hours per day seven days per week, via Visa or Mastercard by a toll-free phone call to 1-866-232-1899, via internet at: www.touchpaydirect.com or by depositing cash into a kiosk in the Sheriff's Office lobby. The depositor needs the inmate's name, booking number, and Facility Locator No., which is 297001. All purchases will be deducted from the account. Funds deposited to an account showing a negative balance will be deducted from that balance. The positive balance, if any, is available for the inmate's use. The balance will be refunded to the inmate upon discharge. Inmates who possess a negative balance on their account will not be denied their basic medical needs such as medical care and hygiene items. With a negative balance an inmate may request to participate in the 50/50 program at which time 50 % of any funds placed into the inmate account will go towards the negative balance and the other 50 % will be placed on the inmate's account ,available for use on individual items in the Jail.

OUTDOOR RECREATION

An open air recreation area is provided in the jail for your use as scheduled throughout the day. Central Control will notify each of you of your recreation time. When you are called for outdoor recreation, you

need to be ready to go. You will leave the Pod in groups of six. No one will be allowed to depart the Pod late for recreation.

The following rules apply while using the open air recreation area:

1. Do not yell or attempt to communicate in any way with the people outside the recreation area, except for Corrections Staff.
2. Do not engage in "horseplay." We do not want people to get injured.
3. You must wear a minimum of a T-shirt, pants and shoes . Movement to or from outdoor recreation will require the complete uniform, including your ID card.
4. DO NOT take anything other than your ID card with you to outdoor recreation. This includes papers, candy, food items and anything that can be used to write or color with. If you are found with these items, disciplinary action may be taken.

PERSONAL PROPERTY

All personal property items will be stored in the secure storage area of the Columbia County Jail. No personal items will be allowed to be kept on an inmate unless approved by the Jail Commander in writing.

PROGRAM SERVICES

If and when available, you have the opportunity to participate in a variety of program activities. Recommended programs assist you in making constructive use of your time and to make positive changes in your life. We have grouped these into two main categories:

Voluntary activities Inmate worker activities

You may participate in activities in one or all of these categories depending on your:

Sentencing status
Length of sentence
Assessments results
Classification

PROPERTY TRANSFERS

You must follow these guidelines regarding your property:

1. You may release your personal property to any adult outside the facility on an "all or nothing" basis. The adult must present a state driver's license, state ID card, passport or military ID to jail staff, to ensure property is released to the proper individual. A signed inmate request form from you is required.

2. Release of property is available **Monday through Friday from 3:00 P.M. until 4:00 P.M. ONLY.**

3. The following exception applies when: An Inmate is committed to a state prison and must release all personal property including their clothing prior to being transported to a state facility.

If the property is not picked up prior to the inmate's departure, it will be forwarded to ODOC with the inmate.

4. We do not allow personal property to be dropped off for inmates, except for medical items which will be checked and approved by medical staff **first**. Clothes may be brought in if the situation calls for it. This will be at the discretion of the jail Supervisors.

SANITARY INSPECTIONS

Deputies will inspect each housing unit daily to ensure it is a safe and clean environment. You will need to follow basic sanitary practices to ensure your cell area meets the sanitation requirements and pass the sanitation inspections. If your cell does not meet sanitation requirements, you will lose privileges and be instructed to clean the area. If the day room, shower area and outside recreation areas do not meet sanitation requirements, the entire housing unit may lose privileges. These privileges are those listed at the beginning of this manual. If you or your housing unit lose privileges, they will be reinstated if you pass the next regularly scheduled inspection.

SANITARY PRACTICES

It is your responsibility to keep your cell clean and uncluttered. It is also the responsibility of each member of the housing unit to keep the day room, shower and outside recreation area clean. You will be provided with cleaning supplies and are expected to use the cleaning supplies as much as necessary to ensure you live in a clean environment.

You are to follow these rules for a clean and healthy housing unit:

Clean your cells, including the sink, toilet, floors and door windows daily.
Pod Porters will clean day room areas daily.
Pod Porters will clean the following, but not limited to: Tables, floors, stairs, walls, showers, bathroom areas, railings, and windows.
Keep the walls clean and free of graffiti or marks of any kind.
Place all garbage in the trash cans in the housing units.
Keep all pictures and papers off the walls, bunks, bottom of bunks. Do not hang, stick, or paste pictures or papers to the walls, bunks or any where else in the facility.
Keep commissary food items in your property container. (Gray totes)
Do not save food from meal service.
Wash your hands frequently.
Participate in laundry exchange twice weekly.
Shower at least twice weekly, but we strongly encourage you to shower daily.
Keep the showers clean, and free of excess soap and shampoo bottles.
Keep your gray bin or tote clean
Perform any other duties that Corrections Staff may assign.
Keep your room or bunk area uncluttered of excess items. This includes legal papers. Ask staff for assistance if you have a large amount of legal papers to store.
Vents for air circulation should be kept clean and obstruction free.

SEARCHES

Jail staff may conduct random unannounced searches of your person or of items in your possession, and in any area of the jail at any time. Your personal property and/or living area may be searched without your permission and whether or not you are present.

SELF-ESCORT

Most inmate movement within the jail, including visiting, medical, programs, work assignments Etc., will be unescorted unless you abuse the privilege. You are expected to conduct yourself in an orderly fashion at all times. **Inmates moving unescorted through the facility may not talk to other inmates, may not touch the walls or the glass, loiter or detour while en route to their destination.** When leaving an area, you need to state your name and where you are going to Central Control. Any inmate who abuses these rules will be subject to disciplinary action and may lose their opportunity for unescorted movement. The exception will be any inmate who is classified as maximum security and who needs to be escorted in the facility at all times.

SICK CALL

If you need to see medical personnel, fill out the appropriate Inmate Medical Request form. Each day the Medical Staff will address these issues upon receipt of the Request forms.

SPECIAL DIETS

You must direct all requests for medical diets to the heath care staff for approval. If you need a special diet for medical reasons, please submit a request slip to the health care staff. If you need a special diet for religious reasons, please submit a request form. A Deputy will pick up the form from you and give it to a supervisor for approval. If approved, the religious diet will remain in effect for the length of your incarceration. **Be aware that there may be a charge assessed for the extra cost associated for the special meal.**

TELEPHONE PRIVILEGES

Your use of jail telephones is a privilege. Jail staff may limit your telephone use for reasons of safety, security, good order, or sanitation of the jail. Inmates classified to housing units will be allowed to use telephones from 0800 hrs to approximately 2200 hrs, based on the operations of the housing unit you are in. **Conversations on any telephone in the jail may be monitored and/or recorded without further notice. You are consenting to this monitoring when you use the jail telephones.**

There are some local attorney's phone numbers that have been set up as non collect so you can call them directly from the telephones in the pods. **Confirmed attorney phone numbers are blocked from the monitoring system.**

All telephone calls from a housing unit are a collect call or by the phone cards that you purchase here. The phone cards are able to be used upon release from the Columbia County Jail. Telephone calls are limited to15 minutes each. The telephone system will warn you before the 15 minute time period is up so you can end your conversation.

Inmates are not allowed to receive incoming telephone calls. Jail staff will deliver verifiable emergency messages to you.

REMINDER: TELEPHONES ARE A PRIVILEGE. DO NOT ABUSE THE SYSTEM. ANY DAMAGE TO THE PHONE WILL RESULT IN A DISCIPLINARY HEARING AND A CRIMINAL CHARGE BEING FILED AGAINST THE INMATE.

TELEPHONE SERVICE NUMBER

If you or your family have any questions about billing or connection problems concerning the inmate phones, please call the service provider at 1-866-230-7761. We have a brochure available to answer more questions if you need it, please ask and we will provide it.

TRANSFER TO WORK RELEASE CENTER

The Courts and/or Supervisory Authority may consider you for transfer to the Work Release Center if authorized on your sentence order. These transfers are not automatic. Jail staff must approve all transfers.

Factors considered in transfer decisions will include:
Judge's approval
Length of sentence.
Individual needs.
Available space.
Classification.
Demonstration of compliance with jail rules, expectations and responsible behavior.

If you are interested in participating in any programs, you must submit a request on an Inmate Request Form. Misbehavior or administrative concerns may prevent access to these programs. Disciplinary write-ups or actions will affect program eligibility.

VISITING

All public visits will be scheduled by the Inmate requesting the visit. The inmate must contact prospective visitors by phone or mail, and determine an acceptable visiting date. **Time slots may be used on a first come, first serve basis.** Visitors are encouraged to arrive 10 to 15 minutes early to sign in. If all of the slots are taken for that time frame they can either wait till the next times start for that pod, if it is available, or return on another day. Visits will start on the hour and half hour.

Authorized visitors shall be members from the inmate's family, and friends age 18 and older. Visitors under the age of 18 must be accompanied by a parent or legal guardian. Attorneys and clergy are not considered public visitors.

Inmate visitation is a privilege and while the Columbia County Sheriff's Office encourages visitation, that privilege must be regulated to protect the needs of the entire jail operation. The amount of time allotted for visitation is based upon the classification and status of each inmate.

g. While in disciplinary segregation there is no access to programs.

Inmates get one hour out each 24 hours. Telephone (except legal) and television use may not be permitted. Commissary choices are restricted. Personal visits are suspended for the duration of the segregation. Book cart or library access is permitted; however, this privilege may be taken away as a sanction.

MINOR RULE VIOLATIONS

01 Possession of Nuisance Contraband: Any authorized item found in an inmates possession that has been altered or is in excess of the authorized amount.

02 Arguing: Any disagreement which becomes disruptive, loud or obnoxious.

03 Possession of another inmates property.

04 Unauthorized use of facility property or equipment (i.e. washers/dryers, barber equipment etc.)

05 Acting as a lookout

06 Being in an unauthorized area without corrections staff present.

07 Purposefully obstructing the view of Corrections Staff.

08 Inappropriate remarks or misuse of the inmate request forms or any of the forms or paperwork handed out or used in the facility.

09 Unwarranted emergency calls.

10 Horse Playing: Any aggressive or faked aggressive actions, which may lead to or be mistaken for a physical altercation.

11 Disrespect to other inmates (i.e. name calling, profanity or accusations directed at another inmate).

12 Cursing, uncontrolled use of profanity or obscenities that may be considered offensive to others.

13 Excessive noise.

14 Failure to properly maintain living area.

15 Hanging paper, linen, clothing, etc. on light fixtures, walls, ceilings etc.

16 Failure to maintain personal hygiene.

17 Improper attire (i.e. not following the dress code stated in the manual).

18 Displaying or demonstrating gang affiliations (i.e. hand gestures, hand in pants, low riding trousers, etc.).

19 Graffiti: writing, drawing or marking on any of the surfaces of the facility.

20 Posting any type of picture, drawing or any other material on the walls, bunks or any the surfaces of the facility.

21 Misuse of the intercom system.

22 Disrespect towards any Staff Member or Sheriff's Office Employee

23 Disruptive Behavior

24 Unauthorized use of the typewriter. (Law Library)

25 Lying to Staff Members.

26 Other

MAJOR RULE VIOLATION PROCEDURES

All Major Rule Violations will be handled through a formal disciplinary process, and require a formal hearing.

1. When an inmate commits, or is believed to have committed a Major Rule Violation, the inmate will be immediately placed on pre-hearing segregation status pending the outcome of the disciplinary hearing, regardless the nature of the alleged conduct. This can cause restriction in your privileges.

2. The accused inmate shall be served with a Major Rule Citation and the Inmate Rights form by the citing Deputy as quickly as is practical, after the violation is discovered, but in no case shall it be longer than 24 hours after the investigation is complete.

3. The inmate will have a hearing before a hearings officer within five (5) days of the incident excluding Saturdays, Sundays and Holidays. The inmate will be notified at least 24 hours prior to the hearing.

4. After the hearing, the hearings officer can render a decision immediately or within 72 hours.

A. If the inmate is found "Not Guilty", the inmate will be restored to the same status and privileges as before charged.

B. If the inmate is found "Guilty", the Hearings Officer will impose an appropriate sanction from the Major Rule Violation Sanction list.

MAJOR RULE VIOLATION SANCTIONS

Sanctions resulting from a finding of "Guilty" in a hearing for a Major Violation may include the following:

1. Temporary or permanent change in programming to include:
   - A. Change in housing assignments. (i.e. re-classification)
   - B. Change in custody status.
   - C. Removal from work status with concurrent suspension of credit for work, as directed by O.R.S. 169.120
2. Reclassification to Disciplinary Segregation for no more than sixty (60) days for all (multiple) violations arising out of one incident (only 30 days maximum on a single violation) and giving credit for time served as appropriate.
3. Loss of Statutory Good time and modification of release date in accordance with O.R.S. 169.110.
4. Suspension of any part, (or all of the above if appropriate), along with information of expected conduct to avoid imposition.
5. Any combination of one (1) through four (4), listed above.
6. Unless medically or psychiatrically required, no segregated inmate shall be denied clothing or bedding that is allowed to general population inmates.
7. Segregated inmates shall be provided the same food as general population inmates.

8. Personal hygiene items and shower facilities will be provided regularly to segregated inmates, unless there are documented security reasons which would prohibit them.

9. While in disciplinary segregation there is no access to programs. Inmates get one hour out each 24 hours. Telephone (except legal) and television use is not permitted. Commissary choices are restricted to hygiene items only. Personal visits are suspended for the duration of the segregation. Book cart or library access is permitted; however this privilege may be taken away as a condition of the sanction.

MAJOR RULE VIOLATIONS

40 Habitual Misconduct: 3 or more separate minor rule violations within 30 days.

41 Refusing to comply with a Deputy's/ Staff/ Kitchen Staff directives.

42 Tampering with or destruction of Identification Card

43 Refusing to lock down on command, or during a disturbance.

44 Refusing to go to court.

45 Tampering with security devices/ facility equipment.

46 Threatening or strong arming another inmate.

47 Giving false information to a Deputy.

48 Creating a disturbance while on lock down (i.e. banging doors, excessive noise, flooding the cell, etc).

50 Threatening staff members

51 Smoking, or possession of smoking paraphernalia.

52 Possession of unauthorized beverages (i.e. pruno).

53 Indecent exposure.

54 Theft.

55 Extortion.

56 Destruction of, or Defacing County property.

57 Possession of illegal drugs or prescription medications belonging to another or misuse of prescribed medications.

58 Participation in organizing or recruiting for gang related activities.

59 Sexual misconduct/ homosexual activities

60 Fighting.

61 Assault on another inmate.

62 Assisting a suicide

63 Possession of a weapon.

64 Assault on a staff member.

65 Attempted or actual escape, or possession of an escape plan.

66 Participating in or inciting a riot.

67 Taking a hostage

68 Arson

69 Rape or Sodomy.

70 Homicide.

71 Violation of any Criminal Code

72 Tampering with or altering any other person's food.

73 Other.

VIOLATIONS APPEALS PROCESS

All appeals must be submitted to the Facility Supervisor or their designee within 72 hours, following the decision. The Facility Supervisor or designee will review the recommendations and return the appeal form to the inmate within five (5) working days of the appeal. The response time may be extended due to extenuating circumstances or further investigation, with written notice to the inmate of the reason(s) for the delay. Ask a deputy if you need a form.

SEXUAL ASSAULT AWARENESS

DID YOU KNOW?

Rape and sexual assault happens to females and males of all ages, from infancy to senior years.

98% of males who have raped boys reported they are heterosexual. Most males who assault men or women are married or report having girlfriends.

Sexual assault had nothing to do with the victim's present or future sexual orientation. Victims may be either heterosexual or homosexual.

A survivor is not at fault for the rape, even if she/he was in a secluded area, or had previous consensual sex with the attacker.

The fact a male victim of sexual assault ejaculated or became sexually aroused does not mean they were not raped or that they gave consent. These are normal, involuntary physiological reactions.

It is common for survivors of sexual assault to have feeling of anger embarrassment, panic, depression, guilt, and fear after the attack. Other common reactions include loss of appetite, nausea or stomachaches, headaches, loss of memory and/or trouble concentrating and changes in sleep patterns.

FACTS FOR THE INMATE THAT SEXUALLY ASSAULTS OTHER INMATES:

All cases of sexual assault will be referred to the Enforcement Branch or Major Crimes Team (MCT) for criminal investigation. You may be prosecuted and if found guilty of a felony, you may be sentenced to prison time (up to 100 months for each Rape I or Sodomy I conviction). Any sex offense conviction will automatically add sex offender conditions when you release, which may require you to register as a sex offender per ORS 181.594. This registration requirement is for life. You also be deemed as a "Predatory Sex Offender," which would require community notification upon your release.

GOVERNMENT LISTINGS:

Clackamas County State Courts
807 Main St., # 7
Oregon City, OR 97045

Clatskanie Municipal Court
PO Box 9
Clatskanie, OR 97016

Clatsop County Circuit Court
PO Box 35
Astoria, OR 97103

Clatsop County Community Corrections
PO Box 540
Astoria, OR 97103

Columbia County State Courts
230 Strand Street
St. Helens, OR 97051
(We hand deliver)

Columbia County Justice Court
PO Box 128
Vernonia, OR 97064

Columbia City Municipal Court
1840 Second Street
Columbia City, OR 97018

Rainier Municipal Court
PO Box 100
Rainier, OR 97048

St. Helens Municipal Court
PO Box 278
St. Helens, OR 97051
(We hand deliver)

Scappoose Municipal Court
PO Box P
Scappoose, OR 97056

Immigration and Customs Enforcement (ICE)
Public Phone No.: 503-326-3302
(for your family)

Multnomah County Circuit Court
1021 SW 4th
Portland, OR 97204

Multnomah County Dept. Of Com. Corrections
501 SE Hawthorne Blvd, Suite 250
Portland, OR 97214-3514

Washington County Community Corrections
150 N. First Ave., Suite 200
Hillsboro, OR 97124

Washington County Circuit Court
150 North 1st Ave.
Hillsboro, OR 97124



Joe Meek – Oregon's First Sheriff
Picture taken circa 1865

Inmate/Your full, legible, name
Columbia County Jail Booking #
901 Port Ave.
St. Helens, OR 97051

1st Class Postage Required

TO: Addressee's full name
Street Address or PO Box
City, State, Zip

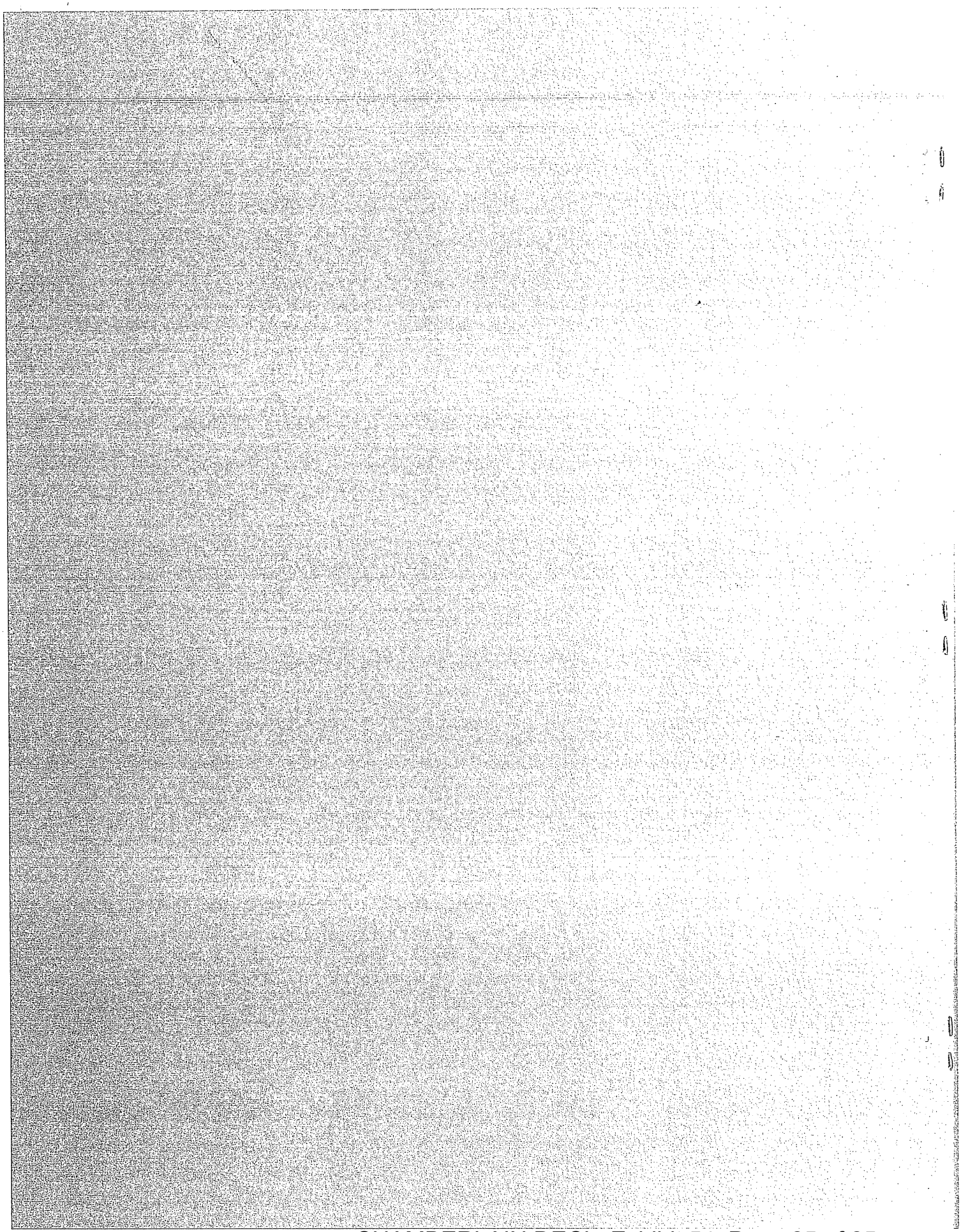


EXHIBIT 55

TO

DECLARATION OF KATHERINE CHAMBERLAIN IN SUPPORT OF PLAINTIFF'S MOTION FOR PARTIAL SUMMARY JUDGMENT ON CLAIMS FOR DECLARATORY AND INJUNCTIVE RELIEF

MANUAL DE RECLUSOS

CÁRCEL DEL CONDADO DE COLUMBIA

A órdenes del Sheriff o persona nombrada, todas las reglas dentro de este manual pueden ser enmendadas o suspendidas a cualquier momento.

Como recluso de la cárcel del Condado de Columbia, uno es parcialmente responsable de su propia seguridad. Está en la cárcel y tiene que estar consciente de su entorno.

El manual de reclusos del Condado de Columbia ha sido examinado y aprobado el _____ de Noviembre, 2010 por Jeffrey M. Dickerson, Sheriff, Condado de Columbia, Oregon.

Jeffrey M. Dickerson, Sheriff

ÍNDICE

TABLA DE CONTENIDOS .....

DERECHOS Y PRIVILEGIOS..... 1

RESPONSABILIDADES Y EXPECTATIVAS EN CUANTO A SU CONDUCTA..... 1- 2

CAMAS Y ROPA DE CAMA..... 2

CARGOS DE LAS TASAS..... 2- 3

ORDEN "CELL IN"..... 3

CLASIFICACIÓN..... 3

INTERCAMBIO DE ROPA..... 4

"COMMISSARY" (ALMACÉN)..... 4

CONTRABANDO..... 4

ARTÍCULOS OTORGADOS POR EL CONDADO..... 4-5

CONDUCTA ANTE UN TRIBUNAL..... 5

REGLAS DE VESTUARIO..... 5

SEGURIDAD CONTRA INCENDIOS Y EMERGENCIAS..... 5

CUIDADO DEL CABELLO E HIGIENE PERSONAL..... 6

EVALUACIÓN DE SALUD MÉDICA..... 6

OPERACIONES DE VIVIENDAS PENITENCIARIAS..... 6

EL SERVICIO DE INMIGRACIÓN Y CONTROL DE ADUANAS..... 6

TARJETAS DE IDENTIFICACIÓN..... 6-7

CONTEO DE RECLUSOS..... 7

SISTEMA DE TRAMITE DE QUEJAS PARA RECLUSOS..... 7-8

FORMULARIOS DE SOLICITUD PARA RECLUSOS..... 8

ACTIVIDADES DEL TRABAJADOR INTERNO..... 8

SISTEMA ALTOPARLANTES..... 8

BIBLIOTECA JURÍDICA DE DERECHOS..... 8-9

BIBLIOTECA..... 9

CORRESPONDENCIA..... 9-13

COMIDAS..... 13

SERVICIOS MEDICOS..... 13-14

MEDICAMENTOS..... 14

QUEJAS MÉDICAS..... 14

SERVICIOS DE SALUD MENTAL..... 14

CUENTAS DE DINERO..... 14

RECREO AL AIRE LIBRE..... 14-15

BIENES PERSONALES..... 15

SERVICIOS DE PROGRAMAS..... 15

TRANSFERENCIA DE PROPIEDAD..... 15-16

INSPECCIONES DE CONDICIONES SANITARIAS..... 16

PRÁCTICAS SANITARIAS..... 16

REGISTRO CORPORAL..... 17

AUTO-ESCOLTA..... 17

COLA DIARIA DE ENFERMOS..... 17

RÉGIMEN DE DIETAS ESPECIALES..... 17

PRIVILEGIOS TELEFÓNICOS..... 17-18

NÚMERO DE SERVICIO TELEFÓNICO..... 18

TRASLADO AL CENTRO DE TRABAJO A SEMI-LIBERTAD..... 18

VISITAS..... 18-19

VISITAS ESPECIALES..... 19

VISITAS CON ABOGADOS..... 19

VISITAS DE CLÉRIGOS..... 20

ACTIVIDADES A VOLUNTAD PROPIA..... 20

"WAKE UP" Y "LOCK DOWN"..... 20

PROCEDIMIENTOS PARA EL INCUMPLIMIENTO DE REGLA MENOR..... 21

SANCIONES PARA EL INCUMPLIMIENTO DE UNA UNA REGLA MENOR..... 21

INFRACCIONES DE REGLAS MENORES..... 21-22

PROCEDIMIENTOS PARA EL INCUMPLIMIENTO DE UNA REGLA MAYOR..... 22-23

SANCIONES PARA EL INCUMPLIMIENTO DE UNA REGLA MAYOR..... 23-24

INFRACCIONES DE REGLAS MAYORES..... 24-25

PROCEDIMIENTO PARA LA APELACIÓN DE UNA INFRACCIÓN..... 25

CONSCIENTIZACIÓN SOBRE AGRESIÓN SEXUAL..... 25-26

AGRESIÓN SEXUAL..... 26-27

PREVENCIÓN DE AGRESIÓN SEXUAL..... 27-28

DERECHOS Y PRIVILEGIOS

Durante su estada en esta cárcel, queremos que sepan exactamente cuales son nuestras expectativas. Al explicarles las reglas, procedimientos y horarios, sabrán que pueden esperar de parte nuestra. Durante su estada en esta cárcel, se les proveerá con lo siguiente:

1. Se servirán tres comidas diarias a intervalos razonables
2. Recibirán ropa de cama y vestuario limpio, por lo menos dos veces a la semana
3. La oportunidad de ducharse por lo menos dos veces a la semana
4. Ejercicio físico con regularidad
5. Oportunidades para ejercer su religión
6. Artículos básicos para la higiene propia
7. Accesibilidad a la biblioteca jurídica de derechos
8. Accesibilidad a abogados
9. Tratamiento para emergencia médica y dental
10. Un ambiente seguro y protegido

Si siguen las reglas y las costumbres sanitarias al pié de la letra, podrán recibir los siguientes privilegios:

1. Uso de la televisión
2. Uso de servicios ofrecidos por la biblioteca
3. Uso de actividades recreativas al aire libre
4. Uso del teléfono
5. Recibir visitas de tipo social
6. Ir de compras al "commissary" ("cómiseri" o almacén de la cárcel)
7. Mandar y recibir correo
8. Participación a voluntad propia en los programas que ofrece la cárcel

Recuerden que estos no son sus derechos. El personal de la cárcel puede limitar o suspender estos privilegios a cualquier momento a fin de mantener seguridad, protección, órden y la salubridad de la cárcel.

Este manual no cubre cada situación que podría suceder, pero les servirá como una guía básica para su propia conducta y procedimientos de esta instalación.

La cárcel del Condado de Columbia tiene una política anti-tabaco.

RESPONSABILIDADES Y EXPECTATIVAS EN CUANTO A SU CONDUCTA

Lea este manual para saber cuales son las expectativas. No es admisible poner la excusa **"yo no sabía." La responsabilidad es suya de seguir todas las leyes, reglas de la cárcel, horarios, y peticiones del personal. Tiene que respetar la propiedad pública de la cárcel y los bienes personales de otros. Esto incluye que se mantengan fuera de las celdas de otros reclusos y fuera de sus literas. Exigimos que mantengan limpia y ordenada su zona de alojamiento, la sala de día y zonas de recreación al aire libre.** Mala conducta se tratará con firmeza, pero de manera justa. Mala conducta puede resultar en un cambio de su situación jurídica en cuanto a su libertad que pudiese afectar sus privilegios dentro de la cárcel.

Este manual se le hará cumplir y se le otorga para su uso mientras se encuentre en este establecimiento. Se le hará responsable por la condición física de este manual y se le cobrará por cualquier daño, grafitti, o

condición inutilizable cuando lo devuelvan. Por favor infórmele a un miembro del personal si su manual esta dañado para que sea repuesto inmediatamente.

La mejor manera de controlar su conducta es por medio de la práctica de disciplina propia y respeto a otros. No es permisible que reclusos se dirijan en términos familiares con el personal correccional. Diríjase de manera considerada y respetuosa hacia oficiales. Exigimos que se dirija hacia el personal uniformado tal como "Deputy" (députi) o Sergeant (sarllent) _____" y a personal sin uniforme tal como "Mr. (mister)_____" o "Ms. (mis)_____." Al personal del Centro de Control se le dirigirá la palabra tal como "Control."

Reglas básicas para los reclusos de la cárcel del Condado de Columbia:

1. **Pongan la tarjeta de identificación contra la ventana mirando hacia afuera para que se vea y pueda ser registrada durante su confinamiento.**
2. **Porten la tarjeta de identificación en sus bolsillos cuando estén fuera de sus dormitorios.**
3. **Vistan el vestuario completo con la camiseta dentro de sus pantalones cuando estén en la sala de día.**
4. **Traigan sus camisetas y boxers puestos a toda hora, cuando estén en sus dormitorios, incluso cuando duermen, sin excepciones.**
5. **Cuando salgan del "pod" (módulo) hacia el círculo central, quédense sobre los cuadrados coloreados. Los cuadrados forman una línea por la cual se camina. Manténganse sobre esa línea a menos que haya un obstáculo, en ese caso, evítelo. Manténganse a fila de a uno.**
6. **Cuando se encuentren en cualquier otro pasillo, caminen al lado derecho del pasillo y en fila de a uno. No toquen nada. No hablen, no griten o no le señalen a nadie. Mantengan las manos quietas cerca de si mismos.**
7. **Solo pueden haber seis (6) reclusos a la vez cuando estén en el pasillo.**
8. **NO cubran el sistema de ventilación ó los parlantes dentro de las celdas.**

CAMAS Y ROPA DE CAMA

La ropa de cama consistirá de dos sábanas y dos cobijas. No pueden sacar las sábanas y cobijas de las celdas o literas, ni tampoco ponerlas en el piso o sobre la mesa por **cualquier** razón. No pueden sacar el colchón de la litera y ponerla en el piso de su celda o en la sala de día del "pod." Los colchones son solo para el simple uso de dormir. La zona de literas tiene que quedar ordenada durante el día.

CARGOS DE LAS TASAS

Tal como autoriza ORS 169.150 y 169.151, Instalaciones Penitenciarios Locales pueden facturar a reclusos por artículos y servicios provistos durante su encarcelamiento en una Instalación Penitenciaria.

A cada recluso ***condenado*** se le cobrará una tasa de pensión completa de $10.00 por día. El recluso recibirá una factura cuando sea puesto en libertad. El recluso tendrá 30 días para pagar la factura o establecer un plan de pago.

El primer botiquín de higiene propio es $2.15 y la tarjeta de identificación de reclusos es $1.00. Todo medicamento sin receta y también medicamentos recetados se cobrarán a través de la cuenta del "commissary" (cómiseri) del recluso. Cuando el recluso sea puesto en libertad y si su cuenta del "cómiseri" es negativa, esa cantidad también aparecerá en la factura. Si pasan más de 30 días sin que se realice un pago a la factura, la cuenta se entregará para cobro al Departamento de Ingresos de Oregon.

Lista de cobros adicionales:

1) Para reclusos que tienen semi-libertad para trabajar, se les cobrará $15 diarios a lo mínimo, ó dos horas de paga si el pago es sobre $7.50 por hora.

2)	Estuche de higiene	$ 2.15 cada uno
3)	Postal	$ 0.50
4)	Cortes de pelo	$ 5.00
5)	Visitas al médico/enfermero	$ 5.00
6)	Visitas al médico para medicamentos sin receta	$1.00
7)	Botiquines médicos entregados	$ 0.50
8)	Productos de higiene femeninos	$ 0.20
9)	Razuradoras (si es más de una)	$ 0.15
10)	Copias de materiales legales	$ 0.25

Si los siguientes artículos se encuentran dañados o destruidos, se le cobrará:

11)	Recipiente	$ 44.95
12)	Tapa del recipiente	$ 26.95
13)	Tenedor-cuchara	$ 0.25
14)	Sandalias	$ 2.49
15)	Tazas	$ 0.75
16)	Calcetines (si aplica)	$ 0.85
17)	Toallas	$ 0.75
18)	Camisa a rayas	$ 6.55 - $12.75
19)	Pantalones a rayas	$ 8.75 - $14.95
20)	Camisetas	$ 3.99 - $ 7.30
21)	Pantalones cortos	$ 2.32 - $ 2.75
22)	Tarjeta de identificación de repuesto	$ 5.00

Todos los cobros son sujetos a cambios

ORDEN "CELL IN" ("CEL IN" - DENTRO CELDAS)

La orden "**cell in**" ("cell-in" - entre a la celda) o "**bunk up**" ("bank ap" - a las literas), se refiere a que deben dejar lo que estén haciendo e ir directamente a sus celdas o literas. Deben seguir esta orden sin cuestionar o vacilar. Si no se hace, podréa afectar su clasificación y su situación jurídica y también resultará en acciones disciplinarias en su contra.

CLASIFICACIÓN

Todos los reclusos recién detenidos que no son puestos en libertad antes de ser trasladados de la zona de fichamiento, se les asignará una vivienda en una unidad de pre clasificación. Dado a razones de clasificación, pueden que se mantengan en un estado de "lock-down" ("loc daun - bajo llave) por un máximo de setenta y dos (72) horas. La cárcel del Condado de Columbia tiene tres clasificaciones que consisten de mínima, media y máxima seguridad. A todos los reclusos se les asignará una clasificación de acuerdo a su situación jurídica. Los reclusos pueden solicitar una revisión de su clasificación por escrito por medio de un formulario de Solicitud del Recluso a cualquier momento.

La mayoría de los reclusos que participan en el Programa de Trabajadores internos y los Programas alternativos deben de calificar para aquel y mantener un estado de custodia mínima.

LAS ACTIVIDADES PUEDEN VARIAR EN CUANTO A SU NIVEL DE CLASIFICACIÓN.

INTERCAMBIO DE ROPA

Se proveerá ropa limpia dos veces por semana. Tienen que entregar toda su ropa sucia durante el intercambio de ropa. A cambio, recibirán una camiseta, un par de pantalones cortos, una toalla, una camisa a rayas y un par de pantalones a rayas. A cada otro intercambio recibirán sábanas limpias. Cobijas pueden ser intercambiadas cada 30 días. Cada unidad de vivienda tendrá un horario diferente de lavandería.

Personal de la cárcel hará todo lo posible para garantizar que la ropa esté en buen estado. Reclusos serán responsables por toda la ropa y ropa de cama que sea distribuida a su nombre. Deben revisar el estado de la ropa que reciben, e informarle inmediatamente a un miembro del personal e intercambiar cualquier prenda de vestir o ropa de cama que tenga un desgarro o graffiti escrito sobre él. Si se les encuentra en posesión de artículos dañados, serán sujetos a medidas disciplinarias. Esto puede incluir que tengan que pagar por la ropa dañada.

COMISSARY ("CÓMISERI" - ALMACÉN)

La cárcel del Condado de Columbia tiene una lista buen provista de los artículos del "comissary", por la cual reclusos con fondos pueden comprar diversos artículos. Si es necesario, reclusos sin fondos pueden pedir un botiquín de higiene indigentes una vez por semana. Artículos indigentes se pondrán en la cuenta del recluso dejándolo con una cuenta negativa. **Formularios de pedido para el "commissary" se repartirán una vez por semana. Si no han recibido fondos antes de que se repartan los formularios, tendrán que esperar hasta la semana siguiente para hacer un pedido.** Compras del "commissary" se limitan a un máximo de $75.00 por semana. Reclusos no pueden tener más de dos (2) lápices bajo su posesión en un momento dado. Además, a cada recluso se le permitirá un paquete de lápices de color.

CONTRABANDO

Se refiere a cualquier artículo autorizado que esté bajo la posesión de un recluso que ha sido alterado o no utilizado de acuerdo a su propósito original, o cualquier articulo que exceda la cantidad emitida, tal como se indica en este manual.

ARTÍCULOS OTORGADOS POR EL CONDADO

Todos los reclusos que sean ingresados a la cárcel del Condado de Columbia, en el camerino o baño, se les otorgará ropa de cárcel después de ser admitidos. Se le otorgará un recipiente plástico que contiene un botiquín de higiene, ropa de cama, toallas, ropa y este manual para reclusos. Otro artículo otorgado será un colchón. Serán responsables por la condición de todos los artículos que se les otorguen. El recipiente (caja) gris se utilizará específicamente para el almacenamiento de sus pertenencias personales y otorgadas. Los recipientes no pueden ser utilizados como sillas o para cualquier otro uso que no sea tal como lo ante-mencionado. Recipientes deben permanecer bajo su litera en todo momento.

1. Una camisa de uniforme de recluso
2. Un pantalón de uniforme de recluso
3. Dos camisetas
4. Dos pares de pantalones cortos/calzones
5. Un par de sandalias de cárcel
6. Un colchón
7. Dos sábanas
8. Dos cobijas
9. Una toalla
10. Un libro de reglas

Para reclusos del sexo femenino puede que se les permita mantener lo siguiente:

1. Su propia ropa interior si se necesita por razones de higiene, y si lo determina apropiado el personal.
2. Su propio brasier/sostén, sin broches metálicos o aros. Se prefiere un sostén deportivo .

Durante los meses de invierno se les otorgará una sudadera para ser usada dentro de la celda, sala de día, el patio de recreo al aire libre o debajo de la camisa a rayas cuando comparecen en la corte.

CONDUCTA ANTE UN TRIBUNAL

Durante su estada en la cárcel, su primera comparecencia ante el tribunal será para la lectura de cargos. Durante la lectura de cargos, el juez le dirá de lo que se le acusa y sus derechos en cuanto a esos cargos. El juez puede nombrar a un abogado en este momento si califica.

Durante cualquier comparecencia ante el tribunal, no tendrá contacto con ninguna persona que no sea su abogado o funcionarios del tribunal. Tener contacto se refiere a hablar, señalizar, o pasar notas a gente.

La lectura de cargos por medio de vídeo se considera tal como la sala del tribunal, y las reglas ante mencionadas aplican.

REGLAS DE VESTUARIO

Se exige que permanezcan completamente vestidos en todo momento, excepto cuando están en su litera. Cuando estén en sus literas asignadas **deben por lo menos traer puesta la camiseta y pantalones cortos otorgados por esta instalación.** Deben estar completamente vestidos a cada momento que salgan del zona de alojamiento o dormitorio. El acto de estar completamente vestido consiste en traer puestos pantalones cortos, camiseta, camisa a rayas y pantalones a rayas o pantalones cortos a rayas, camiseta, sudadera gris y pantalones a rayas. Se puede usar el baño en su camiseta y pantalones cortos durante las "lights out" ("laits aut" - luces apagadas), si viven en un dormitorio abierto.

La camiseta debe ir por dentro de los pantalones en todo momento y no colgando. Se permite doblar los pantalones si son demasiados largos, pero no más arriba de los tobillos. No altere la apariencia de su ropa.

No se pueden arremangar las camisas, meter los pantalones dentro de los calcetines, o traer los pantalones debajo las caderas. No se permite usar ropa que sea demasiado grande o demasiado chica.

Se permite traer la camisa exterior a rayas fuera del pantalón durante ejercicio en la zona recreativa.

SEGURIDAD CONTRA INCENDIOS Y EMERGENCIAS

En caso de cualquier tipo de emergencia o evacuación, deben seguir la orden directa del "Deputy" (agente del sheriff). Hay procedimientos de evacuación de emergencia puestos en lugar y serán evacuados de manera ordenada a un lugar seguro.

Si un "Deputy" pide la evacuación de una zona, formen una fila recta a la puerta de su "pod" y esperen las direcciones del "Deputy" o del personal de la sala de control. Un "Deputy" les dirigirá a una zona segura.

CUIDADO DEL CABELLO E HIGIENE PERSONAL

Les animamos a que se duchen a diario. Repartimos razuradoras tres veces a la semana. Si algún individuo tiene que ir al tribunal, se le permitirá el uso de una razuradora antes de su comparecencia ante el tribunal. Una vez a la semana se pondrá una lista dentro de su "pod" respectivo donde debe inscribirse para recibir un corte de pelo. Se pueden hacer cortes de pelo cuando haya una persona disponible para ser peluquero. Hay un cobro de $5.00 por corte de pelo. Cortes de pelo se llevarán a cabo solo los Sábados y Domingos. Se les permitirá tener un corte de pelo al mes. No se permiten cortes de pelo que no sean un recorte o la eliminación completa a una barba corta. Ningún otro estilo será tolerado. Sólo se permite un corte de pelo gratis por més para trabajadores de la cocina y del piso.

EVALUACIÓN DE SALUD MEDICA

El recluso necesita realizar una evaluación de salud medica antes de poder ser consideredo bajo la categoria de "trabajador."

OPERACIONES DE VIVIENDAS PENITENCIARIAS

La operación diaria de los "pods" penitenciarios será la siguiente:

Tendrán permiso para salir de sus celdas por un plazo corto durante el desayuno en la mañana. Recibirán instrucciones para volver a sus celdas hasta la hora de almuerzo. Después del almuerzo, tendrán tres horas fuera de sus celdas. Al termino de este plazo, volverán a sus celdas. El siguiente plazo fuera de sus celdas, será después de cenar por dos horas.

Plazos fuera de las celdas para reclusos de cada "pod" será determinado como sea necesario para cumplir las necesidades de la instalación.

Materiales para la limpieza serán provistos durante el día. Se requiere que hagan uso de ellos al diario para limpiar sus celdas, zona de literas y los "pods" enteros a manera diaria.

No se permite a nadie sentarse, pararse, o merodear en las escaleras o pasarelas (de los pisos de arriba) a ninguna hora. Esto incluye el caminar o caminar a vueltas en los pisos de arriba o escaleras. No se permite sentarse sobre las mesas.

EL SERVICIO DE INMIGRACIÓN Y CONTROL DE ADUANAS

Reclusos localizados en la cárcel del Condado de Columbia por El Servicio de Inmigración y Control de Aduanas (ICE) se puede poner en contacto con ellos por medio de un formulario de petición de reclusos de ICE.

Reclusos de ICE se pueden poner en contacto con los abogados gratis de ICE al llamar (800) 646-6283. Una lista de todas las llamadas gratis para el uso de los detenidos de ICE, se localiza en cada "pod" sobre los buzones de correo. Agentes de ICE hacen visitas previstas a la cárcel del Condado de Columbia los miércoles de cada semana.

TARJETAS DE IDENTIFICACIÓN

Deben portar sus tarjetas de identificación de reclusos en su persona cada momento que estén fuera de sus celdas. No dejen que ninguna otra persona use sus tarjetas de identificación. Cuando estén en sus celdas, coloquen sus tarjetas boca arriba en contra la ventana de sus puertas con la foto mirando hacia afuera para

que el "Deputy" pueda ver sus nombres y fotos. Deberán entregar sus tarjetas a cualquier miembro del personal si se los piden ver.

EL CONTEO DE RECLUSOS

Habrán por lo menos seis "Conteos de Protocolo" por día. Al comienzo de cada "conteo de protocolo" les dirán "cell in o bunk up" (a sus celdas). Apagarán las televisiones. En ese momento deberán:

1. Entrar a sus celdas y cerrar las puertas o subirse a sus literas, depende del "pod" en que estén.
2. Coloquen sus tarjetas de identificación correctamente en contra la ventanas de sus puertas o en sus literas. Si están en literas, o si no están en sus dormitorios o "pods," es permitido que tegan las tarjetas de identificación en sus manos y lo muestren al "Deputy" haciendo el conteo.

Antes de "lock-down" cada noche, un conteo de protocolo final se llevará a cabo de la siguiente manera.

1. Dentro de "pods" con celdas, vayan a sus dormitorios, cierren la puerta, párense con un individuo a cada lado de la puerta, tarjetas de identificación en mano, listos para el conteo. Todos los reclusos permanecerán de esta manera hasta que el "Deputy" registre sus tarjetas de identificación.

2. Dentro de un dormitorio abierto, vayan a sus literas y párense al lado de sus literas con sus tarjetas de identificación en mano, hasta que el "Deputy" registre sus tarjetas. Después del conteo de protocolo, deben acostarse y permanecer callados.

Habrán varios conteos de protocolo por día, por tanto, cuando un "Deputy" entre a sus celdas, permanezcan donde estén, no se muevan hasta que el Agente se retire o les dé permiso para moverse.

SISTEMA DE TRÁMITE DE QUEJAS PARA RECLUSOS

Reclusos pueden presentar una queja en cuanto a la condición de la cárcel si encuentran que hay un problema o una injusticia. No pueden quejarse en contra de: acciones disciplinarias (hay un proceso de apelación para eso), decisiones en cuanto a clasificación, incidentes o problemas del cual no fue parte, una colección de quejas sin relación entre si mismas, y quejas como grupo.

Para presentar una queja, deben de seguir los siguientes pasos **al orden siguiente**. No pueden saltarse ningún paso.

1. Reclusos podrán pedir un Formulario de trámite de quejas de cualquier Agente de Correcciones a cualquier momento para llamar la atención hacia problemas observados o soluciones propuestas. El Agente tomará acción en cuanto a cualquier queja dentro del alcance de su autoridad y documentará cualquier acción que se tome en cuanto al pedido dentro de cinco (5) días laborales.

2. Reclusos podrán volver a dirigir el reclamo al Supervisor de la jornada para reclamos que no puedan resolverse razonablemente por el "Deputy." El Supervisor tomará acción en cuanto a cualquier queja dentro del alcance de su autoridad y documentará en el formulario la acción tomada dentro de cinco (5) días laborales.

3. Si el Supervisor no resuelve la queja al gusto del recluso, el recluso puede mandar el Formulario de trámite de quejas al Supervisor de la instalación o quien designe.

El Supervisor de la instalación o quien designe, tomará acción en cuanto a la queja y documentará en el formulario la acción tomada dentro de cinco (5) días.

4. Si el Supervisor de la instalación no resuelve la queja al gusto del recluso, el recluso puede mandar el Formulario de trámite de quejas **sellado** al sheriff. El sheriff tomará acción en cuanto a la queja y documentará en el formulario su decisión dentro de diez (10) días laborales. ¡La decisión tomada por el sheriff **será inapelable!**

Reclusos pueden presentar una Queja de urgencia en el caso de que existan las circunstancias para justificar tal acción. Este será presentado directamente al Comandante de la cárcel dentro de un sobre sellado, utilizando el mismo Formulario de trámite de quejas para reclusos.

FORMULARIOS DE SOLICITUD PARA RECLUSOS

Los Formularios de solicitud para reclusos (también se les conoce como kites) están disponibles solo bajo pedido. Hay dos formularios. Uno es para preguntas de tipo general, biblioteca jurídica de derechos, y visitaciones. El otro formulario es el Formulario de solicitud médica. Esta es **solamente** para que responda el personal médico o el doctor y estas se les mandará a ellos. Hay formularios distintos y separados para ponerse en contacto con la Comunidad Penitenciaria del Condado de Columbia o con el Servicio de Inmigración y Control de Aduanas (ICE).

ACTIVIDADES DEL TRABAJADOR INTERNO

Si reclusos quieren trabajar dentro de la cárcel, deben pedir y rellenar un Contrato laboral del trabajador interno, y ponerlo dentro del buzón de correo. Puede que tome varios días antes de recibir el ejemplar.

Varios reclusos serán elegidos por el personal para trabajos de cocina, de limpieza, o de manutención dentro de la instalación. El personal de médico tiene que darle el visto bueno al recluso antes de poder participar en actividades de trabajador interno, especialmente en cuanto a trabajos de cocina.

Solamente pueden recibir crédito por tiempo de trabajo si recibieron condena y si la orden de condena se lo permite. Cualquier cambio en la descripción de un trabajo o de jornada tiene que ser aprobado por el Supervisor.

SISTEMA ALTOPARLANTES

Los botones para el sistema de altoparlantes dentro de las celdas se usan **solamente para propósitos de emergencia.** No pueden usarse para ningún otro tipo de comunicación. Si los botones son mal empleados, el recluso que quiebre esta regla se le escribirá un informe (negativo) por falta de atenerse a las reglas de la cárcel del Condado de Columbia.

BIBLIOTECA JURÍDICA DE DERECHOS

Por cada vez que pida el recluso, la cárcel del Condado de Columbia le dará acceso a la biblioteca jurídica por una hora. Los únicos limites al uso de la biblioteca serán impuestos por la hora y por la necesidad de mantener la seguridad y protección de la instalación. Para tener acceso, el recluso tiene que presentar un formulario de solicitud con por lo menos veinticuatro (24) horas de avanzo. La expectativa es que el recluso lleve consigo a la biblioteca un bloc de papel y lápiz de grafito para asistirle en su investigación. Todo libro jurídico, material de referencia y otros artículos han de permanecer en la biblioteca para asegurar el acceso equitativo a todos los reclusos. El recluso tendrá opciones muy limitadas para hacer

fotocopias, de las cuales se le cobrará por fotocopia. A ningún recluso se le negará este servicio basado en su imposibilidad de pagar.

Cuando termine, se requiere que deje la biblioteca ordenada y arreglada. Por favor tenga consciente que el personal penitenciario **no puede darle consejo legal o asistencia legal.** Si tiene preguntas, por favor consulte con su abogado.

BIBLIOTECA

A todos los reclusos de la cárcel del Condado de Columbia, se les dará amplia oportunidad al acceso de libros de la biblioteca de la cárcel. Puede que los libros sean repartidos por un carrito. Se puede tener hasta seis libros a la vez. Todos los libros tienen que ser devueltos a la biblioteca o al carrito, antes de registrar la salida de más libros. Si en el registro de su persona o celda encuentran que hay más de seis libros bajo su posesión, puede que lo sometan a acción disciplinaria. Libros dañados deben devolverse inmediatamente a un "Deputy." Tener libros dañados bajo su posesión puede terminar en acción disciplinaria. Los seis libros no incluyen libros de tipo religioso o educativos. A la discreción del personal penitenciario, se determinará si los libros son en cierto religiosos o educativos.

CORRESPONDENCIA

La correspondencia es entregada a la oficina del sheriff de acuerdo a las indicaciones al Servicio Postal de E.E.U.U., excluyendo días feriados.

Reglas generales: Pueden mandar y recibir correspondencia a través del Correo de E.E.U.U. **Correspondencia, mensajes y notas entregadas a mano no se aceptarán y no se las entregarán.** Con la excepción de circunstancias poco corriente, como días feriados o fines de semana, correspondencia que se recibe, se les entregará dentro de 24 horas de haber sido recibida. Correspondencia que se manda será puesta en un buzón para ser recogida dentro de 24 horas de haber sido entregada por el recluso. Si recibimos correspondencia para ustedes después de su salida, esta será devuelta al que la mandó. Tendrá que notificarle a la oficina postal de su dirección destinaria cuando salga de la cárcel.

Con la excepción de "Correspondencia formal o legal y confidencial," el personal puede registrar e inspeccionar toda correspondencia que entre y salga.

"Correspondencia formal o legal y confidencial" es toda correspondencia entre el recluso y su abogado, agentes de gobierno, comandantes de la cárcel, sheriffs, tribunales, su doctor o instalación médica, contactos religiosos que han sido verificados, o la prensa. Podemos abrir e inspeccionar esta correspondencia ante el recluso para asegurarnos que no contiene contrabando.

Reglas generales en cuanto a la correspondencia:
Podemos poner límites sobre la correspondencia del recluso por razones de: cantidad, el efecto que tiene en cuanto a su rehabilitación o tratamiento, o por la seguridad, protección y buen orden de la cárcel. Podemos abrir e inspeccionar toda correspondencia para contrabando y podemos leer toda correspondencia particular.

Facilitaremos una Guía de correspondencia de reclusos para miembros del público. Esta explicará las reglas de correspondencia y que es lo que pueden y no pueden mandar. Pídale copias al "Deputy." El público también puede llamar al (503) 366-4630 para recibir la información que se encuentra en la guía o pueden leerlo en el sitio de web de la cárcel: www.co.columbia.or.us/sheriff

Reglas de correspondencia de reclusos "Que se puede hacer"

Para mandar correspondencia tiene que hacer lo siguiente:

1. Solamente usar lápiz de grafito para escribir cartas.
2. Solamente usar postales aprobadas por la cárcel que vende el "commissary" o que han sido repartidas por el personal para correspondencia de tipo social.
3. Mantengan el peso de correspondencia legal o formal, en un sobre que viene con estampilla, bajo 1 onza (28 gm). Para mantener el sobre a una onza o menos, los contenidos tienen que ser menos de cuatro hojas de 8-1/2" x 11" de papel de peso estándar.
4. Mantengan notificados a sus amigos y familia cuando reciban libros, periódicos de prensa, o dinero que ellos les han mandado.
5. Cuando salgan o sean trasladados de la cárcel, manden una notificación de cambio-de-dirección a aquellos que les mandan postales o periódicos o revistas.
6. Escriban la dirección del remitente tal como se indica en la postal de muestra en toda 0correspondencia que manden. Infórmenles a las personas que les mandan postales u otros tipos de correspondencia aprobada, que usen esa dirección para mandarles correo.

Reglas de correspondencia de reclusos "Que no se puede hacer"
No pueden hacer ninguno de lo siguiente:

1. (No se puede) Dibujar o escribir nada en la porción reservada para la dirección de la postal o en la foto o dibujo de la postal que no sea la información de su nombre y la dirección.
2. (No se puede) Mandar formularios de la cárcel para que otros se la llenen de parte suya.
3. (No se puede) Mandar correspondencia prohibida.
4. (No se puede) Mandar propiedad de la cárcel.
5. (No se puede) Pedir publicaciones (revistas, etc.) a crédito o facturación aplazada desde la cárcel.
6. (No se puede) Operar un negocio comercial o una organización sin fines de lucro desde la cárcel.
7. (No se puede) Pedir clases por correspondencia a menos que tengan permiso del Agente del comando de la cárcel.
8. (No se puede) Dirigir transacciones de negocio comercial o personal, o pedir servicios de una agencia de gobierno a menos de que tengan permiso del Agente del comando de la cárcel.
9. (No se puede) Mandar correspondencia a otro recluso de esta instalación sin tener de antemano un permiso escrito.

Como mandar y recibir correspondencia
Solamente pueden mandar y recibir correspondencia a través del Servicio Postal de E.E.U.U. El sistema interno de correspondencia de la cárcel es solo para comunicarse con el personal de la cárcel. Cualquier intercambio de comunicación escrita de parte del recluso que no cumpla con las reglas y procedimientos de correspondencia, está en incumplimiento de las reglas y está sujeto a acción disciplinaria. Esto incluye el mandar de notas a otros reclusos, o notas, postales o correspondencia a cualquiera por vía de una visitación, comparecencia al tribunal, o traslado. Personas no pueden dejar correspondencia, mensajes, o notas al recluso con la cárcel. Correspondencia particular tiene que ser en una postal producida comercialmente que no exceda las medidas de 5 1/2 por 8 1/2 pulgadas.

Con la excepción de circunstancias poco corriente y en días feriados o fines de semana, repartiremos correspondencia a los reclusos dentro de 24 horas de recibirlas. La oficina postal no recoge correo los fines de semana y días feriados.

Es importante que el recluso use la dirección correcta y completa de el recipiente cuando mande correspondencia. Si alguien le dice al recluso que el o ella no recibió algo que se mandó y el recluso no recibió un aviso de incautación de parte nuestra, es un asunto que el recluso tiene que aclarar con la

oficina postal - no la cárcel. Para su facilidad, las direcciones de agencias gubernamentales comúnmente contactadas están al posterior de este manual, tituladas "Paginas Gubernamentales."

No reenviamos correspondencia. Si recibimos correspondencia para un recluso y ya no está aquí, se la devolveremos al que la mandó. (Por favor infórmele a los que les mandan correspondencia que incluyan la dirección de remitente. Confiscamos correspondencia sin dirección de remitente o la destruimos si ya no se encuentra el recluso en esta cárcel.)

Correspondencia Legal y Oficial
Correspondencia legal es correspondencia dirigida al abogado del recluso o viene de parte del abogado y está marcada claramente "correspondencia legal." Correspondencia oficial es para, o viene de parte de autoridades, tal como del agente del comando de la cárcel, el sheriff, el administrador del condado, autoridades de libertad vigilada, fiscal del distrito, procurador general del estado, Gobernador, tribunal, o agente del tribunal.

Abriremos e inspeccionaremos correspondencia legal y oficial delante del recluso para asegurarnos que no contiene contrabando. Si el recluso manda este tipo de correspondencia, deberá denotar en la parte del frente del sobre "correspondencia legal" o "correspondencia oficial" o la trataremos como si fuera correspondencia particular. Trataremos correspondencia de parte de su abogado que no esté marcada "correspondencia legal" como correspondencia particular. El recluso está sujeto a acción disciplinaria y a un proceso criminal por marcar un sobre de manera fraudulenta como correspondencia legal u oficial.

Libros
El recluso puede recibir hasta tres libros usados o nuevos por mes, del cual pueden ser de tapa blanda o tapa dura. Libros de tapa dura no se permiten en segregaciones de hombres o mujeres. Reclusos bajo segregación solamente pueden recibir libros nuevos de tapa blanda. Personas fuera de la cárcel tienen que pagar y mandar a pedir libros directamente de la editorial, club de libros, o una librería acreditada para el recluso. Libros no pueden ser más grande que 9 por 12 pulgadas (228 por 305 mm). No pueden venir con ribetes de plástico o metal.

Publicaciones periódicas
No aceptamos ninguna publicación periódica (periódicos, revistas, etc.)
Correspondencia aceptable
Solo aceptamos paquetes que contienen publicaciones de una fuente aprobada. Un sobre, sea de entrada o salida, solo puede contener estos tipos de artículos, y con los siguientes límites y restricciones:

Correspondencia particular que es aceptable

Tipo de artículo de correspondencia	Límites y restricciones
Correspondencia escrita	Tiene que ser una postal producida comercialmente o correspondencia legal u oficial. Excluye correo basura.
Fotografías	Solo fotografías que han sido imprimidas en papel de fotografía y usada como postal, entregada por el servicio postal.
Cheques y giros postales está	No aceptamos cheques/giros postales. "Touchpay" (tochpey) disponible en el vestíbulo y se accede por teléfono o internet.
Documentos de negocio personal	Ningún tipo. A menos que las reglas generales de correspondencia si aplican.

Si no se encuentra en la lista de esta sección, el artículo es contrabando y será devuelto a quien lo mandó, será confiscado o destruido si plantea un riesgo a la protección o la salud.

Correspondencia prohibida
No entregaremos o enviaremos correspondencia que:

1. Contiene amenazas contra la integridad física, chantaje, extorsión, u otra actividad delincuente.
2. Contiene planes de escape, actividad delincuente, o actividad que no cumple las reglas de la cárcel.
3. Contiene artículos de contrabando (cinta adhesiva, autoadhesivos, marcadores, crayones, sustancias extrañas, perfumes, etc.)
4. Si es un artículo que puede esconder contrabando.
5. Se trata de información para mandar o recibir contrabando.
6. Anima o da instrucción de como cometer un delito.
7. Contiene información relacionada a pandillas o de grupos de amenaza a la protección.
8. Contiene información que, si comunicada, pondría en peligro de violencia o en daño la integridad física de una persona.
9. Si está escrita en código o se sospecha un código. (Esto puede incluir idiomas extranjeros si no podemos encontrar a un intérprete en un plazo razonable)
10. Contiene material sexualmente explícito, dibujos/fotos o lengua escrito.
11. Pueda causar una conmoción. (Una amenaza a la seguridad, protección, o buen orden de la cárcel o si perturba el progreso del recluso en un programa de rehabilitación.)
12. Contiene sustancias extrañas o líquidos corporales.
13. Viene de parte de o está dirigido a un recluso de esta instalación penitenciaria, o alguien de recluso en casa bajo monitoreo electrónico.
14. Viene de parte de o está dirigido a una víctima de un delito por la cual el recluso está bajo arresto, sea que esté en prisión preventiva o ya se le haya impuesto una pena, o bajo cualquier orden de estar sin contacto.
15. Viene de parte de o está dirigido hacia un recluso vía una tercera parte.
16. Si un artículo sobrepasa los límites de tamaño o cantidad.
17. Si es una publicación que no vino directamente del editor, librería, o club de libros.
18. Si es un cheque o giro postal que no se acepta.
19. Si es correo de basura, no solicitada

Incautación de correspondencia

Le daremos un aviso de incautación por la correspondencia que incautemos. Cuando incautamos artículos por razones de sobrepaso del número limitado, tal como libros o revistas, incautaremos (o devolveremos) la cantidad entera, en vez de seleccionar algunos para reducir el número de la cantidad limitada. Le devolveremos al recluso toda correspondencia incautada cuando sea puesto en libertad, si es que fue guardada y no desechada por razones de salud y protección. Puede presentar una queja para pedir que se lo devuelvan antes de ser puesto libertad. Cualquier tipo de correspondencia prohibida será devuelta a quien la envió. Puede que no reciba un aviso de que el contrabando ha sido devuelto a quien lo envió.

Uso de sobres

El recluso puede usar sobres que vende el "commissary" para enviar los siguientes tipos de carta:

1. Correspondencia legal u oficial
2. Una carta legal u oficial que no puede o no debe ser doblada, o si pesa más de una onza.
3. Con el permiso del personal, una carta particular que contiene un diploma o certificado de un algún

programa que no puede o no debe ser doblado. El "Deputy" tiene que confirmar que el recluso está mandando un diploma o certificado antes de poder sellar el sobre.

El recluso no puede usar estos sobres para ningún tipo de correspondencia que no cumpla uno de los tres criterios ante mencionados. Se le restarán de su cuenta de reclusos el precio de las estampillas para los sobres de manila aceptables.

Como mandar correspondencia legal u oficial certificada

El recluso puede mandar una carta legal o formal haciendo uso de servicios como Correspondencia certificada del servicio postal y Acuse de recibo. Le llegarán recibos de que la carta fue enviada y que ha sido recibida por la persona a quien se envió. Se le cobrará al recluso por estos servicios la tasa postal normal. Tiene que tener el dinero en su cuenta de reclusos para pagar las tasas postales o de tener la aprobación apropiada si el recluso es indigente. Un "deputy" le suplirá con un formulario de solicitud para Correspondencia certificada que puede llenar y presentar junto con la carta. Solo pueden mandar 2 cartas de correspondencia certificada dentro de un plazo de 30 días.

Correo de envío

Los reclusos pondrán toda correspondencia para ser enviada en el buzón, localizada en la sala de día de cada unidad. Se les exige que escriban claramente la dirección en su correspondencia y que usen la correcta cantidad de estampillas. Toda correspondencia para ser enviada ha de tener la siguiente dirección de remitente:

Su nombre completo
Columbia County Jail
901 Port Avenue
St. Helens Oregon 97051

COMIDAS

La comida se servirá tres veces al día aproximadamente a las 6:30 A.M., 12:00 P.M., y 5:00 P.M. Puede que sea requerido que reclusos pre clasificados y disciplinados coman en sus celdas. El resto formará una fila para recibir servicio, y comerán en las mesas provistas en las salas de día. Si el recluso elige no comer, por favor avísele al "deputy." Las televisiones permanecerán apagadas mientras se sirve la comida. Una vez que servida la comida y el "deputy" se retire del "pod," la televisión puede volver a prenderse.

No guarde comida del servicio de comidas.

Toda solicitud para dietas especiales de preferencia personal, tal como comidas vegetarianas, tienen que ser aprobadas de antemano por los supervisores de la cárcel. Todos los reclusos bajo una dieta de preferencia personal se les cobrará una tasa de $1.00 por comida, restada directamente de su fondo particular de inversiones de reclusos, para cubrir el costo adicional de estas comidas. Reclusos indigentes no reúne los requisitos para recibir este tipo de dieta especial.

SERVICIOS MÉDICOS

La cárcel del Condado de Columbia proveerá servicios de emergencia médica, dental, y salud mental a todo recluso a pesar de tener o no tener la manera de pagar por tales servicios. A ningún recluso se le negará asistencia para necesidades de salud grave basado en el costo de servicios médicos o la incapacidad del recluso para pagar por tales servicios médicos. Toda visita médica iniciada por el recluso,

se le establecerá un cobro que será restado de su cuenta particular de dinero. Será responsable financieramente por cualquier cirugía programada u otro tratamiento que pida el recluso de su médico personal, dentista u otro proveedor de servicios para la salud.

La revisión o evaluación médica al ser admitido, o para trabajadores internos, será gratis. Todos los detenidos recibirán una evaluación médica dentro de los primeros 14 días de ser encarcelados.

Medicamentos recetados: Se le cobrará por todo medicamento con receta que se receten para el recluso y compradas por la cárcel en su parte.

Medicamentos sin receta tal como; tylenol, aspirina, antiácido, etc., estarán disponibles en nuestro departamento medico por un cobro mínimo.

MEDICAMENTOS

El personal de salud médica puede surtir recetas a su discreción. Ese mismo personal puede discontinuar medicamentos recetados como dirija el supervisor médico o el médico de la cárcel. Si el recluso vino de otro establecimiento penitenciario y sus medicamentos trasladados, el "Deputy" a cargo del traslado le entregará el medicamento al personal de salud médica. Si el recluso es puesto en libertad o trasladado a otra cárcel, el "Deputy" a cargo del traslado recogerá el medicamento del personal de salud médica y lo trasladará junto al recluso.

Se advierte, cualquier abuso en cuanto a su medicamento puede resultar en la terminación de poder recibir ese medicamento.

QUEJAS MÉDICAS

En caso de cualquier problema no resuelto en cuanto a servicios médicos, dentales, o de la enfermería, el recluso puede poner en uso el sistema de trámite de quejas como se explica en este manual.

SERVICIOS DE SALUD MENTAL

Salud Mental de la Comunidad de Columbia es quién provee estos servicios para la instalación. Si siente que necesitan ver a un profesional de salud mental, póngase en contacto con un "deputy" o el personal de salud médica.

CUENTAS DE DINERO

Cada recluso de la cárcel del Condado de Columbia recibirá una "cuenta de dinero" que se establecerá durante su fichamiento. Fondos pueden ser depositados 24 horas al día, siete días a la semana, con Visa o Mastercard al número gratuito de 1-866-232-1899, o a través del internet al: www.touchpaydirect.com o con depósitos de efectivo en un quiosco dentro del vestíbulo de la oficina del sheriff. La persona haciendo el depósito necesita el nombre del recluso, número de proceso, y el número localizador de la instalación, la cual es 297001. Todas las compras serán restadas de ese balance. El balance positivo, si queda alguna, queda disponible para el uso del recluso. El balance se le reembolsará al recluso al ser puesto en libertad. Reclusos que poseen un balance negativo, no se les negará servicios médicos básicos tal como ayuda médica y artículos de higiene. Con un balance negativo, el recluso puede participar en el programa 50/50 donde el cual 50% de los fondos ingresados a la cuenta del recluso pagan el balance negativo y el otro 50% ingresa a la cuenta del recluso, disponible para el uso de artículos particulares en la cárcel.

ACTIVIDADES RECREATIVAS AL AIRE LIBRE

Una zona para recreo al aire libre es provisto en la cárcel para el uso del recluso tal como esté programado durante el día. El Control central le notificará a cada uno de su hora de recreo. Cuando los llamen para el recreo, necesitan estar listos para salir. Saldrán de sus "pods" en grupos de a seis. No podrán salir tarde del "pod" para el recreo. Puede que apaguen la televisión mientras Control haga el anuncio de recreo y mientras salgan las personas.

Las siguientes reglas aplican mientras están en la zona de recreación al aire libre:

1. No griten o hagan el intento de comunicarse de cualquier manera con personas que estén fuera de la zona de recreo, con la excepción del Personal penitenciario.
2. No tomen parte en juegos brutos. No queremos que personas se lastimen.
3. Tienen que vestir por lo menos una camiseta, pantalones y zapatos. Desplazamiento hacia o fuera de la zona, requiere el uniforme completo que incluye sus tarjetas de identificación.
4. NO lleven nada consigo la zona de recreo, fuera de sus tarjetas de identificación. Esto incluye papeles, dulces, artículos de comida y cualquier cosa que pueda ser usada para escribir o pintar. Si los encuentran en posesión de estos artículos, puede que tomen acción disciplinaria.

BIENES PERSONALES

Todos bienes personales se guardarán en una zona de depósito protegido por la cárcel del Condado de Columbia. Ningún artículo personal puede permitirse que quede con el recluso, a menos de que esté aprobado por escrito por el Comandante de la cárcel.

SERVICIOS DE PROGRAMAS

Si, y cuando sean disponibles, el recluso tiene la oportunidad de participar en una variedad de actividades programadas. Programas que han sido recomendados, ayuda a que hagan buen uso de su tiempo y hagan cambios positivos en sus vidas. Los hemos agrupado en dos categorías:

Actividades de voluntario — Actividades de trabajador interno

Puede participar en actividades de una o todas estas categorías según lo siguiente:

Situación jurídica en cuanto a su condena — Resultados judiciales
Duración de su condena — Clasificación

TRANSFERENCIA DE PROPIEDAD

Deben seguir las siguientes normativas en cuanto a su propiedad:

1. Pueden entregar sus bienes personales a cualquier adulto que esté fuera de esta instalación en una capacidad de "todo o nada." El adulto tiene que presentar al personal de la cárcel su licencia de conducir del estado, tarjeta de identificación del estado, pasaporte o identificación militar, para asegurar que los bienes son entregados al individuo correcto. Se requiere un formulario de solicitud del recluso firmado.

2. La entrega de bienes está disponible de **Lunes a Viernes de 3:00 P.M. hasta las 4:00 P.M. SOLAMENTE.**

3. La siguiente excepción aplica si: Un recluso lo trasladan a una prisión del estado y tiene que entregar

todos sus bienes personales incluyendo su ropa, antes de ser trasladado a la instalación del estado.

Si los bienes no son recogidos antes del traslado del recluso, las cosas serán enviadas al ODOC (Departamento Penitenciario de Oregon) junto al recluso.

4. No aceptamos que bienes personales sean depositados para reclusos, excepto a artículos médicos que **primero** serán registrados y aprobados por el personal de salud médica. Si la situación la requiere, se puede traer ropa. Esto será a la discreción de los Supervisores de la cárcel.

INSPECCIONES DE CONDICIONES SANITARIAS

"Deputies" harán una inspección diaria de cada unidad de vivienda para asegurar un ambiente limpio y de salubridad. Sigan estas prácticas sanitarias para asegurarse que la zona de sus celdas satisfacen los requisitos para pasar la inspección sanitaria. Si sus celdas no satisfacen los requisitos, pierden sus privilegios y tienen que limpiar la zona. Si la sala de día, duchas y las zonas de recreación no satisfacen los requisitos sanitarios, la unidad entera de vivienda puede perder sus privilegios. Estos privilegios son los que están nombrados al comienzo de este manual. Si el recluso o la unidad de vivienda pierde sus privilegios, estos serán restituidos si pasan la siguiente inspección regularmente programada.

PRÁCTICAS SANITARIAS

Es la responsabilidad del recluso a mantener su celda limpia y ordenada. También la responsabilidad es de **cada** miembro de la unidad de vivienda de mantener limpia la sala de día, duchas y la zona de recreo al aire libre. Les abastecerán con materiales de limpieza y exigen que los usen tal cuanto los necesiten para asegurar que vivan en un ambiente limpio.

Deben de seguir las siguientes reglas para una unidad de vivienda limpia y sanitaria:

Limpien sus celdas a **diario**, inclusive el lavamanos, taza de baño, pisos y ventanas de la puerta.
Portero de "pods" limpian a **diario** las salas de día.
Portero de "pods" limpian lo siguiente, pero no limitado a: mesas, pisos, escaleras, paredes, duchas, zona del baño, barandillas y ventanas.
Mantengan las paredes limpias y sin graffiti o marcas de cualquier tipo.
Pongan toda la basura en los basureros de las unidades de vivienda.
No pongan fotos y papeles en la pared, literas, o debajo las literas. No cuelguen, peguen nada, con adhesivos o pegamento, sean fotos o papeles, en la pared, literas o en cualquier otro lugar de la instalación.
Mantengan comida del almacén en su recipiente de bienes. (Recipientes grises)
No guarden comida del servicio de comidas
Laven sus manos con frecuencia.
Tomen parte el intercambio de ropa sucia dos veces por semana.
Tomen duchas al menos dos veces por semana, pero le animamos que se duchen a diario.
Mantengan las duchas limpias, y sin un exceso de botellas de jabón y champú.
Mantengan limpio su recipiente gris.
Hagan cada otro de sus deberes que les asigne el Personal penitenciario.
Mantengan su dormitorio o zona de literas despejada del exceso de artículos. Incluso papeles legales. Pídanle ayuda al personal si tiene una gran cantidad de papeles legales que guardar.
Rejillas de ventilación para la circulación del aire deben mantenerse limpio y libre de obstrucción.

REGISTRO CORPORAL

El personal de la cárcel puede realizar registros corporales o de artículos bajo su posesión de manera aleatoria y sin previo aviso, y en cualquier lugar de la cárcel a cualquier hora. Los bienes personales del recluso y/o la zona de convivencia puede ser registrada sin su permiso y sin importar si está presente.

AUTO-ESCOLTA

La mayoría de la movilidad del recluso dentro de la cárcel, inclusive cuando van a visitas, clínica médica, programas, deberes de trabajo, etc., no necesitan escolta a menos que abusen este privilegio. Esperamos que el recluso se comporte de manera ordenada a toda hora. **Reclusos con movilidad por la instalación sin escolta no pueden hablar con otros reclusos, no pueden tocar las paredes o vidrios, no pueden merodear o desviarse mientras se dirigen al lugar destinado.** Cuando salen de una zona, deben decirle al Control central su nombre y a donde van. Cualquier recluso que abuse de estas reglas está sujeto a acción disciplinaria y puede perder la oportunidad de movilidad sin escolta. La excepción a esta regla es para cualquier recluso clasificado bajo seguridad máxima y necesita ser escoltado a toda hora dentro de la instalación.

COLA DIARIA DE ENFERMOS

Si el recluso necesita visitar al personal médico, tiene que rellenar el formulario apropiado de Solicitud médica para reclusos. El personal médico se dedicará a estos problemas diariamente a como lleguen los formularios de solicitud.

RÉGIMEN DE DIETAS ESPECIALES

El recluso tiene que dirigir toda solicitud para dietas médicas al personal de salud médica para que lo aprueben. Si por razones médicas necesita una dieta especial, por favor presente una solicitud en papel al personal de salud médica. Si por razones religiosas necesita una dieta especial, por favor presente un formulario de solicitud. El "Deputy" recoge el formulario y se lo entrega al supervisor para que lo apruebe. Si es aprobado, la dieta por razones de religión permanecerá en efecto durante su encarcelamiento completa. **Esté informado que pueden haber cobros por el costo adicional de las comidas especiales.**

PRIVILEGIOS TELEFÓNICOS

El uso de teléfonos de la cárcel es un privilegio. El uso de teléfonos puede ser limitado por el personal de la cárcel por razones de seguridad, protección, buen orden, o salubridad de la cárcel. Los reclusos clasificados en unidades de viviendas pueden usar el teléfono desde las 08:00 horas hasta aproximadamente las 22:00 horas, dependiendo en como opera la unidad de vivienda en donde se encuentran. **Conversaciones desde cualquier teléfono en la cárcel son supervisadas y/o grabadas sin aviso adicional. El recluso accede a esta supervisión cuando usa el teléfono.**

Hay ciertos números telefónicos de abogados en la zona que están configurados a sin cobro revertido para que puedan llamar directo desde los teléfonos en los "pods." **Números telefónicos de abogados que son aprobados están bloqueados del sistema de supervisión.**

Todas las llamadas telefónicas desde la unidad de vivienda, son llamadas por cobro revertido o a tarjeta telefónica que pueden comprar aquí. Las tarjetas telefónicas pueden usarse al ser puesto en libertad de la

cárcel del Condado de Columbia. Llamadas telefónicas están limitadas a 15 minutos cada una. El sistema telefónico les avisará antes de que se terminen los 15 minutos para que puedan terminar su conversación. Reclusos no tienen permiso para recibir llamadas telefónicas. El personal de la cárcel les relatará mensajes que comprueben ser de **emergencia**.

RECORDATORIO: TELÉFONOS SON UN PRIVILEGIO. NO ABUSE DEL SISTEMA. CUALQUIER DAÑO AL TELÉFONO RESULTA EN UNA AUDIENCIA DISCIPLINARIA Y UNA ACUSACIÓN PENAL EN CONTRA DEL RECLUSO.

NÚMERO DE SERVICIO TELEFÓNICO

Si el recluso o su familia tiene preguntas sobre problemas de facturación o conectividad en cuanto a los teléfonos de reclusos, por favor de llamar al proveedor del servicio al 1-866-230-7761. Tenemos disponible un folleto que responde más preguntas si es necesario, por favor de pedirlo y se lo daremos.

TRASLADO AL CENTRO DE TRABAJO A SEMI-LIBERTAD

Puede que los tribunales o Autoridades supervisoras consideren a un recluso para un traslado al centro de trabajo a semi-libertad si su condena lo permite. Estos traslados no son automáticos. El personal de la cárcel tiene que aprobar todo traslado.

Factores considerados para una decisión de traslado incluye:
El visto bueno del Juez.
Duración de la condena.
Necesidades individuales.
Espacio disponible.
Clasificación.
Mostrar que cumple las reglas de la cárcel, las expectativas y con comportamiento responsable.

Si tiene interés de participar en cualquier programa, tiene que presentar una solicitud en un Formulario de solicitud para reclusos. Mala conducta de parte del recluso o inquietudes de parte de la administración previene el acceso a estos programas. Informes escritos (negativos) disciplinarios o acciones disciplinarias comprometen el cumplimiento de los requisitos necesarios para los programas.

VISITAS

Todas visitas públicas serán programadas por el recluso pidiendo la visita. El recluso debe ponerse en contacto con el propuesto visitante por teléfono o correspondencia, y determinar una fecha aceptable para la visita. **Los intervalos de tiempo se usan por orden de llegada hasta gastar disponibilidad.** Se les pide a los visitantes que lleguen 10 a 15 minutos temprano para registrar su llegada. Si todos los intervalos están llenos durante esa hora, pueden esperar hasta el comienzo del siguiente plazo de ese "pod," si hay disponibilidad, o volver otro día. Visitas comienzan a la hora y a la media hora.

Visitantes autorizados son los miembros de familia del recluso, y amigos sobre la edad de 18 años. Visitantes menor de 18 años de edad **tienen** que ser acompañados por uno de los padres o tutor legal. Visitas al recluso es un privilegio y aunque la oficina del sheriff del Condado de Columbia anima la visitación, ese privilegio es regulado para proteger las necesidades de la operación de la cárcel entera. El plazo de tiempo determinado para visitas está basado en cuanto a la clasificación y situación legal de cada recluso.

La clasificación esta basado en cuanto a las acusaciones actuales, antecedentes penales y comportamiento actual. Se le permite a todos los reclusos un máximo de dos visitas de treinta (30) minutos por cada siete (7) días (Domingo a Sábado) tal como lo permita el tiempo y cupo.
No se permitirán privilegios de visita a los reclusos bajo segregación disciplinaria.

No se permitirán visitas públicas a reclusos que no han sido asignados a una vivienda o a una unidad pre-clasificada.

No se permitirán visitas públicas a reclusos cumpliendo una condena de setenta y dos (72) horas o menos.

Debido a limitaciones en cuanto a espacio, combinaciones aceptables de visitas son limitadas a:

1. Un adulto
2. Dos adultos
3. Un adulto y un niño
4. Un adulto y dos niños
5. Dos adultos y un niño

Reclusos tienen el derecho a rechazar cualquier visita, sin embargo ese derecho tiene que ser realizado **antes** de la cita.

Reclusos que desean recibir visitas públicas deben establecer una lista de visitantes de no más de cinco (5) personas. Personas que no se encuentran en la lista aprobada no serán permitidos visitar. Pueden cambiar sus listas de visitantes una vez cada 30 días del día que establecen su lista. Tienen que rellenar la porción de visitaciones en el formulario de solicitud para hacer los cambios. La información mínima requerida de cada persona será:

1. Nombre completo del visitante
2. Fecha de nacimiento
3. Parentesco
4. El nombre del niño que esté acompañado de uno de los padres o tutor legal.

El horario de visitación está fijado en las unidades de vivienda. Horas de visitación y días están sujetos a cambios periódicos, así que por favor consulte el horario cuando le hable a sus seres queridos.

VISITAS ESPECIALES

Puede que den consideración especial en caso de emergencias y/o situaciones especiales cuando procedimientos comunes de visitación no son prácticas. Tales situaciones come el fallecer de un pariente o amigo cercano, parientes heridos gravemente o visitantes viajando una distancia larga, que llegan inesperados, pueden ser considerados de caso a caso por el Supervisor o el Cabo a cargo. Todas visitas especiales son sujetas a las mismas reglas y requisitos de visitación corriente. Visitas especial pueden tomar a cabo en cuartos de visita de abogados si están disponibles y si es necesario dado a otras visitaciones que estén ocurriendo al mismo tiempo.

VISITAS CON ABOGADOS

Reclusos tendrán la oportunidad de visitar sus abogados a horas razonables, de acuerdo con la seguridad y protección de la instalación. Todas las visitas serán programadas por parte del abogado.

VISITAS DE CLÉRIGOS

Visitas de clérigos son tratadas como una visitación corriente. El miembro clérigo que el recluso quiera traer es agregado a la lista como un visitante común tal como se describe en las reglas de visitas comunes. Tienen permiso para visitarlo a la fecha y hora regular que le asigne el "pod." El clérigo no cuenta como una de las cinco personas que se le permiten tener en su lista de visitantes. La cárcel del Condado de Columbia provee servicios religiosos sin denominación una vez a la semana y estudios bíblicos individuales dos veces a la semana.

ACTIVIDADES A VOLUNTAD PROPIA

Todos los reclusos de pópulo común tienen acceso a actividades a voluntad propia. Estas actividades incluyen pero no están limitadas a:

Servicios religiosos
Grupos de Narcóticos anónimos (NA) y Alcohólicos anónimos (AA)
Clases basados sobre religión para habilidades sociales
Clases particulares de educación básica (21 años y menor)
Biblioteca de recreación
Biblioteca jurídica de derechos

La unidad de vivienda tiene fijada una lista de inscripción para las actividades a voluntad propia. Tiene que inscribirse a la lista provista para poder participar. Recuerden que la **participación** de estas actividades **son un privilegio**. La participación depende de la cooperación continua y conducta responsable de parte del recluso.

"WAKE UP" (GUEIK AP) Y "LOCK DOWN" (LAK DAUN) APERTURA Y CIERRE DE SEGURIDAD

Las luces de la sala de día y de las celdas se aprenden diariamente a las **6:00 A.M.** Los reclusos hacen las camas y se visten para el desayuno. El servicio de desayuno comienza al diario aproximadamente a las **6:30 A.M.** Las luces y televisiones de la sala de día se apagan como a las **10:00 P.M.** y las luces de las celdas se apagan a las **10:00 P.M.** **Todos los reclusos deben de estar en sus literas al tiempo del "lights out" (laits aut - apague de luces) y tienen que permanecer callados.**

Se espera que cada recluso limpie su dormitorio y zona de vivienda completamente, haga su cama, deseche los basureros, etc. cuando los materiales de limpieza estén disponibles. Tenga en cuenta que usualmente hay materiales de limpieza disponibles a toda hora.

PROCEDIMIENTOS PARA EL INCUMPLIMIENTO DE UNA REGLA MENOR

1. Al recluso acusado se le presentará con la infracción de una regla menor por el Agente impartiendo la infracción, lo más luego que sea práctico, después de haberse descubierto la infracción, pero en ningún caso tardará más de 24 horas después de completarse la investigación.

2. El recluso tendrá que firmar un informe de mala conducta y admitir que recibió la(s) infracción(es) imputada(s) y el derecho a apelar. El recluso puede hacer una declaración de "Culpable" o "No culpable."

A. Al hacer una declaración de "Culpable," el Agente programará una audiencia informal para las sanciones que puedan imponerse.

B. Al hacer una declaración de "No culpable" en el informe de mala conducta o al solicitar una audiencia formal, el incidente se tratará igual al incumplimiento de una regla mayor.

SANCIONES PARA EL INCUMPLIMIENTO DE UNA REGLA MENOR

Sanciones que resulten de una declaración de culpable en el informe de una infracción menor, incluye:

a. Advertencia verbal.

b. Una sanción creative/alternativa de acuerdo con el delito (ej., trabajo extra, etc.)

c. Unidad de vivienda bajo confinamiento sin sobrepasar 24 horas.

d. Segregación disciplinaria sin sobrepasar cinco (5) días del calendario por una infracción. Puede que reclusos reciban tiempo a confinamiento por separado por cada infracción. No puede sobrepasar un total de catorce (14) días del calendario.

e. Re-clasificación

f. Libertad a prueba por hasta 30 días.

g. No hay acceso a programas mientras esté en segregación disciplinaria.

Reclusos tienen una hora fuera por cada 24 horas. No se permite el uso de teléfono (excepto a llamadas legales) y la televisión. Las opciones del "commissary" so restringidas. Visitas particulares son suspendidas mientras dure la segregación. Se permite el acceso a la carreta de libros o la biblioteca, sin embargo, este privilegio se puede quitar como parte de la sanción.

INFRACCIONES DE REGLAS MENORES

01 Posesión de contrabando que no posa peligro. Cualquier artículo que se encuentre bajo la posesión de un recluso que ha sido alterado o está en exceso de la cantidad autorizada.

02 Discusión argumentativa: Cualquier desacuerdo que sea perjudicial, a voz muy alta o molestosa.

03 En posesión de los bienes de otro recluso.

04 Uso no autorizado de propiedad o equipo de la instalación (ej. lavadoras/secadoras, equipo peluquero, etc.)

05 Tomando la función de vigilante.

06 Si está en una zona no autorizada sin que esté presente el personal penitenciario.

07 Bloqueando a propósito la vista del personal penitenciario.

08 Comentarios no apropiados o el mal uso de formularios de solicitud para reclusos o cualquier otro formulario o papeleo repartido o usado en está instalación.

09 Llamadas de emergencia sin justificación.

10 Juegos brutos: Cualquier comportamiento agresivo o acción agresiva que es fingida, que puede terminar en una altercado físico o ser confundido y tomado como un altercado físico.

11 Falta de respeto a otros reclusos (ej. insultos, malas palabras o acusas dirigidos a otro recluso).

12 Uso de palabrotas, uso incontrolado de groserías u obscenidades que ofendan a otros.

13 Demasiado ruido.

14 Falta de mantener limpia la zona de vivir.

15 Colgar papel, ropa de cama, prendas de vestir, etc. sobre aparatos de luz, paredes, cielo, etc.

16 Falta de mantener la higiene personal.

17 Vestuario incorrecto (ej. falta de seguir las reglas de vestuario tal como se indica en este manual).

18 Luciendo o manifestando afiliaciones a pandillas (ej. gestos con las manos, manos dentro de pantalones, pantalones rebajados o colgando más abajo, etc.)

19 Graffiti: escribir, dibujar, o marcar sobre cualquier superficie de esta instalación.

20 Colgando cualquier foto, dibujo u otro material en las paredes, literas o cualquier otra superficie de esta instalación.

21 Mal uso del sistema altoparlantes.

22 Falta de respeto hacia cualquier miembro del personal o empleado de la oficina del sheriff.

23 Conducta perjudicial.

24 Uso sin autorización de la maquina de escribir (Biblioteca jurídica de derechos).

25 Diciendo mentiras a miembros del personal.

26 Otras cosas.

PROCEDIMIENTOS PARA INCUMPLIMIENTO DE UNA REGLA MAYOR

Todos incumplimiento de reglas mayores se tratarán a través de un proceso formal de disciplina, y requiere una audiencia formal.

1. Cuando el recluso comete, o se cree que ha cometido un incumplimiento de una regla mayor, el recluso será puesto inmediatamente bajo segregación de pre-audiencia, pendiente al resultado del audiencia disciplinaria, sin tener en cuenta el tipo de conducta presunto. Esto puede causar restricciones de sus privilegios.

2. Al recluso acusado se le presentará con la infracción de una regla mayor y con el formulario de Derechos de reclusos por el Agente impartiendo la infracción, lo más luego que sea práctico, después de haberse descubierto la infracción, pero in ningún caso tomará más de 24 horas después de completarse la investigación.

3. El recluso tendrá una audiencia ante un agente de audiencias dentro de cinco (5) días después del incidente, sin incluir sábados, domingos y días feriados. Se le notificará al recluso por lo menos 24 horas antes de la audiencia.

4. Después de la audiencia, el agente de audiencias puede tomar una decisión inmediatamente o dentro de 72 horas.

   A. Si al recluso se le encuentra "no culpable", el recluso tendrá la misma situación legal y privilegio tal como antes de haber sido acusado.

   B. Si al recluso se le encuentra "culpable", el agente de audiencias impondrá una sanción apropiada de la lista de Sanciones para incumplimiento de reglas mayores.

SANCIONES PARA INCUMPLIMIENTO DE UNA REGLA MAYOR

Sanciones que resulten de una declaración de "culpable" ante una audiencia para una infracción mayor puede incluir lo siguiente:

1. Cambios temporarios o permanentes de programación que incluya:

   A. Cambios en la asignación de vivienda (ej. re-clasificación)

   B. Cambios de su situación jurídica en cuanto a su detención.

   C. Perdida de su permiso para trabajar con suspensión simultánea de crédito para trabajar, como manda O.R.S. 169.120

2. Re-clasificación a segregación disciplinaria sin sobrepasar más de sesenta (60) días por todas (múltiples) infracciones cometidas en un solo incidente (solo 30 días máximo cuando es solo una infracción) y recibir crédito por el tiempo servido como sea apropiado.

3. Perdida de tiempo reglamentado por buena conducta y modificación a la fecha de liberación de acuerdo con O.R.S. 169.110.

4. Suspensión de cualquier parte (o todas las ante mencionadas, si aplica), junto con información en cuanto a conducta para evitar imposición.

5. Cualquier combinación del uno (1) al cuatro (4), mencionados en esta lista.

6. A menos de que sea requerido por parte médica o psiquiátrica, a ningún recluso segregado se le negará ropa o ropa de cama que se le permite a los reclusos de tipo general.

7. A reclusos segregados se les proveerá la misma comida ofrecida a los reclusos de tipo general.

8. Artículos de higiene personal e instalaciones de ducha, serán provistas regularmente a reclusos segregados, a menos que hayan razones documentadas de protección que lo prohiba.

9. Mientras estén en segregación disciplinaria no hay acceso a programas. Reclusos tienen una hora fuera cada 24 horas. Uso de teléfono (excepto a llamadas legales) y televisión no se permiten. Las opciones del almacén so restringidas. Visitas particulares son suspendidas mientras dure la segregación. Se permite el acceso a la carreta de libros o la biblioteca, sin embargo, este privilegio se puede quitar como parte de la sanción.

INFRACCIONES DE REGLAS MAYORES

40 Incumplimiento habitual de reglas: 3 o más infracciones de reglas menores dentro de 30 días.

41 Negar a cumplir una orden que viene del agente, personal de la cárcel, o personal de la cocina.

42 Alteración o destrucción de la tarjeta de identificación.

43 Negar a hacer "lock down" (cierre de seguridad) cuando ordenen o durante un alboroto.

44 Negar a comparecer al tribunal.

45 Alteración de aparatos de protección o equipo de la cárcel.

46 Amenazas o intimidación a otro recluso.

47 Dando información falsa a un Agente.

48 Hacer un alboroto o alteración durante "lock down" (ej. golpetazos a la puerta, ruido excesivo, inundando la celda, etc.)

50 Amenazas a miembros del personal.

51 Fumar o tener parafernalia de fumar bajo posesión.

52 Posesión de bebidas no autorizadas (ej. pruno).

53 Exhibicionismo.

54 Hurto.

55 Extorsión/chantaje

56 Destrucción de, o pintarrajear la propiedad del condado.

57 Tener bajo su posesión drogas ilegales o medicamentos con receta que pertenecen a otro, o el mal uso de medicamentos recetados.

58 Participación en organizar y reclutar personas para actividades relacionadas con pandillas.

59 Conducta sexual inapropiada/ actividades homosexuales.

60 Pelear.

61 Agresión en contra otro recluso.

62 Asistencia al suicidio.

63 Posesión de un arma.

64 Agresión en contra un miembro del personal.

65 Intento de fugarse o fuga actual, o tener un plan de fuga bajo su posesión.

66 Participación o instigación de un motín.

67 Tomar alguien como rehén.

68 Incendiarismo.

69 Violación sexual o sodomía.

70 Homicidio.

71 Infracción de cualquier código penal.

72 Alteración a la comida de cualquier otra persona.

73 Otras cosas.

PROCEDIMIENTO PARA LA APELACIÓN DE UNA INFRACCIÓN

Toda apelación debe ser presentado al supervisor de la instalación o quien designe dentro de 72 horas, después de la decisión. El supervisor de la instalación o quien designe repasará las recomendaciones y regresará el formulario de apelaciones al recluso dentro de cinco (5) días laborales desde que se presentó la apelación. El tiempo para recibir una respuesta puede ser aplazado debido a circunstancias atenuantes o investigación adicional, que será acompañado por un aviso escrito informándole al recluso la(s) razón(es) por el aplazamiento. Pregúntenle al agente si necesita un formulario.

CONSCIENTIZACIÓN SOBRE AGRESIÓN SEXUAL

¿SABIA LO SIGUIENTE?

Violación y agresión sexual ocurre a mujeres y hombres de cada edad, desde infancia hasta personas mayores de tercera edad.

98% de los hombres que han violado a varones de menor edad, informan que son heterosexuales. La mayoría de varones que han agredido a hombres o mujeres están casados o informan tener novias.

Agresión sexual no tiene nada que ver con la orientación sexual actual o futura de la víctima. Puede que las víctimas sean heterosexuales u homosexuales.

El sobreviviente no tiene la culpa por la violación, aunque ella/el hubiese estado en una zona solitaria, o si hubiese tenido previas relaciones sexuales de mutuo acuerdo con el agresor.

El hecho de que una víctima del sexo masculino haya eyaculado o se haya excitado sexualmente no significa que no fue violado o que fue de mutuo acuerdo. Estas son reacciones fisiológicas involuntarias y naturales.

Es común que los sobrevivientes de agresión sexual tengan sentimientos de ira, vergüenza, pánico, depresión, culpabilidad, y temor después de la agresión. Otras reacciones comunes incluyen perdida de apetito, nausea o dolores de estómago, dolores de cabeza, perdida de memoria y/o problemas de concentración y cambios en los hábitos de dormir.

HECHOS PARA AQUEL QUE USA AGRESIÓN SEXUAL EN CONTRA DE OTROS RECLUSOS:

Todas las acusaciones de agresión sexual se entregaran a la Agencia de policía o al Equipo de delitos de mayor gravedad (MCT) para una investigación criminal. Puede que sea procesado y si lo encuentran culpable del delito grave, puede que tenga que cumplir una condena en prisión (no más de 100 meses por cada condena de violación sexual de primer grado o sodomía de primer grado). Cualquier condena de delito sexual le impondrá condiciones de agresor sexual inmediatamente cuando salga en libertad, y puede requerir que se registre como agresor sexual de acuerdo con ORS 181.594. Este requerimiento de registro es por vida. También se le considerará com "agresor sexual acosador," lo cual requiere una notificación a la comunidad cuando salga en libertad.

Sin tomar en cuanto como el recluso lo clasifique, cualquier actividad sexual aumentará el riesgo de contraer la infección VIH (SIDA), junto con la exposición a otras enfermedades transmitidas sexualmente.

Si tiene problemas controlando sus acciones, pida ayuda del personal de salud mental y/o considere ser parte de los programas designados para controlar la ira o reducir el estrés. Para reducir sentimientos de ira o agresión inmediatamente, trate de hablarle o escribirle a un amigo, medite o haga ejercicios de relajación, busque un trabajo, una afición o pasatiempos, o incorpore algún tipo de ejercicio.

AGRESIÓN SEXUAL

La póliza de la cárcel del Condado de Columbia define agresión sexual como: "Conducta sexual donde se utiliza la fuerza o la amenaza de fuerza, o cuando una persona es incapaz de consentir por razones de edad o incapacidad (defecto mental, incapacidad mental, o físicamente indefenso). Conducta sexual incluye: penetración vaginal por medio del pene; contacto entre los genitales de una persona y la boca o el ano de otra persona; penetración a la vagina, ano, o pene de otra persona por medio de cualquier otro objeto que no es el pene o la boca; tocando las partes sexuales o íntimas de una persona o causando que una persona toque las partes sexuales o íntimas de otro con el propósito de gratificación sexual." Cualquier comportamiento o acción de tipo sexual dirigido hacia un recluso por parte de otro recluso, empleado, voluntario, visitante, empleado contratado u otro representativo de agencia. Esto incluye actos o intentos de cometer tal actos que incluyen, pero no son limitados a, contacto sexual, conducta inapropiada de tipo sexual, una invasión inaceptable de la privacidad, conversaciones o correspondencias que sugieren una relación romántica entre un recluso y cualquiera de las partes ante mencionadas.

La agresión sexual afecta a todos, directamente o por las experiencias de aquellos que nos importan. No es solo un problema de mujeres, como puede afectar a personas de cualquier sexo, edad, raza, grupo étnico, estatus socioeconómico, orientación sexual, o discapacidad.

Las estadísticas comprueban el problema: De acuerdo a la Encuesta nacional de delitos victimizantes (NCVS), en 2002 hubieron 247,730 víctimas de violación sexual (este número no incluye víctimas menor

de 12 años), siete de cada ocho víctimas de violación eran mujeres, y un de cada ocho víctimas eran hombres. Un estudio del 1998 indica que más o menos 2.78 millones de hombres Americanos han sufrido un intento de violación o una violación actual y uno de cada seis mujeres Americanas han sufrido un intento de violación o una violación actual.

PREVENCIÓN DE AGRESIÓN SEXUAL

La única violación sexual que se puede prevenir es cuando el agresor sexual decide NO violar. Sin embargo, el recluso puede prevenir una agresión al mantener las siguientes pautas de protección:

Esté consciente de situaciones que lo hagan sentir incomodo. Confíe en sus instintos. Si se siente que algo no está bien, VAYASE.

No deje que buenos modales impidan su protección. No tenga miedo de decir "NO" o "PARE AHORA."

Camine y párese con confianza. Muchos agresores sexuales eligen a víctimas que parecen que no pelearán de vuelta o que se ven emocionalmente débil.

Evite conversaciones sobre relaciones sexuales y la desnudez. Esto puede ser tomado como un adelanto sexual, o que otro recluso crea que usted tiene interés en una relación sexual.

No acepte artículos del "commissary" u otros regalos de parte de reclusos. Quedando en deuda con otro recluso puede terminar en favores sexuales.

Evite zonas aisladas; póngase a plena vista de los miembros del personal. Si lo están presionando a tener relaciones sexuales, infórmeselo al supervisor inmediatamente.

QUE HACER SI LO AGREDIEREN SEXUALMENTE

Si la agresión acaba de suceder.....

Vaya a un lugar seguro y protegido.

INFORME EL ATAQUE A UN MIEMBRO DEL PERSONAL INMEDIATAMENTE.

Lo más tiempo que espere para informar el ataque, lo más difícil será obtener las pruebas necesarias para una investigación criminal y/o una investigación administrativa.

Pida atención médica inmediatamente. Puede que tenga daños serios de los cuales no esta consciente, y cualquier contacto sexual puede dejarlo expuesto a enfermedades de transmisión sexual.

No se duche, no se cepille los dientes, no use el baño, o cambie de ropa. Puede destruir pruebas importantes.

Si lo han atacado o es testigo de un ataque, pero no está dispuesto a reportarlo en persona a un miembro uniformado del personal de la oficina del sheriff del Condado de Columbia (OSCC) puede hablar con un consejero, capellán, personal de salud médica, escribir una carta sellada a cualquier miembro del personal en comando, o contactar a un agente de policía de la OSCC al 503-366-4650

Después de que haya pasado tiempo.....

Busque ayuda de un amigo en quien confía, miembro de su familia o miembro del personal, tal como el Capellán o el personal de consejeros, Los días delante suyo pueden ser traumatizantes y es de mucha ayuda tener personas a quienes les importas y que le apoyen.

Busque ayuda profesional. Personal de salud mental está disponible para el cuidado de crisis 365 días al año, para escucharle y ofrecerle apoyo.

EXHIBIT 56

TO

DECLARATION OF KATHERINE CHAMBERLAIN IN SUPPORT OF PLAINTIFF'S MOTION FOR PARTIAL SUMMARY JUDGMENT ON CLAIMS FOR DECLARATORY AND INJUNCTIVE RELIEF

INMATE MANUAL

COLUMBIA COUNTY JAIL

All rules in this manual may be amended or suspended at any time by order of the Sheriff or designee.

As an Inmate in the Columbia County Jail, you are partially responsible for your own safety. You are in jail and you must be aware of your surroundings.

Incorporating Revised Inmate Mail Guidelines
(See Pages 7 through 16)

Effective May 16, 2012



TABLE OF CONTENTS

TABLE OF CONTENTS .....

YOUR RIGHTS AND PRIVILEGES 1

YOUR RESPONSIBILITIES AND EXPECTED BEHAVIOR 1-2

BEDS AND BEDDING 2

BILLING FEES 2-3

CELL IN COMMAND 3

CLASSIFICATION 3

CLOTHING EXCHANGE 3

COMMISSARY 3

CONTRABAND 3

COUNTY ISSUED ITEMS 4

COURT CONDUCT 4

DRESS CODE 4

FIRE AND EMERGENCY SAFETY 4

HAIR CARE AND PERSONAL GROOMING 5

HEALTH APPRAISALS 5

HOUSING UNIT OPERATIONS 5

ICE CONTACT INFORMATION 5

IDENTIFICATION CARDS 5

INMATE COUNTS 5-6

INMATE GRIEVANCE PROCEDURE 6

INMATE REQUEST FORMS 6

INMATE WORKER ACTIVITIES 6

INTERCOM SYSTEM 7

LAW LIBRARY 7

LIBRARY 7

MAIL 7-16

MEALS 16

MEDICAL SERVICES 17

MEDICATION 17

MEDICAL GRIEVANCES 17

MENTAL HEALTH SERVICES 17

MONEY ACCOUNTS 17

OUTDOOR RECREATION 17-18

PERSONAL PROPERTY 18

PROGRAM SERVICES 18

PROPERTY TRANSFERS 18

SANITARY INSPECTIONS 18

SANITARY PRACTICES 19

SEARCHES 19

SELF-ESCORT 19

SICK CALL 19

SPECIAL DIETS 19

TELEPHONE PRIVILEGES 20

TELEPHONE SERVICE NUMBER 20

TRANSFER TO WORK RELEASE CENTER 20

VISITING 20-21

SPECIAL VISITS 21

VISITS WITH ATTORNEY 21

VISITS BY CLERGY 21-22

VOLUNTARY ACTIVITIES 22

WAKE UP AND LOCK DOWN 22

MINOR RULE VIOLATIONS PROCEDURES 22

MINOR RULE VIOLATION SANCTIONS 22-23

MINOR RULE VIOLATIONS 23-24

MAJOR RULE VIOLATION PROCEDURES 24

MAJOR RULE VIOLATION SANCTIONS 24-25

MAJOR RULE VIOLATIONS 25-26

VIOLATIONS APPEALS PROCESS 26

SEXUAL ASSAULT AWARENESS 26

SEXUAL ASSAULT 26-27

SEXUAL ASSAULT AVOIDANCE 27

YOUR RIGHTS AND PRIVILEGES

We want you to know exactly what is expected of you while you are in this jail. We will let you know what you can expect from us by explaining our rules, procedures and schedules to you. While at this jail, you will be provided with:

1. Three daily meals served at reasonable intervals
2. Clean bedding and clothing at least twice weekly
3. The opportunity to shower at least twice weekly
4. Regular exercise
5. Opportunities to exercise your religion
6. Basic hygiene items
7. Access to the law library
8. Access to counsel
9. Emergency medical and dental treatment
10. A safe and secure environment

If you follow jail rules and sanitation practices, you may receive these privileges:

1. Use of television
2. Use of library services
3. Use of outdoor recreation
4. Use of telephones
5. Having social visits
6. Making commissary purchases
7. Sending and receiving mail
8. Voluntary participation in jail programs

Remember that these are not rights. Jail staff can limit or suspend these privileges at any time in order to maintain the safety, security, good order and sanitation of the jail.

This manual does not cover every situation that may arise, but it will serve as a basic guide for your conduct and facility procedures.

Columbia County Jail has a no smoking policy.

YOUR RESPONSIBILITIES AND EXPECTED BEHAVIOR

Read this manual to know what is expected of you. The excuse **"I did not know that"** is not acceptable. **It is your responsibility to follow all laws, jail rules, schedules, and staff requests. You must respect jail property and the property of others. This would include staying out of other inmate's cells and off of their bunks. You are expected to keep your sleeping area, the day room and outdoor recreation areas clean and orderly.** Unacceptable behavior will be dealt with firmly, but fairly. Misbehavior may result in a change of your custody status which can directly affect your privileges in the jail.

This manual is an accountable item and is issued to you for your use while you are in this facility. You are responsible for the condition of this manual and you will be billed for any damage, graffiti, or unusable condition when returned. If the manual is damaged, please report it to a staff member to have it replaced immediately.

The best control of your behavior is by you practicing self-discipline and respect for others. Inmates are not allowed to become personally familiar with corrections' staff. Be considerate and respectful toward all officials. We will expect you to address uniformed staff as "Deputy or Sergeant _____" and non-uniformed staff as "Mr._____" or "Ms._____". Central Control personnel will be addressed as "Control."

Inmate basic rules for the Columbia County Jail:

1. **The ID card is to be put into the window facing out so that it can be seen and scanned during your stay.**
2. **When you are out of your room, the ID card is to be in your pocket.**
3. **When you are in the day room, you are to be completely dressed with T shirt tucked in.**
4. **When you are in your room, you are to have the T shirt and boxers on at all times including while you are sleeping, no exceptions.**
5. **When you come out of the pod and into the circle, you are to stay on the colored squares. The squares form a line that you walk on. You stay on that line with the exception to go around an obstacle. You are to stay in a single file line.**
6. **When you are in any other hallway, you are to walk on the right side of the hall and in a single file. You are not to touch anything. Do not speak, yell or signal at anyone. Keep your hands to yourself.**
7. **When in the hallway, there should be only six (6) inmates at one time.**
8. **DO NOT cover the ventilation units or speaker in the cells.**

BEDS AND BEDDING

Bedding will consist of two sheets and two blankets. Blankets and sheets may **not** be removed from your cell or bunk, nor may they be placed on the floor or table for **any** reason. You are not to take the mattress off the bunk and place it on the floor of your cell or in the day room of the pod. Your mattress may only be used for sleeping purposes. The bunk area must be left in an orderly fashion through out the day.

BILLING FEES

As authorized in ORS 169.150 and 169.151, Local Correctional Facilities are allowed to bill Inmates for items and services that are provided to them while incarcerated in Correctional Facilities.

Every ***Sentenced*** Inmate will be charged a boarding fee of $10.00 per day. The Inmate will receive a bill when he or she is released from the jail. The Inmate will have 30 days to pay the bill or set up a payment plan.

An initial hygiene kit is $2.15 and the Inmate ID card is $1.00. All over the counter medications as well as prescription medications will be billed through the inmate's commissary account. When the Inmate is released from jail and his or her commissary account is in the negative, that amount will also show up on the release billing. When 30 days have passed with no payment received on the release billing, the account will be turned over to the Oregon Department of Revenue for collection.

Other charges are listed below:

1) Work Release Inmates are charged a minimum of $15.00 per day or two hours of pay if the inmate's hourly rate of pay is higher than $7.50 per hour.

		If any of the following items are damaged or destroyed you will be billed as follows:December 2, 2010	
2) Hygiene Kits	$ 2.15 each	11) Tote	$44.95
3) Postcard	$ 0.50	12) Tote Lid	$26.95
4) Hair Cuts	$ 5.00	13) Sporks	$ 0.25
5) Medical/Nurse visits	$ 5.00	14) Sandals	$ 2.49
6) Medical visit for OTC meds	$ 1.00	15) Cups	$ 0.75
7) Medical kites submitted	$ .50	16) Socks (If Appl.)	$ 0.85

8) Feminine Hygiene Products	$ 0.20	17) Towels	$ 0.75
9) Razors (if more than 1)	$ 0.15	18) Striped Shirt	$ 6.55-$12.75
10) Copies of legal materials	$ 0.25	19) Striped Pants	$ 8.75-$14.95
		20) T-Shirts	$ 3.99 - $ 7.30
		21) Shorts	$ 2.32 - $ 2.74
		22) Replacement ID Card	$ 5.00

All fees are subject to change at any time

CELL IN COMMAND

The command "**cell-in**"or "**bunk-up**" means you need to stop what you are doing and go directly to your cell or bunk. You must follow this command without question or hesitation. If you do not, it will directly affect your classification and custody status and also will result in disciplinary actions against you.

CLASSIFICATION

All newly arrested inmates who are not released prior to movement from the booking area will be assigned housing in a Pre-Classification unit. They may be maintained on lock-down status for up to the first Seventy-Two (72) hours, for classification purposes. The Columbia County Jail has three classifications which are minimum, medium and maximum security. All inmates are assigned a classification according to their status. Inmates may request a classification review in writing on an Inmate Request Form at any time.

Most inmates involved in the Inmate Worker Program and Alternative Programs must qualify for and maintain a minimum custody status.

ACTIVITIES MAY DIFFER BASED ON YOUR LEVEL OF CLASSIFICATION.

CLOTHING EXCHANGE

Clean clothing will be provided twice weekly. You must turn in all of your soiled clothing during clothing exchange. In return you will receive 1 T-shirt, 1 pair of shorts, 1 towel, 1 striped shirt and 1 pair striped pants. On every other exchange you will receive clean sheets. Blankets may be exchanged every 30 days. Each housing unit will have a different laundry schedule.

Jail staff will make every effort to ensure clothing is in good repair. You are responsible for all clothing and bedding issued to you. You should check the condition of the clothing you receive and immediately inform a staff member and exchange any clothing or bedding that has a tear or graffiti written on it. If you are found to be in possession of damaged items, you will be subject to disciplinary action. This may include payment for the damaged clothing.

COMMISSARY

The Columbia County Jail has a well-appointed commissary list from which inmates with funds may purchase various items. Inmates without funds may order indigent hygiene kits once per week, if needed. Indigent items will be posted to the inmate's account creating a negative balance. **Commissary sheets will be handed out once a week. If you did not get funds in before the commissary sheets were made up to be passed out, you will have to wait until the following week to order.** Commissary purchases are limited to no more than $75.00 per week. Inmates may have no more than two (2) lead pencils in their possession at any given time. In addition each inmate will be allowed to purchase one pack of colored pencils.

CONTRABAND

Any authorized item found in an inmate's possession that has been altered or is not being used for it's original purpose, or any items in excess of the issued quantity as stated within this manual.

COUNTY ISSUED ITEMS

All inmates who are dressed into the Columbia County jail will be issued jail clothing after intake, and in the clothing change/shower room. You will be issued a plastic bin containing a hygiene kit, bed linen, towel, and clothing and this Inmate Manual. Another issued item will include a mattress. You will be responsible for the condition of all items issued to you. The gray property box (totes) are to be used specifically for storage of your personal and issued belongings. Totes are not to be used for chairs or any use other than what has been mentioned above. Totes are to remain under your bunk at all times.

1. One inmate uniform top.
2. One inmate uniform pants
3. Two T-Shirts
4. Two pair of gym shorts/Underwear
5. One pair of jail sandals.
6. One mattress
7. Two sheets
8. Two Blankets
9. One Towel
10. One Rule Book

Female inmates may be allowed to retain the following:

1. Personal underwear, if needed for hygiene reasons, if determined appropriate by staff.
2. Personal bras, with no metal fasteners or under wires. A sports style bra is preferred.

During the winter months you will be issued a sweatshirt to be worn in your cell, day room area, the outdoor recreation yard or under the striped shirt when going to court.

COURT CONDUCT

Your arraignment will be your first court appearance in jail. During your arraignment, a judge will tell you what you are charged with and your rights with regard to those charges. The judge may appoint an attorney at this time if you qualify.

During any court appearance you will not have contact with any person other than your lawyer or the court officials. Contact includes talking, signaling, or passing notes to people.

Video arraignment is considered a court room setting and the above rules apply.

DRESS CODE

You are expected to remain fully dressed at all times except when you are on your bunk. When you are in your assigned bunk area **you must wear at least the T-shirt and shorts issued by this facility**. Any time you leave your sleeping area or room, you must be fully clothed. Fully clothed consists of your shorts, T-shirt, striped shirt and striped pants or shorts, T-shirt, gray sweatshirt and striped pants. During lights out, you may go to use the restroom in your t-shirt and shorts if you live in an open dorm.

Your T-shirt must be tucked in at all times and not hanging loosely. Rolling your pant legs up if they are too long, but not above the ankles, is allowed. Do not alter the appearance of your clothes.

You may not roll your sleeves, tuck your pants into your socks, or pull your pants down below the hips. It is not allowed to wear clothes that are too large or too small.

You will be allowed to take your outer striped shirt off while exercising in the recreation area.

FIRE AND EMERGENCY SAFETY

In case of any type of emergency or evacuation, you are to follow any direct order of a Deputy. There are emergency evacuation procedures in place and you will be evacuated in an orderly manner to a safe place.

If you are asked to evacuate an area by a Deputy, you are to form a straight line at your Pod door and wait for directions from a Deputy or the Control Room staff. A Deputy will direct you to a safe area.

HAIR CARE AND PERSONAL GROOMING

We encourage you to shower daily. We hand out razors three times a week. If an individual has a court appearance they will be allowed to use a razor prior to their court appearance. Once a week a list will be put into your respective pod and you must sign up on that list to receive a haircut. Hair cuts can be done when a person is available to be the barber. There is a $5.00 charge for the haircut. Haircuts will be done on Saturdays and Sundays only. You will be allowed to have one haircut per month. **Haircuts other than a trim or a complete removal to a short stubble are not allowed. No other styles will be tolerated.** Only kitchen and floor workers are allowed one free haircut per month.

HEALTH APPRAISALS

A health appraisal must be done before an inmate can be considered for "worker" status.

HOUSING UNIT OPERATIONS

The daily operation in the pods will be as follows.

You will be allowed to come out of your cell for a short period of time during the morning at breakfast. You will then be instructed to return to your cell until lunch time. After lunch, you will then have three hours out of your cell. At the end of that period, you will return to your cell. The next period out, will be after dinner for two hours.

Inmate time out of cells for each pod will be set as necessary to fulfill the needs of the facility.

Cleaning gear will be provided during the day. We require you to use it daily to clean your cell, bunk area and the pod as a whole on a daily basis.

No one is allowed to sit, stand or loiter on the stairs or catwalks (upper tier floors) at any time. This will include walking or pacing off laps upstairs, or on the stairs. There is to be no sitting on the table tops.

ICE CONTACT INFORMATION

Inmates who are housed in the Columbia County Jail for Immigration Customs Enforcement (ICE) may contact ICE via the use of an ICE inmate request form.

ICE inmates may contact ICE Pro Bono Attorneys by calling (800) 646-6283. In each Pod located on the mail boxes, there is a list of all Pro Bono calls for use by all ICE detainees. ICE agents make scheduled visits to the Columbia County Jail on Wednesdays of every week.

IDENTIFICATION CARDS

You must keep your inmate ID card on your person any time you are out of your cell. Do not let anyone use your ID card. The best place to keep this card is in your shirt pocket. When you are in your cell, place your ID card, right side up, in the window of your door with the picture facing out so the Deputy can see your name and picture. You must surrender your ID card to any staff member upon request.

INMATE COUNTS

There will be at least six "Formal Counts" per day. At the beginning of each "formal count" you will be instructed to "cell in or bunk up." Televisons will be turned off. At that time you must:

1. Go into your cell and close the door or get onto your bunk depending on the pod you are in.
2. Correctly place your I.D. card in the window of your door or on your bunk. If you are on a bunk, or otherwise not in your room or pod, having the ID card in your hand and presenting it to the deputy doing the count is acceptable.

Prior to lock-down each night a final formal head count will be conducted in the following manner.

1. In Pods with cells you will go to your room, close the door stand with one individual on each side of the door, ID card in hand, ready for the count. All inmates will remain in this manner until a Deputy scans your identification card.

2. In an open dorm go to your bunk and stand next to your bunk with your ID card in hand, until a Deputy scans your card. After formal you should bunk up for the night and remain quiet.

There will be numerous informal counts per day, therefore, whenever a Deputy enters your cell, remain where you are, do not move until the deputy leaves or instructs you to move.

INMATE GRIEVANCE PROCEDURE

You may submit a grievance about a condition in the jail if you think it is a problem or is unfair. You cannot grieve: disciplinary actions (there is an appeal process for that), classification decisions, incidents or problems which you were not party to, a collection of unrelated complaints, and no group grievances.

To file a grievance, you must follow the steps below **in the order shown**. You cannot skip one.

1. An inmate may request a Grievance Form from any Corrections Deputy at any time to bring to attention any perceived problems and proposed solutions. The Deputy will address any grievance within the scope of his/her authority and document any action taken regarding the request within five (5) working days.

2. The inmate may redirect the grievance to the Shift Supervisor for any complaint which cannot be reasonably resolved by the Deputy. The Supervisor will address any grievance within the scope of his/her authority and document any action taken on the form within five (5) working days.

3. If the complaint is not resolved to the inmate's satisfaction by the Supervisor, the inmate may send the Grievance Form to the Facility Supervisor or his designee. The Facility Supervisor or designee will address the complaint and document any action taken on the form within five (5) working days.

4. If the complaint is not resolved to the inmate's satisfaction by the Facility Supervisor, the inmate may send a **sealed** Grievance Form to the Sheriff. The Sheriff will address the complaint and document his decision on the form within ten (10) working days. The Sheriff's decision **will be final!**

Inmates may file an Emergency Grievance in the event that circumstances exist to warrant one. This will be filed directly to the Jail Commander in a sealed envelope, utilizing the same inmate grievance form.

INMATE REQUEST FORMS

The Inmate Request Forms (also known as kites) are available upon request. There are two of them. One will be for general questions, law library and visiting. The other form will be a Medical Request Form. This is **only** for the medical staff and doctor to answer and will be forwarded to them. There are separate forms to correspond with Columbia County Community Corrections or with Immigration Customs Enforcement (ICE)/Immigration.

INMATE WORKER ACTIVITIES

If you want to work in the jail, you will need to request and fill out an Inmate Worker Labor Agreement, then submit it into the mailbox. It may take several days to receive your copy.

Staff will select various inmates to do kitchen, custodial or maintenance jobs in the facility. Health care staff must clear you before you can participate in the worker activities, especially in the kitchen.

You may receive work time credit only if you are sentenced and your sentence order authorizes it. Any change of a job description or shift must be approved by a Supervisor.

INTERCOM SYSTEM

The call buttons in the cells are to be used for **emergency purposes only**. They are not to be used for any other communication. If the call buttons are misused, the inmate violating this rule will be written up for failure to abide by the rules of the Columbia County Jail.

LAW LIBRARY

All inmates of the Columbia County Jail will be given access to one hour in the law library per request. Use of the law library will be limited only by time and the need to maintain the safety and security of the facility. To gain access, you must submit a request form at least twenty-four (24) hours in advance. You will be expected to take a note pad and pencil with you to the law library to assist you in your research. All law books, reference material and other articles must remain in the law library to ensure equal access for all inmates. There will be very limited copying capabilities available to you for which your account will be charged a fee per copy. No inmate will be denied this service based on an inability to pay.

When you finish, you are required to leave the law library orderly and neat. Please be aware that corrections staff **cannot provide you with legal advice or legal assistance.** If you have any questions, please consult your attorney.

LIBRARY

All inmates of the Columbia County Jail will be afforded ample opportunity to have access to library books within the jail library. The books may be delivered by a cart. You may have up to six books at a time. All books must be returned to the library or the cart, prior to checking out more. If a search of your person or cell reveals that you have more than six books in your possession, you may be subjected to disciplinary action. Damaged books must be returned to a Deputy, immediately. Possession of damaged books may be grounds for disciplinary action. The six books do not include religious or educational. Discretion of Corrections Staff will determine whether the books are in fact religious or educational.

MAIL

POLICY

Jail mail-handling procedures support an inmate's need to communicate in writing to carry out legal business and maintain family and community ties. The procedures also meet the Jail's need for efficient operations that preserve the good order, safety, and security of the facility, inmates, and staff.

The general inmate mail policy of the jail is that all mail that is delivered by the United States Postal Service can be delivered to and sent by inmates, subject to the restrictions in our Inmate Mail Guide, on page 14, below.

DEFINITIONS

Book. A printed composition bound in a volume.

Contraband. 1) Controlled substances as defined in ORS 475.005(6). 2) Drug paraphernalia as defined by ORS 475.525(2). 3) Any currency or negotiable instrument. 4) Any item that a person in a correctional facility is prohibited by statute, rule, or order from obtaining or possessing, *and* whose use would endanger the safety or security of the facility or person in the facility. 5) An unauthorized item in an inmate's possession or in a cell, bunk, or common area. 6) An authorized item altered in any way. 7) More than the authorized number of an item.

Inmate Mail. Written correspondence to or from an inmate in the Columbia County Jail.

Indigent. An inmate who has less than $5 in his or her inmate account and has not had more than that amount for seven days.

Inflammatory material. Written or printed materials that pose a threat to the security, safety, or

good order of the jail because it may incite or advocate physical violence against others. This includes material that advocates the supremacy or hatred of a racial, religious, national, or other group of people. (*Note:* Criticism of jail operations, programs, or staff, on its own, is not inflammatory material. If the criticism involves an illegal act or violates a jail rule, staff will handle it as that type of prohibited mail.)

Jail Commander. The Columbia County Jail Commander or his/her designee.

Junk mail / Bulk mail. Printed materials, often sent as mass mailings, such as catalogs, advertisements, brochures, circulars, and pamphlets whose primary purpose is to sell, promote or solicit for, a product or service. Junk mail/bulk mail may come using a variety of postage rates, including but not limited to bulk mail rates. Junk Mail/Bulk Mail may be solicited or unsolicited.

Legal mail. Incoming or outgoing mail addressed to or from a licensed attorney.

Negotiable instrument. A written document that represents an unconditional promise to pay a specified amount of money upon the demand of its owner. Examples include checks and promissory notes. Negotiable instruments can be transferred from one person to another, as when a person writes "pay to the order of" on the back of a check in order to turn it over to someone else.

Official Mail. Incoming or outgoing mail addressed to or from the sheriff, jail command staff, probation authorities, district attorney, state attorney general, Governor, court, a court official, and other confining authorities, or addressed to or from the inmate's medical provider.

Periodical. A magazine, newspaper, newsletter, or other publication formed of printed sheets that is issued at regular, specified intervals by a publisher.

Personal business. Business necessary to meet ordinary personal obligations, including but not limited to, paying taxes, making mortgage or other loan payments, renewing licenses, and making rent or lease payments.

Personal mail. Mail to or from family, friends, or for personal business. Personal mail does not include legal mail, official mail, publications, or junk mail/bulk mail.

Publication. Periodicals and books.

Sexually explicit: 1) A pictorial depiction of any of the following: actual or simulated sexual acts (including sexual intercourse, oral sex, anal sex, or masturbation); sexual penetration; bestiality; sexual violence; sadomasochistic behavior; excretory functions; and exposed genitalia, anus, or the nipple or nipples (to include areolas) of female breasts, unless the exposure is for legitimate medical, religious, or anthropological reasons. 2) A written or pictorial depiction of lewdness, licentiousness, or graphic erotic behavior designed to cause sexual excitement . 3) Sex acts involving children. 4) Materials that violate state and local obscenity laws. (*Note*: Whether the material is commercially produced or is personally made or written has no bearing on this definition.)

INMATE MAIL

1. **Inmate Mail Limits and Restrictions/Overview**

The Columbia County Jail will normally not limit, censor, or restrict the volume, language, content, format or source of inmate mail. However, some limitations are necessary to assure the safety, and security of inmates, jail staff, and the public, as well as to assure the efficient operation of the Jail.

2. **Specific Limitations on Inmate Mail.**

a. **Personal Mail.** Except as otherwise provided below, personal mail may be sent and received by inmates only in postcard form. The following exceptions apply to this policy:

i. A Jail Supervisor may allow an inmate who is continuously involved in rehabilitation programs permission to correspond with a specific person in non-post card form (both sending and receiving). A supervisor must document that correspondence with the person is in the best interest of an inmate's rehabilitation. A suitable example might include a letter sent to reconnect with family prior to release.

ii. A Jail Supervisor may approve incoming and outgoing mail in non-postcard form so that an inmate can conduct necessary personal business. Examples of this exception include, but are not limited to the use of a business reply envelope to send a document back to the originating firm or signing a mailed-in personal check to make a rent or car payment or renew a driver's license. If it appears to theSupervisor that the inmate has no other reasonably available means to take care of personal business, and that the personal business cannot reasonably wait until the inmate is released, the Supervisor shall allow the exception, subject to the following:

(1) Checks must not have a blank payee line.

(2) If reasonably possible, the inmate must act to add a cosigner to a checking account or make other arrangements to prevent reoccurrence of this need.

(3) Supporting documents, such as payment coupons or rent contracts, must accompany personal business mail.

b. **Publications.** Publications are permitted in the Jail, subject to the following requirements:

i. An inmate must have someone outside the jail prepay for any publication he or she receives. An inmate may not engage in any delayed payment or credit ordering of publications while inside the jail.

ii. Books. An inmate may receive up to three books on a single mail delivery day. Books must come directly from the publisher, a book club, or a bookstore. Books may be new or used. Books may not be larger than 9 inches by 12 inches. Books may not have plastic or metal bindings. Either hardback or paperback books are acceptable for general population inmates. Inmates in segregation, including medical segregation, may only receive paperback books. Mail handlers will consider any other item in the envelope or parcel as contraband and treat the parcel as prohibited mail.

iii. Periodicals. An inmate may receive up to three periodicals on a single mail delivery day. Periodicals must be new and be mailed directly from the publisher or bookstore.

iv. No blanket prohibition. Mail handlers will determine whether a specific publication violates jail rules. However, this determination must be made on a case by case basis. There shall be no blanket prohibition on any publication.

c. **Legal and Official Mail.**

(1) Jail staff must protect the rights of inmates to privileged, confidential communication with their attorneys, the courts, and confining authorities.

(2) A sender of legal or official mail is responsible for legitimately, properly, and clearly marking and addressing legal and official mail so that jail staff recognize it and treat it as being confidential, as follows:.

(1) The return address on all incoming legal and official mail must have the sender's job, agency, or firm title and address either commercially preprinted on the envelope or a label, or as an ink stamp. The sender's name should be handwritten if not preprinted. Staff will treat all mail with return addresses that are completely handwritten as personal mail.

(2) The words "Legal Mail," "Official Mail," or similar designation must appear on the address side of the envelope. Jail staff will not assume the contents of any letter from an attorney, law firm, or government official is legal or official mail. Jail Staff will treat all mail without the legal or official mail mark as personal mail.

(3) Jail staff will treat improperly marked or addressed mail as personal mail.

(3) Staff will not open recognized legal or official mail outside the presence of the inmate. They will open it in the presence of the inmate to inspect it for contraband, but they will not read its contents.

(4) Before legal or official mail leaves the pod, staff must verify that any letter marked as legal or official mail is addressed to a person that qualifies for that privacy protection. Deputies will contact a shift sergeant if they suspect fraud.

(5) Jail staff will pursue administrative, criminal, and disciplinary actions, as fitting, against all those involved in the fraudulent use of legal or official mail designations.

d. **Other Prohibited Mail/Contraband.**

i. An inmate may not receive or send inmate mail that contains:

(1) Threats of physical harm, blackmail, extortion, or other criminal activity;

(2) Plans for escape, criminal activity, or activity that violates jail rules;

(3) Gang-related material;

(4) Information that, if conveyed, could result in physical harm to someone;

(5) Sexually explicit materials;

(6) Inflammatory material;

(7) Contraband including but not limited to such commonly mailed items as:
(a) Books larger than 9 by 12 inches or with plastic or metal bindings;
(b) More than three books in a single piece of mail;
(c) Controlled substances as defined by ORS 475.005(6)

(8) Foreign substances, such as bodily fluids, lipstick or perfume, glue or paint or anything with an unusual stain or odor that indicates a foreign substance may be present;

(9) Cash or negotiable instruments unless specifically allowed to conduct personal business.

ii. An inmate may not send or receive inmate mail that:

(1) is written in code or suspected code;

(2) Was not sent through the USPS or other approved system;

(3) Is to or from a person with whom the inmate is prohibited from communicating;

(4) Would violate a court order;

(5) May produce a hostile work environment by sexual harassment or otherwise;

(6) Is a credit or deferred billing transaction, such as "bill me later" subscriptions or merchandise bought on credit or collect-on-delivery terms;

(7) Is fraudulently marked as legal or official mail;

(8) Includes information about upcoming health care appointments.

e. **Sources of Incoming Mail.** Jail Staff will only accept incoming inmate mail that has been delivered by the U.S. Postal Service unless otherwise specifically authorized by the Jail Commander.

f. **Postage-Due Mail.** The jail will not accept or pay for incoming inmate mail with postage due.

g. **Parcels.** Incoming parcels are allowed if they contain books or periodicals from a publisher or bookstore. A parcel may only contain up to three books or three periodicals. Mail handlers will consider any other item in a parcel as contraband and treat such a parcel as prohibited mail. Parcels are also allowed to and from inmates for legal or official mail, or for personal business when an exception is authorized.

h. **Commercial Business Transactions and Government Services by Mail.**

i. Except as provided in (ii), below, inmates may not conduct commercial business transactions or request services from government agencies through inmate mail.

ii. A Jail Supervisor may approve personal business mail as described in paragraph 2.a (above under Personal Mail).

iii. Examples of commercial business transactions and government agency requests include, but are not limited to:

(1) Buying or selling an item, real property, or service;

(2) Applying for a credit card;

(3) Applying for a commercial or student loan;

(4) Opening a bank account;

(5) Enrolling in a college course;

(6) Applying for food stamps;

(7) Any obligation of funds to which the inmate does not have access.

3. **General Limitations on Inmate Mail.**

In addition to the specific limitations on inmate mail set forth above, additional limitations may apply in the following circumstances:

A. There is reason to believe that such correspondence would jeopardize personal safety, jail security or good order, inmate treatment, or would facilitate violation of the law.

B. There is reason to believe that a sentenced inmate in rehabilitative programs would benefit from limited contacts and/or inmate mail.

C. Inmates may receive a disciplinary sanction that restricts personal mail. (*See* policy J212, *Rules and Discipline*.)

4. **General Provisions for Inmate Mail**

a. **Postcards.** Inmates may send postcards they receive in their initial inmate hygiene kit or through jail commissary. Inmates may receive postcards in any size that is delivered by the U.S. Postal Service up to a maximum size of 5-1/2" tall x 8-1/2" wide. Postcards may have photographs on one side as allowed by the U.S. Postal Service and jail rules. No other photographs are allowed on postcards. Inmates are not limited to a specific number of postcards that they may receive or send. Lodged inmates receive two postcards in their hygiene kit, and may purchase additional postcards through jail commissary. Policy 212, *Rules and Discipline*, sets limits on the number of personal mail items allowed in an inmate's cell.

b. **Indigent Inmate Mail.** Indigent inmates may purchase an indigent hygiene kit through the commissary program once per week. Hygiene kits are taken to the pods and offered to all inmates. The indigent hygiene kit consists of two postage prepaid postcards, a pencil and hygiene items.

c. **Addressing Inmate Mail.** Incoming mail must have the inmate's booking name and should have the inmate's booking number as part of the addressee information.

d. **Return Address.** Incoming mail must have the name and address of the sender. The return address on legal and official mail must have the sender's job, agency, or firm title and address commercially preprinted or stamped.

e. **Certified Mail/Special mail services.** This section applies to legal and official mail as well as to personal business mail when authorized.

i. An inmate may send up to two letters as certified mail in a 30-day period. The inmate must have sufficient funds in his or her account to pay for the service. A jail supervisor may make exceptions to the volume of certified mail an inmate sends and may approve credit to allow an indigent inmate to send certified mail.

ii. An inmate that needs to send a letter using certified mail must fill out an Inmate Request Form. Only the jail commander can approve such a request. The Jail Commander will ensure that the inmate's correspondence is ready to mail at the time of the request. If an inmate's request for certified mail is approved, the jail commander will forward the request to the front office staff.

(1) Jail staff will verify if the inmate has sufficient funds in his or her account before processing any request. They will forward requests from indigent inmates to a supervisor. The inmate will fill out the necessary U.S. Postal Service forms—Receipt for Certified Mail (PS Form 3800) and Domestic Return Receipt (PS Form 3811). The letter and the forms will be forwarded to front office staff who will mail the letter and charge the inmate for the postal fees for these special services. The inmate request form will be the source document authorizing the charge.

(2) Jail Staff will forward the Domestic Return Receipt on to the inmate when it returns in incoming mail. They will return the Domestic Return Receipt postcard to the post office if the inmate is no longer in jail when it returns in the mail.

f. **Inmate Request Form.** An inmate shall use an Inmate Request Form to request permission to mail oversize or overweight items, or for other special postal services, when allowed. If the Jail Commander approves such a request, funds will be drawn from the inmate's account to cover the costs.

g. **Junk/Bulk Mail.** Jail staff will accept solicited or unsolicited junk mail or bulk mail for inmates, unless it violates other mail restrictions (such as containing sexually explicit content).

h. **Pre-Stamped Envelopes.** Jail staff will make pre-stamped First Class business size or manila envelopes available for inmates to buy from the commissary for legal or official mail. Indigent inmates may obtain pre-stamped envelopes for legal or official mail per paragraph 6.

i. **Inmate Mail Written in a Foreign Language.** *Incoming and outgoing* mail written in a language other than English must be interpreted prior to delivery to determine whether the mail violates these rules.

5. **Appeals.**

a. By Inmates. Inmates wishing to appeal a decision to deny delivery of incoming inmate mail or the mailing of outgoing inmate mail must follow the normal grievance procedure set forth in the inmate manual and Policy J207, *Inmate Rights.*

b. By Others. If a person believes that any incoming or outgoing inmate mail was improperly confiscated by the Jail, they may appeal the action to the Jail Commander by sending a written letter stating the specific reason(s) why the action was improper. The letter must be received within 15 days from the date of the Prohibited Mail Notice. Or, if no Prohibited Mail Notice was received, within 15 days from the date the person knew or should have known of the appealed action. The letter shall include the sender's name and return address. The Jail Commander will consider the appeal and will issue a decision on the appeal within fifteen days of receiving the letter. However, if the Jail Commander made the initial decision regarding the mail in question, the Sheriff will consider the appeal and issue the decision. The appeal process will be set forth in the Prohibited Mail Notice.

INMATE MAIL GUIDE

Personal Mail

Inmates may send or receive personal mail on postcards only except in specific circumstances which must be approved by jail staff. Additional information about the exceptions is available in the Inmate Mail Policy J603-R-08. Personal mail is mail to or from family, friends, or for personal business. Personal mail does not include legal mail, official mail, publications, or junk mail/bulk mail. Inmates may send and receive postcards in any size that is delivered by the U.S. Postal Service up to a maximum size of 5-1/2" tall x 8-1/2" wide. Inmates may receive postcards with photographs on one side as allowed by the U.S. Postal Service.

Addressing Inmate Mail

Inmate mail must have the inmate's booking number as part of the addressee information. Incoming mail must have a return address to include the name and address of the sender.

Prohibited Mail

Jail staff will not allow an inmate to receive or send mail that—

1. Contains—
   - a. Threats of physical harm, blackmail, extortion, or other criminal activity;
   - b. Plans for escape, criminal activity, or activity that violates jail rules;
   - c. Gang-related material;
   - d. Information that, if conveyed, could result in physical harm to someone;
   - e. Sexually explicit materials;
   - f. Inflammatory material;
   - g. Contraband materials including but not limited to such commonly mailed items as:
     - i. Books larger than 9 by 12 inches or with plastic or metal bindings
     - ii. More than three books in a single piece of mail
     - iii. Controlled substances as defined by ORS 475.525
     - iv. Foreign substances, such as:
       - (1) Bodily fluids
       - (2) Lipstick or perfume
       - (3) Glue or paint
       - (4) Anything with an unusual stain or odor that indicates a foreign substance may be present
2. Is written in code or suspected code
3. Was a form of written communication not sent through the USPS or other approved system;
4. Is to or from a victim of a crime that the inmate is in custody for in either pretrial or sentenced status;
5. Would violate a court order;
6. May produce a hostile work environment, such as sexual harassment;
7. Is a credit or deferred billing transaction, such as "bill me later" subscriptions or merchandise bought on credit or collect-on-delivery terms;
8. Is fraudulently marked as legal or official mail.

For more specific information about prohibited mail please review the full Inmate Jail Policy J603-R08

Appeals

Both the inmate and an outside person have the right to appeal a decision to return or confiscate inmate mail. With very limited exceptions, the Jail will provide a Notice of Prohibited Mail to both the sender and addressee when inmate incoming mail is returned or confiscated. The Notice of Prohibited Mail will explain the reason why the inmate mail was returned or confiscated. The appeal process for outgoing inmate mail follows the Jail's normal grievance process. The appeal process for everyone else requires a letter explaining the reason for the appeal, and providing contact information. The Jail will respond within 15 days of receipt of the letter.

General Mail Rules:

We may place limits on your mail because of its volume, its affect on your rehabilitation or treatment, or for the safety, security, and good order of the jail. We may open and inspect all mail for contraband and may read all personal mail.

We will provide an Inmate Mail Guide for members of the public. It explains mail rules and what they can and cannot send you. Ask a Deputy for copies. People may also call (503) 366-4630 to get the information found in the guide or read it on the jail's web site at:
www.co.columbia.or.us/sheriff

"Do" Mail Rules for Inmates

For mail, you must do the following:

1. Use only lead pencils to write letters.
2. Use only jail-approved postcards sold through the commissary or issued by staff for social mail.
3. Keep the weight of legal or official correspondence in a pre-stamped envelope below 1 ounce (28 gm). To keep a business envelope to one ounce or less means the contents cannot be more than four 8- ½ " x 11" sheets of standard weight paper.
4. Keep your friends and family informed if you received books, newspapers, or money they have provided for you.
5. When you are released or transferred from the jail, send change-of-address notifications to those that send you postcards and periodicals.
6. Put the return address noted on the sample postcard below on all your outgoing mail. Tell people sending you postcards or other acceptable mail to use it to address mail to you. Write the recipient's full name and complete address legibly on any mail you send.

"Don't" Mail Rules for Inmates

You may not do any of the following:

1. Draw or write anything on a postcard in the address area or on the picture of the postcard other than name and address information.
2. Send out jail forms for others to fill out on your behalf.
3. Send prohibited mail.
4. Send out jail property.
5. Order publications on credit or delayed billing from the jail.
6. Operate a commercial business or nonprofit organization from the jail.
7. Order correspondence courses unless you have a jail command officer's approval.
8. Conduct commercial or personal business transactions or request services from a government agency unless you have a jail command officer's approval.
9. You may not send mail to another inmate in this facility without prior written permission.

Sending and Receiving Mail

You may send and receive correspondence only through the U. S. Postal Service. The jail internal mail system for communicating only with jail staff. Any transfer of written communication on your part that does not comply with mail rules and procedures is a rule violation that subjects you to discipline. This includes sending notes to other inmates or notes, postcards or mail to anyone by way of a contact visit, court appearance, or transport. People may not leave mail, messages, or notes for you at the jail. Personal mail must come on a commercially produced postcard which does not exceed 5 ½ by 8 ½ inches.

Except in unusual circumstances and on holidays or weekends, we will deliver incoming mail to you within 24 hours of its receipt. We will put outgoing mail in a pickup box within 24 hours of receiving it from you. There is no pickup by the post office on weekends and holidays.

It is important that you use a person's complete and correct address when sending mail. If someone says he or she did not receive something you sent and you did not receive a confiscation notice from us, it is a matter for you to resolve with the post office—not the jail. For your convenience, the addresses of commonly contacted government agencies are at the back of this manual and entitled "Government Pages."

We do not forward mail. If we receive mail for you and you are not here, we will return it to the sender. (Please tell those sending you mail to put on return addresses. We confiscate mail without return addresses or destroy it if you are no longer in jail.)

Mail Confiscation:
We will give you a Prohibited Mail Notice for mail we confiscate. When we confiscate items because they exceed a number limit, such as books or magazines, we will confiscate (or return) all of them rather than selecting some to bring the number down to the limit amount. We will return stored confiscated mail to you when you are released, if it was not disposed of for health or safety reasons. You may submit a grievance to ask for its return before then. We will return to sender any form of prohibited mail. You may not get a notice that we have returned contraband to the sender.

Use of Envelopes
You may use an envelope sold through the commissary to send these types of letters:
1. Legal or official mail.
2. A legal or official mail letter that should not or cannot be folded or that is more than one ounce.
3. With staff approval, a personal letter that contains a program-related diploma or certificate that should not or can not be folded. You must have a Deputy confirm that you are sending a diploma or certificate before you seal the envelope.

You may not use these envelopes for any type of mail that does not meet one of the three criteria listed above. We will deduct the cost of the postage from your inmate account for acceptable manila envelopes.

Sending Certified Legal or Official Mail
You may send a legal or official letter using U. S. Postal Service Certified Mail and Return Receipt mail services. You will get receipts that you sent the letter and that the letter was received by the addressee. We will charge you the standard postal rates for these services. You must have money in your inmate account to pay the postal rates or have appropriate approval if you are indigent. A deputy will supply you with a request for Certified Mail form that you need to fill out and submit along with the letter. You may only send 2 certified-mail letters in a 30-day period.

Outgoing Mail
Inmates will place all outgoing mail in the mail drop located in the day room of each housing unit. You are expected to legibly address your correspondence and use the proper postage. All outgoing mail must list the following return address:

Your full name
Columbia County Jail
901 Port Avenue
St. Helens Oregon 97051

MEALS

Meals will be served three times daily at approximately 6:30 A.M., 12:00 P.M. and 5:00 P.M. Pre-classification and disciplinary inmates may be required to eat in their cells. All others will line up for service, and will eat at the tables provided in the day rooms. If you choose not to eat, please advise the deputy. Televisions will be off during the serving of meals. Once the meals have been served and the Deputy leaves the pod, the television may be turned back on.
Do not save food from meal service.

All special personal preference diet requests, such as vegetarian meals, must be pre-approved by the jail supervisors. All inmates on a personal preference diet will be charged a fee of $ 1.00 per meal, to be taken directly out of their individual inmate trust account to cover the additional cost of these meals. Indigent inmates will not be eligible to receive this type of special diet.

MEDICAL SERVICES

The Columbia County Jail will provide emergency medical, dental, and mental health care to all inmates regardless of their ability to pay for such services. No inmate will be denied care for serious health care needs based on the cost of medical services or the inmate's inability to pay for health care. All medical visits initiated by you will be assessed a fee which will be charged to your personal money account. You will be financially responsible for any elective surgery or other treatment you may request from your personal physician, dentist or other provider.

Medical screening or appraisals at intake, or for inmate workers will be provided at no cost to you. All Detainees will receive a medical evaluation within their first 14 days of incarceration.

Prescription medications: You will be charged for all prescription medication prescribed for you and purchased by the jail on your behalf.

Over the counter medications such as; Tylenol, Aspirin, antacid etc., will be available from our medical department for a small charge.

MEDICATION

Health care staff may fill prescriptions at their discretion. Health care staff may discontinue prescribed medication as directed by the jail health care supervisor or physicians. If you came from another correctional facility and had your medication transferred with you, the transporting Deputy will give your medication to the health care staff. If you are leaving our jail and going to another jail, the transporting Deputy will get your medication from the health care staff and transport it with you.

As a warning, any abuse of your medication may result in the discontinuation of your receiving the medicine.

MEDICAL GRIEVANCES

In case of any unresolved problem regarding medical, dental or infirmary care, you may follow the grievance procedures outlined in this manual.

MENTAL HEALTH SERVICES

Columbia Community Mental Health is the provider of these services for the facility. If you feel the need to see a mental health professional, contact a Deputy or the health care staff.

MONEY ACCOUNTS

Each inmate in the Columbia County Jail will have a "money account" established during the booking procedure. Funds may be deposited 24 hours per day seven days per week, via Visa or Mastercard by a toll-free phone call to 1-866-232-1899, via internet at: www.touchpaydirect.com or by depositing cash into a kiosk in the Sheriff's Office lobby. The depositor needs the inmate's name, booking number, and Facility Locator No., which is 297001. All purchases will be deducted from the account. Funds deposited to an account showing a negative balance will be deducted from that balance. The positive balance, if any, is available for the inmate's use. The balance will be refunded to the inmate upon discharge. Inmates who possess a negative balance on their account will not be denied their basic medical needs such as medical care and hygiene items. With a negative balance an inmate may request to participate in the 50/50 program at which time 50 % of any funds placed into the inmate account will go towards the negative balance and the other 50 % will be placed on the inmate's account ,available for use on individual items in the Jail.

OUTDOOR RECREATION

An open air recreation area is provided in the jail for your use as scheduled throughout the day. Central Control will notify each of you of your recreation time. When you are called for outdoor recreation, you need to be ready to go. You will leave the Pod in groups of six. No one will be allowed to depart the Pod late for recreation. The TV may be turned off while Control is calling for rec, and while people are leaving.

The following rules apply while using the open air recreation area:

1. Do not yell or attempt to communicate in any way with the people outside the recreation area, except for Corrections Staff.
2. Do not engage in "horseplay." We do not want people to get injured.
3. You must wear a minimum of a T-shirt, pants and shoes . Movement to or from outdoor recreation will require the complete uniform, including your ID card.
4. DO NOT take anything other than your ID card with you to outdoor recreation. This includes papers, candy, food items and anything that can be used to write or color with. If you are found with these items, disciplinary action may be taken.

PERSONAL PROPERTY

All personal property items will be stored in the secure storage area of the Columbia County Jail. No personal items will be allowed to be kept on an inmate unless approved by the Jail Commander in writing.

PROGRAM SERVICES

If and when available, you have the opportunity to participate in a variety of program activities. Recommended programs assist you in making constructive use of your time and to make positive changes in your life. We have grouped these into two main categories:

Voluntary activities Inmate worker activities

You may participate in activities in one or all of these categories depending on your:

Sentencing status
Length of sentence
Assessments results
Classification

PROPERTY TRANSFERS

You must follow these guidelines regarding your property:

1. You may release your personal property to any adult outside the facility on an "all or nothing" basis. The adult must present a state driver's license, state ID card, passport or military ID to jail staff, to ensure property is released to the proper individual. A signed inmate request form from you is required.

2. Release of property is available **Monday through Friday from 3:00 P.M. until 4:00 P.M. ONLY.**

3. The following exception applies when: An Inmate is committed to a state prison and must release all personal property including their clothing prior to being transported to a state facility.

If the property is not picked up prior to the inmate's departure, it will be forwarded to ODOC with the inmate.

4. We do not allow personal property to be dropped off for inmates, except for medical items which will be checked and approved by medical staff **first**. Clothes may be brought in if the situation calls for it. This will be at the discretion of the jail Supervisors.

SANITARY INSPECTIONS

Deputies will inspect each housing unit daily to ensure it is a safe and clean environment. You will need to follow basic sanitary practices to ensure your cell area meets the sanitation requirements and pass the sanitation inspections. If your cell does not meet sanitation requirements, you will lose privileges and be instructed to clean the area. If the day room, shower area and outside recreation areas do not meet sanitation requirements, the entire housing unit may lose privileges. These privileges are those listed at the beginning of this manual. If you or your housing unit lose privileges, they will be reinstated if you pass the next regularly scheduled inspection.

SANITARY PRACTICES

It is your responsibility to keep your cell clean and uncluttered. It is also the responsibility of **each** member of the housing unit to keep the day room, shower and outside recreation area clean. You will be provided with cleaning supplies and are expected to use the cleaning supplies as much as necessary to ensure you live in a clean environment.

You are to follow these rules for a clean and healthy housing unit:

Clean your cells, including the sink, toilet, floors and door windows **daily.**
Pod Porters will clean day room areas **daily.**
Pod Porters will clean the following, but not limited to: Tables, floors, stairs, walls, showers, bathroom areas, railings, and windows.
Keep the walls clean and free of graffiti or marks of any kind.
Place all garbage in the trash cans in the housing units.
Keep all pictures and papers off the walls, bunks, bottom of bunks. Do not hang, stick, or paste pictures or papers to the walls, bunks or any where else in the facility.
Keep commissary food items in your property container. (Gray totes)
Do not save food from meal service.
Wash your hands frequently.
Participate in laundry exchange twice weekly.
Shower at least twice weekly, but we strongly encourage you to shower daily.
Keep the showers clean, and free of excess soap and shampoo bottles.
Keep your gray bin or tote clean
Perform any other duties that Corrections Staff may assign.
Keep your room or bunk area uncluttered of excess items. This includes legal papers. Ask staff for assistance if you have a large amount of legal papers to store.
Vents for air circulation should be kept clean and obstruction free.

SEARCHES

Jail staff may conduct random unannounced searches of your person or of items in your possession, and in any area of the jail at any time. Your personal property and/or living area may be searched without your permission and whether or not you are present.

SELF-ESCORT

Most inmate movement within the jail, including visiting, medical, programs, work assignments Etc., will be unescorted unless you abuse the privilege. You are expected to conduct yourself in an orderly fashion at all times. **Inmates moving unescorted through the facility may not talk to other inmates, may not touch the walls or the glass, loiter or detour while en route to their destination.** When leaving an area, you need to state your name and where you are going to Central Control. Any inmate who abuses these rules will be subject to disciplinary action and may lose their opportunity for unescorted movement. The exception will be any inmate who is classified as maximum security and who needs to be escorted in the facility at all times.

SICK CALL

If you need to see medical personnel, fill out the appropriate Inmate Medical Request form. Each day the Medical Staff will address these issues upon receipt of the Request forms.

SPECIAL DIETS

You must direct all requests for medical diets to the heath care staff for approval. If you need a special diet for medical reasons, please submit a request slip to the health care staff. If you need a special diet for religious reasons, please submit a request form. A Deputy will pick up the form from you and give it to a supervisor for approval. If approved, the religious diet will remain in effect for the length of your incarceration. **Be aware that there may be a charge assessed for the extra cost associated for the special meal.**

TELEPHONE PRIVILEGES

Your use of jail telephones is a privilege. Jail staff may limit your telephone use for reasons of safety, security, good order, or sanitation of the jail. Inmates classified to housing units will be allowed to use telephones from 0800 hrs to approximately 2200 hrs, based on the operations of the housing unit you are in. **Conversations on any telephone in the jail may be monitored and/or recorded without further notice. You are consenting to this monitoring when you use the jail telephones.**

There are some local attorney's phone numbers that have been set up as non collect so you can call them directly from the telephones in the pods. **Confirmed attorney phone numbers are blocked from the monitoring system.**

All telephone calls from a housing unit are a collect call or by the phone cards that you purchase here. The phone cards are able to be used upon release from the Columbia County Jail. Telephone calls are limited to15 minutes each. The telephone system will warn you before the 15 minute time period is up so you can end your conversation.

Inmates are not allowed to receive incoming telephone calls. Jail staff will deliver verifiable **emergency** messages to you.

REMINDER: TELEPHONES ARE A PRIVILEGE. DO NOT ABUSE THE SYSTEM. ANY DAMAGE TO THE PHONE WILL RESULT IN A DISCIPLINARY HEARING AND A CRIMINAL CHARGE BEING FILED AGAINST THE INMATE.

TELEPHONE SERVICE NUMBER

If you or your family have any questions about billing or connection problems concerning the inmate phones, please call the service provider at 1-866-230-7761. We have a brochure available to answer more questions if you need it, please ask and we will provide it.

TRANSFER TO WORK RELEASE CENTER

The Courts and/or Supervisory Authority may consider you for transfer to the Work Release Center if authorized on your sentence order. These transfers are not automatic. Jail staff must approve all transfers.

Factors considered in transfer decisions will include:
Judge's approval
Length of sentence.
Individual needs.
Available space.
Classification.
Demonstration of compliance with jail rules, expectations and responsible behavior.

If you are interested in participating in any programs, you must submit a request on an Inmate Request Form. Misbehavior or administrative concerns may prevent access to these programs. Disciplinary write-ups or actions will affect program eligibility.

VISITING

All public visits will be scheduled by the Inmate requesting the visit. The inmate must contact prospective visitors by phone or mail, and determine an acceptable visiting date. **Time slots may be used on a first come, first serve basis.** Visitors are encouraged to arrive 10 to 15 minutes early to sign in. If all of the slots are taken for that time frame they can either wait till the next times start for that pod, if it is available, or return on another day. Visits will start on the hour and half hour.

Authorized visitors shall be members from the inmate's family, and friends age 18 and older. Visitors under the age of 18 **must** be accompanied by a parent or legal guardian. Attorneys and clergy are not considered public visitors.

Inmate visitation is a privilege and while the Columbia County Sheriff's Office encourages visitation, that privilege must be regulated to protect the needs of the entire jail operation. The amount of time allotted for visitation is based upon the classification and status of each inmate.

Classification is based upon the inmate's current charges, criminal history and current demeanor. All inmates will be allowed a maximum of two thirty (30) minute visits per seven (7) day period (Sunday through Saturday), as time and space allows.

Inmates assigned to Disciplinary Segregation will not be allowed visitation privileges.

Inmates not yet assigned to a housing unit or who are housed in the pre-classification unit, will not be allowed public visitation.

Inmates serving a sentence of seventy-two hours(72) or less will not be allowed public visitation.

Due to space limitations, acceptable visiting combinations are limited to:

1. One Adult
2. Two Adults
3. One Adult and One Child
4. One Adult and Two Children
5. Two Adults and One Child

Inmates have the right to refuse any visit, however that right should be exercised **prior** to visiting time.

All inmates wishing to receive public visits must establish a visiting list of not more than five (5) people. Persons not on the approved list will not be allowed to visit. You are able to change your visiting list once every 30 days from the time you establish your list. You need to fill out the visitation part of the request form to make the changes. The minimum information required for each person will be:

1. Visitor's full name
2. Date of birth
3. Relationship
4. The name of any child who may be in the company of his/her parent or guardian.

The visiting schedule will be posted in the housing units. Visiting times and days are subject to change periodically, so please refer to the schedule when talking to your loved ones.

SPECIAL VISITS

Special considerations may be given for emergency and/or special situations where normal visiting procedures may not be practical. Such situations as the death of a family member or close friend, serious injury of a family member or visitors traveling great distances, who have arrived unexpectedly may be considered on a case-by-case basis by the Supervisor or Corporal on duty. All special visits will be subject to the same rules and requirements as regular visitation. Special visits may be conducted in the Attorney Visiting Rooms if available and necessary due to other visitation which may be in progress.

VISITS WITH ATTORNEY

Inmates shall be given the opportunity to visit their attorneys at reasonable times, consistent with the safety and security of the facility. All visits will be scheduled by the attorney.

VISITS BY CLERGY

Clergy Visits will be handled as a regular visit. The member of the Clergy you want to have a visit with will be added like a normal visitor just like it is described in the regular visiting rules. They will be allowed to visit you on the regular date and time for the pod you are assigned to. The Clergy member will not count against you for the five people you are allowed to have on your visiting list. The Columbia County Jail provides non denominational religious services once per week and individual bible study twice per week.

VOLUNTARY ACTIVITIES

All general population inmates may have access to voluntary activities. These activities include but may not be limited to:

Religious services
Narcotics Anonymous (NA) and Alcoholics Anonymous (AA) groups
Religious based life skills classes
Individual educational tutoring (21 and under)
Recreational library
Law library

A sign up sheet for the voluntary activities will be posted in your housing unit. You must sign up on the provided list to be able to participate. Remember that **participation** in these activities **is a privilege**. Participation is dependent on your continued cooperation and responsible behavior.

WAKE UP AND LOCK DOWN

Day room and cell lights will be turned on at **6:00 A.M.** daily. Make your bed and dress for breakfast. Breakfast service will begin at approximately **6:30 A.M.** daily. Day room lights and television will be turned off by about **10:00 P.M.** and the cell lights will be turned off at **10:00 P.M.**. **All inmates must be on their bunks at "lights out" and are required to remain quiet.**

Each inmate is expected to completely clean your room and area, make your bed, dump trash cans, etc. when the cleaning supplies are available to you. Be aware that there are usually some cleaning materials available at all times.

MINOR RULE VIOLATIONS PROCEDURES

1. The accused inmate shall be served with a minor rule citation by the citing Deputy as quickly as is practical, after the violation is discovered, but in no case shall it be longer than 24 hours after the investigation is complete.

2. The inmate will sign the misconduct report and acknowledge receipt of alleged violation(s) and the right to appeal. The inmate may enter a plea of "Guilty" or "Not Guilty".

A. Upon entry of a "Guilty " plea, a Deputy will schedule an informal hearing for possible sanctions to be imposed.

B. Upon entry of a "Not Guilty" plea on the misconduct report or upon request for a formal hearing the incident will be handled the same as a Major Violation.

MINOR RULE VIOLATION SANCTIONS

Sanctions resulting from a guilty plea on a Minor Misconduct Report may include:

a. Verbal warning.

b. Creative sanction appropriate to the offense (i.e. extra work detail, etc.).

c. Housing Unit lock down not to exceed 24 hours.

d. Disciplinary segregation not to exceed five (5) calender days for a single violation. Inmates may receive separate lock down time for each marked violation. This should not exceed a total of fourteen (14) calender days.

e. Re-Classification

f. Probation for up to 30 days.

g. While in disciplinary segregation there is no access to programs.

Inmates get one hour out each 24 hours. Telephone (except legal) and television use may not be permitted. Commissary choices are restricted. Personal visits are suspended for the duration of the segregation. Book cart or library access is permitted; however, this privilege may be taken away as a sanction.

MINOR RULE VIOLATIONS

01 Possession of Nuisance Contraband: Any authorized item found in an inmates possession that has been altered or is in excess of the authorized amount.

02 Arguing: Any disagreement which becomes disruptive, loud or obnoxious.

03 Possession of another inmates property.

04 Unauthorized use of facility property or equipment (i.e. washers/dryers, barber equipment etc.)

05 Acting as a lookout

06 Being in an unauthorized area without corrections staff present.

07 Purposefully obstructing the view of Corrections Staff.

08 Inappropriate remarks or misuse of the inmate request forms or any of the forms or paperwork handed out or used in the facility.

09 Unwarranted emergency calls.

10 Horse Playing: Any aggressive or faked aggressive actions, which may lead to or be mistaken for a physical altercation.

11 Disrespect to other inmates (i.e. name calling, profanity or accusations directed at another inmate).

12 Cursing, uncontrolled use of profanity or obscenities that may be considered offensive to others.

13 Excessive noise.

14 Failure to properly maintain living area.

15 Hanging paper, linen, clothing, etc. on light fixtures, walls, ceilings etc.

16 Failure to maintain personal hygiene.

17 Improper attire (i.e. not following the dress code stated in the manual).

18 Displaying or demonstrating gang affiliations (i.e. hand gestures, hand in pants, low riding trousers, etc.).

19 Graffiti: writing, drawing or marking on any of the surfaces of the facility.

20 Posting any type of picture, drawing or any other material on the walls, bunks or any the surfaces of the facility.

21 Misuse of the intercom system.

22 Disrespect towards any Staff Member or Sheriff's Office Employee

23 Disruptive Behavior

24 Unauthorized use of the typewriter. (Law Library)

25 Lying to Staff Members.

26 Other

MAJOR RULE VIOLATION PROCEDURES

All Major Rule Violations will be handled through a formal disciplinary process, and require a formal hearing.

1. When an inmate commits, or is believed to have committed a Major Rule Violation, the inmate will be immediately placed on pre-hearing segregation status pending the outcome of the disciplinary hearing, regardless the nature of the alleged conduct. This can cause restriction in your privileges.

2. The accused inmate shall be served with a Major Rule Citation and the Inmate Rights form by the citing Deputy as quickly as is practical, after the violation is discovered, but in no case shall it be longer than 24 hours after the investigation is complete.

3. The inmate will have a hearing before a hearings officer within five (5) days of the incident excluding Saturdays, Sundays and Holidays. The inmate will be notified at least 24 hours prior to the hearing.

4. After the hearing, the hearings officer can render a decision immediately or within 72 hours.

A. If the inmate is found "Not Guilty", the inmate will be restored to the same status and privileges as before charged.

B. If the inmate is found "Guilty", the Hearings Officer will impose an appropriate sanction from the Major Rule Violation Sanction list.

MAJOR RULE VIOLATION SANCTIONS

Sanctions resulting from a finding of "Guilty" in a hearing for a Major Violation may include the following:

1. Temporary or permanent change in programming to include:
   - A. Change in housing assignments. (i.e. re-classification)
   - B. Change in custody status.
   - C. Removal from work status with concurrent suspension of credit for work, as directed by O.R.S. 169.120
2. Reclassification to Disciplinary Segregation for no more than sixty (60) days for all (multiple) violations arising out of one incident (only 30 days maximum on a single violation) and giving credit for time served as appropriate.
3. Loss of Statutory Good time and modification of release date in accordance with O.R.S. 169.110.
4. Suspension of any part, (or all of the above if appropriate), along with information of expected conduct to avoid imposition.
5. Any combination of one (1) through four (4), listed above.
6. Unless medically or psychiatrically required, no segregated inmate shall be denied clothing or bedding that is allowed to general population inmates.
7. Segregated inmates shall be provided the same food as general population inmates.
8. Personal hygiene items and shower facilities will be provided regularly to segregated inmates, unless there are documented security reasons which would prohibit them.
9. While in disciplinary segregation there is no access to programs. Inmates get one hour out each 24 hours. Telephone (except legal) and television use is not permitted. Commissary choices are restricted to hygiene items only. Personal visits are suspended for the duration of the segregation. Book cart or library access is permitted; however this privilege may be taken away as a condition of the sanction.

MAJOR RULE VIOLATIONS

40 Habitual Misconduct: 3 or more separate minor rule violations within 30 days.

41 Refusing to comply with a Deputy's/ Staff/ Kitchen Staff directives.

42 Tampering with or destruction of Identification Card

43 Refusing to lock down on command, or during a disturbance.

44 Refusing to go to court.

45 Tampering with security devices/ facility equipment.

46 Threatening or strong arming another inmate.

47 Giving false information to a Deputy.

48 Creating a disturbance while on lock down (i.e. banging doors, excessive noise, flooding the cell, etc).

50 Threatening staff members

51 Smoking, or possession of smoking paraphernalia.

52 Possession of unauthorized beverages (i.e. pruno).

53 Indecent exposure.

54 Theft.

55 Extortion.

56 Destruction of, or Defacing County property.

57 Possession of illegal drugs or prescription medications belonging to another or misuse of prescribed medications.

58 Participation in organizing or recruiting for gang related activities.

59 Sexual misconduct/ homosexual activities

60 Fighting.

61 Assault on another inmate.

62 Assisting a suicide

63 Possession of a weapon.

64 Assault on a staff member.

65 Attempted or actual escape, or possession of an escape plan.

66 Participating in or inciting a riot.

67 Taking a hostage

68 Arson

69 Rape or Sodomy.

70 Homicide.

71 Violation of any Criminal Code

72 Tampering with or altering any other person's food.

73 Other.

VIOLATIONS APPEALS PROCESS

All appeals must be submitted to the Facility Supervisor or their designee within 72 hours, following the decision. The Facility Supervisor or designee will review the recommendations and return the appeal form to the inmate within five (5) working days of the appeal. The response time may be extended due to extenuating circumstances or further investigation, with written notice to the inmate of the reason(s) for the delay. Ask a deputy if you need a form.

SEXUAL ASSAULT AWARENESS

DID YOU KNOW?

Rape and sexual assault happens to females and males of all ages, from infancy to senior years.

98% of males who have raped boys reported they are heterosexual. Most males who assault men or women are married or report having girlfriends.

Sexual assault had nothing to do with the victim's present or future sexual orientation. Victims may be either heterosexual or homosexual.

A survivor is not at fault for the rape, even if she/he was in a secluded area, or had previous consensual sex with the attacker.

The fact a male victim of sexual assault ejaculated or became sexually aroused does not mean they were not raped or that they gave consent. These are normal, involuntary physiological reactions.

It is common for survivors of sexual assault to have feeling of anger embarrassment, panic, depression, guilt, and fear after the attack. Other common reactions include loss of appetite, nausea or stomachaches, headaches, loss of memory and/or trouble concentrating and changes in sleep patterns.

FACTS FOR THE INMATE THAT SEXUALLY ASSAULTS OTHER INMATES:

All cases of sexual assault will be referred to the Enforcement Branch or Major Crimes Team (MCT) for criminal investigation. You may be prosecuted and if found guilty of a felony, you may be sentenced to prison time (up to 100 months for each Rape I or Sodomy I conviction). Any sex offense conviction will automatically add sex offender conditions when you release, which may require you to register as a sex offender per ORS 181.594. This registration requirement is for life. You also be deemed as a "Predatory Sex Offender," which would require community notification upon your release.

Regardless of how you choose to characterize it, any sexual activity will increase your risk of HIV infection, along with exposing you to other sexually transmitted diseases.

If you have trouble controlling your actions seek help from mental health staff and/or consider participating in programs designed to control anger or reduce stress. To reduce immediate feelings of anger or aggression, try talking to or writing a friend, meditate or do breathing exercises to relax, work on a hobby, or engage in some type of exercise.

SEXUAL ASSAULT

Sexual assault as defined by Columbia County Jail policy is "Sexual conduct where force or threat of force is used, or when the person is unable to consent because of age or incapacitation (mental defect, mental incapacitation, or physical helplessness). Sexual conduct includes: vaginal penetration by a penis; contact between the genitals of a person and the mouth or anus of another person; penetration of the vagina, anus, or penis of another person with any object other than the penis or mouth; touching of the sexual or intimate parts of someone or causing someone to touch the sexual or intimate parts of another for the purpose of sexual gratification." Any behavior or act of a sexual nature directed toward an inmate by an inmate, employee, volunteer, visitor, contract employee or other agency representatives. This includes acts or any attempts to commit such acts including, but not limited to, sexual contact, inappropriate behavior of a sexual nature, unreasonable invasion of privacy, conversations or correspondence that suggests a romantic relationship between an inmate and any party referenced above.

Sexual assault affects everyone, either directly or through the experience of those we care about. It is not only a woman's issue as it can affect persons of any gender, age, race, ethnic group, socioeconomic status, sexual orientation, or disability.

The statistics are proof of this problem: According to the National Crime Victimization Survey (NCVS), in 2002 there were 247,730 victims of rape (This number does not include victims 12 or younger), seven out

of every eight rape victims were female, and one in every eight rape victims was male. A 1998 study indicates that about 2.78 million American men have experienced an attempted or completed rape and one out of six American women have experienced an attempted or completed rape.

SEXUAL ASSAULT AVOIDANCE

The only rape that can be prevented is when a potential rapist chooses NOT to rape. However, you may avoid an attack by keeping the following safety guidelines in mind:

Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, LEAVE.

Don't let manners get in the way of keeping yourself safe. Don't be afraid to say "NO" or "STOP IT NOW".

Walk and stand with confidence. Many rapists choose victims who look like they won't fight back or are emotionally weak.

Avoid talking about sex and casual nudity. These things may be considered a come on, or make another inmate believe that you have an interest in a sexual relationship.

Do not accept canteen items or other gifts from other inmates. Placing yourself in debt to another inmate can lead to sexual favors.

Avoid secluded areas; position yourself in plain view of staff members. If you are being pressured for sex, report it to a supervisor immediately.

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

If the attack has just happened.....

Get to a safe place.
REPORT THE ATTACK TO A STAFF MEMBER IMMEDIATELY.

The longer you wait to report the attack the more difficult it is to obtain the evidence necessary for criminal and/or administrative investigation.

Request immediate medical attention. You may have serious injuries that you are not aware or, and any sexual contact can expose you to sexually transmitted diseases.

Do not shower, brush your teeth, use the restroom, or change your clothes. You may destroy important evidence.

If you have been attacked or witness an attack, but you are unwilling to report it in person to a CCSO uniformed staff member, then you may speak with a counselor, chaplain, medical staff, write a sealed letter to any command staff member, or contact a CCSO Detective at 503-366-4650.

Later on.....
Seek the support of a trusted friend, family member or staff member, such as the Chaplain or the counseling staff. The days ahead can be traumatic and it helps to have people who care about you supporting you. Seek professional help. Mental Health staff are available for crisis care 365 days a year, to listen and offer support.

EXHIBIT 57

TO

DECLARATION OF KATHERINE CHAMBERLAIN IN SUPPORT OF PLAINTIFF'S MOTION FOR PARTIAL SUMMARY JUDGMENT ON CLAIMS FOR DECLARATORY AND INJUNCTIVE RELIEF

INMATE MANUAL

COLUMBIA COUNTY JAIL

All rules in this manual may be amended or suspended at any time by order of the Sheriff or designee.

As an Inmate in the Columbia County Jail, you are partially responsible for your own safety. You are in jail and you must be aware of your surroundings.

Incorporating Revised Inmate Mail Guidelines
(See Pages 7 through 16)

Effective May 25, 2012

TABLE OF CONTENTS

TABLE OF CONTENTS. . . . . .
YOUR RIGHTS AND PRIVILEGES. 1
YOUR RESPONSIBILITIES AND EXPECTED BEHAVIOR. 1-2
BEDS AND BEDDING. 2
BILLING FEES. 2-3
CELL IN COMMAND. 3
CLASSIFICATION. 3
CLOTHING EXCHANGE. 3
COMMISSARY. 3
CONTRABAND. 3
COUNTY ISSUED ITEMS. 4
COURT CONDUCT. 4
DRESS CODE. 4
FIRE AND EMERGENCY SAFETY. 4
HAIR CARE AND PERSONAL GROOMING. 5
HEALTH APPRAISALS. 5
HOUSING UNIT OPERATIONS. 5
ICE CONTACT INFORMATION. 5



IDENTIFICATION CARDS. 5
INMATE COUNTS. 5-6
INMATE GRIEVANCE PROCEDURE. . . . 6
INMATE REQUEST FORMS. 6
INMATE WORKER ACTIVITIES. 6
INTERCOM SYSTEM. 7
LAW LIBRARY. 7
LIBRARY. 7
MAIL. 7-16
MEALS. 16
MEDICAL SERVICES. 17
MEDICATION. 17
MEDICAL GRIEVANCES. 17
MENTAL HEALTH SERVICES. 17
MONEY ACCOUNTS. 17
OUTDOOR RECREATION. 17-18
PERSONAL PROPERTY. 18
PROGRAM SERVICES. 18
PROPERTY TRANSFERS. 18
SANITARY INSPECTIONS. 18
SANITARY PRACTICES. 19
SEARCHES. 19
SELF-ESCORT. 19
SICK CALL. 19
SPECIAL DIETS. 19
TELEPHONE PRIVILEGES. 20
TELEPHONE SERVICE NUMBER. 20
TRANSFER TO WORK RELEASE CENTER. 20
VISITING. 20-21
SPECIAL VISITS. 21
VISITS WITH ATTORNEY 21
VISITS BY CLERGY. 21-22
VOLUNTARY ACTIVITIES. 22
WAKE UP AND LOCK DOWN. 22
MINOR RULE VIOLATIONS PROCEDURES. . . . 22
MINOR RULE VIOLATION SANCTIONS. 22-23
MINOR RULE VIOLATIONS. 23-24
MAJOR RULE VIOLATION PROCEDURES. 24
MAJOR RULE VIOLATION SANCTIONS. 24-25
MAJOR RULE VIOLATIONS. 25-26
VIOLATIONS APPEALS PROCESS. 26
SEXUAL ASSAULT AWARENESS. 26
SEXUAL ASSAULT. 26-27
SEXUAL ASSAULT AVOIDANCE. 27

YOUR RIGHTS AND PRIVILEGES

We want you to know exactly what is expected of you while you are in this jail. We will let you know what you can expect from us by explaining our rules, procedures and schedules to you. While at this jail, you will be provided with:

1. Three daily meals served at reasonable intervals
2. Clean bedding and clothing at least twice weekly
3. The opportunity to shower at least twice weekly
4. Regular exercise
5. Opportunities to exercise your religion
6. Basic hygiene items
7. Access to the law library
8. Access to counsel
9. Emergency medical and dental treatment
10. A safe and secure environment

If you follow jail rules and sanitation practices, you may receive these privileges:

1. Use of television
2. Use of library services
3. Use of outdoor recreation
4. Use of telephones
5. Having social visits
6. Making commissary purchases
7. Sending and receiving mail
8. Voluntary participation in jail programs

Remember that these are not rights. Jail staff can limit or suspend these privileges at any time in order to maintain the safety, security, good order and sanitation of the jail.

This manual does not cover every situation that may arise, but it will serve as a basic guide for your conduct and facility procedures.

Columbia County Jail has a no smoking policy.

YOUR RESPONSIBILITIES AND EXPECTED BEHAVIOR

Read this manual to know what is expected of you. The excuse **"I did not know that"** is not acceptable. **It is your responsibility to follow all laws, jail rules, schedules, and staff requests. You must respect jail property and the property of others. This would include staying out of other inmate's cells and off of their bunks. You are expected to keep your sleeping area, the day room and outdoor recreation areas clean and orderly.** Unacceptable behavior will be dealt with firmly, but fairly. Misbehavior may result in a change of your custody status which can directly affect your privileges in the jail.

This manual is an accountable item and is issued to you for your use while you are in this facility. You are responsible for the condition of this manual and you will be billed for any damage, graffiti, or unusable condition when returned. If the manual is damaged, please report it to a staff member to have it replaced immediately.

The best control of your behavior is by you practicing self-discipline and respect for others. Inmates are not allowed to become personally familiar with corrections' staff. Be considerate and respectful toward all officials. We will expect you to address uniformed staff as "Deputy or Sergeant _____ " and non-uniformed staff as "Mr._____ " or "Ms._____". Central Control personnel will be addressed as "Control."

Inmate basic rules for the Columbia County Jail:

1. **The ID card is to be put into the window facing out so that it can be seen and scanned during your stay.**
2. **When you are out of your room, the ID card is to be in your pocket.**
3. **When you are in the day room, you are to be completely dressed with T shirt tucked in.**
4. **When you are in your room, you are to have the T shirt and boxers on at all times including while you are sleeping, no exceptions.**
5. **When you come out of the pod and into the circle, you are to stay on the colored squares. The squares form a line that you walk on. You stay on that line with the exception to go around an obstacle. You are to stay in a single file line.**
6. **When you are in any other hallway, you are to walk on the right side of the hall and in a single file. You are not to touch anything. Do not speak, yell or signal at anyone. Keep your hands to yourself.**
7. **When in the hallway, there should be only six (6) inmates at one time.**
8. **DO NOT cover the ventilation units or speaker in the cells.**

BEDS AND BEDDING

Bedding will consist of two sheets and two blankets. Blankets and sheets may **not** be removed from your cell or bunk, nor may they be placed on the floor or table for **any** reason. You are not to take the mattress off the bunk and place it on the floor of your cell or in the day room of the pod. Your mattress may only be used for sleeping purposes. The bunk area must be left in an orderly fashion through out the day.

BILLING FEES

As authorized in ORS 169.150 and 169.151, Local Correctional Facilities are allowed to bill Inmates for items and services that are provided to them while incarcerated in Correctional Facilities.

Every ***Sentenced*** Inmate will be charged a boarding fee of $10.00 per day. The Inmate will receive a bill when he or she is released from the jail. The Inmate will have 30 days to pay the bill or set up a payment plan.

An initial hygiene kit is $2.15 and the Inmate ID card is $1.00. All over the counter medications as well as prescription medications will be billed through the inmate's commissary account. When the Inmate is released from jail and his or her commissary account is in the negative, that amount will also show up on the release billing. When 30 days have passed with no payment received on the release billing, the account will be turned over to the Oregon Department of Revenue for collection.

Other charges are listed below:

1) Work Release Inmates are charged a minimum of $15.00 per day or two hours of pay if the inmate's hourly rate of pay is higher than $7.50 per hour.

		If any of the following items are damaged or destroyed you will be billed as follows:December 2, 2010	
2) Hygiene Kits	$ 2.15 each	11) Tote	$44.95
3) Postcard	$ 0.50	12) Tote Lid	$26.95

4) Hair Cuts	$ 5.00	13) Sporks	$ 0.25
5) Medical/Nurse visits	$ 5.00	14) Sandals	$ 2.49
6) Medical visit for OTC meds	$ 1.00	15) Cups	$ 0.75
7) Medical kites submitted	$ .50	16) Socks (If Appl.)	$ 0.85
8) Feminine Hygiene Products	$ 0.20	17) Towels	$ 0.75
9) Razors (if more than 1)	$ 0.15	18) Striped Shirt	$ 6.55-$12.75
10) Copies of legal materials	$ 0.25	19) Striped Pants	$ 8.75-$14.95
		20) T-Shirts	$ 3.99 - $ 7.30
		21) Shorts	$ 2.32 - $ 2.74
		22) Replacement ID Card	$ 5.00

All fees are subject to change at any time

CELL IN COMMAND

The command "**cell-in**"or "**bunk-up**" means you need to stop what you are doing and go directly to your cell or bunk. You must follow this command without question or hesitation. If you do not, it will directly affect your classification and custody status and also will result in disciplinary actions against you.

CLASSIFICATION

All newly arrested inmates who are not released prior to movement from the booking area will be assigned housing in a Pre-Classification unit. They may be maintained on lock-down status for up to the first Seventy-Two (72) hours, for classification purposes. The Columbia County Jail has three classifications which are minimum, medium and maximum security. All inmates are assigned a classification according to their status. Inmates may request a classification review in writing on an Inmate Request Form at any time.

Most inmates involved in the Inmate Worker Program and Alternative Programs must qualify for and maintain a minimum custody status.

ACTIVITIES MAY DIFFER BASED ON YOUR LEVEL OF CLASSIFICATION.

CLOTHING EXCHANGE

Clean clothing will be provided twice weekly. You must turn in all of your soiled clothing during clothing exchange. In return you will receive 1 T-shirt, 1 pair of shorts, 1 towel, 1 striped shirt and 1 pair striped pants. On every other exchange you will receive clean sheets. Blankets may be exchanged every 30 days. Each housing unit will have a different laundry schedule.

Jail staff will make every effort to ensure clothing is in good repair. You are responsible for all clothing and bedding issued to you. You should check the condition of the clothing you receive and immediately inform a staff member and exchange any clothing or bedding that has a tear or graffiti written on it. If you are found to be in possession of damaged items, you will be subject to disciplinary action. This may include payment for the damaged clothing.

COMMISSARY

The Columbia County Jail has a well-appointed commissary list from which inmates with funds may purchase various items. Inmates without funds may order indigent hygiene kits once per week, if needed. Indigent items will be posted to the inmate's account creating a negative balance. **Commissary sheets will be handed out once a week. If you did not get funds in before the commissary sheets were made up to be passed out, you will have to wait until the following week to order.** Commissary purchases are limited to no more than $75.00 per week. Inmates may have no more than two (2) lead pencils in their possession at any given time. In addition each inmate will be allowed to purchase one pack of colored pencils.

CONTRABAND

Any authorized item found in an inmate's possession that has been altered or is not being used for it's original purpose, or any items in excess of the issued quantity as stated within this manual.

COUNTY ISSUED ITEMS

All inmates who are dressed into the Columbia County jail will be issued jail clothing after intake, and in the clothing change/shower room. You will be issued a plastic bin containing a hygiene kit, bed linen, towel, and clothing and this Inmate Manual. Another issued item will include a mattress. You will be responsible for the condition of all items issued to you. The gray property box (totes) are to be used specifically for storage of your personal and issued belongings. Totes are not to be used for chairs or any use other than what has been mentioned above. Totes are to remain under your bunk at all times.

1. One inmate uniform top.
2. One inmate uniform pants
3. Two T-Shirts
4. Two pair of gym shorts/Underwear
5. One pair of jail sandals.
6. One mattress
7. Two sheets
8. Two Blankets
9. One Towel
10. One Rule Book

Female inmates may be allowed to retain the following:

1. Personal underwear, if needed for hygiene reasons, if determined appropriate by staff.
2. Personal bras, with no metal fasteners or under wires. A sports style bra is preferred.

During the winter months you will be issued a sweatshirt to be worn in your cell, day room area, the outdoor recreation yard or under the striped shirt when going to court.

COURT CONDUCT

Your arraignment will be your first court appearance in jail. During your arraignment, a judge will tell you what you are charged with and your rights with regard to those charges. The judge may appoint an attorney at this time if you qualify.

During any court appearance you will not have contact with any person other than your lawyer or the court officials. Contact includes talking, signaling, or passing notes to people.

Video arraignment is considered a court room setting and the above rules apply.

DRESS CODE

You are expected to remain fully dressed at all times except when you are on your bunk. When you are in your assigned bunk area **you must wear at least the T-shirt and shorts issued by this facility**. Any time you leave your sleeping area or room, you must be fully clothed. Fully clothed consists of your shorts, T-shirt, striped shirt and striped pants or shorts, T-shirt, gray sweatshirt and striped pants. During lights out, you may go to use the restroom in your t-shirt and shorts if you live in an open dorm.

Your T-shirt must be tucked in at all times and not hanging loosely. Rolling your pant legs up if they are too long, but not above the ankles, is allowed. Do not alter the appearance of your clothes.

You may not roll your sleeves, tuck your pants into your socks, or pull your pants down below the hips. It is not allowed to wear clothes that are too large or too small.

You will be allowed to take your outer striped shirt off while exercising in the recreation area.

FIRE AND EMERGENCY SAFETY

In case of any type of emergency or evacuation, you are to follow any direct order of a Deputy. There are emergency evacuation procedures in place and you will be evacuated in an orderly manner to a safe place.

If you are asked to evacuate an area by a Deputy, you are to form a straight line at your Pod door and wait for directions from a Deputy or the Control Room staff. A Deputy will direct you to a safe area.

HAIR CARE AND PERSONAL GROOMING

We encourage you to shower daily. We hand out razors three times a week. If an individual has a court appearance they will be allowed to use a razor prior to their court appearance. Once a week a list will be put into your respective pod and you must sign up on that list to receive a haircut. Hair cuts can be done when a person is available to be the barber. There is a $5.00 charge for the haircut. Haircuts will be done on Saturdays and Sundays only. You will be allowed to have one haircut per month. **Haircuts other than a trim or a complete removal to a short stubble are not allowed. No other styles will be tolerated.** Only kitchen and floor workers are allowed one free haircut per month.

HEALTH APPRAISALS

A health appraisal must be done before an inmate can be considered for "worker" status.

HOUSING UNIT OPERATIONS

The daily operation in the pods will be as follows.

You will be allowed to come out of your cell for a short period of time during the morning at breakfast. You will then be instructed to return to your cell until lunch time. After lunch, you will then have three hours out of your cell. At the end of that period, you will return to your cell. The next period out, will be after dinner for two hours.

Inmate time out of cells for each pod will be set as necessary to fulfill the needs of the facility.

Cleaning gear will be provided during the day. We require you to use it daily to clean your cell, bunk area and the pod as a whole on a daily basis.

No one is allowed to sit, stand or loiter on the stairs or catwalks (upper tier floors) at any time. This will include walking or pacing off laps upstairs, or on the stairs. There is to be no sitting on the table tops.

ICE CONTACT INFORMATION

Inmates who are housed in the Columbia County Jail for Immigration Customs Enforcement (ICE) may contact ICE via the use of an ICE inmate request form.

ICE inmates may contact ICE Pro Bono Attorneys by calling (800) 646-6283. In each Pod located on the mail boxes, there is a list of all Pro Bono calls for use by all ICE detainees. ICE agents make scheduled visits to the Columbia County Jail on Wednesdays of every week.

IDENTIFICATION CARDS

You must keep your inmate ID card on your person any time you are out of your cell. Do not let anyone use your ID card. The best place to keep this card is in your shirt pocket. When you are in your cell, place your ID card, right side up, in the window of your door with the picture facing out so

the Deputy can see your name and picture. You must surrender your ID card to any staff member upon request.

INMATE COUNTS

There will be at least six "Formal Counts" per day. At the beginning of each "formal count" you will be instructed to "cell in or bunk up." Televisons will be turned off. At that time you must:

1. Go into your cell and close the door or get onto your bunk depending on the pod you are in.
2. Correctly place your I.D. card in the window of your door or on your bunk. If you are on a bunk, or otherwise not in your room or pod, having the ID card in your hand and presenting it to the deputy doing the count is acceptable.

Prior to lock-down each night a final formal head count will be conducted in the following manner.

1. In Pods with cells you will go to your room, close the door stand with one individual on each side of the door, ID card in hand, ready for the count. All inmates will remain in this manner until a Deputy scans your identification card.

2. In an open dorm go to your bunk and stand next to your bunk with your ID card in hand, until a Deputy scans your card. After formal you should bunk up for the night and remain quiet.

There will be numerous informal counts per day, therefore, whenever a Deputy enters your cell, remain where you are, do not move until the deputy leaves or instructs you to move.

INMATE GRIEVANCE PROCEDURE

You may submit a grievance about a condition in the jail if you think it is a problem or is unfair. You cannot grieve: disciplinary actions (there is an appeal process for that), classification decisions, incidents or problems which you were not party to, a collection of unrelated complaints, and no group grievances.

To file a grievance, you must follow the steps below **in the order shown**. You cannot skip one.

1. An inmate may request a Grievance Form from any Corrections Deputy at any time to bring to attention any perceived problems and proposed solutions. The Deputy will address any grievance within the scope of his/her authority and document any action taken regarding the request within five (5) working days.

2. The inmate may redirect the grievance to the Shift Supervisor for any complaint which cannot be reasonably resolved by the Deputy. The Supervisor will address any grievance within the scope of his/her authority and document any action taken on the form within five (5) working days.

3. If the complaint is not resolved to the inmate's satisfaction by the Supervisor, the inmate may send the Grievance Form to the Facility Supervisor or his designee. The Facility Supervisor or designee will address the complaint and document any action taken on the form within five (5) working days.

4. If the complaint is not resolved to the inmate's satisfaction by the Facility Supervisor, the inmate may send a **sealed** Grievance Form to the Sheriff. The Sheriff will address the complaint and document his decision on the form within ten (10) working days. The Sheriff's decision **will be final!**

Inmates may file an Emergency Grievance in the event that circumstances exist to warrant one. This will be filed directly to the Jail Commander in a sealed envelope, utilizing the same inmate grievance form.

INMATE REQUEST FORMS

The Inmate Request Forms (also known as kites) are available upon request. There are two of them. One will be for general questions, law library and visiting. The other form will be a Medical Request Form. This is **only** for the medical staff and doctor to answer and will be forwarded to them. There are separate forms to correspond with Columbia County Community Corrections or with Immigration Customs Enforcement (ICE)/Immigration.

INMATE WORKER ACTIVITIES

If you want to work in the jail, you will need to request and fill out an Inmate Worker Labor Agreement, then submit it into the mailbox. It may take several days to receive your copy.

Staff will select various inmates to do kitchen, custodial or maintenance jobs in the facility. Health care staff must clear you before you can participate in the worker activities, especially in the kitchen.

You may receive work time credit only if you are sentenced and your sentence order authorizes it. Any change of a job description or shift must be approved by a Supervisor.

INTERCOM SYSTEM

The call buttons in the cells are to be used for **emergency purposes only**. They are not to be used for any other communication. If the call buttons are misused, the inmate violating this rule will be written up for failure to abide by the rules of the Columbia County Jail.

LAW LIBRARY

All inmates of the Columbia County Jail will be given access to one hour in the law library per request. Use of the law library will be limited only by time and the need to maintain the safety and security of the facility. To gain access, you must submit a request form at least twenty-four (24) hours in advance. You will be expected to take a note pad and pencil with you to the law library to assist you in your research. All law books, reference material and other articles must remain in the law library to ensure equal access for all inmates. There will be very limited copying capabilities available to you for which your account will be charged a fee per copy. No inmate will be denied this service based on an inability to pay.

When you finish, you are required to leave the law library orderly and neat. Please be aware that corrections staff **cannot provide you with legal advice or legal assistance.** If you have any questions, please consult your attorney.

LIBRARY

All inmates of the Columbia County Jail will be afforded ample opportunity to have access to library books within the jail library. The books may be delivered by a cart. You may have up to six books at a time. All books must be returned to the library or the cart, prior to checking out more. If a search of your person or cell reveals that you have more than six books in your possession, you may be subjected to disciplinary action. Damaged books must be returned to a Deputy, immediately. Possession of damaged books may be grounds for disciplinary action. The six books do not include religious or educational. Discretion of Corrections Staff will determine whether the books are in fact religious or educational.

MAIL

POLICY

Jail mail handling procedures must support an inmate's and the public's need to communicate in writing to carry out legal business and maintain family and community ties. The procedures must

also meet the Jail's need for efficient operations that preserve the good order, safety, and security of the facility, inmates, and staff.

The Jail's general Inmate Policy is that all mail that is delivered by the United States Postal Service can be delivered to and sent by inmates, subject to the restrictions in the Inmate Mail Policy, as described in this manual. The Policy and an Inmate Mail Guide is available on the Jail's website. You are responsible for making sure people you communicate with via mail are aware of the Jail's policies on inmate mail. Please direct them to the Policy and/or guide on the County's website. They may also call the Jail at 503-366-4630 to obtain the information. You may ask a Deputy for a copy of the Inmate Mail Guide.

DEFINITIONS

Book. A printed composition bound in a volume.

Contraband. 1) Controlled substances as defined in ORS 475.005(6). 2) Drug paraphernalia as defined by ORS 475.525(2). 3) Any currency or negotiable instrument. 4) Any item that a person in a correctional facility is prohibited by statute, rule, or order from obtaining or possessing, *and* whose use would endanger the safety or security of the facility or person in the facility. 5) An unauthorized item in an inmate's possession or in a cell, bunk, or common area. 6) An authorized item altered in any way. 7) More than the authorized number of an item.

Inmate Mail. Written correspondence to or from an inmate in the Columbia County Jail.

Indigent. An inmate who has less than $5 in his or her inmate account and has not had more than that amount for seven days.

Inflammatory material. Written or printed materials that pose a threat to the security, safety, or good order of the jail because it may incite or advocate physical violence against others. This includes material that advocates the supremacy or hatred of a racial, religious, national, or other group of people. (*Note*: Criticism of jail operations, programs, or staff, on its own, is not inflammatory material. If the criticism involves an illegal act or violates a jail rule, staff will handle it as that type of prohibited mail.)

Jail Commander. The Columbia County Jail Commander or his/her designee.

Jail Supervisor. Any Corrections Deputy designated at the rank of sergeant or higher.

Junk mail / Bulk mail. Printed materials, often sent as mass mailings, such as catalogs, advertisements, brochures, circulars, newsletters, and pamphlets whose primary purpose is to sell, promote or solicit for, a product or service. Junk mail/bulk mail may come using a variety of postage rates, including but not limited to bulk mail rates. Junk Mail/Bulk Mail may be solicited or unsolicited.

Legal mail. Incoming or outgoing mail addressed to or from an attorney.

Negotiable instrument. A written document that represents an unconditional promise to pay a specified amount of money upon the demand of its owner. Examples include checks and promissory notes. Negotiable instruments can be transferred from one person to another, as when a person writes "pay to the order of" on the back of a check in order to turn it over to someone else.

Official Mail. Incoming or outgoing mail addressed to or from the sheriff, jail command staff, probation authorities, district attorney, state attorney general, Governor, court, a court official, and other confining authorities, or addressed to or from the inmate's medical provider, or addressed to or from the inmate's religious clergy or other leader, or addressed to or from the news media

Periodical. A magazine, newspaper, newsletter, or other publication formed of printed sheets that is issued at regular, specified intervals by a publisher.

Personal business. Business necessary to meet ordinary personal obligations, including but not

limited to, paying taxes, making mortgage or other loan payments, renewing licenses, and making rent or lease payments.

Personal mail. Mail to or from family, friends, or for personal business. Personal mail does not include legal mail, official mail, publications, or junk mail/bulk mail.

Publication. Periodicals and books.

Sexually explicit: 1) A pictorial depiction of any of the following: actual or simulated sexual acts (including sexual intercourse, oral sex, anal sex, or masturbation); sexual penetration; bestiality; sexual violence; sadomasochistic behavior; excretory functions; and exposed genitalia, anus, or female nipple or areola, unless the exposure is for legitimate medical, religious, or anthropological reasons. 2) Sex acts involving children. 3) Materials that violate state and local obscenity laws. (*Note*: Whether the material is commercially produced or is personally made or written has no bearing on this definition.)

INMATE MAIL

1. **Inmate Mail Limits and Restrictions/Overview**

The Columbia County Jail will normally not limit, censor, or restrict the volume, language, content, format or source of inmate mail. However, some limitations are necessary to assure the safety, and security of inmates, jail staff, and the public, as well as to assure the efficient operation of the Jail.

2. **Specific Limitations on Inmate Mail.**

a. **Personal Mail.** Except as otherwise provided below, personal mail may be sent and received by inmates only in postcard form. The following exceptions apply to this policy:

i. A Jail Supervisor may allow an inmate who is continuously involved in rehabilitation programs permission to correspond with a specific person in non-post card form (both sending and receiving). A supervisor must document that correspondence with the person is in the best interest of an inmate's rehabilitation. A suitable example might include a letter sent to reconnect with family prior to release.

ii. A Jail Supervisor may approve incoming and outgoing mail in non-postcard form so that an inmate can conduct necessary personal business. Examples of this exception include, but are not limited to the use of a business reply envelope to send a document back to the originating firm or signing a mailed-in personal check to make a rent or car payment or renew a driver's license. If it appears to the Supervisor that the inmate has no other reasonably available means to take care of personal business, and that the personal business cannot reasonably wait until the inmate is released, the Supervisor shall allow the exception, subject to the following:

(1) Checks must not have a blank payee line.

(2) If reasonably possible, the inmate must act to add a cosigner to a checking account or make other arrangements to prevent reoccurrence of this need.

(3) Supporting documents, such as payment coupons or rent contracts, must accompany personal business mail.

b. **Publications.** Publications are permitted in the Jail, subject to the following requirements:

i. An inmate must have someone outside the jail prepay for any publication he or she receives. An inmate may not engage in any delayed payment or credit ordering of publications while inside the jail.

ii. Books. An inmate may receive up to three books on a single mail delivery day. Books must come directly from the publisher, a book club, or a bookstore. Books may be new or used. Books may not be larger than 9 inches by 12 inches. Books

may not have plastic or metal bindings. Either hardback or paperback books are acceptable for general population inmates. Inmates in segregation, including medical segregation, may only receive paperback books. Mail handlers will consider any other item in the envelope or parcel as contraband and treat the parcel as prohibited mail.

iii. Periodicals. An inmate may receive up to three periodicals on a single mail delivery day. Periodicals must be new and be mailed directly from the publisher or bookstore.

iv. No blanket prohibition. Mail handlers will determine whether a specific publication violates jail rules. However, this determination must be made on a case by case basis. There shall be no blanket prohibition on any publication.

c. **Legal and Official Mail.**

(1) Jail staff must protect the rights of inmates to privileged, confidential communication with their attorneys, the courts, and confining authorities.

(2) A sender of legal or official mail is responsible for legitimately, properly, and clearly marking and addressing legal and official mail so that jail staff recognize it and treat it as being confidential, as follows:.

(1) The return address on all incoming legal and official mail must have the sender's job, agency, or firm title and address either commercially preprinted on the envelope or a label, or as an ink stamp. The sender's name should be handwritten if not preprinted. Staff will treat all mail with return addresses that are completely handwritten as personal mail.

(2) The words "Legal Mail," "Official Mail," or similar designation must appear on the address side of the envelope. Jail staff will not assume the contents of any letter from an attorney, law firm, or government official is legal or official mail. Jail Staff will treat all mail without the legal or official mail mark as personal mail.

(3) Jail staff will treat improperly marked or addressed mail as personal mail.

(3) Staff must not open recognized legal or official mail outside the presence of the inmate. They shall only open it in the presence of the inmate to inspect it for contraband, but they must not read its contents.

(4) A staff member must write a Jail Incident Report if he or she inadvertently opens a piece of recognizable legal or official mail outside the presence of the inmate.

(5) Before legal or official mail leaves the pod, staff must verify that any letter marked as legal or official mail is addressed to a person that qualifies for that privacy protection. Deputies will contact a Jail Supervisor if they suspect fraud.

(6) Jail staff will pursue administrative, criminal, and disciplinary actions, as fitting, against all those involved in the fraudulent use of legal or official mail designations.

d. **Other Prohibited Mail/Contraband.**

i. An inmate may not receive or send inmate mail that contains:

(1) Threats of physical harm, blackmail, extortion, or other criminal activity;

(2) Plans for escape, criminal activity, or activity that violates jail rules;

(3) Gang-related material;

(4) Information that, if conveyed, could result in physical harm to someone;

(5) Sexually explicit materials;

(6) Inflammatory material;

(7) Contraband including but not limited to such commonly mailed items as:
(a) Books larger than 9 by 12 inches or with plastic or metal bindings;
(b) More than three books or publications in a single piece of mail;
(c) Controlled substances as defined by ORS 475.005(6);(d) Foreign substances, such as bodily fluids, lipstick or perfume, glue or paint or anything with an unusual stain or odor that indicates a foreign substance may be present.

(8) Cash or negotiable instruments unless specifically allowed to conduct personal business.

ii. An inmate may not send or receive inmate mail that:

(1) is written in code or suspected code;

(2) Was not sent through the USPS or other approved system;

(3) Is to or from a person with whom the inmate is prohibited from communicating;

(4) Would violate a court order;

(5) May produce a hostile work environment by sexual harassment or otherwise;

(6) Is a credit or deferred billing transaction, such as "bill me later" subscriptions or merchandise bought on credit or collect-on-delivery terms;

(7) Is fraudulently marked as legal or official mail;

(8) Includes logistical information about an inmate's upcoming health care appointment(s).

e. **Sources of Incoming Mail.** Jail Staff will only accept incoming inmate mail that has been delivered by the U.S. Postal Service unless otherwise specifically authorized by the Jail Commander.

f. **Postage-Due Mail.** The jail will not accept or pay for incoming inmate mail with postage due.

g. **Parcels.** Incoming parcels are allowed if they contain books or periodicals from a publisher or bookstore. A parcel may only contain up to three books or three periodicals. Mail handlers will consider any other item in a parcel as contraband and treat such a parcel as prohibited mail. Parcels are also allowed to and from inmates for legal or official mail, or for personal business when an exception is authorized.

h. **Commercial Business Transactions and Government Services by Mail.**

i. Except as provided in (2), below, inmates may not conduct commercial business transactions or request services from government agencies through inmate mail.

ii. A Jail Supervisor may approve personal business mail as described in paragraph 2.A.

iii. Examples of commercial business transactions and government agency requests include, but are not limited to:

(1) Buying or selling an item, real property, or service;

(2) Applying for a credit card;

(3) Applying for a commercial or student loan;

(4) Opening a bank account;

(5) Enrolling in a college course;

(6) Applying for food stamps;

(7) Any obligation of funds to which the inmate does not have access.

3. **General Limitations on Inmate Mail.**

In addition to the specific limitations on inmate mail set forth above, additional limitations may apply in the following circumstances:

A. There is reason to believe that such correspondence would jeopardize personal safety, jail security or good order, inmate treatment, or would facilitate violation of the law.

B. There is reason to believe that a sentenced inmate in rehabilitative programs would benefit from limited contacts and/or inmate mail.

C. Inmates may receive a disciplinary sanction that restricts personal mail. (*See* policy J212, *Rules and Discipline*.)

4. **General Provisions for Inmate Mail**

a. **Postcards**. Inmates may send postcards they receive in their initial inmate hygiene kit or through jail commissary. Inmates may receive postcards in any size that is delivered by the U.S. Postal Service up to a maximum size of 5-1/2" tall x 8-1/2" wide. Postcards may have photographs on one side as allowed by the U.S. Postal Service and jail rules. No other photographs are allowed on postcards. Inmates are not limited to a specific number of postcards that they may receive or send. Lodged inmates receive two postcards in their hygiene kit, and may purchase additional postcards through jail commissary. Policy 212, *Rules and Discipline*, sets limits on the number of personal mail items allowed in an inmate's cell.

b. **Indigent Inmate Mail**. Indigent inmates may purchase an indigent hygiene kit through the commissary program once per week. Hygiene kits are taken to the pods and offered to all inmates. The indigent hygiene kit consists of two postage prepaid postcards, a pencil and hygiene items.

c. **Addressing Inmate Mail**. Incoming mail must have the inmate's booking name and should have the inmate's booking number as part of the addressee information.

d. **Return Address.** Incoming mail must have the name and address of the sender. The return address on legal and official mail must have the sender's job, agency, or firm title and address commercially preprinted or stamped.

e. **Certified Mail/Special mail services**. This section applies to legal and official mail as well as to personal business mail when authorized.

i. An inmate may send up to two letters as certified mail in a 30-day period. The inmate must have sufficient funds in his or her account to pay for the

service. A Jail Supervisor may make exceptions to the volume of certified mail an inmate sends and may approve credit to allow an indigent inmate to send certified mail.

ii. An inmate that needs to send a letter using certified mail must fill out an Inmate Request Form. Only the Jail Supervisor can approve such a request. The Jail Commander will ensure that the inmate's correspondence is ready to mail at the time of the request. If an inmate's request for certified mail is approved, the Jail Supervisor will forward the request to the front office staff.

(1) Jail staff will verify if the inmate has sufficient funds in his or her account before processing any request. They will forward requests from indigent inmates to a supervisor. The inmate will fill out the necessary U.S. Postal Service forms—Receipt for Certified Mail (PS Form 3800) and Domestic Return Receipt (PS Form 3811). The letter and the forms will be forwarded to front office staff who will mail the letter and charge the inmate for the postal fees for these special services. The inmate request form will be the source document authorizing the charge.

(2) Jail Staff will forward the Domestic Return Receipt on to the inmate when it returns in incoming mail. They will return the Domestic Return Receipt postcard to the post office if the inmate is no longer in jail when it returns in the mail.

f. **Inmate Request Form**. An inmate shall use an Inmate Request Form to request permission to mail oversize or overweight items, or for other special postal services, when allowed. If the Jail Commander approves such a request, funds will be drawn from the inmate's account to cover the costs.

g. **Junk/Bulk Mail**. Jail staff will accept solicited and unsolicited junk mail and solicited and unsolicited bulk mail for inmates, unless it violates other mail restrictions (such as containing sexually explicit content).

h. **Pre-Stamped Envelopes**. Jail staff will make pre-stamped First Class business size or manila envelopes available for inmates to buy from the commissary for legal or official mail. Indigent inmates may obtain pre-stamped envelopes for legal or official mail and approved personal business upon request. .

i. **Inmate Mail Written in a Foreign Language**. *Incoming and outgoing* mail written in a language other than English may be interpreted prior to delivery to determine whether the mail violates these rules.

5. **Appeals.**

a. By Inmates. Inmates wishing to appeal a decision to deny delivery of incoming inmate mail or the mailing of outgoing inmate mail must follow the normal grievance procedure set forth in the inmate manual and Policy J207, Inmate Rights.

b. By Others. If a person believes that any incoming or outgoing inmate mail was improperly confiscated by the Jail, they may appeal the action to the Jail Commander by sending a written letter stating the specific reason(s) why the action was improper. The letter must be received within 15 days from the date of the prohibited Mail Notice. Or, if no Prohibited Mail Notice was received, within 15 days from the date the person knew or should have known of the appealed action. The letter shall include the sender's name and return address. The Jail Commander will consider the appeal and will issue a decision on the appeal within fifteen days of receiving the letter. However, if the Jail Commander made the initial decision regarding the mail in question, the Sheriff will consider the appeal and issue the decision. The appeal process will be set forth in the prohibited Mail Notice.

6. **General Mail Rules.**

We may place limits on your mail because of its volume, its affect on your rehabilitation or treatment, or for the safety, security, and good order of the jail. We may open and inspect all mail for contraband and may read all personal mail.

7. **"Do" Mail Rules for Inmates .**

For mail, you must do the following:

a. Use only lead or pencils.
b. Use only jail commissary postcards for personal mail..
c. Keep the weight of legal or official correspondence in a pre-stamped envelope below 1 ounce (28 gm). To keep a business envelope to one ounce or less means the contents cannot be more that four 8-1/2" x 11" sheets of standard weight paper. Other envelopes may be purchased through the commissary.
d. When you are released or transferred from the jail, send change-of-address notifications to those that send you mail.
e. Put the correct return address on all your outgoing mail. Tell people sending you mail to use your correct . Write the recipient's full name and complete address legibly on any mail you send.

8. **"Don't" Mail Rules for Inmates.**

You may not do any of the following:

a. Draw or write anything on a postcard in the address area or on the picture of the postcard other than name and address information.
b. Send out jail forms for others to fill out on your behalf.
c. Send prohibited mail.
d. Send out jail property
e. Order publications on credit or delayed billing from the jail.
f. Operate a commercial business or nonprofit organization from the jail.
g. Order correspondence courses unless you have a jail supervisor's approval.
h. Conduct commercial or personal business transactions or request services from a government agency unless you have a jail supervisor's approval.
I. You may not send mail to another inmate in this facility without prior written permission.

9. **Sending and Receiving Mail** .

a. You may send and receive mail only through the U. S. Postal Service. The jail internal mail system is for communicating only with jail staff. Any transfer of written communication on your part that does not comply with mail rules and procedures is a rule violation that subjects you to discipline. This includes sending notes to other inmates or notes, postcards or mail to anyone by way of a contact visit, court appearance, or transport. People may not leave mail, messages, or notes for you at the jail. Personal mail must come on a commercially produced postcard which does not exceed 5 ½ by 8 ½ inches unless a jail supervisor authorizes use of an envelope.

b. Except in unusual circumstances and on holidays or weekends, we will deliver incoming mail to you within 24 hours of its receipt. We will put outgoing mail in a pickup box within 24 hours of receiving it from you. There is no pickup by the post office on weekends and holidays.

c. It is important that you use a person's complete and correct address when sending mail. If someone says he or she did not receive something you sent and you did not receive a confiscation notice from us, it is a matter for you to resolve with the post office—not the jail. For your convenience, the addresses of commonly contacted government agencies are in appendix 2, Government Pages.

d. We do not forward mail. If we receive mail for you and you are not here, we will return it to the sender. Please tell those sending you mail to put on return address on their mail. We confiscate mail without a return addresses or destroy it if you are no longer in jail.

10. **Mail Confiscation**:

We will give you a Prohibited Mail Notice for incoming and outgoing mail we pull and hold from delivery. When we pull parcels because they exceed a number limit, such as books or periodicals, we will confiscate all of the items in the parcel rather than selecting some to bring the number down to the limit amount. We will return stored confiscated mail to you when you are released, if it was not disposed of for health or safety reasons. You may submit a grievance to ask for its return before then. We will return to sender any form of prohibited mail, along with a prohibited mail slip and notice of appeal. You will also get a notice that we have returned prohibited mail to the sender if it is evidence in a criminal investigation. We may provide you with an opportunity to correct violations with mail you send. In that case, you will not receive a Prohibited Mail Notice unless you refuse to correct the violation.

11. **Sending Certified Legal or Official Mail .**

You may send a legal or official letter using U. S. Postal Service Certified Mail and Return Receipt mail services. You may send approved personal business mail using Certified Mail and Return Request mail services. You will get receipts that you sent the letter and that the letter was received by the addressee. We will charge you the standard postal rates for these services. You must have money in your inmate account to pay the postal rates or have appropriate approval if you are indigent. A deputy will supply you with a request for Certified Mail form that you need to fill out and submit along with the letter. You may only send 2 certified-mail letters in a 30-day period.

12. **Outgoing Mail.**

Inmates will place all outgoing mail in the mail drop located in the day room of each housing unit. You are expected to legibly address your correspondence and use the proper postage. All outgoing mail must list the following return address:

Your full name and Inmate Number
Columbia County Jail
901 Port Avenue
St. Helens Oregon 97051

MEALS

Meals will be served three times daily at approximately 6:30 A.M., 12:00 P.M. and 5:00 P.M. Pre-classification and disciplinary inmates may be required to eat in their cells. All others will line up for service, and will eat at the tables provided in the day rooms. If you choose not to eat, please advise the deputy. Televisions will be off during the serving of meals. Once the meals have been served and the Deputy leaves the pod, the television may be turned back on.

Do not save food from meal service.

All special personal preference diet requests, such as vegetarian meals, must be pre-approved by the jail supervisors. All inmates on a personal preference diet will be charged a fee of $ 1.00 per meal, to be taken directly out of their individual inmate trust account to cover the additional cost of these meals. Indigent inmates will not be eligible to receive this type of special diet.

MEDICAL SERVICES

The Columbia County Jail will provide emergency medical, dental, and mental health care to all inmates regardless of their ability to pay for such services. No inmate will be denied care for serious health care needs based on the cost of medical services or the inmate's inability to pay for health care. All medical visits initiated by you will be assessed a fee which will be charged to your personal money account. You will be financially responsible for any elective surgery or other treatment you may request from your personal physician, dentist or other provider.

Medical screening or appraisals at intake, or for inmate workers will be provided at no cost to you. All Detainees will receive a medical evaluation within their first 14 days of incarceration.

Prescription medications: You will be charged for all prescription medication prescribed for you and purchased by the jail on your behalf.

Over the counter medications such as; Tylenol, Aspirin, antacid etc., will be available from our medical department for a small charge.

MEDICATION

Health care staff may fill prescriptions at their discretion. Health care staff may discontinue prescribed medication as directed by the jail health care supervisor or physicians. If you came from another correctional facility and had your medication transferred with you, the transporting Deputy will give your medication to the health care staff. If you are leaving our jail and going to another jail, the transporting Deputy will get your medication from the health care staff and transport it with you.

As a warning, any abuse of your medication may result in the discontinuation of your receiving the medicine.

MEDICAL GRIEVANCES

In case of any unresolved problem regarding medical, dental or infirmary care, you may follow the grievance procedures outlined in this manual.

MENTAL HEALTH SERVICES

Columbia Community Mental Health is the provider of these services for the facility. If you feel the need to see a mental health professional, contact a Deputy or the health care staff.

MONEY ACCOUNTS

Each inmate in the Columbia County Jail will have a "money account" established during the booking procedure. Funds may be deposited 24 hours per day seven days per week, via Visa or Mastercard by a toll-free phone call to 1-866-232-1899, via internet at: www.touchpaydirect.com or by depositing cash into a kiosk in the Sheriff's Office lobby. The depositor needs the inmate's name, booking number, and Facility Locator No., which is 297001. All purchases will be deducted from the account. Funds deposited to an account showing a negative balance will be deducted from that balance. The positive balance, if any, is available for the inmate's use. The balance will be refunded to the inmate upon discharge. Inmates who possess a negative balance on their account will not be denied their basic medical needs such as medical care and hygiene items. With a negative balance an inmate may request to participate in the 50/50 program at which time 50 % of any funds placed into the inmate account will go towards the negative balance and the other 50 % will be placed on the inmate's account ,available for use on individual items in the Jail.

OUTDOOR RECREATION

An open air recreation area is provided in the jail for your use as scheduled throughout the day. Central Control will notify each of you of your recreation time. When you are called for outdoor recreation, you need to be ready to go. You will leave the Pod in groups of six. No one will be allowed to depart the Pod late for recreation. The TV may be turned off while Control is calling for rec, and while people are leaving.

The following rules apply while using the open air recreation area:

1. Do not yell or attempt to communicate in any way with the people outside the recreation area, except for Corrections Staff.
2. Do not engage in "horseplay." We do not want people to get injured.
3. You must wear a minimum of a T-shirt, pants and shoes . Movement to or from outdoor recreation will require the complete uniform, including your ID card.
4. DO NOT take anything other than your ID card with you to outdoor recreation. This includes papers, candy, food items and anything that can be used to write or color with. If you are found with these items, disciplinary action may be taken.

PERSONAL PROPERTY

All personal property items will be stored in the secure storage area of the Columbia County Jail. No personal items will be allowed to be kept on an inmate unless approved by the Jail Commander in writing.

PROGRAM SERVICES

If and when available, you have the opportunity to participate in a variety of program activities. Recommended programs assist you in making constructive use of your time and to make positive changes in your life. We have grouped these into two main categories:

Voluntary activities Inmate worker activities

You may participate in activities in one or all of these categories depending on your:

Sentencing status
Length of sentence
Assessments results
Classification

PROPERTY TRANSFERS

You must follow these guidelines regarding your property:

1. You may release your personal property to any adult outside the facility on an "all or nothing" basis. The adult must present a state driver's license, state ID card, passport or military ID to jail staff, to ensure property is released to the proper individual. A signed inmate request form from you is required.

2. Release of property is available **Monday through Friday from 3:00 P.M. until 4:00 P.M. ONLY.**

3. The following exception applies when: An Inmate is committed to a state prison and must release all personal property including their clothing prior to being transported to a state facility.

If the property is not picked up prior to the inmate's departure, it will be forwarded to ODOC with the inmate.

4. We do not allow personal property to be dropped off for inmates, except for medical items which will be checked and approved by medical staff **first.** Clothes may be brought in if the situation calls for it. This will be at the discretion of the jail Supervisors.

SANITARY INSPECTIONS

Deputies will inspect each housing unit daily to ensure it is a safe and clean environment. You will need to follow basic sanitary practices to ensure your cell area meets the sanitation requirements and pass the sanitation inspections. If your cell does not meet sanitation requirements, you will lose privileges and be instructed to clean the area. If the day room, shower area and outside recreation areas do not meet sanitation requirements, the entire housing unit may lose privileges. These privileges are those listed at the beginning of this manual. If you or your housing unit lose privileges, they will be reinstated if you pass the next regularly scheduled inspection.

SANITARY PRACTICES

It is your responsibility to keep your cell clean and uncluttered. It is also the responsibility of **each** member of the housing unit to keep the day room, shower and outside recreation area clean. You will be provided with cleaning supplies and are expected to use the cleaning supplies as much as necessary to ensure you live in a clean environment.

You are to follow these rules for a clean and healthy housing unit:

Clean your cells, including the sink, toilet, floors and door windows **daily.**

Pod Porters will clean day room areas **daily.**

Pod Porters will clean the following, but not limited to: Tables, floors, stairs, walls, showers, bathroom areas, railings, and windows.

Keep the walls clean and free of graffiti or marks of any kind.

Place all garbage in the trash cans in the housing units.

Keep all pictures and papers off the walls, bunks, bottom of bunks. Do not hang, stick, or paste pictures or papers to the walls, bunks or any where else in the facility.

Keep commissary food items in your property container. (Gray totes)

Do not save food from meal service.

Wash your hands frequently.

Participate in laundry exchange twice weekly.

Shower at least twice weekly, but we strongly encourage you to shower daily.

Keep the showers clean, and free of excess soap and shampoo bottles.

Keep your gray bin or tote clean

Perform any other duties that Corrections Staff may assign.

Keep your room or bunk area uncluttered of excess items. This includes legal papers. Ask staff for assistance if you have a large amount of legal papers to store.

Vents for air circulation should be kept clean and obstruction free.

SEARCHES

Jail staff may conduct random unannounced searches of your person or of items in your possession, and in any area of the jail at any time. Your personal property and/or living area may be searched without your permission and whether or not you are present.

SELF-ESCORT

Most inmate movement within the jail, including visiting, medical, programs, work assignments Etc., will be unescorted unless you abuse the privilege. You are expected to conduct yourself in an orderly fashion at all times. **Inmates moving unescorted through the facility may not talk to other inmates, may not touch the walls or the glass, loiter or detour while en route to their destination.** When leaving an area, you need to state your name and where you are going to Central Control. Any inmate who abuses these rules will be subject to disciplinary action and may lose their opportunity for unescorted movement. The exception will be any inmate who is classified as maximum security and who needs to be escorted in the facility at all times.

SICK CALL

If you need to see medical personnel, fill out the appropriate Inmate Medical Request form. Each day the Medical Staff will address these issues upon receipt of the Request forms.

SPECIAL DIETS

You must direct all requests for medical diets to the heath care staff for approval. If you need a special diet for medical reasons, please submit a request slip to the health care staff. If you need a special diet for religious reasons, please submit a request form. A Deputy will pick up the form from you and give it to a supervisor for approval. If approved, the religious diet will remain in effect for the length of your incarceration. **Be aware that there may be a charge assessed for the extra cost associated for the special meal.**

TELEPHONE PRIVILEGES

Your use of jail telephones is a privilege. Jail staff may limit your telephone use for reasons of safety, security, good order, or sanitation of the jail. Inmates classified to housing units will be allowed to use telephones from 0800 hrs to approximately 2200 hrs, based on the operations of the housing unit you are in. **Conversations on any telephone in the jail may be monitored and/or recorded without further notice. You are consenting to this monitoring when you use the jail telephones.**

There are some local attorney's phone numbers that have been set up as non collect so you can call them directly from the telephones in the pods. **Confirmed attorney phone numbers are blocked from the monitoring system.**

All telephone calls from a housing unit are a collect call or by the phone cards that you purchase here. The phone cards are able to be used upon release from the Columbia County Jail. Telephone calls are limited to15 minutes each. The telephone system will warn you before the 15 minute time period is up so you can end your conversation.

Inmates are not allowed to receive incoming telephone calls. Jail staff will deliver verifiable **emergency** messages to you.

REMINDER: TELEPHONES ARE A PRIVILEGE. DO NOT ABUSE THE SYSTEM. ANY DAMAGE TO THE PHONE WILL RESULT IN A DISCIPLINARY HEARING AND A CRIMINAL CHARGE BEING FILED AGAINST THE INMATE.

TELEPHONE SERVICE NUMBER

If you or your family have any questions about billing or connection problems concerning the inmate phones, please call the service provider at 1-866-230-7761. We have a brochure available to answer more questions if you need it, please ask and we will provide it.

TRANSFER TO WORK RELEASE CENTER

The Courts and/or Supervisory Authority may consider you for transfer to the Work Release Center if authorized on your sentence order. These transfers are not automatic. Jail staff must approve all transfers.

Factors considered in transfer decisions will include:
Judge's approval
Length of sentence.
Individual needs.
Available space.
Classification.
Demonstration of compliance with jail rules, expectations and responsible behavior.

If you are interested in participating in any programs, you must submit a request on an Inmate Request Form. Misbehavior or administrative concerns may prevent access to these programs. Disciplinary write-ups or actions will affect program eligibility.

VISITING

All public visits will be scheduled by the Inmate requesting the visit. The inmate must contact prospective visitors by phone or mail, and determine an acceptable visiting date. **Time slots may be used on a first come, first serve basis.** Visitors are encouraged to arrive 10 to 15 minutes early to sign in. If all of the slots are taken for that time frame they can either wait till the next times start for that pod, if it is available, or return on another day. Visits will start on the hour and half hour.

Authorized visitors shall be members from the inmate's family, and friends age 18 and older. Visitors under the age of 18 **must** be accompanied by a parent or legal guardian. Attorneys and clergy are not considered public visitors.

Inmate visitation is a privilege and while the Columbia County Sheriff's Office encourages visitation, that privilege must be regulated to protect the needs of the entire jail operation. The amount of time allotted for visitation is based upon the classification and status of each inmate.

Classification is based upon the inmate's current charges, criminal history and current demeanor. All inmates will be allowed a maximum of two thirty (30) minute visits per seven (7) day period (Sunday through Saturday), as time and space allows.

Inmates assigned to Disciplinary Segregation will not be allowed visitation privileges.

Inmates not yet assigned to a housing unit or who are housed in the pre-classification unit, will not be allowed public visitation.

Inmates serving a sentence of seventy-two hours(72) or less will not be allowed public visitation.

Due to space limitations, acceptable visiting combinations are limited to:

1. One Adult
2. Two Adults
3. One Adult and One Child
4. One Adult and Two Children
5. Two Adults and One Child

Inmates have the right to refuse any visit, however that right should be exercised **prior** to visiting time.

All inmates wishing to receive public visits must establish a visiting list of not more than five (5) people. Persons not on the approved list will not be allowed to visit. You are able to change your visiting list once every 30 days from the time you establish your list. You need to fill out the visitation part of the request form to make the changes. The minimum information required for each person will be:

1. Visitor's full name
2. Date of birth
3. Relationship
4. The name of any child who may be in the company of his/her parent or guardian.

The visiting schedule will be posted in the housing units. Visiting times and days are subject to change periodically, so please refer to the schedule when talking to your loved ones.

SPECIAL VISITS

Special considerations may be given for emergency and/or special situations where normal visiting procedures may not be practical. Such situations as the death of a family member or close friend, serious injury of a family member or visitors traveling great distances, who have arrived unexpectedly may be considered on a case-by-case basis by the Supervisor or Corporal on duty. All special visits will be subject to the same rules and requirements as regular visitation. Special visits may be conducted in the Attorney Visiting Rooms if available and necessary due to other visitation which may be in progress.

VISITS WITH ATTORNEY

Inmates shall be given the opportunity to visit their attorneys at reasonable times, consistent with the safety and security of the facility. All visits will be scheduled by the attorney.

VISITS BY CLERGY

Clergy Visits will be handled as a regular visit. The member of the Clergy you want to have a visit with will be added like a normal visitor just like it is described in the regular visiting rules. They will be allowed to visit you on the regular date and time for the pod you are assigned to. The Clergy member will not count against you for the five people you are allowed to have on your visiting list. The Columbia County Jail provides non denominational religious services once per week and individual bible study twice per week.

VOLUNTARY ACTIVITIES

All general population inmates may have access to voluntary activities. These activities include but may not be limited to:

Religious services
Narcotics Anonymous (NA) and Alcoholics Anonymous (AA) groups
Religious based life skills classes
Individual educational tutoring (21 and under)
Recreational library
Law library

A sign up sheet for the voluntary activities will be posted in your housing unit. You must sign up on the provided list to be able to participate. Remember that **participation** in these activities **is a privilege.** Participation is dependent on your continued cooperation and responsible behavior.

WAKE UP AND LOCK DOWN

Day room and cell lights will be turned on at **6:00 A.M.** daily. Make your bed and dress for breakfast. Breakfast service will begin at approximately **6:30 A.M.** daily. Day room lights and television will be turned off by about **10:00 P.M.** and the cell lights will be turned off at **10:00 P.M.**. **All inmates must be on their bunks at "lights out" and are required to remain quiet.**

Each inmate is expected to completely clean your room and area, make your bed, dump trash cans, etc. when the cleaning supplies are available to you. Be aware that there are usually some cleaning materials available at all times.

MINOR RULE VIOLATIONS PROCEDURES

1. The accused inmate shall be served with a minor rule citation by the citing Deputy as quickly as is practical, after the violation is discovered, but in no case shall it be longer than 24 hours after the investigation is complete.

2. The inmate will sign the misconduct report and acknowledge receipt of alleged violation(s) and the right to appeal. The inmate may enter a plea of "Guilty" or "Not Guilty".

A. Upon entry of a "Guilty" plea, a Deputy will schedule an informal hearing for possible sanctions to be imposed.

B. Upon entry of a "Not Guilty" plea on the misconduct report or upon request for a formal hearing the incident will be handled the same as a Major Violation.

MINOR RULE VIOLATION SANCTIONS

Sanctions resulting from a guilty plea on a Minor Misconduct Report may include:

a. Verbal warning.

b. Creative sanction appropriate to the offense (i.e. extra work detail, etc.).

c. Housing Unit lock down not to exceed 24 hours.

d. Disciplinary segregation not to exceed five (5) calender days for a single violation. Inmates may receive separate lock down time for each marked violation. This should not exceed a total of fourteen (14) calender days.

e. Re-Classification

f. Probation for up to 30 days.

g. While in disciplinary segregation there is no access to programs.

Inmates get one hour out each 24 hours. Telephone (except legal) and television use may not be permitted. Commissary choices are restricted. Personal visits are suspended for the duration of the segregation. Book cart or library access is permitted; however, this privilege may be taken away as a sanction.

MINOR RULE VIOLATIONS

01 Possession of Nuisance Contraband: Any authorized item found in an inmates possession that has been altered or is in excess of the authorized amount.

02 Arguing: Any disagreement which becomes disruptive, loud or obnoxious.

03 Possession of another inmates property.

04 Unauthorized use of facility property or equipment (i.e. washers/dryers, barber equipment etc.)

05 Acting as a lookout

06 Being in an unauthorized area without corrections staff present.

07 Purposefully obstructing the view of Corrections Staff.

08 Inappropriate remarks or misuse of the inmate request forms or any of the forms or paperwork handed out or used in the facility.

09 Unwarranted emergency calls.

10 Horse Playing: Any aggressive or faked aggressive actions, which may lead to or be mistaken for a physical altercation.

11 Disrespect to other inmates (i.e. name calling, profanity or accusations directed at another inmate).

12 Cursing, uncontrolled use of profanity or obscenities that may be considered offensive to others.

13 Excessive noise.

14 Failure to properly maintain living area.

15 Hanging paper, linen, clothing, etc. on light fixtures, walls, ceilings etc.

16 Failure to maintain personal hygiene.

17 Improper attire (i.e. not following the dress code stated in the manual).

18 Displaying or demonstrating gang affiliations (i.e. hand gestures, hand in pants, low riding trousers, etc.).

19 Graffiti: writing, drawing or marking on any of the surfaces of the facility.

20 Posting any type of picture, drawing or any other material on the walls, bunks or any the surfaces of the facility.

21 Misuse of the intercom system.

22 Disrespect towards any Staff Member or Sheriff's Office Employee

23 Disruptive Behavior

24 Unauthorized use of the typewriter. (Law Library)

25 Lying to Staff Members.

26 Other

MAJOR RULE VIOLATION PROCEDURES

All Major Rule Violations will be handled through a formal disciplinary process, and require a formal hearing.

1. When an inmate commits, or is believed to have committed a Major Rule Violation, the inmate will be immediately placed on pre-hearing segregation status pending the outcome of the disciplinary hearing, regardless the nature of the alleged conduct. This can cause restriction in your privileges.

2. The accused inmate shall be served with a Major Rule Citation and the Inmate Rights form by the citing Deputy as quickly as is practical, after the violation is discovered, but in no case shall it be longer than 24 hours after the investigation is complete.

3. The inmate will have a hearing before a hearings officer within five (5) days of the incident excluding Saturdays, Sundays and Holidays. The inmate will be notified at least 24 hours prior to the hearing.

4. After the hearing, the hearings officer can render a decision immediately or within 72 hours.

A. If the inmate is found "Not Guilty", the inmate will be restored to the same status and privileges as before charged.

B. If the inmate is found "Guilty", the Hearings Officer will impose an appropriate sanction from the Major Rule Violation Sanction list.

MAJOR RULE VIOLATION SANCTIONS

Sanctions resulting from a finding of "Guilty" in a hearing for a Major Violation may include the following:

1. Temporary or permanent change in programming to include:

   A. Change in housing assignments. (i.e. re-classification)

   B. Change in custody status.

   C. Removal from work status with concurrent suspension of credit for work, as directed by O.R.S. 169.120

2. Reclassification to Disciplinary Segregation for no more than sixty (60) days for all (multiple) violations arising out of one incident (only 30 days maximum on a single violation) and giving credit for time served as appropriate.

3. Loss of Statutory Good time and modification of release date in accordance with O.R.S. 169.110.

4. Suspension of any part, (or all of the above if appropriate), along with information of expected conduct to avoid imposition.

5. Any combination of one (1) through four (4), listed above.

6. Unless medically or psychiatrically required, no segregated inmate shall be denied clothing or bedding that is allowed to general population inmates.

7. Segregated inmates shall be provided the same food as general population inmates.

8. Personal hygiene items and shower facilities will be provided regularly to segregated inmates, unless there are documented security reasons which would prohibit them.

9. While in disciplinary segregation there is no access to programs. Inmates get one hour out each 24 hours. Telephone (except legal) and television use is not permitted. Commissary choices are restricted to hygiene items only. Personal visits are suspended for the duration of the segregation. Book cart or library access is permitted; however this privilege may be taken away as a condition of the sanction.

MAJOR RULE VIOLATIONS

40 Habitual Misconduct: 3 or more separate minor rule violations within 30 days.

41 Refusing to comply with a Deputy's/ Staff/ Kitchen Staff directives.

42 Tampering with or destruction of Identification Card

43 Refusing to lock down on command, or during a disturbance.

44 Refusing to go to court.

45 Tampering with security devices/ facility equipment.

46 Threatening or strong arming another inmate.

47 Giving false information to a Deputy.

48 Creating a disturbance while on lock down (i.e. banging doors, excessive noise, flooding the cell, etc).

50 Threatening staff members

51 Smoking, or possession of smoking paraphernalia.

52 Possession of unauthorized beverages (i.e. pruno).

53 Indecent exposure.

54 Theft.

55 Extortion.

56 Destruction of, or Defacing County property.

57 Possession of illegal drugs or prescription medications belonging to another or misuse of prescribed medications.

58 Participation in organizing or recruiting for gang related activities.

59 Sexual misconduct/ homosexual activities

60 Fighting.

61 Assault on another inmate.

62 Assisting a suicide

63 Possession of a weapon.

64 Assault on a staff member.

65 Attempted or actual escape, or possession of an escape plan.

66 Participating in or inciting a riot.

67 Taking a hostage

68 Arson

69 Rape or Sodomy.

70 Homicide.

71 Violation of any Criminal Code

72 Tampering with or altering any other person's food.

73 Other.

VIOLATIONS APPEALS PROCESS

All appeals must be submitted to the Facility Supervisor or their designee within 72 hours, following the decision. The Facility Supervisor or designee will review the recommendations and return the appeal form to the inmate within five (5) working days of the appeal. The response time may be extended due to extenuating circumstances or further investigation, with written notice to the inmate of the reason(s) for the delay. Ask a deputy if you need a form.

SEXUAL ASSAULT AWARENESS

DID YOU KNOW?

Rape and sexual assault happens to females and males of all ages, from infancy to senior years.

98% of males who have raped boys reported they are heterosexual. Most males who assault men or women are married or report having girlfriends.

Sexual assault had nothing to do with the victim's present or future sexual orientation. Victims may be either heterosexual or homosexual.

A survivor is not at fault for the rape, even if she/he was in a secluded area, or had previous consensual sex with the attacker.

The fact a male victim of sexual assault ejaculated or became sexually aroused does not mean they were not raped or that they gave consent. These are normal, involuntary physiological reactions.

It is common for survivors of sexual assault to have feeling of anger embarrassment, panic, depression, guilt, and fear after the attack. Other common reactions include loss of appetite, nausea or stomachaches, headaches, loss of memory and/or trouble concentrating and changes in sleep patterns.

FACTS FOR THE INMATE THAT SEXUALLY ASSAULTS OTHER INMATES:

All cases of sexual assault will be referred to the Enforcement Branch or Major Crimes Team (MCT) for criminal investigation. You may be prosecuted and if found guilty of a felony, you may be sentenced to prison time (up to 100 months for each Rape I or Sodomy I conviction). Any sex offense conviction will automatically add sex offender conditions when you release, which may require you to register as a sex offender per ORS 181.594. This registration requirement is for life. You also be deemed as a "Predatory Sex Offender," which would require community notification upon your release.

Regardless of how you choose to characterize it, any sexual activity will increase your risk of HIV infection, along with exposing you to other sexually transmitted diseases.

If you have trouble controlling your actions seek help from mental health staff and/or consider participating in programs designed to control anger or reduce stress. To reduce immediate feelings of anger or aggression, try talking to or writing a friend, meditate or do breathing exercises to relax, work on a hobby, or engage in some type of exercise.

SEXUAL ASSAULT

Sexual assault as defined by Columbia County Jail policy is "Sexual conduct where force or threat of force is used, or when the person is unable to consent because of age or incapacitation (mental defect, mental incapacitation, or physical helplessness). Sexual conduct includes: vaginal penetration by a penis; contact between the genitals of a person and the mouth or anus of another person; penetration of the vagina, anus, or penis of another person with any object other than the penis or mouth; touching of the sexual or intimate parts of someone or causing someone to touch the sexual or intimate parts of another for the purpose of sexual gratification." Any behavior or act of a sexual nature

directed toward an inmate by an inmate, employee, volunteer, visitor, contract employee or other agency representatives. This includes acts or any attempts to commit such acts including, but not limited to, sexual contact, inappropriate behavior of a sexual nature, unreasonable invasion of privacy, conversations or correspondence that suggests a romantic relationship between an inmate and any party referenced above.

Sexual assault affects everyone, either directly or through the experience of those we care about. It is not only a woman's issue as it can affect persons of any gender, age, race, ethnic group, socioeconomic status, sexual orientation, or disability.

The statistics are proof of this problem: According to the National Crime Victimization Survey (NCVS), in 2002 there were 247,730 victims of rape (This number does not include victims 12 or younger), seven out of every eight rape victims were female, and one in every eight rape victims was male. A 1998 study indicates that about 2.78 million American men have experienced an attempted or completed rape and one out of six American women have experienced an attempted or completed rape.

SEXUAL ASSAULT AVOIDANCE

The only rape that can be prevented is when a potential rapist chooses NOT to rape. However, you may avoid an attack by keeping the following safety guidelines in mind:

Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, LEAVE.

Don't let manners get in the way of keeping yourself safe. Don't be afraid to say "NO" or "STOP IT NOW".

Walk and stand with confidence. Many rapists choose victims who look like they won't fight back or are emotionally weak.

Avoid talking about sex and casual nudity. These things may be considered a come on, or make another inmate believe that you have an interest in a sexual relationship.

Do not accept canteen items or other gifts from other inmates. Placing yourself in debt to another inmate can lead to sexual favors.

Avoid secluded areas; position yourself in plain view of staff members. If you are being pressured for sex, report it to a supervisor immediately.

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

If the attack has just happened…….

Get to a safe place.
REPORT THE ATTACK TO A STAFF MEMBER IMMEDIATELY.

The longer you wait to report the attack the more difficult it is to obtain the evidence necessary for criminal and/or administrative investigation.

Request immediate medical attention. You may have serious injuries that you are not aware or, and any sexual contact can expose you to sexually transmitted diseases.

Do not shower, brush your teeth, use the restroom, or change your clothes. You may destroy important evidence.

If you have been attacked or witness an attack, but you are unwilling to report it in person to a CCSO uniformed staff member, then you may speak with a counselor, chaplain, medical staff, write a sealed letter to any command staff member, or contact a CCSO Detective at 503-366-4650.

Later on…..

Seek the support of a trusted friend, family member or staff member, such as the Chaplain or the counseling staff. The days ahead can be traumatic and it helps to have people who care about you supporting you.

Seek professional help. Mental Health staff are available for crisis care 365 days a year, to listen and offer support.

EXHIBIT 58

TO

DECLARATION OF KATHERINE CHAMBERLAIN IN SUPPORT OF PLAINTIFF'S MOTION FOR PARTIAL SUMMARY JUDGMENT ON CLAIMS FOR DECLARATORY AND INJUNCTIVE RELIEF

INMATE MANUAL

COLUMBIA COUNTY JAIL

All rules in this manual may be amended or suspended at any time by order of the Sheriff or designee.

As an Inmate in the Columbia County Jail, you are partially responsible for your own safety. You are in jail and you must be aware of your surroundings.

Incorporating Revised Inmate Mail Guidelines
(See Pages 7 through 16)

Effective May 25~~16~~, 2012
~~The Columbia County Inmate Manual has been reviewed and approved on November 2010 by Jeffrey M. Dickerson, Sheriff, Columbia County, Oregon.~~



Jeffrey M. Dickerson, Sheriff

TABLE OF CONTENTS

TABLE OF CONTENTS. . . . . .

YOUR RIGHTS AND PRIVILEGES. 1

YOUR RESPONSIBILITIES AND EXPECTED BEHAVIOR. 1-2

BEDS AND BEDDING. 2

BILLING FEES. 2-3

CELL IN COMMAND. 3

CLASSIFICATION. 3

CLOTHING EXCHANGE. 3

COMMISSARY. 3

CONTRABAND. 3

COUNTY ISSUED ITEMS. 4

COURT CONDUCT. 4

DRESS CODE. 4

FIRE AND EMERGENCY SAFETY. 4

HAIR CARE AND PERSONAL GROOMING. 5

HEALTH APPRAISALS. 5

HOUSING UNIT OPERATIONS. 5

ICE CONTACT INFORMATION. 5

IDENTIFICATION CARDS. 5

INMATE COUNTS. 5-6

INMATE GRIEVANCE PROCEDURE. 6

INMATE REQUEST FORMS. 6

INMATE WORKER ACTIVITIES. 6

INTERCOM SYSTEM. 7

LAW LIBRARY. 7

LIBRARY. 7

MAIL. . . . . 7-16~~7-8-9-10~~

MEALS. . . . . 16~~10-11~~

MEDICAL SERVICES. . . . . 17~~11~~

MEDICATION. . . . . 17~~11~~

MEDICAL GRIEVANCES. . . . . 17~~11~~

MENTAL HEALTH SERVICES. . . . . ~~11~~17

MONEY ACCOUNTS. . . . . 17~~11~~

OUTDOOR RECREATION. . . . . 17-18~~11-12~~

PERSONAL PROPERTY. . . . . 18~~12~~

PROGRAM SERVICES. . . . . 18~~12~~

PROPERTY TRANSFERS. . . . . 18~~12~~

SANITARY INSPECTIONS. . . . . 18~~12~~

SANITARY PRACTICES. . . . . 19~~13~~

SEARCHES. . . . . 19~~13~~

SELF-ESCORT. . . . . 19~~13~~

SICK CALL. . . . . 19~~13~~

SPECIAL DIETS. . . . . 19~~13~~

TELEPHONE PRIVILEGES. . . . . 20~~14~~

TELEPHONE SERVICE NUMBER. . . . . 20~~14~~

TRANSFER TO WORK RELEASE CENTER. . . . . 20~~14~~

VISITING. . . . . 20-21~~14-15~~

SPECIAL VISITS. . . . . 21~~15~~

VISITS WITH ATTORNEY . . . . . 21~~15~~

VISITS BY CLERGY. . . . . 21-22~~15~~

VOLUNTARY ACTIVITIES. . . . . 22~~16~~

WAKE UP AND LOCK DOWN. . . . . 22~~16~~

MINOR RULE VIOLATIONS PROCEDURES. . . . . 22~~16~~

MINOR RULE VIOLATION SANCTIONS. . . . . 22-23~~16-17~~

MINOR RULE VIOLATIONS. . . . . 23-24~~17-18~~

MAJOR RULE VIOLATION PROCEDURES. . . . . 24~~18~~

MAJOR RULE VIOLATION SANCTIONS. . . . . ~~18-19~~24-25

MAJOR RULE VIOLATIONS. . . . . 25-26~~19-20~~

VIOLATIONS APPEALS PROCESS. . . . . 26~~20~~

SEXUAL ASSAULT AWARENESS. . . . . 26~~20-21~~

SEXUAL ASSAULT. . . . . 26-27~~21~~

SEXUAL ASSAULT AVOIDANCE. . . . . 27~~21-22~~

YOUR RIGHTS AND PRIVILEGES

We want you to know exactly what is expected of you while you are in this jail. We will let you know what you can expect from us by explaining our rules, procedures and schedules to you. While at this jail, you will be provided with:

1. Three daily meals served at reasonable intervals
2. Clean bedding and clothing at least twice weekly
3. The opportunity to shower at least twice weekly
4. Regular exercise
5. Opportunities to exercise your religion
6. Basic hygiene items
7. Access to the law library
8. Access to counsel
9. Emergency medical and dental treatment
10. A safe and secure environment

If you follow jail rules and sanitation practices, you may receive these privileges:

1. Use of television
2. Use of library services
3. Use of outdoor recreation
4. Use of telephones
5. Having social visits
6. Making commissary purchases
7. Sending and receiving mail
8. Voluntary participation in jail programs

Remember that these are not rights. Jail staff can limit or suspend these privileges at any time in order to maintain the safety, security, good order and sanitation of the jail.

This manual does not cover every situation that may arise, but it will serve as a basic guide for your conduct and facility procedures.

Columbia County Jail has a no smoking policy.

YOUR RESPONSIBILITIES AND EXPECTED BEHAVIOR

Read this manual to know what is expected of you. The excuse **"I did not know that"** is not acceptable. **It is your responsibility to follow all laws, jail rules, schedules, and staff requests. You must respect jail property and the property of others. This would include staying out of other inmate's cells and off of their bunks. You are expected to keep your sleeping area, the day room and outdoor recreation areas clean and orderly**. Unacceptable behavior will be dealt with firmly, but fairly. Misbehavior may result in a change of your custody status which can directly affect your privileges in the jail.

This manual is an accountable item and is issued to you for your use while you are in this facility. You are responsible for the condition of this manual and you will be billed for any damage, graffiti, or unusable condition when returned. If the manual is damaged, please report it to a staff member to have it replaced immediately.

The best control of your behavior is by you practicing self-discipline and respect for others. Inmates are not allowed to become personally familiar with corrections' staff. Be considerate and respectful toward all officials. We will expect you to address uniformed staff as "Deputy or Sergeant _____ " and non-uniformed staff as "Mr._____ " or "Ms._____". Central Control personnel will be addressed as "Control."

Inmate basic rules for the Columbia County Jail:

1. **The ID card is to be put into the window facing out so that it can be seen and scanned during your stay.**
2. **When you are out of your room, the ID card is to be in your pocket.**
3. **When you are in the day room, you are to be completely dressed with T shirt tucked in.**
4. **When you are in your room, you are to have the T shirt and boxers on at all times including while you are sleeping, no exceptions.**
5. **When you come out of the pod and into the circle, you are to stay on the colored squares. The squares form a line that you walk on. You stay on that line with the exception to go around an obstacle. You are to stay in a single file line.**
6. **When you are in any other hallway, you are to walk on the right side of the hall and in a single file. You are not to touch anything. Do not speak, yell or signal at anyone. Keep your hands to yourself.**
7. **When in the hallway, there should be only six (6) inmates at one time.**
8. **DO NOT cover the ventilation units or speaker in the cells.**

BEDS AND BEDDING

Bedding will consist of two sheets and two blankets. Blankets and sheets may **not** be removed from your cell or bunk, nor may they be placed on the floor or table for **any** reason. You are not to take the mattress off the bunk and place it on the floor of your cell or in the day room of the pod. Your mattress may only be used for sleeping purposes. The bunk area must be left in an orderly fashion through out the day.

BILLING FEES

As authorized in ORS 169.150 and 169.151, Local Correctional Facilities are allowed to bill Inmates for items and services that are provided to them while incarcerated in Correctional Facilities.

Every ***Sentenced*** Inmate will be charged a boarding fee of $10.00 per day. The Inmate will receive a bill when he or she is released from the jail. The Inmate will have 30 days to pay the bill or set up a payment plan.

An initial hygiene kit is $2.15 and the Inmate ID card is $1.00. All over the counter medications as well as prescription medications will be billed through the inmate's commissary account. When the Inmate is released from jail and his or her commissary account is in the negative, that amount will also show up on the release billing. When 30 days have passed with no payment received on the release billing, the account will be turned over to the Oregon Department of Revenue for collection.

Other charges are listed below:

1) Work Release Inmates are charged a minimum of $15.00 per day or two hours of pay if the inmate's hourly rate of pay is higher than $7.50 per hour.

If any of the following items are damaged or destroyed you will be billed as follows:December 2, 2010

2)	Hygiene Kits	$ 2.15 each	11) Tote	$44.95
3)	Postcard	$ 0.50	12) Tote Lid	$26.95
4)	Hair Cuts	$ 5.00	13) Sporks	$ 0.25
5)	Medical/Nurse visits	$ 5.00	14) Sandals	$ 2.49
6)	Medical visit for OTC meds	$ 1.00	15) Cups	$ 0.75
7)	Medical kites submitted	$ .50	16) Socks (If Appl.)	$ 0.85

8) Feminine Hygiene Products	$ 0.20	17) Towels	$ 0.75
9) Razors (if more than 1)	$ 0.15	18) Striped Shirt	$ 6.55-$12.75
10) Copies of legal materials	$ 0.25	19) Striped Pants	$ 8.75-$14.95
		20) T-Shirts	$ 3.99 - $ 7.30
		21) Shorts	$ 2.32 - $ 2.74
		22) Replacement ID Card	$ 5.00

All fees are subject to change at any time

CELL IN COMMAND

The command "**cell-in**"or "**bunk-up**" means you need to stop what you are doing and go directly to your cell or bunk. You must follow this command without question or hesitation. If you do not, it will directly affect your classification and custody status and also will result in disciplinary actions against you.

CLASSIFICATION

All newly arrested inmates who are not released prior to movement from the booking area will be assigned housing in a Pre-Classification unit. They may be maintained on lock-down status for up to the first Seventy-Two (72) hours, for classification purposes. The Columbia County Jail has three classifications which are minimum, medium and maximum security. All inmates are assigned a classification according to their status. Inmates may request a classification review in writing on an Inmate Request Form at any time.

Most inmates involved in the Inmate Worker Program and Alternative Programs must qualify for and maintain a minimum custody status.

ACTIVITIES MAY DIFFER BASED ON YOUR LEVEL OF CLASSIFICATION.

CLOTHING EXCHANGE

Clean clothing will be provided twice weekly. You must turn in all of your soiled clothing during clothing exchange. In return you will receive 1 T-shirt, 1 pair of shorts, 1 towel, 1 striped shirt and 1 pair striped pants. On every other exchange you will receive clean sheets. Blankets may be exchanged every 30 days. Each housing unit will have a different laundry schedule.

Jail staff will make every effort to ensure clothing is in good repair. You are responsible for all clothing and bedding issued to you. You should check the condition of the clothing you receive and immediately inform a staff member and exchange any clothing or bedding that has a tear or graffiti written on it. If you are found to be in possession of damaged items, you will be subject to disciplinary action. This may include payment for the damaged clothing.

COMMISSARY

The Columbia County Jail has a well-appointed commissary list from which inmates with funds may purchase various items. Inmates without funds may order indigent hygiene kits once per week, if needed. Indigent items will be posted to the inmate's account creating a negative balance. **Commissary sheets will be handed out once a week. If you did not get funds in before the commissary sheets were made up to be passed out, you will have to wait until the following week to order.** Commissary purchases are limited to no more than $75.00 per week. Inmates may have no more than two (2) lead pencils in their possession at any given time. In addition each inmate will be allowed to purchase one pack of colored pencils.

CONTRABAND

Any authorized item found in an inmate's possession that has been altered or is not being used for it's original purpose, or any items in excess of the issued quantity as stated within this manual.

COUNTY ISSUED ITEMS

All inmates who are dressed into the Columbia County jail will be issued jail clothing after intake, and in the clothing change/shower room. You will be issued a plastic bin containing a hygiene kit, bed linen, towel, and clothing and this Inmate Manual. Another issued item will include a mattress. You will be responsible for the condition of all items issued to you. The gray property box (totes) are to be used specifically for storage of your personal and issued belongings. Totes are not to be used for chairs or any use other than what has been mentioned above. Totes are to remain under your bunk at all times.

1. One inmate uniform top.
2. One inmate uniform pants
3. Two T-Shirts
4. Two pair of gym shorts/Underwear
5. One pair of jail sandals.
6. One mattress
7. Two sheets
8. Two Blankets
9. One Towel
10. One Rule Book

Female inmates may be allowed to retain the following:

1. Personal underwear, if needed for hygiene reasons, if determined appropriate by staff.
2. Personal bras, with no metal fasteners or under wires. A sports style bra is preferred.

During the winter months you will be issued a sweatshirt to be worn in your cell, day room area, the outdoor recreation yard or under the striped shirt when going to court.

COURT CONDUCT

Your arraignment will be your first court appearance in jail. During your arraignment, a judge will tell you what you are charged with and your rights with regard to those charges. The judge may appoint an attorney at this time if you qualify.

During any court appearance you will not have contact with any person other than your lawyer or the court officials. Contact includes talking, signaling, or passing notes to people.

Video arraignment is considered a court room setting and the above rules apply.

DRESS CODE

You are expected to remain fully dressed at all times except when you are on your bunk. When you are in your assigned bunk area **you must wear at least the T-shirt and shorts issued by this facility**. Any time you leave your sleeping area or room, you must be fully clothed. Fully clothed consists of your shorts, T-shirt, striped shirt and striped pants or shorts, T-shirt, gray sweatshirt and striped pants. During lights out, you may go to use the restroom in your t-shirt and shorts if you live in an open dorm.

Your T-shirt must be tucked in at all times and not hanging loosely. Rolling your pant legs up if they are too long, but not above the ankles, is allowed. Do not alter the appearance of your clothes.

You may not roll your sleeves, tuck your pants into your socks, or pull your pants down below the hips. It is not allowed to wear clothes that are too large or too small.

You will be allowed to take your outer striped shirt off while exercising in the recreation area.

FIRE AND EMERGENCY SAFETY

In case of any type of emergency or evacuation, you are to follow any direct order of a Deputy. There are emergency evacuation procedures in place and you will be evacuated in an orderly manner to a safe place.

If you are asked to evacuate an area by a Deputy, you are to form a straight line at your Pod door and wait for directions from a Deputy or the Control Room staff. A Deputy will direct you to a safe area.

HAIR CARE AND PERSONAL GROOMING

We encourage you to shower daily. We hand out razors three times a week. If an individual has a court appearance they will be allowed to use a razor prior to their court appearance. Once a week a list will be put into your respective pod and you must sign up on that list to receive a haircut. Hair cuts can be done when a person is available to be the barber. There is a $5.00 charge for the haircut. Haircuts will be done on Saturdays and Sundays only. You will be allowed to have one haircut per month. **Haircuts other than a trim or a complete removal to a short stubble are not allowed. No other styles will be tolerated.** Only kitchen and floor workers are allowed one free haircut per month.

HEALTH APPRAISALS

A health appraisal must be done before an inmate can be considered for "worker" status.

HOUSING UNIT OPERATIONS

The daily operation in the pods will be as follows.

You will be allowed to come out of your cell for a short period of time during the morning at breakfast. You will then be instructed to return to your cell until lunch time. After lunch, you will then have three hours out of your cell. At the end of that period, you will return to your cell. The next period out, will be after dinner for two hours.

Inmate time out of cells for each pod will be set as necessary to fulfill the needs of the facility.

Cleaning gear will be provided during the day. We require you to use it daily to clean your cell, bunk area and the pod as a whole on a daily basis.

No one is allowed to sit, stand or loiter on the stairs or catwalks (upper tier floors) at any time. This will include walking or pacing off laps upstairs, or on the stairs. There is to be no sitting on the table tops.

ICE CONTACT INFORMATION

Inmates who are housed in the Columbia County Jail for Immigration Customs Enforcement (ICE) may contact ICE via the use of an ICE inmate request form.

ICE inmates may contact ICE Pro Bono Attorneys by calling (800) 646-6283. In each Pod located on the mail boxes, there is a list of all Pro Bono calls for use by all ICE detainees. ICE agents make scheduled visits to the Columbia County Jail on Wednesdays of every week.

IDENTIFICATION CARDS

You must keep your inmate ID card on your person any time you are out of your cell. Do not let anyone use your ID card. The best place to keep this card is in your shirt pocket. When you are in your cell, place your ID card, right side up, in the window of your door with the picture facing out so the Deputy can see your name and picture. You must surrender your ID card to any staff member upon request.

INMATE COUNTS

There will be at least six "Formal Counts" per day. At the beginning of each "formal count" you will be instructed to "cell in or bunk up." Televisons will be turned off. At that time you must:

1. Go into your cell and close the door or get onto your bunk depending on the pod you are in.
2. Correctly place your I.D. card in the window of your door or on your bunk. If you are on a bunk, or otherwise not in your room or pod, having the ID card in your hand and presenting it to the deputy doing the count is acceptable.

Prior to lock-down each night a final formal head count will be conducted in the following manner.

1. In Pods with cells you will go to your room, close the door stand with one individual on each side of the door, ID card in hand, ready for the count. All inmates will remain in this manner until a Deputy scans your identification card.

2. In an open dorm go to your bunk and stand next to your bunk with your ID card in hand, until a Deputy scans your card. After formal you should bunk up for the night and remain quiet.

There will be numerous informal counts per day, therefore, whenever a Deputy enters your cell, remain where you are, do not move until the deputy leaves or instructs you to move.

INMATE GRIEVANCE PROCEDURE

You may submit a grievance about a condition in the jail if you think it is a problem or is unfair. You cannot grieve: disciplinary actions (there is an appeal process for that), classification decisions, incidents or problems which you were not party to, a collection of unrelated complaints, and no group grievances.

To file a grievance, you must follow the steps below **in the order shown**. You cannot skip one.

1. An inmate may request a Grievance Form from any Corrections Deputy at any time to bring to attention any perceived problems and proposed solutions. The Deputy will address any grievance within the scope of his/her authority and document any action taken regarding the request within five (5) working days.

2. The inmate may redirect the grievance to the Shift Supervisor for any complaint which cannot be reasonably resolved by the Deputy. The Supervisor will address any grievance within the scope of his/her authority and document any action taken on the form within five (5) working days.

3. If the complaint is not resolved to the inmate's satisfaction by the Supervisor, the inmate may send the Grievance Form to the Facility Supervisor or his designee. The Facility Supervisor or designee will address the complaint and document any action taken on the form within five (5) working days.

4. If the complaint is not resolved to the inmate's satisfaction by the Facility Supervisor, the inmate may send a **sealed** Grievance Form to the Sheriff. The Sheriff will address the complaint and document his decision on the form within ten (10) working days. The Sheriff's decision **will be final!**

Inmates may file an Emergency Grievance in the event that circumstances exist to warrant one. This will be filed directly to the Jail Commander in a sealed envelope, utilizing the same inmate grievance form.

INMATE REQUEST FORMS

The Inmate Request Forms (also known as kites) are available upon request. There are two of them. One will be for general questions, law library and visiting. The other form will be a Medical Request Form. This is **only** for the medical staff and doctor to answer and will be forwarded to them. There are separate forms to correspond with Columbia County Community Corrections or with Immigration Customs Enforcement (ICE)/Immigration.

INMATE WORKER ACTIVITIES

If you want to work in the jail, you will need to request and fill out an Inmate Worker Labor Agreement, then submit it into the mailbox. It may take several days to receive your copy.

Staff will select various inmates to do kitchen, custodial or maintenance jobs in the facility. Health care staff must clear you before you can participate in the worker activities, especially in the kitchen.

You may receive work time credit only if you are sentenced and your sentence order authorizes it. Any change of a job description or shift must be approved by a Supervisor.

INTERCOM SYSTEM

The call buttons in the cells are to be used for **emergency purposes only**. They are not to be used for any other communication. If the call buttons are misused, the inmate violating this rule will be written up for failure to abide by the rules of the Columbia County Jail.

LAW LIBRARY

All inmates of the Columbia County Jail will be given access to one hour in the law library per request. Use of the law library will be limited only by time and the need to maintain the safety and security of the facility. To gain access, you must submit a request form at least twenty-four (24) hours in advance. You will be expected to take a note pad and pencil with you to the law library to assist you in your research. All law books, reference material and other articles must remain in the law library to ensure equal access for all inmates. There will be very limited copying capabilities available to you for which your account will be charged a fee per copy. No inmate will be denied this service based on an inability to pay.

When you finish, you are required to leave the law library orderly and neat. Please be aware that corrections staff **cannot provide you with legal advice or legal assistance.** If you have any questions, please consult your attorney.

LIBRARY

All inmates of the Columbia County Jail will be afforded ample opportunity to have access to library books within the jail library. The books may be delivered by a cart. You may have up to six books at a time. All books must be returned to the library or the cart, prior to checking out more. If a search of your person or cell reveals that you have more than six books in your possession, you may be subjected to disciplinary action. Damaged books must be returned to a Deputy, immediately. Possession of damaged books may be grounds for disciplinary action. The six books do not include religious or educational. Discretion of Corrections Staff will determine whether the books are in fact religious or educational.

MAIL

POLICY

Jail mail handling procedures must support an inmate's and the public's need to communicate in writing to carry out legal business and maintain family and community ties. The procedures must also meet the Jail's need for efficient operations that preserve the good order, safety, and security of the facility, inmates, and staff.

The Jail's general Inmate Policy is that all mail that is delivered by the United States Postal Service can be delivered to and sent by inmates, subject to the restrictions in the Inmate Mail Policy, as described in this manual. The Policy and an Inmate Mail Guide is available on the Jail's website. You are responsible for making sure people you communicate with via mail are aware of the Jail's policies on inmate mail. Please direct them to the Policy and/or guide on the County's website. They may also call the Jail at 503-366-4630 to obtain the information. You may ask a Deputy for a copy of the Inmate Mail Guide.

DEFINITIONS

Book. A printed composition bound in a volume.

Contraband. 1) Controlled substances as defined in ORS 475.005(6). 2) Drug paraphernalia as defined by ORS 475.525(2). 3) Any currency or negotiable instrument. 4) Any item that a person in a correctional facility is prohibited by statute, rule, or order from obtaining or possessing, *and* whose use would endanger the safety or security of the facility or person in the facility. 5) An unauthorized item in an inmate's possession or in a cell, bunk, or common area. 6) An authorized item altered in any way. 7) More than the authorized number of an item.

Inmate Mail. Written correspondence to or from an inmate in the Columbia County Jail.

Indigent. An inmate who has less than $5 in his or her inmate account and has not had more than that amount for seven days.

Inflammatory material. Written or printed materials that pose a threat to the security, safety, or good order of the jail because it may incite or advocate physical violence against others. This includes material that advocates the supremacy or hatred of a racial, religious, national, or other group of people. (*Note*: Criticism of jail operations, programs, or staff, on its own, is not inflammatory material. If the criticism involves an illegal act or violates a jail rule, staff will handle it as that type of prohibited mail.)

Jail Commander. The Columbia County Jail Commander or his/her designee.

Jail Supervisor. Any Corrections Deputy designated at the rank of sergeant or higher.

Junk mail / Bulk mail. Printed materials, often sent as mass mailings, such as catalogs, advertisements, brochures, circulars, newsletters, and pamphlets whose primary purpose is to sell, promote or solicit for, a product or service. Junk mail/bulk mail may come using a variety of postage rates, including but not limited to bulk mail rates. Junk Mail/Bulk Mail may be solicited or unsolicited.

Legal mail. Incoming or outgoing mail addressed to or from an ~~licensed~~ attorney.

~~Mail handler. A staff member who picks up, transports, sorts, delivers, inspects, reads, or performs other duties related to processing inmate mail.~~

Negotiable instrument. A written document that represents an unconditional promise to pay a specified amount of money upon the demand of its owner. Examples include checks and promissory notes. Negotiable instruments can be transferred from one person to another, as when a person writes "pay to the order of" on the back of a check in order to turn it over to someone else.

Official Mail. Incoming or outgoing mail addressed to or from the sheriff, jail command staff, probation authorities, district attorney, state attorney general, Governor, court, a court official, and other confining authorities, or addressed to or from the inmate's medical provider, or addressed to or from the inmate's religious clergy or other leader, or addressed to or from the news media.

Periodical. A magazine, newspaper, newsletter, or other publication formed of printed sheets that is issued at regular, specified intervals by a publisher.

Personal business. Business necessary to meet ordinary personal obligations, including but not limited to, paying taxes, making mortgage or other loan payments, renewing licenses, and making rent or lease payments.

Personal mail. Mail to or from family, friends, or for personal business. Personal mail does not include legal mail, official mail, publications, or junk mail/bulk mail.

Publication. Periodicals and books.

~~**Roving Deputy**. A Deputy performing roving duties as defined under post orders during an assigned shift.~~

Sexually explicit: 1) A pictorial depiction of any of the following: actual or simulated sexual acts (including sexual intercourse, oral sex, anal sex, or masturbation); sexual penetration; bestiality; sexual violence; sadomasochistic behavior; excretory functions; and exposed genitalia, anus, or femail~~the~~ nipple or areola~~or nipples (to include areolas) of female breasts~~, unless the exposure is for legitimate medical, religious, or anthropological reasons. 2~~2) A written or pictorial depiction of lewdness, licentiousness, or graphic erotic behavior designed to cause sexual excitement. 3~~) Sex acts involving children. 4) Materials that violate state and local obscenity laws. (*Note*: Whether the material is commercially produced or is personally made or written has no bearing on this definition.)

~~The mail is delivered to the Sheriff's Office per U.S. Postal Service guidelines, excluding holidays.~~

~~General Rules: You may send and receive correspondence through the U.S. Mail. Hand delivered mail, messages and notes will not be accepted or forwarded to you.~~

~~Except for unusual circumstances, such as on holidays or weekends, incoming mail will be forwarded to you within 24 hours of its receipt. Outgoing mail will be placed in a pickup box within 24 hours of receiving it from you. If we receive mail for you after your departure, it will be returned~~

~~to the sender. You must notify the post office of your forwarding address when you leave the jail.~~

~~Except for "Official or Legal and Confidential mail," staff may scan and inspect all incoming and outgoing mail. "Official or Legal and Confidential mail" is all mail to or from your attorney, government officials, Jail Commander, Sheriff, courts, your doctor or medical facility, verifiable religious contacts, or the media. We may open and inspect this mail in front of you to ensure it does not contain contraband.~~

INMATE MAIL

1. **Inmate Mail Limits and Restrictions/Overview**

The Columbia County Jail will normally not limit, censor, or restrict the volume, language, content, format or source of inmate mail. However, some limitations are necessary to assure the safety, and security of inmates, jail staff, and the public, as well as to assure the efficient operation of the Jail.

2. **Specific Limitations on Inmate Mail.**

a. **Personal Mail.** Except as otherwise provided below, personal mail may be sent and received by inmates only in postcard form. The following exceptions apply to this policy:

i. A Jail Supervisor may allow an inmate who is continuously involved in rehabilitation programs permission to correspond with a specific person in non-post card form (both sending and receiving). A supervisor must document that correspondence with the person is in the best interest of an inmate's rehabilitation. A suitable example might include a letter sent to reconnect with family prior to release.

ii. A Jail Supervisor may approve incoming and outgoing mail in non-postcard form so that an inmate can conduct necessary personal business. Examples of this exception include, but are not limited to the use of a business reply envelope to send a document back to the originating firm or signing a mailed-in personal check to make a rent or car payment or renew a driver's license. If it appears to theSupervisor that the inmate has no other reasonably available means to take care of personal business, and that the personal business cannot reasonably wait until the inmate is released, the Supervisor shall allow the exception, subject to the following:

(1) Checks must not have a blank payee line.

(2) If reasonably possible, the inmate must act to add a cosigner to a checking account or make other arrangements to prevent reoccurrence of this need.

(3) Supporting documents, such as payment coupons or rent contracts, must accompany personal business mail.

b. **Publications.** Publications are permitted in the Jail, subject to the following requirements:

i. An inmate must have someone outside the jail prepay for any publication he or she receives. An inmate may not engage in any delayed payment or credit ordering of publications while inside the jail.

ii. Books. An inmate may receive up to three books on a single mail delivery day. Books must come directly from the publisher, a book club, or a bookstore. Books may be new or used. Books may not be larger than 9 inches by 12 inches. Books may not have plastic or metal bindings. Either hardback or paperback books are acceptable for general population inmates. Inmates in segregation, including medical segregation, may only receive paperback books. Mail handlers will consider any other item in the envelope or parcel as contraband and treat the parcel as prohibited mail.

iii. Periodicals. An inmate may receive up to three periodicals on a single mail delivery day. Periodicals must be new and be mailed directly from the publisher or bookstore.

iv. No blanket prohibition. Mail handlers will determine whether a specific publication violates jail rules. However, this determination must be made on a case by case basis. There shall be no blanket prohibition on any publication.

c. **Legal and Official Mail.**

(1) Jail staff must protect the rights of inmates to privileged, confidential communication with their attorneys, the courts, and confining authorities.

(2) A sender of legal or official mail is responsible for legitimately, properly, and clearly

marking and addressing legal and official mail so that jail staff recognize it and treat it as being confidential, as follows:.

(1) The return address on all incoming legal and official mail must have the sender's job, agency, or firm title and address either commercially preprinted on the envelope or a label, or as an ink stamp. The sender's name should be handwritten if not preprinted. Staff will treat all mail with return addresses that are completely handwritten as personal mail.

(2) The words "Legal Mail," "Official Mail," or similar designation must appear on the address side of the envelope. Jail staff will not assume the contents of any letter from an attorney, law firm, or government official is legal or official mail. Jail Staff will treat all mail without the legal or official mail mark as personal mail.

(3) Jail staff will treat improperly marked or addressed mail as personal mail.

(3) Staff must not open recognized legal or official mail outside the presence of the inmate. They shall only open it in the presence of the inmate to inspect it for contraband, but they must not read its contents.

(4) A staff member must write a Jail Incident Report if he or she inadvertently opens a piece of recognizable legal or official mail outside the presence of the inmate.

(5) Before legal or official mail leaves the pod, staff must verify that any letter marked as legal or official mail is addressed to a person that qualifies for that privacy protection. Deputies will~~will~~ contact a Jail Supervisor~~shift sergeant~~ if they suspect fraud.

(6) Jail staff will pursue administrative, criminal, and disciplinary actions, as fitting, against all those involved in the fraudulent use of legal or official mail designations.

d. **Other Prohibited Mail/Contraband.**

i. An inmate may not receive or send inmate mail that contains:

(1) Threats of physical harm, blackmail, extortion, or other criminal activity;

(2) Plans for escape, criminal activity, or activity that violates jail rules;

(3) Gang-related material;

(4) Information that, if conveyed, could result in physical harm to someone;

(5) Sexually explicit materials;

(6) Inflammatory material;

(7) Contraband including but not limited to such commonly mailed items as:
(a) Books larger than 9 by 12 inches or with plastic or metal bindings;
(b) More than three books or publications in a single piece of mail;
(c) Controlled substances as defined by ORS 475.005(6);
(d) Foreign substances, such as bodily fluids, lipstick or perfume, glue or paint or anything with an unusual stain or odor that indicates a foreign substance may be present.;

(8) Cash or negotiable instruments unless specifically allowed to conduct personal business.

ii. An inmate may not send or receive inmate mail that:

(1) is written in code or suspected code;

(2) Was not sent through the USPS or other approved system;

(3) Is to or from a person with whom the inmate is prohibited from communicating;

(4) Would violate a court order;

(5) May produce a hostile work environment by sexual harassment or otherwise;

(6) Is a credit or deferred billing transaction, such as "bill me later" subscriptions or merchandise bought on credit or collect-on-delivery terms;

(7) Is fraudulently marked as legal or official mail;

(8) Includes logistical information about an inmate's upcoming health care appointment(s).

e. **Sources of Incoming Mail.** Jail Staff will only accept incoming inmate mail that has been delivered by the U.S. Postal Service unless otherwise specifically authorized by the Jail Commander.

f. **Postage-Due Mail.** The jail will not accept or pay for incoming inmate mail with postage due.

g. **Parcels.** Incoming parcels are allowed if they contain books or periodicals from a publisher or bookstore. A parcel may only contain up to three books or three periodicals. Mail handlers will consider any other item in a parcel as contraband and treat such a parcel as prohibited mail. Parcels are also allowed to and from inmates for legal or official mail, or for personal business when an exception is authorized.

h. **Commercial Business Transactions and Government Services by Mail.**

i. Except as provided in (2), below, inmates may not conduct commercial business transactions or request services from government agencies through inmate mail.

ii. A Jail Supervisor may approve personal business mail as described in paragraph 2.A.

iii. Examples of commercial business transactions and government agency requests include, but are not limited to:

(1) Buying or selling an item, real property, or service;

(2) Applying for a credit card;

(3) Applying for a commercial or student loan;

(4) Opening a bank account;

(5) Enrolling in a college course;

(6) Applying for food stamps;

(7) Any obligation of funds to which the inmate does not have access.

3. **General Limitations on Inmate Mail.**

In addition to the specific limitations on inmate mail set forth above, additional limitations may apply in the following circumstances:

A. There is reason to believe that such correspondence would jeopardize personal safety, jail security or good order, inmate treatment, or would facilitate violation of the law.

B. There is reason to believe that a sentenced inmate in rehabilitative programs would benefit from limited contacts and/or inmate mail.

C. Inmates may receive a disciplinary sanction that restricts personal mail. (*See* policy J212, *Rules and Discipline*.)

4. **General Provisions for Inmate Mail**

a. **Postcards.** Inmates may send postcards they receive in their initial inmate hygiene kit or through jail commissary. Inmates may receive postcards in any size that is delivered by the U.S. Postal Service up to a maximum size of 5-1/2" tall x 8-1/2" wide. Postcards may have photographs on one side as allowed by the U.S. Postal Service and jail rules. No other photographs are allowed on postcards. Inmates are not limited to a specific number of postcards that they may receive or send. Lodged inmates receive two postcards in their hygiene kit, and may purchase additional postcards through jail commissary. Policy 212, *Rules and Discipline*, sets limits on the number of personal mail items allowed in an inmate's cell.

b. **Indigent Inmate Mail.** Indigent inmates may purchase an indigent hygiene kit through the commissary program once per week. Hygiene kits are taken to the pods and offered to all inmates. The indigent hygiene kit consists of two postage prepaid postcards, a pencil and hygiene items.

c. **Addressing Inmate Mail.** Incoming mail must have the inmate's booking name and should have the inmate's booking number as part of the addressee information.

d. **Return Address.** Incoming mail must have the name and address of the sender. The return address on legal and official mail must have the sender's job, agency, or firm title and address commercially preprinted or stamped.

e. **Certified Mail/Special mail services.** This section applies to legal and official mail as well as to personal business mail when authorized.

i. An inmate may send up to two letters as certified mail in a 30-day period. The inmate must have sufficient funds in his or her account to pay for the service. A Jjail Ssupervisor may make exceptions to the volume of certified mail an inmate sends and may approve credit to allow an indigent inmate to send certified mail.

ii. An inmate that needs to send a letter using certified mail must fill out an Inmate Request Form. Only the Jjail Supervisor~~commander~~ can approve such a request. The Jail Commander will ensure that the inmate's correspondence is ready to mail at the time of the request. If an inmate's request for certified mail is approved, the Jjail Supervisor~~commander~~ will forward the request to the front office staff.

(1) Jail staff will verify if the inmate has sufficient funds in his or her account before processing any request. They will forward requests from indigent inmates to a supervisor. The inmate will fill out the necessary U.S. Postal Service forms—Receipt for Certified Mail (PS Form 3800) and Domestic Return Receipt (PS Form 3811). The letter and the forms will be forwarded to front office staff who will mail the letter and charge the inmate for the postal fees for these special services. The inmate request form will be the source document authorizing the charge.

(2) Jail Staff will forward the Domestic Return Receipt on to the inmate when it returns in incoming mail. They will return the Domestic Return Receipt postcard to the post office if the inmate is no longer in jail when it returns in the mail.

f. **Inmate Request Form.** An inmate shall use an Inmate Request Form to request permission to mail oversize or overweight items, or for other special postal services, when allowed. If the Jail Commander approves such a request, funds will be drawn from the inmate's account to cover the costs.

g. **Junk/Bulk Mail.** Jail staff will accept solicited and ~~or~~ unsolicited junk mail and solicited and unsolicited~~or~~ bulk mail for inmates, unless it violates other mail restrictions (such as containing sexually explicit content).

h. **Pre-Stamped Envelopes.** Jail staff will make pre-stamped First Class business size or manila envelopes available for inmates to buy from the commissary for legal or official mail.

Indigent inmates may obtain pre-stamped envelopes for legal or official mail and approved personal business upon request. ~~per paragraph 6~~.

i. **Inmate Mail Written in a Foreign Language**. *Incoming and outgoing* mail written in a language other than English may~~must~~ be interpreted prior to delivery to determine whether the mail violates these rules.

5. **Appeals.**

a. By Inmates. Inmates wishing to appeal a decision to deny delivery of incoming inmate mail or the mailing of outgoing inmate mail must follow the normal grievance procedure~~rule~~ set forth in the inmate manual and Policy J207, Inmate Rights.

b. By Others. If a person believes that any incoming or outgoing inmate mail was improperly confiscated by the Jail, they may appeal the action to the Jail Commander by sending a written letter stating the specific reason(s) why the action was improper. The letter must be received within 15 days from the date of the prohibited Mail Notice. Or, if no Prohibited Mail Notice was received, within 15 days from the date the person knew or should have known of the appealed action. The letter shall include the sender's name and return address. The Jail Commander will consider the appeal and will issue a decision on the appeal within fifteen days of receiving the letter. However, if the Jail Commander made the initial decision regarding the mail in question, the Sheriff will consider the appeal and issue the decision. The appeal process will be set forth in the prohibited Mail Notice.

~~General Mail Rules:~~
~~We may place limits on your mail because of its volume, its affect on your rehabilitation or treatment, or for the safety, security, and good order of the jail. We may open and inspect all mail for contraband and may read all personal mail.~~
~~We will provide an Inmate Mail Guide for members of the public. The guide, printed in its entirety below explains mail rules and what they can and cannot send you. People may also call (503) 366-4630 to get the information found in the guide or read it on the jail's web site at:~~
~~www.co.columbia.or.us/sheriff~~

~~INMATE MAIL GUIDE~~

~~Personal Mail~~

~~Inmates may send or receive personal mail from friends, family, or associates on postcards only. Inmates may receive postcards in any size that is delivered by the U.S. Postal Service up to a maximum size of 5-1/2" tall x 8-1/2" wide. Inmates may receive postcards with photographs on one side as allowed by the U.S. Postal Service. The jail does not permit any other form of personal mail for inmates.~~

~~Addressing Inmate Mail~~

~~Inmate mail must have the inmate's booking number as part of the addressee information. Incoming mail must have a return address to include the name and address of the sender.~~

~~Prohibited Mail~~

~~Jail staff will not allow an inmate to receive or send mail that—~~

~~Contains—Threats of physical harm, blackmail, extortion, or other criminal activity.Plans for escape, criminal activity, or activity that violates jail rules.Gang-related material.Information that, if conveyed, could result in physical harm to someone.Sexually explicit materials.Inflammatory material such as advocating violence against a group based upon religion, race, gender or ethnicity.Contraband materials including but not limited to such commonly mailed items as:Books larger than 9 by 12 inches or with plastic or metal bindings.More than three books in a single piece of mail.Controlled substances as defined by ORS 475.525Foreign substances, such as: Bodily fluidsLipstick or perfumeGlue or paintAnything with an unusual stain or odor that indicates a foreign substance may be present.Is written in code or suspected code.
Was a form of written communication not sent through the USPS or other approved system.Is to or from a victim of a crime that the inmate is in custody for in either pretrial or sentenced status.Would violate a court order.May produce a hostile work environment, such as sexual harassment.Is a credit or deferred billing transaction, such as "bill me later" subscriptions or merchandise bought on credit or collect-on-delivery terms. Is fraudulently marked as legal or official mail.
For more specific information about prohibited mail please review the full Inmate Jail Policy J603-R08~~

~~Appeals~~

~~Both the inmate and an outside person have the right to appeal a decision to return or confiscate inmate mail. With very llimited exceptions, the Jail will provide a Notice of Prohibited Mail to both the sender and addressee when inmate incoming mail is returned or confiscated. The Notice of Prohibited Mail will explian the reason why the inmate mail was returned or confiscated. The appeal process for outgoing inmate mail follows the Jail's normal grievance process. The appeal process for everyone else requires a letter explaining the reason for the appeal, and providing contact information. The Jail will respond within 15 days of receipt of the letter.~~

6. General Mail Rules:
We may place limits on your mail because of its volume, its affect on your rehabilitation or treatment, or for the safety, security, and good order of the jail. We may open and inspect all mail for contraband and may read all personal mail.

~~We will provide an Inmate Mail Guide for members of the public. The guide, printed in its entirety below explains mail rules and what they can and cannot send you. People may also call (503) 366-4630 to get the information found in the guide or read it on the jail's web site at: www.co.columbia.or.us/sheriff~~

7. "Do" Mail Rules for Inmates

For mail, you must do the following:

~~a1.~~ Use only lead or pencils. ~~to write letters.~~
~~B2.~~ Use only jail commissary ~~approved~~ postcards for personal mail. ~~sold through the commissary or issued by staff for social mail.~~
~~c3.~~ Keep the weight of legal or official correspondence in a pre-stamped envelope below 1 ounce (28 gm). To keep a business envelope to one ounce or less means the contents cannot be more that four 8-1/2" x 11" sheets of standard weight paper. Other envelopes may be purchased through the commissary.
~~4. Keep your friends and family informed if you received books, newspapers, or money they have provided for you.~~
~~d5.~~ When you are released or transferred from the jail, send change-of-address notifications to those that send you mail ~~postcards and periodicals.~~
~~e6.~~ Put the correct return address ~~noted on the sample postcard below~~ on all your outgoing mail. Tell people sending you mail ~~postcards or other acceptable mail~~ to use your correct ~~it to address mail to you~~. Write the recipient's full name and complete address legibly on any mail you send.

8. "Don't" Mail Rules for Inmates

You may not do any of the following:

~~a1.~~ Draw or write anything on a postcard in the address area or on the picture of the postcard other than name and address information.
~~b2.~~ Send out jail forms for others to fill out on your behalf.
~~c3.~~ Send prohibited mail.
~~d4.~~ Send out jail property ~~y.~~
~~e5.~~ Order publications on credit or delayed billing from the jail.
~~f6.~~ Operate a commercial business or nonprofit organization from the jail.
~~g7.~~ Order correspondence courses unless you have a jail supervisor's ~~command officer's~~ approval.
~~h8.~~ Conduct commercial or personal business transactions or request services from a government agency unless you have a jail supervisor's ~~command officer's~~ approval.
~~i9.~~ You may not send mail to another inmate in this facility without prior written permission.

9. **Sending and Receiving Mail**

a. You may send and receive mail ~~correspondence~~ only through the U. S. Postal Service. The jail internal mail system is for communicating only with jail staff. Any transfer of written communication on your part that does not comply with mail rules and procedures is a rule violation that subjects you to discipline. This includes sending notes to other inmates or notes, postcards or mail to anyone by way of a contact visit, court appearance, or transport. People may not leave mail, messages, or notes for you at the jail. Personal mail must come on a commercially produced postcard which does not exceed 5 ½ by 8 ½ inches unless a jail supervisor authorizes use of an envelope.

b. Except in unusual circumstances and on holidays or weekends, we will deliver incoming mail to you within 24 hours of its receipt. We will put outgoing mail in a pickup box within 24 hours of receiving it from you. There is no pickup by the post office on weekends and holidays.

c. It is important that you use a person's complete and correct address when sending mail. If someone says he or she did not receive something you sent and you did not receive a confiscation notice from us, it is a matter for you to resolve with the post office—not the jail. For your convenience, the addresses of commonly contacted government agencies are in appendix 2, Government Pages.

d. We do not forward mail. If we receive mail for you and you are not here, we will return it to the sender. ~~(~~Please tell those sending you mail to put on return address on their mail~~es~~. We confiscate mail without a return addresses or destroy it if you are no longer in jail.~~)~~

~~**Legal and Official Mail**~~

~~Legal mail is mail addressed to your attorney or comes from your attorney and is clearly marked "legal mail". Official mail is to or from confining authorities, like a jail command officer, the sheriff, the county administrator, probation authorities, district attorney, state attorney general, Governor, court, or a court official.~~

~~We will open and inspect legal and official mail in front of you to make sure it does not contain contraband. If you send this type of mail, you must label it on the front of the envelope as "legal mail" or "official mail" or we will treat it as personal mail. We will treat mail from your attorney not marked as "legal mail" as personal mail. You are subject to disciplinary action and criminal prosecution for fraudulently labeling anenvelope as legal or official mail.~~

~~**Books**~~

~~You may receive up to three new or used books per month, which may be paperback or hardback. Hardback books are not allowed in male or female segregation. Inmates in segregation may only receive new paperback books. A person from outside the jail must pay for and order books directly from the publisher, a book club, or a reputable bookstore for you. Books may not be larger than 9 by 12 inches (228 by 305 mm). They may not have plastic or metal bindings.~~

~~Periodicals and Junk Mail~~

~~Jail staff will accept solicited or unsolicited junk mail or bulk mail fo rinmates unless it violates other mail restrictions.~~

~~Acceptable Mail~~

~~We only accept packages that contain publications from an approved source. An incoming or outgoing envelope may only contain these types of items, and with the noted limits and restrictions:~~

~~Acceptable Personal Mail Type of Mail ItemLimits and Restrictions~~

~~Written correspondenceMust be a commercially produced postcard or legal or official mail. Excludes junk mail. Pictures Only photographs printed on photo paper and used as a postcard, delivered via the U.S. Postal Service.Checks and money ordersWe do not accept checks or money orders. Touchpay is available in the lobby and can be accessed by phone or the Internet. Personal business documentsNone, unless general mail rules would apply.~~

~~If it is not listed in this section, it is contraband and we will return the item to the sender, confiscate it, or destroy it if it presents a health or safety risk.~~

10. Mail Confiscation:

We will give you a Prohibited Mail Notice~~confiscation notice~~ for incoming and outgoing mail we pull

and hold from delivery~~confiscate~~. When we pull parcels ~~confiscate items~~ because they exceed a number limit, such as books or periodicals, we will confiscate all of the items in the parcel~~them~~ rather than selecting some to bring the number down to the limit amount. We will return stored confiscated mail to you when you are released, if it was not disposed of for health or safety reasons. You may submit a grievance to ask for its return before then. We will return to sender any form of prohibited mail, along with a prohibited mail slip and notice of appeal. You will also get a notice that we have returned prohibited mail to the sender if it is evidence in a criminal investigation. We may provide you with an opportunity to correct violations with mail you send. In that case, you will not receive a Prohibited Mail Notice unless you refuse to correct the violation.

~~Use of Envelopes~~

~~You may use an envelope sold through the commissary to send these types of letters:~~

~~1. Legal or official mail.2. A legal or official mail letter that should not or cannot be folded or that is more than one ounce.~~

~~3. With staff approval, a personal letter that contains a program-related diploma or certificate that should not or can not be folded. You must have a Deputy confirm that you are sending a diploma or certificate before you seal the envelope.~~

~~You may not use these envelopes for any type of mail that does not meet one of the three criteria listed above. We will deduct the cost of the postage from your inmate account for acceptable manila envelopes.~~

11. Sending Certified Legal or Official Mail

You may send a legal or official letter using U. S. Postal Service Certified Mail and Return Receipt mail services. You may send approved personal business mail using Certified Mail and Return Request mail services. You will get receipts that you sent the letter and that the letter was received by the addressee. We will charge you the standard postal rates for these services. You must have money in your inmate account to pay the postal rates or have appropriate approval if you are indigent. A deputy will supply you with a request for Certified Mail form that you need to fill out and submit along with the letter. You may only send 2 certified-mail letters in a 30-day period.

12. Outgoing Mail

Inmates will place all outgoing mail in the mail drop located in the day room of each housing unit. You are expected to legibly address your correspondence and use the proper postage. All outgoing mail must list the following return address:

Your full name and Inmate Number
Columbia County Jail
901 Port Avenue
St. Helens Oregon 97051

MEALS

Meals will be served three times daily at approximately 6:30 A.M., 12:00 P.M. and 5:00 P.M. Pre-classification and disciplinary inmates may be required to eat in their cells. All others will line up for service, and will eat at the tables provided in the day rooms. If you choose not to eat, please advise the deputy. Televisions will be off during the serving of meals. Once the meals have been served and the Deputy leaves the pod, the television may be turned back on.
Do not save food from meal service.

All special personal preference diet requests, such as vegetarian meals, must be pre-approved by the jail supervisors. All inmates on a personal preference diet will be charged a fee of $ 1.00 per

meal, to be taken directly out of their individual inmate trust account to cover the additional cost of these meals. Indigent inmates will not be eligible to receive this type of special diet.

MEDICAL SERVICES

The Columbia County Jail will provide emergency medical, dental, and mental health care to all inmates regardless of their ability to pay for such services. No inmate will be denied care for serious health care needs based on the cost of medical services or the inmate's inability to pay for health care. All medical visits initiated by you will be assessed a fee which will be charged to your personal money account. You will be financially responsible for any elective surgery or other treatment you may request from your personal physician, dentist or other provider.

Medical screening or appraisals at intake, or for inmate workers will be provided at no cost to you. All Detainees will receive a medical evaluation within their first 14 days of incarceration.

Prescription medications: You will be charged for all prescription medication prescribed for you and purchased by the jail on your behalf.

Over the counter medications such as; Tylenol, Aspirin, antacid etc., will be available from our medical department for a small charge.

MEDICATION

Health care staff may fill prescriptions at their discretion. Health care staff may discontinue prescribed medication as directed by the jail health care supervisor or physicians. If you came from another correctional facility and had your medication transferred with you, the transporting Deputy will give your medication to the health care staff. If you are leaving our jail and going to another jail, the transporting Deputy will get your medication from the health care staff and transport it with you.

As a warning, any abuse of your medication may result in the discontinuation of your receiving the medicine.

MEDICAL GRIEVANCES

In case of any unresolved problem regarding medical, dental or infirmary care, you may follow the grievance procedures outlined in this manual.

MENTAL HEALTH SERVICES

Columbia Community Mental Health is the provider of these services for the facility. If you feel the need to see a mental health professional, contact a Deputy or the health care staff.

MONEY ACCOUNTS

Each inmate in the Columbia County Jail will have a "money account" established during the booking procedure. Funds may be deposited 24 hours per day seven days per week, via Visa or Mastercard by a toll-free phone call to 1-866-232-1899, via internet at: www.touchpaydirect.com or by depositing cash into a kiosk in the Sheriff's Office lobby. The depositor needs the inmate's name, booking number, and Facility Locator No., which is 297001. All purchases will be deducted from the account. Funds deposited to an account showing a negative balance will be deducted from that balance. The positive balance, if any, is available for the inmate's use. The balance will be refunded to the inmate upon discharge. Inmates who possess a negative balance on their account will not be denied their basic medical needs such as medical care and hygiene items. With a negative balance an inmate may request to participate in the 50/50 program at which time 50 % of any funds placed into the inmate account will go towards the negative balance and the other 50 % will be placed on the inmate's account ,available for use on individual items in the Jail.

OUTDOOR RECREATION

An open air recreation area is provided in the jail for your use as scheduled throughout the day.

Central Control will notify each of you of your recreation time. When you are called for outdoor recreation, you need to be ready to go. You will leave the Pod in groups of six. No one will be allowed to depart the Pod late for recreation. The TV may be turned off while Control is calling for rec, and while people are leaving.

The following rules apply while using the open air recreation area:

1. Do not yell or attempt to communicate in any way with the people outside the recreation area, except for Corrections Staff.
2. Do not engage in "horseplay." We do not want people to get injured.
3. You must wear a minimum of a T-shirt, pants and shoes . Movement to or from outdoor recreation will require the complete uniform, including your ID card.
4. DO NOT take anything other than your ID card with you to outdoor recreation. This includes papers, candy, food items and anything that can be used to write or color with. If you are found with these items, disciplinary action may be taken.

PERSONAL PROPERTY

All personal property items will be stored in the secure storage area of the Columbia County Jail. No personal items will be allowed to be kept on an inmate unless approved by the Jail Commander in writing.

PROGRAM SERVICES

If and when available, you have the opportunity to participate in a variety of program activities. Recommended programs assist you in making constructive use of your time and to make positive changes in your life. We have grouped these into two main categories:

Voluntary activities Inmate worker activities

You may participate in activities in one or all of these categories depending on your:

Sentencing status
Length of sentence
Assessments results
Classification

PROPERTY TRANSFERS

You must follow these guidelines regarding your property:

1. You may release your personal property to any adult outside the facility on an "all or nothing" basis. The adult must present a state driver's license, state ID card, passport or military ID to jail staff, to ensure property is released to the proper individual. A signed inmate request form from you is required.

2. Release of property is available **Monday through Friday from 3:00 P.M. until 4:00 P.M. ONLY.**

3. The following exception applies when: An Inmate is committed to a state prison and must release all personal property including their clothing prior to being transported to a state facility.

If the property is not picked up prior to the inmate's departure, it will be forwarded to ODOC with the inmate.

4. We do not allow personal property to be dropped off for inmates, except for medical items which will be checked and approved by medical staff **first**. Clothes may be brought in if the situation calls for it. This will be at the discretion of the jail Supervisors.

SANITARY INSPECTIONS

Deputies will inspect each housing unit daily to ensure it is a safe and clean environment. You will need to follow basic sanitary practices to ensure your cell area meets the sanitation requirements

and pass the sanitation inspections. If your cell does not meet sanitation requirements, you will lose privileges and be instructed to clean the area. If the day room, shower area and outside recreation areas do not meet sanitation requirements, the entire housing unit may lose privileges. These privileges are those listed at the beginning of this manual. If you or your housing unit lose privileges, they will be reinstated if you pass the next regularly scheduled inspection.

SANITARY PRACTICES

It is your responsibility to keep your cell clean and uncluttered. It is also the responsibility of **each** member of the housing unit to keep the day room, shower and outside recreation area clean. You will be provided with cleaning supplies and are expected to use the cleaning supplies as much as necessary to ensure you live in a clean environment.

You are to follow these rules for a clean and healthy housing unit:

Clean your cells, including the sink, toilet, floors and door windows **daily.**
Pod Porters will clean day room areas **daily.**
Pod Porters will clean the following, but not limited to: Tables, floors, stairs, walls, showers, bathroom areas, railings, and windows.
Keep the walls clean and free of graffiti or marks of any kind.
Place all garbage in the trash cans in the housing units.
Keep all pictures and papers off the walls, bunks, bottom of bunks. Do not hang, stick, or paste pictures or papers to the walls, bunks or any where else in the facility.
Keep commissary food items in your property container. (Gray totes)
Do not save food from meal service.
Wash your hands frequently.
Participate in laundry exchange twice weekly.
Shower at least twice weekly, but we strongly encourage you to shower daily.
Keep the showers clean, and free of excess soap and shampoo bottles.
Keep your gray bin or tote clean
Perform any other duties that Corrections Staff may assign.
Keep your room or bunk area uncluttered of excess items. This includes legal papers.
Ask staff for assistance if you have a large amount of legal papers to store.
Vents for air circulation should be kept clean and obstruction free.

SEARCHES

Jail staff may conduct random unannounced searches of your person or of items in your possession, and in any area of the jail at any time. Your personal property and/or living area may be searched without your permission and whether or not you are present.

SELF-ESCORT

Most inmate movement within the jail, including visiting, medical, programs, work assignments Etc., will be unescorted unless you abuse the privilege. You are expected to conduct yourself in an orderly fashion at all times. **Inmates moving unescorted through the facility may not talk to other inmates, may not touch the walls or the glass, loiter or detour while en route to their destination.** When leaving an area, you need to state your name and where you are going to Central Control. Any inmate who abuses these rules will be subject to disciplinary action and may lose their opportunity for unescorted movement. The exception will be any inmate who is classified as maximum security and who needs to be escorted in the facility at all times.

SICK CALL

If you need to see medical personnel, fill out the appropriate Inmate Medical Request form. Each day the Medical Staff will address these issues upon receipt of the Request forms.

SPECIAL DIETS

You must direct all requests for medical diets to the heath care staff for approval. If you need a special diet for medical reasons, please submit a request slip to the health care staff. If you need a special diet for religious reasons, please submit a request form. A Deputy will pick up the form from you and give it to a supervisor for approval. If approved, the religious diet will remain in effect for the length of your incarceration. **Be aware that there may be a charge assessed for the extra cost associated for the special meal.**

TELEPHONE PRIVILEGES

Your use of jail telephones is a privilege. Jail staff may limit your telephone use for reasons of safety, security, good order, or sanitation of the jail. Inmates classified to housing units will be allowed to use telephones from 0800 hrs to approximately 2200 hrs, based on the operations of the housing unit you are in. **Conversations on any telephone in the jail may be monitored and/or recorded without further notice. You are consenting to this monitoring when you use the jail telephones.**

There are some local attorney's phone numbers that have been set up as non collect so you can call them directly from the telephones in the pods. **Confirmed attorney phone numbers are blocked from the monitoring system.**

All telephone calls from a housing unit are a collect call or by the phone cards that you purchase here. The phone cards are able to be used upon release from the Columbia County Jail. Telephone calls are limited to15 minutes each. The telephone system will warn you before the 15 minute time period is up so you can end your conversation.

Inmates are not allowed to receive incoming telephone calls. Jail staff will deliver verifiable **emergency** messages to you.

REMINDER: TELEPHONES ARE A PRIVILEGE. DO NOT ABUSE THE SYSTEM. ANY DAMAGE TO THE PHONE WILL RESULT IN A DISCIPLINARY HEARING AND A CRIMINAL CHARGE BEING FILED AGAINST THE INMATE.

TELEPHONE SERVICE NUMBER

If you or your family have any questions about billing or connection problems concerning the inmate phones, please call the service provider at 1-866-230-7761. We have a brochure available to answer more questions if you need it, please ask and we will provide it.

TRANSFER TO WORK RELEASE CENTER

The Courts and/or Supervisory Authority may consider you for transfer to the Work Release Center if authorized on your sentence order. These transfers are not automatic. Jail staff must approve all transfers.

Factors considered in transfer decisions will include:
Judge's approval
Length of sentence.
Individual needs.
Available space.
Classification.
Demonstration of compliance with jail rules, expectations and responsible behavior.

If you are interested in participating in any programs, you must submit a request on an Inmate Request Form. Misbehavior or administrative concerns may prevent access to these programs. Disciplinary write-ups or actions will affect program eligibility.

VISITING

All public visits will be scheduled by the Inmate requesting the visit. The inmate must contact prospective visitors by phone or mail, and determine an acceptable visiting date. **Time slots may be used on a first come, first serve basis.** Visitors are encouraged to arrive 10 to 15 minutes early to sign in. If all of the slots are taken for that time frame they can either wait till the next times start for that pod, if it is available, or return on another day. Visits will start on the hour and half hour.

Authorized visitors shall be members from the inmate's family, and friends age 18 and older. Visitors under the age of 18 **must** be accompanied by a parent or legal guardian. Attorneys and clergy are not considered public visitors.

Inmate visitation is a privilege and while the Columbia County Sheriff's Office encourages visitation, that privilege must be regulated to protect the needs of the entire jail operation. The amount of time allotted for visitation is based upon the classification and status of each inmate.

Classification is based upon the inmate's current charges, criminal history and current demeanor. All inmates will be allowed a maximum of two thirty (30) minute visits per seven (7) day period (Sunday through Saturday), as time and space allows.

Inmates assigned to Disciplinary Segregation will not be allowed visitation privileges.

Inmates not yet assigned to a housing unit or who are housed in the pre-classification unit, will not be allowed public visitation.

Inmates serving a sentence of seventy-two hours(72) or less will not be allowed public visitation.

Due to space limitations, acceptable visiting combinations are limited to:

1. One Adult
2. Two Adults
3. One Adult and One Child
4. One Adult and Two Children
5. Two Adults and One Child

Inmates have the right to refuse any visit, however that right should be exercised **prior** to visiting time.

All inmates wishing to receive public visits must establish a visiting list of not more than five (5) people. Persons not on the approved list will not be allowed to visit. You are able to change your visiting list once every 30 days from the time you establish your list. You need to fill out the visitation part of the request form to make the changes. The minimum information required for each person will be:

1. Visitor's full name
2. Date of birth
3. Relationship
4. The name of any child who may be in the company of his/her parent or guardian.

The visiting schedule will be posted in the housing units. Visiting times and days are subject to change periodically, so please refer to the schedule when talking to your loved ones.

SPECIAL VISITS

Special considerations may be given for emergency and/or special situations where normal visiting procedures may not be practical. Such situations as the death of a family member or close friend, serious injury of a family member or visitors traveling great distances, who have arrived unexpectedly may be considered on a case-by-case basis by the Supervisor or Corporal on duty. All special visits will be subject to the same rules and requirements as regular visitation. Special visits may be conducted in the Attorney Visiting Rooms if available and necessary due to other visitation which may be in progress.

VISITS WITH ATTORNEY

Inmates shall be given the opportunity to visit their attorneys at reasonable times, consistent with the safety and security of the facility. All visits will be scheduled by the attorney.

VISITS BY CLERGY

Clergy Visits will be handled as a regular visit. The member of the Clergy you want to have a visit with will be added like a normal visitor just like it is described in the regular visiting rules. They will be allowed to visit you on the regular date and time for the pod you are assigned to. The Clergy member will not count against you for the five people you are allowed to have on your visiting list. The Columbia County Jail provides non denominational religious services once per week and individual bible study twice per week.

VOLUNTARY ACTIVITIES

All general population inmates may have access to voluntary activities. These activities include but may not be limited to:

Religious services
Narcotics Anonymous (NA) and Alcoholics Anonymous (AA) groups
Religious based life skills classes
Individual educational tutoring (21 and under)
Recreational library
Law library

A sign up sheet for the voluntary activities will be posted in your housing unit. You must sign up on the provided list to be able to participate. Remember that **participation** in these activities **is a privilege**. Participation is dependent on your continued cooperation and responsible behavior.

WAKE UP AND LOCK DOWN

Day room and cell lights will be turned on at **6:00 A.M.** daily. Make your bed and dress for breakfast. Breakfast service will begin at approximately **6:30 A.M.** daily. Day room lights and television will be turned off by about **10:00 P.M.** and the cell lights will be turned off at **10:00 P.M.**. **All inmates must be on their bunks at "lights out" and are required to remain quiet.**

Each inmate is expected to completely clean your room and area, make your bed, dump trash cans, etc. when the cleaning supplies are available to you. Be aware that there are usually some cleaning materials available at all times.

MINOR RULE VIOLATIONS PROCEDURES

1. The accused inmate shall be served with a minor rule citation by the citing Deputy as quickly as is practical, after the violation is discovered, but in no case shall it be longer than 24 hours after the investigation is complete.

2. The inmate will sign the misconduct report and acknowledge receipt of alleged violation(s) and the right to appeal. The inmate may enter a plea of "Guilty" or "Not Guilty".

A. Upon entry of a "Guilty " plea, a Deputy will schedule an informal hearing for possible sanctions to be imposed.

B. Upon entry of a "Not Guilty" plea on the misconduct report or upon request for a formal hearing the incident will be handled the same as a Major Violation.

MINOR RULE VIOLATION SANCTIONS

Sanctions resulting from a guilty plea on a Minor Misconduct Report may include:

a. Verbal warning.

b. Creative sanction appropriate to the offense (i.e. extra work detail, etc.).

c. Housing Unit lock down not to exceed 24 hours.

d. Disciplinary segregation not to exceed five (5) calender days for a single violation. Inmates may receive separate lock down time for each marked violation. This should not exceed a total of fourteen (14) calender days.

e. Re-Classification

f. Probation for up to 30 days.

g. While in disciplinary segregation there is no access to programs.

Inmates get one hour out each 24 hours. Telephone (except legal) and television use may not be permitted. Commissary choices are restricted. Personal visits are suspended for the duration of the segregation. Book cart or library access is permitted; however, this privilege may be taken away as a sanction.

MINOR RULE VIOLATIONS

01 Possession of Nuisance Contraband: Any authorized item found in an inmates possession that has been altered or is in excess of the authorized amount.

02 Arguing: Any disagreement which becomes disruptive, loud or obnoxious.

03 Possession of another inmates property.

04 Unauthorized use of facility property or equipment (i.e. washers/dryers, barber equipment etc.)

05 Acting as a lookout

06 Being in an unauthorized area without corrections staff present.

07 Purposefully obstructing the view of Corrections Staff.

08 Inappropriate remarks or misuse of the inmate request forms or any of the forms or paperwork handed out or used in the facility.

09 Unwarranted emergency calls.

10 Horse Playing: Any aggressive or faked aggressive actions, which may lead to or be mistaken for a physical altercation.

11 Disrespect to other inmates (i.e. name calling, profanity or accusations directed at another inmate).

12 Cursing, uncontrolled use of profanity or obscenities that may be considered offensive to others.

13 Excessive noise.

14 Failure to properly maintain living area.

15 Hanging paper, linen, clothing, etc. on light fixtures, walls, ceilings etc.

16 Failure to maintain personal hygiene.

17 Improper attire (i.e. not following the dress code stated in the manual).

18 Displaying or demonstrating gang affiliations (i.e. hand gestures, hand in pants, low riding trousers, etc.).

19 Graffiti: writing, drawing or marking on any of the surfaces of the facility.

20 Posting any type of picture, drawing or any other material on the walls, bunks or any the surfaces of the facility.

21 Misuse of the intercom system.

22 Disrespect towards any Staff Member or Sheriff's Office Employee

23 Disruptive Behavior

24 Unauthorized use of the typewriter. (Law Library)

25 Lying to Staff Members.

26 Other

MAJOR RULE VIOLATION PROCEDURES

All Major Rule Violations will be handled through a formal disciplinary process, and require a formal hearing.

1. When an inmate commits, or is believed to have committed a Major Rule Violation, the inmate will be immediately placed on pre-hearing segregation status pending the outcome of the disciplinary hearing, regardless the nature of the alleged conduct. This can cause restriction in your privileges.

2. The accused inmate shall be served with a Major Rule Citation and the Inmate Rights form by the citing Deputy as quickly as is practical, after the violation is discovered, but in no case shall it be longer than 24 hours after the investigation is complete.

3. The inmate will have a hearing before a hearings officer within five (5) days of the incident excluding Saturdays, Sundays and Holidays. The inmate will be notified at least 24 hours prior to the hearing.

4. After the hearing, the hearings officer can render a decision immediately or within 72 hours.

A. If the inmate is found "Not Guilty", the inmate will be restored to the same status and privileges as before charged.

B. If the inmate is found "Guilty", the Hearings Officer will impose an appropriate sanction from the Major Rule Violation Sanction list.

MAJOR RULE VIOLATION SANCTIONS

Sanctions resulting from a finding of "Guilty" in a hearing for a Major Violation may include the following:

1. Temporary or permanent change in programming to include:
   - A. Change in housing assignments. (i.e. re-classification)
   - B. Change in custody status.
   - C. Removal from work status with concurrent suspension of credit for work, as directed by O.R.S. 169.120
2. Reclassification to Disciplinary Segregation for no more than sixty (60) days for all (multiple) violations arising out of one incident (only 30 days maximum on a single violation) and giving credit for time served as appropriate.
3. Loss of Statutory Good time and modification of release date in accordance with O.R.S. 169.110.
4. Suspension of any part, (or all of the above if appropriate), along with information of expected conduct to avoid imposition.
5. Any combination of one (1) through four (4), listed above.
6. Unless medically or psychiatrically required, no segregated inmate shall be denied clothing or bedding that is allowed to general population inmates.
7. Segregated inmates shall be provided the same food as general population inmates.
8. Personal hygiene items and shower facilities will be provided regularly to segregated

inmates, unless there are documented security reasons which would prohibit them.

9. While in disciplinary segregation there is no access to programs. Inmates get one hour out each 24 hours. Telephone (except legal) and television use is not permitted. Commissary choices are restricted to hygiene items only. Personal visits are suspended for the duration of the segregation. Book cart or library access is permitted; however this privilege may be taken away as a condition of the sanction.

MAJOR RULE VIOLATIONS

40 Habitual Misconduct: 3 or more separate minor rule violations within 30 days.

41 Refusing to comply with a Deputy's/ Staff/ Kitchen Staff directives.

42 Tampering with or destruction of Identification Card

43 Refusing to lock down on command, or during a disturbance.

44 Refusing to go to court.

45 Tampering with security devices/ facility equipment.

46 Threatening or strong arming another inmate.

47 Giving false information to a Deputy.

48 Creating a disturbance while on lock down (i.e. banging doors, excessive noise, flooding the cell, etc).

50 Threatening staff members

51 Smoking, or possession of smoking paraphernalia.

52 Possession of unauthorized beverages (i.e. pruno).

53 Indecent exposure.

54 Theft.

55 Extortion.

56 Destruction of, or Defacing County property.

57 Possession of illegal drugs or prescription medications belonging to another or misuse of prescribed medications.

58 Participation in organizing or recruiting for gang related activities.

59 Sexual misconduct/ homosexual activities

60 Fighting.

61 Assault on another inmate.

62 Assisting a suicide

63 Possession of a weapon.

64 Assault on a staff member.

65 Attempted or actual escape, or possession of an escape plan.

66 Participating in or inciting a riot.

67 Taking a hostage

68 Arson

69 Rape or Sodomy.

70 Homicide.

71 Violation of any Criminal Code

72 Tampering with or altering any other person's food.

73 Other.

VIOLATIONS APPEALS PROCESS

All appeals must be submitted to the Facility Supervisor or their designee within 72 hours, following the decision. The Facility Supervisor or designee will review the recommendations and return the appeal form to the inmate within five (5) working days of the appeal. The response time may be extended due to extenuating circumstances or further investigation, with written notice to the inmate of the reason(s) for the delay. Ask a deputy if you need a form.

SEXUAL ASSAULT AWARENESS

DID YOU KNOW?

Rape and sexual assault happens to females and males of all ages, from infancy to senior years.

98% of males who have raped boys reported they are heterosexual. Most males who assault men or women are married or report having girlfriends.

Sexual assault had nothing to do with the victim's present or future sexual orientation. Victims may be either heterosexual or homosexual.

A survivor is not at fault for the rape, even if she/he was in a secluded area, or had previous consensual sex with the attacker.

The fact a male victim of sexual assault ejaculated or became sexually aroused does not mean they were not raped or that they gave consent. These are normal, involuntary physiological reactions.

It is common for survivors of sexual assault to have feeling of anger embarrassment, panic, depression, guilt, and fear after the attack. Other common reactions include loss of appetite, nausea or stomachaches, headaches, loss of memory and/or trouble concentrating and changes in sleep patterns.

FACTS FOR THE INMATE THAT SEXUALLY ASSAULTS OTHER INMATES:

All cases of sexual assault will be referred to the Enforcement Branch or Major Crimes Team (MCT) for criminal investigation. You may be prosecuted and if found guilty of a felony, you may be sentenced to prison time (up to 100 months for each Rape I or Sodomy I conviction). Any sex offense conviction will automatically add sex offender conditions when you release, which may require you to register as a sex offender per ORS 181.594. This registration requirement is for life. You also be deemed as a "Predatory Sex Offender," which would require community notification upon your release.

Regardless of how you choose to characterize it, any sexual activity will increase your risk of HIV infection, along with exposing you to other sexually transmitted diseases.

If you have trouble controlling your actions seek help from mental health staff and/or consider participating in programs designed to control anger or reduce stress. To reduce

immediate feelings of anger or aggression, try talking to or writing a friend, meditate or do breathing exercises to relax, work on a hobby, or engage in some type of exercise.

SEXUAL ASSAULT

Sexual assault as defined by Columbia County Jail policy is "Sexual conduct where force or threat of force is used, or when the person is unable to consent because of age or incapacitation (mental defect, mental incapacitation, or physical helplessness). Sexual conduct includes: vaginal penetration by a penis; contact between the genitals of a person and the mouth or anus of another person; penetration of the vagina, anus, or penis of another person with any object other than the penis or mouth; touching of the sexual or intimate parts of someone or causing someone to touch the sexual or intimate parts of another for the purpose of sexual gratification." Any behavior or act of a sexual nature directed toward an inmate by an inmate, employee, volunteer, visitor, contract employee or other agency representatives. This includes acts or any attempts to commit such acts including, but not limited to, sexual contact, inappropriate behavior of a sexual nature, unreasonable invasion of privacy, conversations or correspondence that suggests a romantic relationship between an inmate and any party referenced above.

Sexual assault affects everyone, either directly or through the experience of those we care about. It is not only a woman's issue as it can affect persons of any gender, age, race, ethnic group, socioeconomic status, sexual orientation, or disability.

The statistics are proof of this problem: According to the National Crime Victimization Survey (NCVS), in 2002 there were 247,730 victims of rape (This number does not include victims 12 or younger), seven out of every eight rape victims were female, and one in every eight rape victims was male. A 1998 study indicates that about 2.78 million American men have experienced an attempted or completed rape and one out of six American women have experienced an attempted or completed rape.

SEXUAL ASSAULT AVOIDANCE

The only rape that can be prevented is when a potential rapist chooses NOT to rape. However, you may avoid an attack by keeping the following safety guidelines in mind:

Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, LEAVE.

Don't let manners get in the way of keeping yourself safe. Don't be afraid to say "NO" or "STOP IT NOW".

Walk and stand with confidence. Many rapists choose victims who look like they won't fight back or are emotionally weak.

Avoid talking about sex and casual nudity. These things may be considered a come on, or make another inmate believe that you have an interest in a sexual relationship.

Do not accept canteen items or other gifts from other inmates. Placing yourself in debt to another inmate can lead to sexual favors.

Avoid secluded areas; position yourself in plain view of staff members. If you are being pressured for sex, report it to a supervisor immediately.

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

If the attack has just happened.....

Get to a safe place.
REPORT THE ATTACK TO A STAFF MEMBER IMMEDIATELY.

The longer you wait to report the attack the more difficult it is to obtain the evidence necessary for criminal and/or administrative investigation.

Request immediate medical attention. You may have serious injuries that you are not aware or, and any sexual contact can expose you to sexually transmitted diseases.

Do not shower, brush your teeth, use the restroom, or change your clothes. You may destroy important evidence.

If you have been attacked or witness an attack, but you are unwilling to report it in person to a CCSO uniformed staff member, then you may speak with a counselor, chaplain, medical staff, write a sealed letter to any command staff member, or contact a CCSO Detective at 503-366-4650.

Later on.....
Seek the support of a trusted friend, family member or staff member, such as the Chaplain or the counseling staff. The days ahead can be traumatic and it helps to have people who care about you supporting you.

Seek professional help. Mental Health staff are available for crisis care 365 days a year, to listen and offer support.

EXHIBIT 59

TO

DECLARATION OF KATHERINE CHAMBERLAIN IN SUPPORT OF PLAINTIFF'S MOTION FOR PARTIAL SUMMARY JUDGMENT ON CLAIMS FOR DECLARATORY AND INJUNCTIVE RELIEF

INMATE MANUAL

COLUMBIA COUNTY JAIL

All rules in this manual may be amended or suspended at any time by order of the Sheriff or designee.

As an Inmate in the Columbia County Jail, you are partially responsible for your own safety. You are in jail and you must be aware of your surroundings.

Incorporating Revised Inmate Mail Guidelines
(See Pages 7 through 16)

Effective June 18, 2012

TABLE OF CONTENTS

TABLE OF CONTENTS
YOUR RIGHTS AND PRIVILEGES. 1
YOUR RESPONSIBILITIES AND EXPECTED BEHAVIOR. 1-2
BEDS AND BEDDING. 2
BILLING FEES. 2-3
CELL IN COMMAND. 3
CLASSIFICATION. 3
CLOTHING EXCHANGE. 4
COMMISSARY. 4
CONTRABAND. 3
COUNTY ISSUED ITEMS. 4-5
COURT CONDUCT. 5
DRESS CODE. 5
FIRE AND EMERGENCY SAFETY. 6
HAIR CARE AND PERSONAL GROOMING. 6
HEALTH APPRAISALS. 6
HOUSING UNIT OPERATIONS. 6
ICE CONTACT INFORMATION. 6
IDENTIFICATION CARDS. 6
INMATE COUNTS. 7
INMATE GRIEVANCE PROCEDURE. 7-8
INMATE REQUEST FORMS. 8
INMATE WORKER ACTIVITIES. 8
INTERCOM SYSTEM. 8
LAW LIBRARY. 8
LIBRARY. 8
MAIL. 9-18
MAIL GUIDE .19-20
MEALS. 21
MEDICAL SERVICES. 21
MEDICATION. 21
MEDICAL GRIEVANCES. 22
MENTAL HEALTH SERVICES. 22
MONEY ACCOUNTS. 22
OUTDOOR RECREATION. 22
PERSONAL PROPERTY. 23
PROGRAM SERVICES. 23
PROPERTY TRANSFERS. 23
SANITARY INSPECTIONS. 23-24
SANITARY PRACTICES. 24
SEARCHES. 24
SELF-ESCORT. 24
SICK CALL. 25
SPECIAL DIETS. 25
TELEPHONE PRIVILEGES. 25
TELEPHONE SERVICE NUMBER. 25
TRANSFER TO WORK RELEASE CENTER. 25-26
VISITING. 26-27
SPECIAL VISITS. 27
VISITS WITH ATTORNEY 27
VISITS BY CLERGY. 21-27
VOLUNTARY ACTIVITIES. 27-28
WAKE UP AND LOCK DOWN. 28
MINOR RULE VIOLATIONS PROCEDURES. 28
MINOR RULE VIOLATION SANCTIONS. 28-29
MINOR RULE VIOLATIONS. 29-30
MAJOR RULE VIOLATION PROCEDURES. 30
MAJOR RULE VIOLATION SANCTIONS. 30-31
MAJOR RULE VIOLATIONS. 31-33
VIOLATIONS APPEALS PROCESS. 33
SEXUAL ASSAULT AWARENESS. 33
SEXUAL ASSAULT. 34
SEXUAL ASSAULT AVOIDANCE. 34-35

YOUR RIGHTS AND PRIVILEGES

We want you to know exactly what is expected of you while you are in this jail. We will let you know what you can expect from us by explaining our rules, procedures and schedules to you. While at this jail, you will be provided with:

1. Three daily meals served at reasonable intervals
2. Clean bedding and clothing at least twice weekly
3. The opportunity to shower at least twice weekly
4. Regular exercise
5. Opportunities to exercise your religion
6. Basic hygiene items
7. Access to the law library
8. Access to counsel
9. Emergency medical and dental treatment
10. A safe and secure environment

If you follow jail rules and sanitation practices, you may receive these privileges:

1. Use of television
2. Use of library services
3. Use of outdoor recreation
4. Use of telephones
5. Having social visits
6. Making commissary purchases
7. Sending and receiving mail
8. Voluntary participation in jail programs

Remember that these are not rights. Jail staff can limit or suspend these privileges at any time in order to maintain the safety, security, good order and sanitation of the jail.

This manual does not cover every situation that may arise, but it will serve as a basic guide for your conduct and facility procedures.

Columbia County Jail has a no smoking policy.

YOUR RESPONSIBILITIES AND EXPECTED BEHAVIOR

Read this manual to know what is expected of you. The excuse **"I did not know that"** is not acceptable. **It is your responsibility to follow all laws, jail rules, schedules, and staff requests. You must respect jail property and the property of others. This would include staying out of other inmate's cells and off of their bunks. You are expected to keep your sleeping area, the day room and outdoor recreation areas clean and orderly.** Unacceptable behavior will be dealt with firmly, but fairly. Misbehavior may result in a change of your custody status which can directly affect your privileges in the jail.

This manual is an accountable item and is issued to you for your use while you are in this facility. You are responsible for the condition of this manual and you will be billed for any damage, graffiti, or unusable condition when returned. If the manual is damaged, please report it to a staff member to have it replaced immediately.

The best control of your behavior is by you practicing self-discipline and respect for others. Inmates are not allowed to become personally familiar with corrections' staff. Be considerate and respectful toward all officials. We will expect you to address uniformed staff as "Deputy or Sergeant _____ " and non-uniformed staff as "Mr._____ " or "Ms._____". Central Control personnel will be addressed as "Control."

Inmate basic rules for the Columbia County Jail:

1. **The ID card is to be put into the window facing out so that it can be seen and scanned during your stay.**
2. **When you are out of your room, the ID card is to be in your pocket.**
3. **When you are in the day room, you are to be completely dressed with T shirt tucked in.**
4. **When you are in your room, you are to have the T shirt and boxers on at all times including while you are sleeping, no exceptions.**
5. **When you come out of the pod and into the circle, you are to stay on the colored squares. The squares form a line that you walk on. You stay on that line with the exception to go around an obstacle. You are to stay in a single file line.**
6. **When you are in any other hallway, you are to walk on the right side of the hall and in a single file. You are not to touch anything. Do not speak, yell or signal at anyone. Keep your hands to yourself.**
7. **When in the hallway, there should be only six (6) inmates at one time.**
8. **DO NOT cover the ventilation units or speaker in the cells.**

BEDS AND BEDDING

Bedding will consist of two sheets and two blankets. Blankets and sheets may **not** be removed from your cell or bunk, nor may they be placed on the floor or table for **any** reason. You are not to take the mattress off the bunk and place it on the floor of your cell or in the day room of the pod. Your mattress may only be used for sleeping purposes. The bunk area must be left in an orderly fashion through out the day.

BILLING FEES

As authorized in ORS 169.150 and 169.151, Local Correctional Facilities are allowed to bill Inmates for items and services that are provided to them while incarcerated in Correctional Facilities.

Every ***Sentenced*** Inmate will be charged a boarding fee of $10.00 per day. The Inmate will receive a bill when he or she is released from the jail. The Inmate will have 30 days to pay the bill or set up a payment plan.

An initial hygiene kit is $2.15 and the Inmate ID card is $1.00. All over the counter medications as well as prescription medications will be billed through the inmate's commissary account. When the Inmate is released from jail and his or her commissary account is in the negative, that amount will also show up on the release billing. When 30 days have passed with no payment received on the release billing, the account will be turned over to the Oregon Department of Revenue for collection.

Other charges are listed below:

1) Work Release Inmates are charged a minimum of $15.00 per day or two hours of pay if the inmate's hourly rate of pay is higher than $7.50 per hour.

			If any of the following items are damaged or destroyed you will be billed as follows:December 2, 2010	
2)	Hygiene Kits	$ 2.15 each	11) Tote	$44.95
3)	Postcard	$ 0.50	12) Tote Lid	$26.95
4)	Hair Cuts	$ 5.00	13) Sporks	$ 0.25
5)	Medical/Nurse visits	$ 5.00	14) Sandals	$ 2.49
6)	Medical visit for OTC meds	$ 1.00	15) Cups	$ 0.75
7)	Medical kites submitted	$ .50	16) Socks (If Appl.)	$ 0.85
8)	Feminine Hygiene Products	$ 0.20	17) Towels	$ 0.75
9)	Razors (if more than 1)	$ 0.15	18) Striped Shirt	$ 6.55-$12.75
10)	Copies of legal materials	$ 0.25	19) Striped Pants	$ 8.75-$14.95
			20) T-Shirts	$ 3.99 - $ 7.30
			21) Shorts	$ 2.32 - $ 2.74
			22) Replacement ID Card	$ 5.00

All fees are subject to change at any time

CELL IN COMMAND

The command "**cell-in**"or "**bunk-up**" means you need to stop what you are doing and go directly to your cell or bunk. You must follow this command without question or hesitation. If you do not, it will directly affect your classification and custody status and also will result in disciplinary actions against you.

CLASSIFICATION

All newly arrested inmates who are not released prior to movement from the booking area will be assigned housing in a Pre-Classification unit. They may be maintained on lock-down status for up to the first Seventy-Two (72) hours, for classification purposes. The Columbia County Jail has three classifications which are minimum, medium and maximum security. All inmates are assigned a classification according to their status. Inmates may request a classification review in writing on an Inmate Request Form at any time.

Most inmates involved in the Inmate Worker Program and Alternative Programs must qualify for and maintain a minimum custody status.

ACTIVITIES MAY DIFFER BASED ON YOUR LEVEL OF CLASSIFICATION.

CLOTHING EXCHANGE

Clean clothing will be provided twice weekly. You must turn in all of your soiled clothing during clothing exchange. In return you will receive 1 T-shirt, 1 pair of shorts, 1 towel, 1 striped shirt and 1 pair striped pants. On every other exchange you will receive clean sheets. Blankets may be exchanged every 30 days. Each housing unit will have a different laundry schedule.

Jail staff will make every effort to ensure clothing is in good repair. You are responsible for all clothing and bedding issued to you. You should check the condition of the clothing you receive and immediately inform a staff member and exchange any clothing or bedding that has a tear or graffiti written on it. If you are found to be in possession of damaged items, you will be subject to disciplinary action. This may include payment for the damaged clothing.

COMMISSARY

The Columbia County Jail has a well-appointed commissary list from which inmates with funds may purchase various items. Inmates without funds may order indigent hygiene kits once per week, if needed. Indigent items will be posted to the inmate's account creating a negative balance. **Commissary sheets will be handed out once a week. If you did not get funds in before the commissary sheets were made up to be passed out, you will have to wait until the following week to order.** Commissary purchases are limited to no more than $75.00 per week. Inmates may have no more than two (2) lead pencils in their possession at any given time. In addition each inmate will be allowed to purchase one pack of colored pencils.

CONTRABAND

Any authorized item found in an inmate's possession that has been altered or is not being used for it's original purpose, or any items in excess of the issued quantity as stated within this manual, to include:

1) Controlled substances as defined in ORS 475.005(6).
2) Drug paraphernalia as defined by ORS 475.525(2).
3) Any currency or negotiable instrument.
4) Any item that a person in a correctional facility is prohibited by statute, rule, or order from obtaining or possessing, *and* whose use would endanger the safety or security of the facility or person in the facility.
5) An unauthorized item in an inmate's possession or in a cell, bunk, or common area.
6) An authorized item altered in any way.
7) More than the authorized number of an item

COUNTY ISSUED ITEMS

All inmates who are dressed into the Columbia County jail will be issued jail clothing after intake, and in the clothing change/shower room. You will be issued a plastic bin containing a hygiene kit, bed linen, towel, and clothing and this Inmate Manual. Another issued item will include a mattress. You will be responsible for the condition of all items issued to you. The gray property box (totes) are to be used specifically for storage of your personal and issued belongings. Totes are not to be used for chairs or any use other than what has been mentioned above. Totes are to remain under your bunk at all times.

1. One inmate uniform top.
2. One inmate uniform pants
3. Two T-Shirts
4. Two pair of gym shorts/Underwear
5. One pair of jail sandals.
6. One mattress
7. Two sheets
8. Two Blankets
9. One Towel
10. One Rule Book

Female inmates may be allowed to retain the following:

1. Personal underwear, if needed for hygiene reasons, if determined appropriate by staff.
2. Personal bras, with no metal fasteners or under wires. A sports style bra is preferred.

During the winter months you will be issued a sweatshirt to be worn in your cell, day room area, the outdoor recreation yard or under the striped shirt when going to court.

COURT CONDUCT

Your arraignment will be your first court appearance in jail. During your arraignment, a judge will tell you what you are charged with and your rights with regard to those charges. The judge may appoint an attorney at this time if you qualify.

During any court appearance you will not have contact with any person other than your lawyer or the court officials. Contact includes talking, signaling, or passing notes to people.

Video arraignment is considered a court room setting and the above rules apply.

DRESS CODE

You are expected to remain fully dressed at all times except when you are on your bunk. When you are in your assigned bunk area **you must wear at least the T-shirt and shorts issued by this facility**. Any time you leave your sleeping area or room, you must be fully clothed. Fully clothed consists of your shorts, T-shirt, striped shirt and striped pants or shorts, T-shirt, gray sweatshirt and striped pants. During lights out, you may go to use the restroom in your t-shirt and shorts if you live in an open dorm.

Your T-shirt must be tucked in at all times and not hanging loosely. Rolling your pant legs up if they are too long, but not above the ankles, is allowed. Do not alter the appearance of your clothes.

You may not roll your sleeves, tuck your pants into your socks, or pull your pants down below the hips. It is not allowed to wear clothes that are too large or too small.

You will be allowed to take your outer striped shirt off while exercising in the recreation area.

FIRE AND EMERGENCY SAFETY

In case of any type of emergency or evacuation, you are to follow any direct order of a Deputy. There are emergency evacuation procedures in place and you will be evacuated in an orderly manner to a safe place.

If you are asked to evacuate an area by a Deputy, you are to form a straight line at your Pod door and wait for directions from a Deputy or the Control Room staff. A Deputy will direct you to a safe area.

HAIR CARE AND PERSONAL GROOMING

We encourage you to shower daily. We hand out razors three times a week. If an individual has a court appearance they will be allowed to use a razor prior to their court appearance. Once a week a list will be put into your respective pod and you must sign up on that list to receive a haircut. Hair cuts can be done when a person is available to be the barber. There is a $5.00 charge for the haircut. Haircuts will be done on Saturdays and Sundays only. You will be allowed to have one haircut per month. **Haircuts other than a trim or a complete removal to a short stubble are not allowed. No other styles will be tolerated.** Only kitchen and floor workers are allowed one free haircut per month.

HEALTH APPRAISALS

A health appraisal must be done before an inmate can be considered for "worker" status.

HOUSING UNIT OPERATIONS

The daily operation in the pods will be as follows.

You will be allowed to come out of your cell for a short period of time during the morning at breakfast. You will then be instructed to return to your cell until lunch time. After lunch, you will then have three hours out of your cell. At the end of that period, you will return to your cell. The next period out, will be after dinner for two hours.

Inmate time out of cells for each pod will be set as necessary to fulfill the needs of the facility.

Cleaning gear will be provided during the day. We require you to use it daily to clean your cell, bunk area and the pod as a whole on a daily basis.

No one is allowed to sit, stand or loiter on the stairs or catwalks (upper tier floors) at any time. This will include walking or pacing off laps upstairs, or on the stairs. There is to be no sitting on the table tops.

ICE CONTACT INFORMATION

Inmates who are housed in the Columbia County Jail for Immigration Customs Enforcement (ICE) may contact ICE via the use of an ICE inmate request form.

ICE inmates may contact ICE Pro Bono Attorneys by calling (800) 646-6283. In each Pod located on the mail boxes, there is a list of all Pro Bono calls for use by all ICE detainees. ICE agents make scheduled visits to the Columbia County Jail on Wednesdays of every week.

IDENTIFICATION CARDS

You must keep your inmate ID card on your person any time you are out of your cell. Do not let anyone use your ID card. The best place to keep this card is in your shirt pocket. When you are in your cell, place your ID card, right side up, in the window of your door with the picture facing out so the Deputy can see your name and picture. You must surrender your ID card to any staff member upon request.

INMATE COUNTS

There will be at least six "Formal Counts" per day. At the beginning of each "formal count" you will be instructed to "cell in or bunk up." Televisons will be turned off. At that time you must:

1. Go into your cell and close the door or get onto your bunk depending on the pod you are in.
2. Correctly place your I.D. card in the window of your door or on your bunk. If you are on a bunk, or otherwise not in your room or pod, having the ID card in your hand and presenting it to the deputy doing the count is acceptable.

Prior to lock-down each night a final formal head count will be conducted in the following manner.

1. In Pods with cells you will go to your room, close the door stand with one individual on each side of the door, ID card in hand, ready for the count. All inmates will remain in this manner until a Deputy scans your identification card.

2. In an open dorm go to your bunk and stand next to your bunk with your ID card in hand, until a Deputy scans your card. After formal you should bunk up for the night and remain quiet.

There will be numerous informal counts per day, therefore, whenever a Deputy enters your cell, remain where you are, do not move until the deputy leaves or instructs you to move.

INMATE GRIEVANCE PROCEDURE

You may submit a grievance about a condition in the jail if you think it is a problem or is unfair. You cannot grieve: disciplinary actions (there is an appeal process for that), classification decisions, incidents or problems which you were not party to, a collection of unrelated complaints, and no group grievances.

To file a grievance, you must follow the steps below **in the order shown**. You cannot skip one.

1. An inmate may request a Grievance Form from any Corrections Deputy at any time to bring to attention any perceived problems and proposed solutions. The Deputy will address any grievance within the scope of his/her authority and document any action taken regarding the request within five (5) working days.

2. The inmate may redirect the grievance to the Shift Supervisor for any complaint which cannot be reasonably resolved by the Deputy. The Supervisor will address any grievance within the scope of his/her authority and document any action taken on the form within five (5) working days.

3. If the complaint is not resolved to the inmate's satisfaction by the Supervisor, the inmate may send the Grievance Form to the Facility Supervisor or his designee. The Facility Supervisor or designee will address the complaint and document any action taken on the form within five (5) working days.

4. If the complaint is not resolved to the inmate's satisfaction by the Facility Supervisor, the inmate may send a **sealed** Grievance Form to the Sheriff. The Sheriff will address the complaint and document his decision on the form within ten (10) working days. The Sheriff's decision **will be final!**

Inmates may file an Emergency Grievance in the event that circumstances exist to warrant one. This will be filed directly to the Jail Commander in a sealed envelope, utilizing the same inmate grievance form.

INMATE REQUEST FORMS

The Inmate Request Forms (also known as kites) are available upon request. There are two of them. One will be for general questions, law library and visiting. The other form will be a Medical Request Form. This is **only** for the medical staff and doctor to answer and will be forwarded to them. There are separate forms to correspond with Columbia County Community Corrections or with Immigration Customs Enforcement (ICE)/Immigration.

INMATE WORKER ACTIVITIES

If you want to work in the jail, you will need to request and fill out an Inmate Worker Labor Agreement, then submit it into the mailbox. It may take several days to receive your copy.

Staff will select various inmates to do kitchen, custodial or maintenance jobs in the facility. Health care staff must clear you before you can participate in the worker activities, especially in the kitchen.

You may receive work time credit only if you are sentenced and your sentence order authorizes it. Any change of a job description or shift must be approved by a Supervisor.

INTERCOM SYSTEM

The call buttons in the cells are to be used for **emergency purposes only**. They are not to be used for any other communication. If the call buttons are misused, the inmate violating this rule will be written up for failure to abide by the rules of the Columbia County Jail.

LAW LIBRARY

All inmates of the Columbia County Jail will be given access to one hour in the law library per request. Use of the law library will be limited only by time and the need to maintain the safety and security of the facility. To gain access, you must submit a request form at least twenty-four (24) hours in advance. You will be expected to take a note pad and pencil with you to the law library to assist you in your research. All law books, reference material and other articles must remain in the law library to ensure equal access for all inmates. There will be very limited copying capabilities available to you for which your account will be charged a fee per copy. No inmate will be denied this service based on an inability to pay.

When you finish, you are required to leave the law library orderly and neat. Please be aware that corrections staff **cannot provide you with legal advice or legal assistance.** If you have any questions, please consult your attorney.

LIBRARY

All inmates of the Columbia County Jail will be afforded ample opportunity to have access to library books within the jail library. The books may be delivered by a cart. You may have up to six books at a time. All books must be returned to the library or the cart, prior to checking out more. If a search of your person or cell reveals that you have more than six books in your possession, you may be subjected to disciplinary action. Damaged books must be returned to a Deputy, immediately. Possession of damaged books may be grounds for disciplinary action. The six books do not include religious or educational. Discretion of Corrections Staff will determine whether the books are in fact religious or educational.

MAIL

POLICY

Jail mail handling procedures must support an inmate's need to communicate in writing to carry out legal business and maintain family and community ties. The procedures must also meet the Jail's need for efficient operations that preserve the good order, safety, and security of the facility, inmates, and staff.

DEFINITIONS

Book. A printed composition bound in a volume.

Contraband. 1) Controlled substances as defined in ORS 475.005(6). 2) Drug paraphernalia as defined by ORS 475.525(2). 3) Any currency or negotiable instrument. 4) Any item that a person in a correctional facility is prohibited by statute, rule, or order from obtaining or possessing, *and* whose use would endanger the safety or security of the facility or person in the facility. 5) An unauthorized item in an inmate's possession or in a cell, bunk, or common area. 6) An authorized item altered in any way. 7) More than the authorized number of an item.

Inmate Mail. Written correspondence to or from an inmate in the Columbia County Jail.

Indigent. An inmate who has less than $5 in his or her inmate account and has not had more than that amount for seven days.

Inflammatory material. Written or printed materials that pose a threat to the security, safety, or good order of the jail because it may incite or advocate physical violence against others. This includes material that advocates the supremacy or hatred of a racial, religious, national, or other group of people. (*Note*: Criticism of jail operations, programs, or staff, on its own, is not inflammatory material. If the criticism involves an illegal act or violates a jail rule, staff will handle it as that type of prohibited mail.)

Jail Commander. The Columbia County Jail Commander or his/her designee.

Jail Supervisor. Any Corrections Deputy designated at the rank of sergeant or higher.

Junk mail/Bulk mail. Printed materials, often sent as mass mailings, such as catalog advertisements, brochures, circulars, newsletters, and pamphlets whose primary purpose is to sell, promote or solicit for, a product or service. Junk mail/bulk mail may come using a variety of postage rates, including but not limited to bulk mail rates. Junk Mail/Bulk Mail may be solicited or unsolicited.

Legal mail. Incoming or outgoing mail addressed to or from an attorney.

Negotiable instrument. A written document that represents an unconditional promise to pay a specified amount of money upon the demand of its owner. Examples include checks and promissory notes. Negotiable instruments can be transferred from one person to another, as when a person writes "pay to the order of" on the back of a check in order to turn it over to someone else.

Official Mail. Incoming or outgoing mail addressed to or from the sheriff, jail command staff, probation authorities, district attorney, state attorney general, Governor, court, a court official, and other confining authorities, or addressed to or from the inmate's medical provider, or addressed to or from the inmate's religious leader, or addressed to or from the news media.

Periodical. A magazine, newspaper, newsletter, or other publication formed of printed sheets that is issued at regular, specified intervals by a publisher.

Prohibited Mail Notice A written notice that is:

A. mailed to the sender or intended receiver of inmate mail who is not incarcerated in the Columbia County Jail; and

B. is also provided (by jail staff) to the current inmate who is a sender or intended receiver of inmate mail,

when said mail has been confiscated by the jail for any reason (See Prohibited Mail Notice at the end of this chapter). A Prohibited Mail Notice MUST be provided to the sender AND intended receiver of all incoming and outgoing mail that is confiscated by the jail.

Publication. Periodicals and books.

Sexually explicit: 1) A pictorial depiction of any of the following: actual or simulated sexual acts (including sexual intercourse, oral sex, anal sex, or masturbation); sexual penetration; bestiality; sexual violence; sadomasochistic behavior; excretory functions; and exposed genitalia (to include pubic hair), anus or female nipple or areola, unless the exposure is for legitimate medical, religious, or anthropological reasons. 2) Sex acts involving children. 3) Materials that violate state and local obscenity laws. (*Note*: Whether the material is commercially produced or is personally made or written has no bearing on this definition.)

INMATE MAIL

Inmate Mail Limits and Restrictions/Overview

The Columbia County Jail will normally not limit, censor, or restrict the volume, language, content, format or source of inmate mail. However, some limitations are necessary to assure the safety, and security of inmates, jail staff, and the public, as well as to assure the efficient operation of the Jail.

1. **Specific Limitations on Inmate Mail.**

A. Publications. Publications are permitted in the Jail, subject to the following requirements:

1. An inmate must have someone outside the jail prepay for any publication he or she receives. An inmate may not engage in any delayed payment or credit ordering of publications while inside the jail.

2. Books. . Books must come directly from the publisher, a book club, or a bookstore. Books may be new or used. Books may not be larger than 9 inches by 12 inches. Books may not have plastic or metal bindings. Either hardback or paperback books are acceptable.

3. Periodicals. . Periodicals must be new and be mailed directly from the publisher or bookstore.

4. No blanket prohibition. Mail handlers will determine whether a specific publication violates jail rules. However, this determination must be made on a case by case basis. There shall be no blanket prohibition on any publication.

B. Legal and Official Mail.

1. A sender of legal or official mail is responsible for legitimately, properly, and clearly marking and addressing legal and official mail so that jail staff recognize it and treat it as being confidential, as follows:

(a) The return address on all incoming legal and official mail must have the sender's job, agency, or firm title and address either commercially preprinted on the envelope or a label, or as an ink stamp. The sender's name should be handwritten if not preprinted.

(b) The words "Legal Mail," "Official Mail," or similar designation must appear on the address side of the envelope. Jail staff will not assume the contents of any letter from an attorney, law firm, or government official is legal or official mail without the designation of "Legal Mail" or "Official Mail" on the address side of the envelope.

2. Staff will not open recognizable legal or official mail outside the presence of the inmate. They may only open it in the presence of the inmate to inspect it for contraband, but they will not read its contents.

3. Before legal or official mail leaves the pod, jail staff will verify that any letter marked as legal or official mail is addressed to a person that qualifies for that privacy protection.

4. Jail staff will pursue administrative, criminal, and disciplinary actions, as fitting, against all those involved in the fraudulent use of legal or official mail designations.

C. Other Prohibited Content/Contraband.

1. An inmate may not receive or send inmate mail that contains:

(a) Threats of physical harm, blackmail, extortion, or other criminal activity;

(b) Plans for escape, criminal activity, or activity that violates jail rules;

(c) Gang-related material;

(d) Information that, if conveyed, could result in physical harm to someone;

(e) Sexually explicit materials;

(f) Inflammatory material;

(g) Contraband including but not limited to such commonly mailed items as:

1. Books larger than 9 by 12 inches or with plastic or metal bindings;

2. Controlled substances as defined by ORS 475.005(6);

3. Foreign substances, such as bodily fluids, lipstick or perfume, glue or paint or anything with an unusual stain or odor that indicates a foreign substance may be present;

(h) Cash or negotiable instruments;

(i) Food or beverages, electronic devices, clothing or similar personal property.

2. An inmate may not send or receive inmate mail that:

(a) is written in code or suspected code;

(b) was not sent through the United States Postal Service or other approved system;

(c) is to or from a person with whom the inmate is prohibited from communicating;

(d) would violate a court order;

(e) may produce a hostile work environment by sexual harassment or otherwise;

(f) is a credit or deferred billing transaction, such as "bill me later" subscriptions or merchandise bought on credit or collect-on-delivery terms;

(g) is fraudulently marked as legal or official mail;

(h) includes logistical information about an inmate's upcoming health care appointment(s).

D. Sources of Incoming Mail. Jail Staff will only accept incoming inmate mail that has been delivered by the U.S. Postal Service unless otherwise specifically authorized by the Jail Commander.

E. Postage-Due Mail. The jail will not accept or pay for incoming inmate mail with postage due.

3. General Limitations on Inmate Mail.

In addition to the specific limitations on inmate mail set forth above, additional limitations may apply in the following circumstances:

A. There is reason to believe that such correspondence would jeopardize personal safety, jail security or good order, inmate treatment, or would facilitate violation of the law.

B. Inmates may receive a disciplinary sanction that restricts non-legal and/or non official mail.

4. General Provisions for Inmate Mail

A. Indigent Inmate Mail. Indigent inmates may obtainan indigent hygiene kit through the commissary program once per week. No inmate will be denied a weekly indigent hygiene kit based on an inability to pay. The indigent hygiene kit consists of 2 sheets of paper and two postage prepaid envelopes, a pencil and hygiene items. Additional paper and envelopes are available for purchase through the commissary.

B. Addressing Inmate Mail. Incoming mail must have the inmate's booking name as part of the addressee information. Inclusion of the inmate's booking number is encouraged, but not required.

C. Return Address. Incoming mail must have the name and address of the sender. The return address on legal and official mail must have the sender's job, agency, or firm title and address commercially preprinted or stamped.

D. Certified Mail/Special mail services.

1. The inmate must have sufficient funds in his or her account to pay for all special mail services. A Jail Supervisor may approve credit to allow an indigent inmate to send certified mai, on a case-by-case basis. An inmate who needs to send a letter using certified mail must

fill out an Inmate Request Form. Any Corrections Deputy or Supervisor can process the request. You will receive proof of delivery from the post office when it returns.

E. **Inmate Request Form.** An inmate shall use an Inmate Request Form to request to mail oversize or overweight items, or for other special postal services. Funds will be drawn from the inmate's account to cover the costs.

F. **Junk/Bulk Mail.** Jail staff will accept solicited and unsolicited junk mail and solicited and unsolicited bulk mail for inmates, unless it violates other mail restrictions (such as containing sexually explicit content).

G. **Pre-Stamped Envelopes.** Jail staff will make pre-stamped First Class business size or manila envelopes available for inmates to buy from the commissary. Indigent inmates may obtain envelopes per paragraph 4.A.

H. **Inmate Mail Written in a Foreign Language.** *Incoming and outgoing* mail written in a language other than English may be interpreted prior to delivery to determine whether the mail violates these rules.

INCOMING INMATE MAIL

1. **Mail Intake.**

A. Incoming Inmate Mail will be processed at night.

B. Deputies will confiscate unopened mail when:

1. The addressee cannot be identified because of missing or incomplete information;

2. Prohibited items are affixed to the mail;

3. Foreign substances or stains are on the mail;

4. Odors, including perfume, are coming from the mail;

5. The mail can otherwise be identified as being or containing prohibited mail before it is opened;

6. The inmate is no longer in the jail.

C. If cash or negotiable instruments are found in inmate mail, the mail and funds will be confiscated and returned to sender. The Prohibited Mail Notice shall include the amount of funds, number, and issuing institution of any negotiable instrument as well as the payee's name if it was not the inmate's.

D. Day Shift Corrections Deputies will deliver mail to their pods after inspecting the mail for compliance with the Inmate Mail policy. Mail will be delivered as soon as practical, and may be delivered by passing it under the inmate's cell door. The only exception to this is for legal and/or official mail, which must be opened in the inmate's presence. The deputy

opening the mail in the inmate's presence will be careful not to read the content of the letter, and only verify that no contraband is inside the letter.

2. **Grievances/Appeals.** Inmates will use the Inmate Grievance procedure (found on page 6 of this Inmate Manual) to file grievances and appeals in regard to confiscated inmate mail.

3. **Mail Delivery**. Staff will normall deliver mail to inmates within 24 hours of receipt at the Jail. Reasonable exceptions are allowed when special processing is required, such as for mail delivered late in the day, mail needing translation, or mail held as evidence in a criminal or disciplinary investigation, etc.

OUTGOING INMATE MAIL

1. **General Mail Rules for Inmates**

   Inmates—

   A. May only use lead or colored pencils to write correspondence.

   B. Must send inmate mail through the USPS or other approved system.

   C. Must put their first and last name, booking number, and the jail address as the return address.

   D. May not draw or write anything on the outside of an envelope other than name and address information and "legal" or "official" mail designations.

   E. May not send out jail forms for others to fill out on behalf of the inmate.

   F. May not send prohibited content or contraband. Inmates are subject to disciplinary action for doing so.

2. **Posting Outgoing Mail.** Inmates will place outgoing inmate mail, unsealed, in the designated mailbox located inside of their pod (except for the case of legal or official mail).

3. Outgoing legal or official mail shall be processed in this manner:

   A. Inmates must obtain a correction deputy's verification that any legal or official mail complies with this Policy prior to the mail being sealed and placed in the designated mailbox in their pod.

   B. The corrections deputy shall inspect the inmate's legal and/or official mail in the presence of the inmate for contraband only. The deputy shall not review or read the content of legal or official mail.

   C. After inspecting the legal or official mail for compliance with this Policy, the corrections deputy will have the inmate seal the envelope and deliver it to the deputy for processing.

CONFISCATED MAIL

1. **Disposition**. Unless otherwise specified in the Inmate Mail Policy, any inmate mail that is confiscated pursuant to this Policy may either be returned to the sender, or stored with the inmate's belongings in the Jail's sole discretion based on the best interest of the Jail. A Jail Supervisor may authorize the destruction of any item that presents a health or safety risk if stored in the jail, or return it to sender, or as otherwise authorized by this Policy.

2. **Prohibited Mail Notice Required**. If a Jail Supervisor signs a Prohibited Mail Notice, the sender and addressee of the confiscated inmate mail must be notified of the confiscation whether the disposition was to return the mail, store it, or destroy it. However, if the mail is evidence in a criminal investigation, no notification will be given. Notice will be given through delivery of a Prohibited Mail Notice in the form attached to this Policy. The Prohibited Mail Notice will give the reason for the confiscation and explain the appeal process.

3. **Confiscation in whole.** Corrections Deputies will confiscate inmate mail in whole rather than removing contraband or obliterating individual pages, passages, or words of prohibited content.

4. **Stored Inmate Mail.** Corrections Deputies will use a Prohibited Mail Notice to inform the inmate of the confiscation and use a copy as a tag for the items placed in storage.

ADMINISTRATION

1. **Mail as Nuisance Contraband**. Inmates are responsible for getting rid of any mailed item exceeding the number of items allowed in their cells as nuisance contraband as defined on Page 3 of this Manual. An inmate may also transfer items to their bin in the property room.

2. **Mail Monitoring.** This section does not apply to legal or official mail. Inmate mail (other than legal or official mail) may be monitored for investigative purposes.

3. **Mail Complaints.** Staff members will direct mail complaints from the public to a Jail Supervisor. The Jail Supervisor should attempt to respond to the complainant within two business days. Appeals related to receipt of Prohibited Mail Notices shall be addressed pursuant to the following processes:

   A. Appeals by inmates. Inmates wishing to appeal a decision to deny delivery of incoming inmate mail or the mailing of outgoing inmate mail must follow the normal grievance procedure set forth in the Inmate Manual and Policy J207, *Inmate Rights*.

   B. Appeals by others. If a person believes that any incoming or outgoing inmate mail was improperly confiscated by the Jail, they may appeal the action to the Jail Commander by sending a written letter stating the specific reason(s) why the action was improper. The letter must be received within 15 days from the date of the Prohibited Mail Notice. Or, if no Prohibited Mail Notice was received, the letter must be received within 15 days from the date the person knew or should have known of the appealed action. The letter shall include the sender's name and return address. The Jail Commander will consider the appeal and will issue a decision on the appeal within 15 days of receiving the letter. However, if the Jail Commander made the initial decision regarding the mail in question, the Sheriff will consider the appeal and issue the decision. The appeal process will be set forth in the Prohibited Mail Notice.

4. **Change of Address Responsibilities and Forwarding Mail.** Inmates are responsible for submitting change of address requests to the publishers of publications they receive and to others that send them mail at the Jail. Corrections Deputies will normally not forward mail for inmates who are no longer in Jail custody. They will return correspondence and packages unopened to the sender and throw publications away.

5. **Holding Mail.** Corrections Deputies will normally not hold mail for inmates released or temporarily transferred to another facility. The Jail Commander may make exceptions.

6. **Returning Mail to Sender.** Before mail is returned to its sender, Corrections Deputies will obliterate any mail sorting bar code and will mark the mail "Return to Sender". A Prohibited Mail Notice will be mailed separately from mail that is returned unopened

   To return mail that was opened, a Corrections Deputy must repackage it and send it at the expense of the Jail to the sender. The Corrections Deputy will include a copy of the Prohibited Mail Notice with repackaged mail.

General Mail Rules:
We may open and inspect all mail for contraband and may read all personal mail.

We will provide an Inmate Mail Guide for members of the public. The guide, printed in its entirety below explains mail rules and what they can and cannot send you. People may also call (503) 366-4630 to get the information found in the guide or read it on the jail's web site at: www.co.columbia.or.us/sheriff

"Do" Mail Rules for Inmates

For mail, you must do the following:

1. Use only lead or pencils to write letters.
2. Keep the weight of correspondence in a pre-stamped envelope below 1 ounce (28 gm). To keep a business envelope to one ounce or less means the contents cannot be more that four 8-1/2" x 11" sheets of standard weight paper.
3. Keep your friends and family informed if you received periodicals they have purchased or subscribed for you.
4. When you are released or transferred from the jail, send change-of-address notifications to those that send you mail.
5. Put the return address noted on the sample envelope below on all your outgoing mail. Tell people sending you mail to use it to address mail to you. Write the recipient's full name and complete address legibly on any mail you send.

"Don't" Mail Rules for Inmates

You may not do any of the following:

1. Draw or write anything on an envelope or postcard in the address area other than name and address information.
2. Send out jail forms for others to fill out on your behalf.
3. Send prohibited mail.
4. Send out jail property.
5. Order publications on credit or delayed billing from the jail.
6. Operate a commercial business or nonprofit organization from the jail.
7. Order correspondence courses unless you have a jail command officer's approval.
8. Conduct commercial or personal business transactions or request services from a government agency unless you have a jail command officer's approval.

Sending and Receiving Mail

You may send and receive correspondence only through the U. S. Postal Service. Any type of mail that is delivered by the U.S. Postal Service will be accepted in the jail subject to restrictions designed to protect the safety and security of the jail. The jail internal mail system is for communicating only with jail staff. Any transfer of written communication on your part that does not comply with mail rules and procedures is a rule violation that subjects you to discipline. This includes sending notes to other inmates or notes, postcards or mail to anyone by way of a contact visit, court appearance, or transport. People may not leave mail, messages, or notes for you at the jail.

Except in unusual circumstances and on holidays or weekends, we will deliver incoming mail to you within 24 hours of its receipt. We will put outgoing mail in a pickup box within 24 hours of receiving it from you. There is no pickup by the post office on weekends and holidays.

It is important that you use a person's complete and correct address when sending mail. If someone says he or she did not receive something you sent and you did not receive a confiscation notice from us, it is a matter for you to resolve with the post office—not the jail. For your convenience, the addresses of commonly contacted government agencies are in appendix 2, Government Pages.

We do not forward mail. If we receive mail for you and you are not here, we will return it to the sender. (Please tell those sending you mail to put on return addresses. We confiscate mail without return addresses or return it to the post office if you are no longer in jail.)

Mail Confiscation:

We will give you a confiscation notice for mail we confiscate. We will return stored confiscated mail to you when you are released, if it was not disposed of for health or safety reasons. You may submit a grievance to ask for its return before then. We will return to sender any form of prohibited mail, along with a prohibited mail notice and notice of appeal. You will also get a notice that we have returned prohibited mail to the sender.

Use of Envelopes

You may use an envelope sold through the commissary to send all types of mail.

Sending Certified Mail

You may send a letter using U. S. Postal Service Certified Mail and Return Receipt mail services. You will get receipts that you sent the letter and that the letter was received by the addressee. We will charge you the standard postal rates for these services. You must have money in your inmate account to pay the postal rates or have appropriate approval if you are indigent. A deputy will supply you with a request for Certified Mail form that you need to fill out and submit along with the letter.

Outgoing Mail

Inmates will place all outgoing mail (that is not legal or official mail) in unsealed envelopes or postcards in the mail drop located in the day room of each housing unit. Outgoing mail that is either Legal or Official Mail shall be presented unsealed to a deputy prior to evening mail collection. The deputy will not read the Legal or official mail, but shall inspect the contents for contraband. After the deputy is sure the Legal or Official Mail complies with policy, the mail will be handed back to the inmate to be sealed. The inmate will then return the sealed envelope containing Legal or Official Mail to the deputy, who will process the mail with the other outgoing mail. You are expected to legibly address your correspondence and use the proper postage. All outgoing mail must list the following return address:

Your full name
Columbia County Jail
901 Port Avenue
St. Helens Oregon 97051

For a summary of the inmate mail rules, refer to the guide printed below:

INMATE MAIL GUIDE

This Guide is intended to be a summary of some of the provisions in the Inmate Mail Policy that may be of most interest to members of the public. The Guide IS NOT intended to be a complete description of all policies related to Inmate Mail. For detail please see the Inmate Mail Policy.

Jail Policy

Jail mail-handling procedures support both the inmates' and the public's need to communicate in writing, to carry out legal and official business, and maintain family and community ties. Procedures also meet the Jail's need for efficient operations that preserve the good order, safety, and security of the facility, inmates, and staff. To that end, the following guide has been prepared to assist the public in complying with the Inmate Mail Policy.

The Jail's general Policy is that it will not limit, censor, or restrict the volume, language, content, format or source of inmate mail. However, some limitations are necessary for the security of inmates, jail staff, and the public, as well as for the efficient operation of the Jail.

Inmate Mail. Inmates may generally send and receive mail in any form delivered by the U.S. Postal Service. Personal property such as food, beverages, clothing and similar items are not allowed to be mailed to and from inmates and will be confiscated. Photographs are allowed provided they don't otherwise violate the Policy.

Publications. Inmates may receive publications, including but not limited to, books, magazines, newsletters and newspapers. However, the publication must be mailed directly from the publisher, book club or a bookstore.

Addressing Inmate Mail. Inmate mail must have the inmate's booking name as part of the addressee information (booking number is encouraged but not required). Incoming mail must have a return address including the name and address of the sender.

Prohibited Mail. Jail staff will not allow an inmate to receive or send mail that—

1. Contains—
   - A. Threats of physical harm, blackmail, extortion, or other criminal activity;
   - B. Plans for escape, criminal activity, or activity that violates jail rules;
   - C. Gang-related material;
   - D. Information that, if conveyed, could result in physical harm to someone;
   - E. Sexually explicit materials;
   - F. Inflammatory material;
   - G. Contraband materials including but not limited to such commonly mailed items as:

(1) Books larger than 9 by 12 inches or with plastic or metal bindings;
(2) More than three books in a single piece of mail;
(3) Controlled substances as defined by ORS 475.005(6);
(4) Foreign substances, such as: a) bodily fluids; b) lipstick or perfume; c) glue or paint; d) anything with an unusual stain or odor that indicates a foreign substance may be present;

2. Is written in code or suspected code;

3. Was a form of written communication not sent through the USPS or other approved system;

4. Is to or from a victim of a crime that the inmate is in custody for in either pretrial or sentenced status;

5. Would violate a court order;

6. May produce a hostile work environment, such as sexual harassment;

7. Is a credit or deferred billing transaction, such as "bill me later" subscriptions or merchandise bought on credit or collect-on-delivery terms;

8. Is fraudulently marked as legal or official mail.

For more specific information about prohibited mail please review the full Inmate Jail Policy J603.

Appeals. Both the inmate and an outside person have the right to appeal a decision to confiscate inmate mail. With very limited exceptions, the Jail will provide a Notice of Prohibited Mail to both the sender and addressee when inmate mail is returned or confiscated. The Notice of Prohibited Mail will explain the reason why the inmate mail was returned or confiscated and will explain the appeals process. The appeal process for an inmate follows the Jail's normal grievance process. The appeal process for everyone else requires a letter explaining the reason for the appeal, and providing contact information. The letter must be received within 15 days from the date of the Prohibited Mail Notice. The Jail will respond within 15 days of receipt of the letter.

MEALS

Meals will be served three times daily at approximately 6:30 A.M., 12:00 P.M. and 5:00 P.M. Pre-classification and disciplinary inmates may be required to eat in their cells. All others will line up for service, and will eat at the tables provided in the day rooms. If you choose not to eat, please advise the deputy. Televisions will be off during the serving of meals. Once the meals have been served and the Deputy leaves the pod, the television may be turned back on.
Do not save food from meal service.

All special personal preference diet requests, such as vegetarian meals, must be pre-approved by the jail supervisors. All inmates on a personal preference diet will be charged a fee of $ 1.00 per meal, to be taken directly out of their individual inmate trust account to cover the additional cost of these meals. Indigent inmates will not be eligible to receive this type of special diet.

MEDICAL SERVICES

The Columbia County Jail will provide emergency medical, dental, and mental health care to all inmates regardless of their ability to pay for such services. No inmate will be denied care for serious health care needs based on the cost of medical services or the inmate's inability to pay for health care. All medical visits initiated by you will be assessed a fee which will be charged to your personal money account. You will be financially responsible for any elective surgery or other treatment you may request from your personal physician, dentist or other provider.

Medical screening or appraisals at intake, or for inmate workers will be provided at no cost to you. All Detainees will receive a medical evaluation within their first 14 days of incarceration.

Prescription medications: You will be charged for all prescription medication prescribed for you and purchased by the jail on your behalf.

Over the counter medications such as; Tylenol, Aspirin, antacid etc., will be available from our medical department for a small charge.

MEDICATION

Health care staff may fill prescriptions at their discretion. Health care staff may discontinue prescribed medication as directed by the jail health care supervisor or physicians. If you came from another correctional facility and had your medication transferred with you, the transporting Deputy will give your medication to the health care staff. If you are leaving our jail and going to another jail, the transporting Deputy will get your medication from the health care staff and transport it with you.

As a warning, any abuse of your medication may result in the discontinuation of your receiving the medicine.

MEDICAL GRIEVANCES

In case of any unresolved problem regarding medical, dental or infirmary care, you may follow the grievance procedures outlined in this manual.

MENTAL HEALTH SERVICES

Columbia Community Mental Health is the provider of these services for the facility. If you feel the need to see a mental health professional, contact a Deputy or the health care staff. Once Staff refers the inmate to Columbia Community Mental Health, the decision on whether or not to provide services is at the sole discretion of Columbia Community Mental Health.

MONEY ACCOUNTS

Each inmate in the Columbia County Jail will have a "money account" established during the booking procedure. Funds may be deposited 24 hours per day seven days per week, via Visa or Mastercard by a toll-free phone call to 1-866-232-1899, via internet at: www.touchpaydirect.com or by depositing cash into a kiosk in the Sheriff's Office lobby. The depositor needs the inmate's name, booking number, and Facility Locator No., which is 297001. All purchases will be deducted from the account. Funds deposited to an account showing a negative balance will be deducted from that balance. The positive balance, if any, is available for the inmate's use. The balance will be refunded to the inmate upon discharge. Inmates who possess a negative balance on their account will not be denied their basic medical needs such as medical care and hygiene items. With a negative balance an inmate may request to participate in the 50/50 program at which time 50 % of any funds placed into the inmate account will go towards the negative balance and the other 50 % will be placed on the inmate's account ,available for use on individual items in the Jail.

OUTDOOR RECREATION

An open air recreation area is provided in the jail for your use as scheduled throughout the day. Central Control will notify each of you of your recreation time. When you are called for outdoor recreation, you need to be ready to go. You will leave the Pod in groups of six. No one will be allowed to depart the Pod late for recreation. The TV may be turned off while Control is calling for rec, and while people are leaving.

The following rules apply while using the open air recreation area:

1. Do not yell or attempt to communicate in any way with the people outside the recreation area, except for Corrections Staff.
2. Do not engage in "horseplay." We do not want people to get injured.
3. You must wear a minimum of a T-shirt, pants and shoes . Movement to or from outdoor recreation will require the complete uniform, including your ID card.
4. DO NOT take anything other than your ID card with you to outdoor recreation. This includes papers, candy, food items and anything that can be used to write or color with. If you are found with these items, disciplinary action may be taken.

PERSONAL PROPERTY

All personal property items will be stored in the secure storage area of the Columbia County Jail. No personal items will be allowed to be kept on an inmate unless approved by the Jail Commander in writing.

PROGRAM SERVICES

If and when available, you have the opportunity to participate in a variety of program activities. Recommended programs assist you in making constructive use of your time and to make positive changes in your life. We have grouped these into two main categories:

Voluntary activities Inmate worker activities

You may participate in activities in one or all of these categories depending on your:

Sentencing status Assessments results
Length of sentence Classification

PROPERTY TRANSFERS

You must follow these guidelines regarding your property:

1. You may release your personal property to any adult outside the facility on an "all or nothing" basis. The adult must present a state driver's license, state ID card, passport or military ID to jail staff, to ensure property is released to the proper individual. A signed inmate request form from you is required.

2. Release of property is available Monday through Friday from 3:00 P.M. until 4:00 P.M. ONLY.

3. The following exception applies when: An Inmate is committed to a state prison and must release all personal property including their clothing prior to being transported to a state facility.

If the property is not picked up prior to the inmate's departure, it will be forwarded to ODOC with the inmate.

4. We do not allow personal property to be dropped off for inmates, except for medical items which will be checked and approved by medical staff first. Clothes may be brought in if the situation calls for it. This will be at the discretion of the jail Supervisors.

SANITARY INSPECTIONS

Deputies will inspect each housing unit daily to ensure it is a safe and clean environment. You will need to follow basic sanitary practices to ensure your cell area meets the sanitation requirements and pass the sanitation inspections. If your cell does not meet sanitation requirements, you will lose

privileges and be instructed to clean the area. If the day room, shower area and outside recreation areas do not meet sanitation requirements, the entire housing unit may lose privileges. These privileges are those listed at the beginning of this manual. If you or your housing unit lose privileges, they will be reinstated if you pass the next regularly scheduled inspection.

SANITARY PRACTICES

It is your responsibility to keep your cell clean and uncluttered. It is also the responsibility of each member of the housing unit to keep the day room, shower and outside recreation area clean. You will be provided with cleaning supplies and are expected to use the cleaning supplies as much as necessary to ensure you live in a clean environment.

You are to follow these rules for a clean and healthy housing unit:

Clean your cells, including the sink, toilet, floors and door windows daily.
Pod Porters will clean day room areas daily.
Pod Porters will clean the following, but not limited to: Tables, floors, stairs, walls, showers, bathroom areas, railings, and windows.
Keep the walls clean and free of graffiti or marks of any kind.
Place all garbage in the trash cans in the housing units.
Keep all pictures and papers off the walls, bunks, bottom of bunks. Do not hang, stick, or paste pictures or papers to the walls, bunks or any where else in the facility.
Keep commissary food items in your property container. (Gray totes)
Do not save food from meal service.
Wash your hands frequently.
Participate in laundry exchange twice weekly.
Shower at least twice weekly, but we strongly encourage you to shower daily.
Keep the showers clean, and free of excess soap and shampoo bottles.
Keep your gray bin or tote clean
Perform any other duties that Corrections Staff may assign.
Keep your room or bunk area uncluttered of excess items. This includes legal papers. Ask staff for assistance if you have a large amount of legal papers to store.
Vents for air circulation should be kept clean and obstruction free.

SEARCHES

Jail staff may conduct random unannounced searches of your person or of items in your possession, and in any area of the jail at any time. Your personal property and/or living area may be searched without your permission and whether or not you are present.

SELF-ESCORT

Most inmate movement within the jail, including visiting, medical, programs, work assignments Etc., will be unescorted unless you abuse the privilege. You are expected to conduct yourself in an orderly fashion at all times. Inmates moving unescorted through the facility may not talk to other inmates, may not touch the walls or the glass, loiter or detour while en route to their destination. When leaving an area, you need to state your name and where you are going to Central Control. Any inmate who abuses these rules will be subject to disciplinary action and may lose their opportunity for unescorted movement. The exception will be any inmate who is classified as maximum security and who needs to be escorted in the facility at all times.

SICK CALL

If you need to see medical personnel, fill out the appropriate Inmate Medical Request form. Each day the Medical Staff will address these issues upon receipt of the Request forms.

SPECIAL DIETS

You must direct all requests for medical diets to the heath care staff for approval. If you need a special diet for medical reasons, please submit a request slip to the health care staff. If you need a special diet for religious reasons, please submit a request form. A Deputy will pick up the form from you and give it to a supervisor for approval. If approved, the religious diet will remain in effect for the length of your incarceration. Be aware that there may be a charge assessed for the extra cost associated for the special meal.

TELEPHONE PRIVILEGES

Your use of jail telephones is a privilege. Jail staff may limit your telephone use for reasons of safety, security, good order, or sanitation of the jail. Inmates classified to housing units will be allowed to use telephones from 0800 hrs to approximately 2200 hrs, based on the operations of the housing unit you are in. Conversations on any telephone in the jail may be monitored and/or recorded without further notice. You are consenting to this monitoring when you use the jail telephones.

There are some local attorney's phone numbers that have been set up as non collect so you can call them directly from the telephones in the pods. Confirmed attorney phone numbers are blocked from the monitoring system.

All telephone calls from a housing unit are a collect call or by the phone cards that you purchase here. The phone cards are able to be used upon release from the Columbia County Jail. Telephone calls are limited to15 minutes each. The telephone system will warn you before the 15 minute time period is up so you can end your conversation.

Inmates are not allowed to receive incoming telephone calls. Jail staff will deliver verifiable emergency messages to you.

> REMINDER: TELEPHONES ARE A PRIVILEGE. DO NOT ABUSE THE SYSTEM. ANY DAMAGE TO THE PHONE WILL RESULT IN A DISCIPLINARY HEARING AND A CRIMINAL CHARGE BEING FILED AGAINST THE INMATE.

TELEPHONE SERVICE NUMBER

If you or your family have any questions about billing or connection problems concerning the inmate phones, please call the service provider at 1-866-230-7761. We have a brochure available to answer more questions if you need it, please ask and we will provide it.

TRANSFER TO WORK RELEASE CENTER

The Courts and/or Supervisory Authority may consider you for transfer to the Work Release Center if authorized on your sentence order. These transfers are not automatic. Jail staff must approve all transfers.

Factors considered in transfer decisions will include:
Judge's approval
Length of sentence.
Individual needs.
Available space.
Classification.
Demonstration of compliance with jail rules, expectations and responsible behavior.

If you are interested in participating in any programs, you must submit a request on an Inmate Request Form. Misbehavior or administrative concerns may prevent access to these programs. Disciplinary write-ups or actions will affect program eligibility.

VISITING

All public visits will be scheduled by the Inmate requesting the visit. The inmate must contact prospective visitors by phone or mail, and determine an acceptable visiting date. Time slots may be used on a first come, first serve basis. Visitors are encouraged to arrive 10 to 15 minutes early to sign in. If all of the slots are taken for that time frame they can either wait till the next times start for that pod, if it is available, or return on another day. Visits will start on the hour and half hour.

Authorized visitors shall be members from the inmate's family, and friends age 18 and older. Visitors under the age of 18 must be accompanied by a parent or legal guardian. Attorneys and clergy are not considered public visitors.

Inmate visitation is a privilege and while the Columbia County Sheriff's Office encourages visitation, that privilege must be regulated to protect the needs of the entire jail operation. The amount of time allotted for visitation is based upon the classification and status of each inmate.

Classification is based upon the inmate's current charges, criminal history and current demeanor. All inmates will be allowed a maximum of two thirty (30) minute visits per seven (7) day period (Sunday through Saturday), as time and space allows.

Inmates assigned to Disciplinary Segregation will not be allowed visitation privileges.

Inmates not yet assigned to a housing unit or who are housed in the pre-classification unit, will not be allowed public visitation.

Inmates serving a sentence of seventy-two hours(72) or less will not be allowed public visitation.

Due to space limitations, acceptable visiting combinations are limited to:

1. One Adult
2. Two Adults
3. One Adult and One Child
4. One Adult and Two Children
5. Two Adults and One Child

Inmates have the right to refuse any visit, however that right should be exercised prior to visiting time.

All inmates wishing to receive public visits must establish a visiting list of not more than five (5)

people. Persons not on the approved list will not be allowed to visit. You are able to change your visiting list once every 30 days from the time you establish your list. You need to fill out the visitation part of the request form to make the changes. The minimum information required for each person will be:

1. Visitor's full name
2. Date of birth
3. Relationship
4. The name of any child who may be in the company of his/her parent or guardian.

The visiting schedule will be posted in the housing units. Visiting times and days are subject to change periodically, so please refer to the schedule when talking to your loved ones.

SPECIAL VISITS

Special considerations may be given for emergency and/or special situations where normal visiting procedures may not be practical. Such situations as the death of a family member or close friend, serious injury of a family member or visitors traveling great distances, who have arrived unexpectedly may be considered on a case-by-case basis by the Supervisor or Corporal on duty. All special visits will be subject to the same rules and requirements as regular visitation. Special visits may be conducted in the Attorney Visiting Rooms if available and necessary due to other visitation which may be in progress.

VISITS WITH ATTORNEY

Inmates shall be given the opportunity to visit their attorneys at reasonable times, consistent with the safety and security of the facility. All visits will be scheduled by the attorney.

VISITS BY CLERGY

Clergy Visits will be handled as a regular visit. The member of the Clergy you want to have a visit with will be added like a normal visitor just like it is described in the regular visiting rules. They will be allowed to visit you on the regular date and time for the pod you are assigned to. The Clergy member will not count against you for the five people you are allowed to have on your visiting list. The Columbia County Jail provides non denominational religious services once per week and individual bible study twice per week.

VOLUNTARY ACTIVITIES

All general population inmates may have access to voluntary activities. These activities include but may not be limited to:

Religious services
Narcotics Anonymous (NA) and Alcoholics Anonymous (AA) groups
Religious based life skills classes
Individual educational tutoring (21 and under)
Recreational library
Law library

A sign up sheet for the voluntary activities will be posted in your housing unit. You must sign up on

the provided list to be able to participate. Remember that participation in these activities is a privilege. Participation is dependent on your continued cooperation and responsible behavior.

WAKE UP AND LOCK DOWN

Day room and cell lights will be turned on at 6:00 A.M. daily. Make your bed and dress for breakfast. Breakfast service will begin at approximately 6:30 A.M. daily. Day room lights and television will be turned off by about 10:00 P.M. and the cell lights will be turned off at 10:00 P.M.. All inmates must be on their bunks at "lights out" and are required to remain quiet.

Each inmate is expected to completely clean your room and area, make your bed, dump trash cans, etc. when the cleaning supplies are available to you. Be aware that there are usually some cleaning materials available at all times.

MINOR RULE VIOLATIONS PROCEDURES

1. The accused inmate shall be served with a minor rule citation by the citing Deputy as quickly as is practical, after the violation is discovered, but in no case shall it be longer than 24 hours after the investigation is complete.

2. The inmate will sign the misconduct report and acknowledge receipt of alleged violation(s) and the right to appeal. The inmate may enter a plea of "Guilty" or "Not Guilty".

A. Upon entry of a "Guilty " plea, a Deputy will schedule an informal hearing for possible sanctions to be imposed.

B. Upon entry of a "Not Guilty" plea on the misconduct report or upon request for a formal hearing the incident will be handled the same as a Major Violation.

MINOR RULE VIOLATION SANCTIONS

Sanctions resulting from a guilty plea on a Minor Misconduct Report may include:

a. Verbal warning.

b. Creative sanction appropriate to the offense (i.e. extra work detail, etc.).

c. Housing Unit lock down not to exceed 24 hours.

d. Disciplinary segregation not to exceed five (5) calender days for a single violation. Inmates may receive separate lock down time for each marked violation. This should not exceed a total of fourteen (14) calender days.

e. Re-Classification

f. Probation for up to 30 days.

g. While in disciplinary segregation there is no access to programs.

Inmates get one hour out each 24 hours. Telephone (except legal) and television use may not be permitted. Commissary choices are restricted. Personal visits are suspended for the duration of the segregation. Book cart or library access is permitted; however, this privilege may be taken away as a sanction.

MINOR RULE VIOLATIONS

01 Possession of Nuisance Contraband: Any authorized item found in an inmates possession that has been altered or is in excess of the authorized amount.

02 Arguing: Any disagreement which becomes disruptive, loud or obnoxious.

03 Possession of another inmates property.

04 Unauthorized use of facility property or equipment (i.e. washers/dryers, barber equipment etc.)

05 Acting as a lookout

06 Being in an unauthorized area without corrections staff present.

07 Purposefully obstructing the view of Corrections Staff.

08 Inappropriate remarks or misuse of the inmate request forms or any of the forms or paperwork handed out or used in the facility.

09 Unwarranted emergency calls.

10 Horse Playing: Any aggressive or faked aggressive actions, which may lead to or be mistaken for a physical altercation.

11 Disrespect to other inmates (i.e. name calling, profanity or accusations directed at another inmate).

12 Cursing, uncontrolled use of profanity or obscenities that may be considered offensive to others.

13 Excessive noise.

14 Failure to properly maintain living area.

15 Hanging paper, linen, clothing, etc. on light fixtures, walls, ceilings etc.

16 Failure to maintain personal hygiene.

17 Improper attire (i.e. not following the dress code stated in the manual).

18 Displaying or demonstrating gang affiliations (i.e. hand gestures, hand in pants, low riding

trousers, etc.).

19 Graffiti: writing, drawing or marking on any of the surfaces of the facility.

20 Posting any type of picture, drawing or any other material on the walls, bunks or any the surfaces of the facility.

21 Misuse of the intercom system.

22 Disrespect towards any Staff Member or Sheriff's Office Employee

23 Disruptive Behavior

24 Unauthorized use of the typewriter. (Law Library)

25 Lying to Staff Members.

26 Other

MAJOR RULE VIOLATION PROCEDURES

All Major Rule Violations will be handled through a formal disciplinary process, and require a formal hearing.

1. When an inmate commits, or is believed to have committed a Major Rule Violation, the inmate will be immediately placed on pre-hearing segregation status pending the outcome of the disciplinary hearing, regardless the nature of the alleged conduct. This can cause restriction in your privileges.

2. The accused inmate shall be served with a Major Rule Citation and the Inmate Rights form by the citing Deputy as quickly as is practical, after the violation is discovered, but in no case shall it be longer than 24 hours after the investigation is complete.

3. The inmate will have a hearing before a hearings officer within five (5) days of the incident excluding Saturdays, Sundays and Holidays. The inmate will be notified at least 24 hours prior to the hearing.

4. After the hearing, the hearings officer can render a decision immediately or within 72 hours.

A. If the inmate is found "Not Guilty", the inmate will be restored to the same status and privileges as before charged.

B. If the inmate is found "Guilty", the Hearings Officer will impose an appropriate sanction from the Major Rule Violation Sanction list.

MAJOR RULE VIOLATION SANCTIONS

Sanctions resulting from a finding of "Guilty" in a hearing for a Major Violation may include the following:

1. Temporary or permanent change in programming to include:

   A. Change in housing assignments. (i.e. re-classification)

   B. Change in custody status.

   C. Removal from work status with concurrent suspension of credit for work, as directed by O.R.S. 169.120

2. Reclassification to Disciplinary Segregation for no more than sixty (60) days for all (multiple) violations arising out of one incident (only 30 days maximum on a single violation) and giving credit for time served as appropriate.

3. Loss of Statutory Good time and modification of release date in accordance with O.R.S. 169.110.

4. Suspension of any part, (or all of the above if appropriate), along with information of expected conduct to avoid imposition.

5. Any combination of one (1) through four (4), listed above.

6. Unless medically or psychiatrically required, no segregated inmate shall be denied clothing or bedding that is allowed to general population inmates.

7. Segregated inmates shall be provided the same food as general population inmates.

8. Personal hygiene items and shower facilities will be provided regularly to segregated inmates, unless there are documented security reasons which would prohibit them.

9. While in disciplinary segregation there is no access to programs. Inmates get one hour out each 24 hours. Telephone (except legal) and television use is not permitted. Commissary choices are restricted to hygiene items only. Personal visits are suspended for the duration of the segregation. Book cart or library access is permitted; however this privilege may be taken away as a condition of the sanction.

MAJOR RULE VIOLATIONS

40 Habitual Misconduct: 3 or more separate minor rule violations within 30 days.

41 Refusing to comply with a Deputy's/ Staff/ Kitchen Staff directives.

42 Tampering with or destruction of Identification Card

43 Refusing to lock down on command, or during a disturbance.

44 Refusing to go to court.

45 Tampering with security devices/ facility equipment.

46 Threatening or strong arming another inmate.

47 Giving false information to a Deputy.

48 Creating a disturbance while on lock down (i.e. banging doors, excessive noise, flooding the cell, etc).

50 Threatening staff members

51 Smoking, or possession of smoking paraphernalia.

52 Possession of unauthorized beverages (i.e. pruno).

53 Indecent exposure.

54 Theft.

55 Extortion.

56 Destruction of, or Defacing County property.

57 Possession of illegal drugs or prescription medications belonging to another or misuse of prescribed medications.

58 Participation in organizing or recruiting for gang related activities.

59 Sexual misconduct/ homosexual activities

60 Fighting.

61 Assault on another inmate.

62 Assisting a suicide

63 Possession of a weapon.

64 Assault on a staff member.

65 Attempted or actual escape, or possession of an escape plan.

66 Participating in or inciting a riot.

67 Taking a hostage

68 Arson

69 Rape or Sodomy.

70 Homicide.

71 Violation of any Criminal Code

72 Tampering with or altering any other person's food.

73 Other.

VIOLATIONS APPEALS PROCESS

All appeals must be submitted to the Facility Supervisor or their designee within 72 hours, following the decision. The Facility Supervisor or designee will review the recommendations and return the appeal form to the inmate within five (5) working days of the appeal. The response time may be extended due to extenuating circumstances or further investigation, with written notice to the inmate of the reason(s) for the delay. Ask a deputy if you need a form.

SEXUAL ASSAULT AWARENESS

DID YOU KNOW?

Rape and sexual assault happens to females and males of all ages, from infancy to senior years.

98% of males who have raped boys reported they are heterosexual. Most males who assault men or women are married or report having girlfriends.

Sexual assault had nothing to do with the victim's present or future sexual orientation. Victims may be either heterosexual or homosexual.

A survivor is not at fault for the rape, even if she/he was in a secluded area, or had previous consensual sex with the attacker.

The fact a male victim of sexual assault ejaculated or became sexually aroused does not mean they were not raped or that they gave consent. These are normal, involuntary physiological reactions.

It is common for survivors of sexual assault to have feeling of anger embarrassment, panic, depression, guilt, and fear after the attack. Other common reactions include loss of appetite, nausea or stomachaches, headaches, loss of memory and/or trouble concentrating and changes in sleep patterns.

FACTS FOR THE INMATE THAT SEXUALLY ASSAULTS OTHER INMATES:

All cases of sexual assault will be referred to the Enforcement Branch or Major Crimes Team (MCT) for criminal investigation. You may be prosecuted and if found guilty of a felony, you may be sentenced to prison time (up to 100 months for each Rape I or Sodomy I conviction). Any sex offense conviction will automatically add sex offender conditions when you release, which may require you to register as a sex offender per ORS 181.594. This registration requirement is for life. You also be deemed as a "Predatory Sex Offender," which would require community notification upon your release.

Regardless of how you choose to characterize it, any sexual activity will increase your risk of HIV infection, along with exposing you to other sexually transmitted diseases.

If you have trouble controlling your actions seek help from mental health staff and/or consider participating in programs designed to control anger or reduce stress. To reduce immediate feelings of

anger or aggression, try talking to or writing a friend, meditate or do breathing exercises to relax, work on a hobby, or engage in some type of exercise.

SEXUAL ASSAULT

Sexual assault as defined by Columbia County Jail policy is "Sexual conduct where force or threat of force is used, or when the person is unable to consent because of age or incapacitation (mental defect, mental incapacitation, or physical helplessness). Sexual conduct includes: vaginal penetration by a penis; contact between the genitals of a person and the mouth or anus of another person; penetration of the vagina, anus, or penis of another person with any object other than the penis or mouth; touching of the sexual or intimate parts of someone or causing someone to touch the sexual or intimate parts of another for the purpose of sexual gratification." Any behavior or act of a sexual nature directed toward an inmate by an inmate, employee, volunteer, visitor, contract employee or other agency representatives. This includes acts or any attempts to commit such acts including, but not limited to, sexual contact, inappropriate behavior of a sexual nature, unreasonable invasion of privacy, conversations or correspondence that suggests a romantic relationship between an inmate and any party referenced above.

Sexual assault affects everyone, either directly or through the experience of those we care about. It is not only a woman's issue as it can affect persons of any gender, age, race, ethnic group, socioeconomic status, sexual orientation, or disability.

The statistics are proof of this problem: According to the National Crime Victimization Survey (NCVS), in 2002 there were 247,730 victims of rape (This number does not include victims 12 or younger), seven out of every eight rape victims were female, and one in every eight rape victims was male. A 1998 study indicates that about 2.78 million American men have experienced an attempted or completed rape and one out of six American women have experienced an attempted or completed rape.

SEXUAL ASSAULT AVOIDANCE

The only rape that can be prevented is when a potential rapist chooses NOT to rape. However, you may avoid an attack by keeping the following safety guidelines in mind:

Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, LEAVE.

Don't let manners get in the way of keeping yourself safe. Don't be afraid to say "NO" or "STOP IT NOW".

Walk and stand with confidence. Many rapists choose victims who look like they won't fight back or are emotionally weak.

Avoid talking about sex and casual nudity. These things may be considered a come on, or make another inmate believe that you have an interest in a sexual relationship.

Do not accept canteen items or other gifts from other inmates. Placing yourself in debt to another inmate can lead to sexual favors.

Avoid secluded areas; position yourself in plain view of staff members. If you are being pressured for sex, report it to a supervisor immediately.

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

If the attack has just happened…….

Get to a safe place.
REPORT THE ATTACK TO A STAFF MEMBER IMMEDIATELY.

The longer you wait to report the attack the more difficult it is to obtain the evidence necessary for criminal and/or administrative investigation.

Request immediate medical attention. You may have serious injuries that you are not aware or, and any sexual contact can expose you to sexually transmitted diseases.

Do not shower, brush your teeth, use the restroom, or change your clothes. You may destroy important evidence.

If you have been attacked or witness an attack, but you are unwilling to report it in person to a CCSO uniformed staff member, then you may speak with a counselor, chaplain, medical staff, write a sealed letter to any command staff member, or contact a CCSO Detective at 503-366-4650.

Later on…..
Seek the support of a trusted friend, family member or staff member, such as the Chaplain or the counseling staff. The days ahead can be traumatic and it helps to have people who care about you supporting you.

Seek professional help. Mental Health staff are available for crisis care 365 days a year, to listen and offer support.

EXHIBIT 60

TO

DECLARATION OF KATHERINE CHAMBERLAIN IN SUPPORT OF PLAINTIFF'S MOTION FOR PARTIAL SUMMARY JUDGMENT ON CLAIMS FOR DECLARATORY AND INJUNCTIVE RELIEF

INMATE MANUAL

COLUMBIA COUNTY JAIL

All rules in this manual may be amended or suspended at any time by order of the Sheriff or designee.

As an Inmate in the Columbia County Jail, you are partially responsible for your own safety. You are in jail and you must be aware of your surroundings.

Incorporating Revised Inmate Mail Guidelines
(See Pages 9 through 20)

Effective July 3, 2012

TABLE OF CONTENTS

TABLE OF CONTENTS
YOUR RIGHTS AND PRIVILEGES. 1
YOUR RESPONSIBILITIES AND EXPECTED BEHAVIOR 1-2
BEDS AND BEDDING. 2
BILLING FEES. 2-3
CELL IN COMMAND. 3
CLASSIFICATION. 3
CLOTHING EXCHANGE. 4
COMMISSARY. 4
CONTRABAND. 3
COUNTY ISSUED ITEMS. 4-5
COURT CONDUCT. 5
DRESS CODE. 5
FIRE AND EMERGENCY SAFETY. 6
HAIR CARE AND PERSONAL GROOMING. 6
HEALTH APPRAISALS. 6
HOUSING UNIT OPERATIONS. 6
ICE CONTACT INFORMATION. 6
IDENTIFICATION CARDS. 6
INMATE COUNTS. 7
INMATE GRIEVANCE PROCEDURE. 7-8
INMATE REQUEST FORMS. 8
INMATE WORKER ACTIVITIES. 8
INTERCOM SYSTEM. 8
LAW LIBRARY. 8
LIBRARY. 8
MAIL. 9-18
MAIL GUIDE 19-20
MEALS. 21
MEDICAL SERVICES. 21
MEDICATION. 21
MEDICAL GRIEVANCES. 22
MENTAL HEALTH SERVICES. 22
MONEY ACCOUNTS. 22
OUTDOOR RECREATION. 22
PERSONAL PROPERTY. 23
PROGRAM SERVICES. 23
PROPERTY TRANSFERS. 23
SANITARY INSPECTIONS. 23-24
SANITARY PRACTICES. 24
SEARCHES. 24
SELF-ESCORT. 24
SICK CALL. 25
SPECIAL DIETS. 25
TELEPHONE PRIVILEGES. 25
TELEPHONE SERVICE NUMBER. 25
TRANSFER TO WORK RELEASE CENTER. 25-26
VISITING. 26-27
SPECIAL VISITS. 27
VISITS WITH ATTORNEY 27
VISITS BY CLERGY. 21-27
VOLUNTARY ACTIVITIES. 27-28
WAKE UP AND LOCK DOWN. 28
MINOR RULE VIOLATIONS PROCEDURES. 28
MINOR RULE VIOLATION SANCTIONS. 28-29
MINOR RULE VIOLATIONS. 29-30
MAJOR RULE VIOLATION PROCEDURES. 30
MAJOR RULE VIOLATION SANCTIONS. 30-31
MAJOR RULE VIOLATIONS. 31-33
VIOLATIONS APPEALS PROCESS. 33
SEXUAL ASSAULT AWARENESS. 33
SEXUAL ASSAULT. 34
SEXUAL ASSAULT AVOIDANCE. 34-35

YOUR RIGHTS AND PRIVILEGES

We want you to know exactly what is expected of you while you are in this jail. We will let you know what you can expect from us by explaining our rules, procedures and schedules to you. While at this jail, you will be provided with:

1. Three daily meals served at reasonable intervals
2. Clean bedding and clothing at least twice weekly
3. The opportunity to shower at least twice weekly
4. Regular exercise
5. Opportunities to exercise your religion
6. Basic hygiene items
7. Access to the law library
8. Access to counsel
9. Emergency medical and dental treatment
10. A safe and secure environment

If you follow jail rules and sanitation practices, you may receive these privileges:

1. Use of television
2. Use of library services
3. Use of outdoor recreation
4. Use of telephones
5. Having social visits
6. Making commissary purchases
7. Sending and receiving mail
8. Voluntary participation in jail programs

Remember that these are not rights. Jail staff can limit or suspend these privileges at any time in order to maintain the safety, security, good order and sanitation of the jail.

This manual does not cover every situation that may arise, but it will serve as a basic guide for your conduct and facility procedures.

Columbia County Jail has a no smoking policy.

YOUR RESPONSIBILITIES AND EXPECTED BEHAVIOR

Read this manual to know what is expected of you. The excuse **"I did not know that"** is not acceptable. **It is your responsibility to follow all laws, jail rules, schedules, and staff requests. You must respect jail property and the property of others. This would include staying out of other inmate's cells and off of their bunks. You are expected to keep your sleeping area, the day room and outdoor recreation areas clean and orderly**. Unacceptable behavior will be dealt with firmly, but fairly. Misbehavior may result in a change of your custody status which can directly affect your privileges in the jail.

This manual is an accountable item and is issued to you for your use while you are in this facility. You are responsible for the condition of this manual and you will be billed for any damage, graffiti, or unusable condition when returned. If the manual is damaged, please report it to a staff member to have it replaced immediately.

The best control of your behavior is by you practicing self-discipline and respect for others. Inmates are not allowed to become personally familiar with corrections' staff. Be considerate and respectful toward all officials. We will expect you to address uniformed staff as "Deputy or Sergeant _____" and non-uniformed staff as "Mr._____" or "Ms._____". Central Control personnel will be addressed as "Control."

Inmate basic rules for the Columbia County Jail:

1. **The ID card is to be put into the window facing out so that it can be seen and scanned during your stay.**
2. **When you are out of your room, the ID card is to be in your pocket.**
3. **When you are in the day room, you are to be completely dressed with T shirt tucked in.**
4. **When you are in your room, you are to have the T shirt and boxers on at all times including while you are sleeping, no exceptions.**
5. **When you come out of the pod and into the circle, you are to stay on the colored squares. The squares form a line that you walk on. You stay on that line with the exception to go around an obstacle. You are to stay in a single file line.**
6. **When you are in any other hallway, you are to walk on the right side of the hall and in a single file. You are not to touch anything. Do not speak, yell or signal at anyone. Keep your hands to yourself.**
7. **When in the hallway, there should be only six (6) inmates at one time.**
8. **DO NOT cover the ventilation units or speaker in the cells.**

BEDS AND BEDDING

Bedding will consist of two sheets and two blankets. Blankets and sheets may **not** be removed from your cell or bunk, nor may they be placed on the floor or table for **any** reason. You are not to take the mattress off the bunk and place it on the floor of your cell or in the day room of the pod. Your mattress may only be used for sleeping purposes. The bunk area must be left in an orderly fashion through out the day.

BILLING FEES

As authorized in ORS 169.150 and 169.151, Local Correctional Facilities are allowed to bill Inmates for items and services that are provided to them while incarcerated in Correctional Facilities.

Every ***Sentenced*** Inmate will be charged a boarding fee of $10.00 per day. The Inmate will receive a bill when he or she is released from the jail. The Inmate will have 30 days to pay the bill or set up a payment plan.

An initial hygiene kit is $2.15 and the Inmate ID card is $1.00. All over the counter medications as well as prescription medications will be billed through the inmate's commissary account. When the Inmate is released from jail and his or her commissary account is in the negative, that amount will also show up on the release billing. When 30 days have passed with no payment received on the release billing, the account will be turned over to the Oregon Department of Revenue for collection.

Other charges are listed below:

1) Work Release Inmates are charged a minimum of $15.00 per day or two hours of pay if the inmate's hourly rate of pay is higher than $7.50 per hour.

			If any of the following items are damaged or destroyed you will be billed as follows:December 2, 2010	
2)	Hygiene Kits	$ 2.15 each	11) Tote	$44.95
3)	Postcard	$ 0.50	12) Tote Lid	$26.95
4)	Hair Cuts	$ 5.00	13) Sporks	$ 0.25
5)	Medical/Nurse visits	$ 5.00	14) Sandals	$ 2.49
6)	Medical visit for OTC meds	$ 1.00	15) Cups	$ 0.75
7)	Medical kites submitted	$ .50	16) Socks (If Appl.)	$ 0.85
8)	Feminine Hygiene Products	$ 0.20	17) Towels	$ 0.75
9)	Razors (if more than 1)	$ 0.15	18) Striped Shirt	$ 6.55-$12.75
10)	Copies of legal materials	$ 0.25	19) Striped Pants	$ 8.75-$14.95
			20) T-Shirts	$ 3.99 - $ 7.30
			21) Shorts	$ 2.32 - $ 2.74
			22) Replacement ID Card	$ 5.00

All fees are subject to change at any time

CELL IN COMMAND

The command "**cell-in**"or "**bunk-up**" means you need to stop what you are doing and go directly to your cell or bunk. You must follow this command without question or hesitation. If you do not, it will directly affect your classification and custody status and also will result in disciplinary actions against you.

CLASSIFICATION

All newly arrested inmates who are not released prior to movement from the booking area will be assigned housing in a Pre-Classification unit. They may be maintained on lock-down status for up to the first Seventy-Two (72) hours, for classification purposes. The Columbia County Jail has three classifications which are minimum, medium and maximum security. All inmates are assigned a classification according to their status. Inmates may request a classification review in writing on an Inmate Request Form at any time.

Most inmates involved in the Inmate Worker Program and Alternative Programs must qualify for and maintain a minimum custody status.

ACTIVITIES MAY DIFFER BASED ON YOUR LEVEL OF CLASSIFICATION.

CLOTHING EXCHANGE

Clean clothing will be provided twice weekly. You must turn in all of your soiled clothing during clothing exchange. In return you will receive 1 T-shirt, 1 pair of shorts, 1 towel, 1 striped shirt and 1 pair striped pants. On every other exchange you will receive clean sheets. Blankets may be exchanged every 30 days. Each housing unit will have a different laundry schedule.

Jail staff will make every effort to ensure clothing is in good repair. You are responsible for all clothing and bedding issued to you. You should check the condition of the clothing you receive and immediately inform a staff member and exchange any clothing or bedding that has a tear or graffiti written on it. If you are found to be in possession of damaged items, you will be subject to disciplinary action. This may include payment for the damaged clothing.

COMMISSARY

The Columbia County Jail has a well-appointed commissary list from which inmates with funds may purchase various items. Inmates without funds may order indigent hygiene kits once per week, if needed. Indigent items will be posted to the inmate's account creating a negative balance. **Commissary sheets will be handed out once a week. If you did not get funds in before the commissary sheets were made up to be passed out, you will have to wait until the following week to order.** Commissary purchases are limited to no more than $75.00 per week. Inmates may have no more than two (2) lead pencils in their possession at any given time. In addition each inmate will be allowed to purchase one pack of colored pencils.

CONTRABAND

Any authorized item found in an inmate's possession that has been altered or is not being used for it's original purpose, or any items in excess of the issued quantity as stated within this manual, to include:

1) Controlled substances as defined in ORS 475.005(6).
2) Drug paraphernalia as defined by ORS 475.525(2).
3) Any currency or negotiable instrument.
4) Any item that a person in a correctional facility is prohibited by statute, rule, or order from obtaining or possessing, *and* whose use would endanger the safety or security of the facility or person in the facility.
5) An unauthorized item in an inmate's possession or in a cell, bunk, or common area.
6) An authorized item altered in any way.
7) More than the authorized number of an item

COUNTY ISSUED ITEMS

All inmates who are dressed into the Columbia County jail will be issued jail clothing after intake, and in the clothing change/shower room. You will be issued a plastic bin containing a hygiene kit, bed linen, towel, and clothing and this Inmate Manual. Another issued item will include a mattress. You will be responsible for the condition of all items issued to you. The gray property box (totes) are to be used specifically for storage of your personal and issued belongings. Totes are not to be used for chairs or any use other than what has been mentioned above. Totes are to remain under your bunk at all times.

1. One inmate uniform top.
2. One inmate uniform pants
3. Two T-Shirts
4. Two pair of gym shorts/Underwear
5. One pair of jail sandals.
6. One mattress
7. Two sheets
8. Two Blankets
9. One Towel
10. One Rule Book

Female inmates may be allowed to retain the following:

1. Personal underwear, if needed for hygiene reasons, if determined appropriate by staff.
2. Personal bras, with no metal fasteners or under wires. A sports style bra is preferred.

During the winter months you will be issued a sweatshirt to be worn in your cell, day room area, the outdoor recreation yard or under the striped shirt when going to court.

COURT CONDUCT

Your arraignment will be your first court appearance in jail. During your arraignment, a judge will tell you what you are charged with and your rights with regard to those charges. The judge may appoint an attorney at this time if you qualify.

During any court appearance you will not have contact with any person other than your lawyer or the court officials. Contact includes talking, signaling, or passing notes to people.

Video arraignment is considered a court room setting and the above rules apply.

DRESS CODE

You are expected to remain fully dressed at all times except when you are on your bunk. When you are in your assigned bunk area **you must wear at least the T-shirt and shorts issued by this facility.** Any time you leave your sleeping area or room, you must be fully clothed. Fully clothed consists of your shorts, T-shirt, striped shirt and striped pants or shorts, T-shirt, gray sweatshirt and striped pants. During lights out, you may go to use the restroom in your t-shirt and shorts if you live in an open dorm.

Your T-shirt must be tucked in at all times and not hanging loosely. Rolling your pant legs up if they are too long, but not above the ankles, is allowed. Do not alter the appearance of your clothes.

You may not roll your sleeves, tuck your pants into your socks, or pull your pants down below the hips. It is not allowed to wear clothes that are too large or too small.

You will be allowed to take your outer striped shirt off while exercising in the recreation area.

FIRE AND EMERGENCY SAFETY

In case of any type of emergency or evacuation, you are to follow any direct order of a Deputy. There are emergency evacuation procedures in place and you will be evacuated in an orderly manner to a safe place.

If you are asked to evacuate an area by a Deputy, you are to form a straight line at your Pod door and wait for directions from a Deputy or the Control Room staff. A Deputy will direct you to a safe area.

HAIR CARE AND PERSONAL GROOMING

We encourage you to shower daily. We hand out razors three times a week. If an individual has a court appearance they will be allowed to use a razor prior to their court appearance. Once a week a list will be put into your respective pod and you must sign up on that list to receive a haircut. Hair cuts can be done when a person is available to be the barber. There is a $5.00 charge for the haircut. Haircuts will be done on Saturdays and Sundays only. You will be allowed to have one haircut per month. **Haircuts other than a trim or a complete removal to a short stubble are not allowed. No other styles will be tolerated.** Only kitchen and floor workers are allowed one free haircut per month.

HEALTH APPRAISALS

A health appraisal must be done before an inmate can be considered for "worker" status.

HOUSING UNIT OPERATIONS

The daily operation in the pods will be as follows.

You will be allowed to come out of your cell for a short period of time during the morning at breakfast. You will then be instructed to return to your cell until lunch time. After lunch, you will then have three hours out of your cell. At the end of that period, you will return to your cell. The next period out, will be after dinner for two hours.

Inmate time out of cells for each pod will be set as necessary to fulfill the needs of the facility.

Cleaning gear will be provided during the day. We require you to use it daily to clean your cell, bunk area and the pod as a whole on a daily basis.

No one is allowed to sit, stand or loiter on the stairs or catwalks (upper tier floors) at any time. This will include walking or pacing off laps upstairs, or on the stairs. There is to be no sitting on the table tops.

ICE CONTACT INFORMATION

Inmates who are housed in the Columbia County Jail for Immigration Customs Enforcement (ICE) may contact ICE via the use of an ICE inmate request form.

ICE inmates may contact ICE Pro Bono Attorneys by calling (800) 646-6283. In each Pod located on the mail boxes, there is a list of all Pro Bono calls for use by all ICE detainees. ICE agents make scheduled visits to the Columbia County Jail on Wednesdays of every week.

IDENTIFICATION CARDS

You must keep your inmate ID card on your person any time you are out of your cell. Do not let anyone use your ID card. The best place to keep this card is in your shirt pocket. When you are in your cell, place your ID card, right side up, in the window of your door with the picture facing out so the Deputy can see your name and picture. You must surrender your ID card to any staff member upon request.

INMATE COUNTS

There will be at least six "Formal Counts" per day. At the beginning of each "formal count" you will be instructed to "cell in or bunk up." Televisons will be turned off. At that time you must:

1. Go into your cell and close the door or get onto your bunk depending on the pod you are in.
2. Correctly place your I.D. card in the window of your door or on your bunk. If you are on a bunk, or otherwise not in your room or pod, having the ID card in your hand and presenting it to the deputy doing the count is acceptable.

Prior to lock-down each night a final formal head count will be conducted in the following manner.

1. In Pods with cells you will go to your room, close the door stand with one individual on each side of the door, ID card in hand, ready for the count. All inmates will remain in this manner until a Deputy scans your identification card.

2. In an open dorm go to your bunk and stand next to your bunk with your ID card in hand, until a Deputy scans your card. After formal you should bunk up for the night and remain quiet.

There will be numerous informal counts per day, therefore, whenever a Deputy enters your cell, remain where you are, do not move until the deputy leaves or instructs you to move.

INMATE GRIEVANCE PROCEDURE

You may submit a grievance about a condition in the jail if you think it is a problem or is unfair. You cannot grieve: disciplinary actions (there is an appeal process for that), classification decisions, incidents or problems which you were not party to, a collection of unrelated complaints, and no group grievances.

To file a grievance, you must follow the steps below **in the order shown**. You cannot skip one.

1. An inmate may request a Grievance Form from any Corrections Deputy at any time to bring to attention any perceived problems and proposed solutions. The Deputy will address any grievance within the scope of his/her authority and document any action taken regarding the request within five (5) working days.

2. The inmate may redirect the grievance to the Shift Supervisor for any complaint which cannot be reasonably resolved by the Deputy. The Supervisor will address any grievance within the scope of his/her authority and document any action taken on the form within five (5) working days.

3. If the complaint is not resolved to the inmate's satisfaction by the Supervisor, the inmate may send the Grievance Form to the Facility Supervisor or his designee. The Facility Supervisor or designee will address the complaint and document any action taken on the form within five (5) working days.

4. If the complaint is not resolved to the inmate's satisfaction by the Facility Supervisor, the inmate may send a **sealed** Grievance Form to the Sheriff. The Sheriff will address the complaint and document his decision on the form within ten (10) working days. The Sheriff's decision **will be final!**

Inmates may file an Emergency Grievance in the event that circumstances exist to warrant one. This will be filed directly to the Jail Commander in a sealed envelope, utilizing the same inmate grievance form.

INMATE REQUEST FORMS

The Inmate Request Forms (also known as kites) are available upon request. There are two of them. One will be for general questions, law library and visiting. The other form will be a Medical Request Form. This is **only** for the medical staff and doctor to answer and will be forwarded to them. There are separate forms to correspond with Columbia County Community Corrections or with Immigration Customs Enforcement (ICE)/Immigration.

INMATE WORKER ACTIVITIES

If you want to work in the jail, you will need to request and fill out an Inmate Worker Labor Agreement, then submit it into the mailbox. It may take several days to receive your copy.

Staff will select various inmates to do kitchen, custodial or maintenance jobs in the facility. Health care staff must clear you before you can participate in the worker activities, especially in the kitchen.

You may receive work time credit only if you are sentenced and your sentence order authorizes it. Any change of a job description or shift must be approved by a Supervisor.

INTERCOM SYSTEM

The call buttons in the cells are to be used for **emergency purposes only**. They are not to be used for any other communication. If the call buttons are misused, the inmate violating this rule will be written up for failure to abide by the rules of the Columbia County Jail.

LAW LIBRARY

All inmates of the Columbia County Jail will be given access to one hour in the law library per request. Use of the law library will be limited only by time and the need to maintain the safety and security of the facility. To gain access, you must submit a request form at least twenty-four (24) hours in advance. You will be expected to take a note pad and pencil with you to the law library to assist you in your research. All law books, reference material and other articles must remain in the law library to ensure equal access for all inmates. There will be very limited copying capabilities available to you for which your account will be charged a fee per copy. No inmate will be denied this service based on an inability to pay.

When you finish, you are required to leave the law library orderly and neat. Please be aware that corrections staff **cannot provide you with legal advice or legal assistance.** If you have any questions, please consult your attorney.

LIBRARY

All inmates of the Columbia County Jail will be afforded ample opportunity to have access to library books within the jail library. The books may be delivered by a cart. You may have up to six books at a time. All books must be returned to the library or the cart, prior to checking out more. If a search of your person or cell reveals that you have more than six books in your possession, you may be subjected to disciplinary action. Damaged books must be returned to a Deputy, immediately. Possession of damaged books may be grounds for disciplinary action. The six books do not include religious or educational. Discretion of Corrections Staff will determine whether the books are in fact religious or educational.

MAIL

POLICY

Jail mail handling procedures must support an inmate's need to communicate in writing to carry out legal business and maintain family and community ties. The procedures must also meet the Jail's need for efficient operations that preserve the good order, safety, and security of the facility, inmates, and staff.

DEFINITIONS

Book. A printed composition bound in a volume.

Contraband. 1) Controlled substances as defined in ORS 475.005(6). 2) Drug paraphernalia as defined by ORS 475.525(2). 3) Any currency or negotiable instrument. 4) Any item that a person in a correctional facility is prohibited by statute, rule, or order from obtaining or possessing, *and* whose use would endanger the safety or security of the facility or person in the facility. 5) An unauthorized item in an inmate's possession or in a cell, bunk, or common area. 6) An authorized item altered in any way. 7) More than the authorized number of an item.

Inmate Mail. Written correspondence to or from an inmate in the Columbia County Jail.

Indigent. An inmate who has less than $5 in his or her inmate account and has not had more than that amount for seven days.

Inflammatory material. Written or printed materials that pose a threat to the security, safety, or good order of the jail because it may incite or advocate physical violence against others. This includes material that advocates the supremacy or hatred of a racial, religious, national, or other group of people. (*Note:* Criticism of jail operations, programs, or staff, on its own, is not inflammatory material. If the criticism involves an illegal act or violates a jail rule, staff will handle it as that type of prohibited mail.)

Jail Commander. The Columbia County Jail Commander or his/her designee.

Jail Supervisor. Any Corrections Deputy designated at the rank of sergeant or higher.

Junk mail/Bulk mail. Printed materials, often sent as mass mailings, such as catalog advertisements, brochures, circulars, newsletters, and pamphlets whose primary purpose is to sell, promote or solicit for, a product or service. Junk mail/bulk mail may come using a variety of postage rates, including but not limited to bulk mail rates. Junk Mail/Bulk Mail may be solicited or unsolicited.

Legal mail. Incoming or outgoing mail addressed to or from an attorney.

Negotiable instrument. A written document that represents an unconditional promise to pay a specified amount of money upon the demand of its owner. Examples include checks and promissory notes. Negotiable instruments can be transferred from one person to another, as when a person writes "pay to the order of" on the back of a check in order to turn it over to someone else.

Official Mail. Incoming or outgoing mail addressed to or from the sheriff, jail command staff, probation authorities, district attorney, state attorney general, Governor, court, a court official, and other confining authorities, or addressed to or from the inmate's medical provider, or addressed to or from the inmate's religious leader, or addressed to or from the news media.

Periodical. A magazine, newspaper, newsletter, or other publication formed of printed sheets that is issued at regular, specified intervals by a publisher.

Prohibited Mail Notice A written notice that is:

A. mailed to the sender or intended receiver of inmate mail who is not incarcerated in the Columbia County Jail; and

B. is also provided (by jail staff) to the current inmate who is a sender or intended receiver of inmate mail,

when said mail has been confiscated by the jail for any reason (See Prohibited Mail Notice at the end of this chapter). A Prohibited Mail Notice MUST be provided to the sender AND intended receiver of all incoming and outgoing mail that is confiscated by the jail.

Publication. Periodicals and books.

Sexually explicit: 1) A pictorial depiction of any of the following: actual or simulated sexual acts (including sexual intercourse, oral sex, anal sex, or masturbation); sexual penetration; bestiality; sexual violence; sadomasochistic behavior; excretory functions; and exposed genitalia (to include pubic hair), anus or female nipple or areola, unless the exposure is for legitimate medical, religious, or anthropological reasons. 2) Sex acts involving children. 3) Materials that violate state and local obscenity laws. (*Note*: Whether the material is commercially produced or is personally made or written has no bearing on this definition.)

INMATE MAIL

Inmate Mail Limits and Restrictions/Overview

The Columbia County Jail will normally not limit, censor, or restrict the volume, language, content, format or source of inmate mail. However, some limitations are necessary to assure the safety, and security of inmates, jail staff, and the public, as well as to assure the efficient operation of the Jail.

1. **Specific Limitations on Inmate Mail.**

A. Publications. Publications are permitted in the Jail, subject to the following requirements:

1. An inmate must have someone outside the jail prepay for any publication he or she receives. An inmate may not engage in any delayed payment or credit ordering of publications while inside the jail.

2. Books. . Books must come directly from the publisher, a book club, or a bookstore. Books may be new or used. Books may not be larger than 9 inches by 12 inches. Books may not have plastic or metal bindings. Either hardback or paperback books are acceptable.

3. Periodicals. . Periodicals must be new and be mailed directly from the publisher or bookstore.

4. No blanket prohibition. Mail handlers will determine whether a specific publication violates jail rules. However, this determination must be made on a case by case basis. There shall be no blanket prohibition on any publication.

B. Legal and Official Mail.

1. A sender of legal or official mail is responsible for legitimately, properly, and clearly marking and addressing legal and official mail so that jail staff recognize it and treat it as being confidential, as follows:

(a) The return address on all incoming legal and official mail must have the sender's job, agency, or firm title and address either commercially preprinted on the envelope or a label, or as an ink stamp. The sender's name should be handwritten if not preprinted.

(b) The words "Legal Mail," "Official Mail," or similar designation must appear on the address side of the envelope. Jail staff will not assume the contents of any letter from an attorney, law firm, or government official is legal or official mail without the designation of "Legal Mail" or "Official Mail" on the address side of the envelope.

2. Staff will not open recognizable legal or official mail outside the presence of the inmate. They may only open it in the presence of the inmate to inspect it for contraband, but they will not read its contents.

3. Before legal or official mail leaves the pod, jail staff will verify that any letter marked as legal or official mail is addressed to a person that qualifies for that privacy protection.

4. Jail staff will pursue administrative, criminal, and disciplinary actions, as fitting, against all those involved in the fraudulent use of legal or official mail designations.

C. Other Prohibited Content/Contraband.

1. An inmate may not receive or send inmate mail that contains:

(a) Threats of physical harm, blackmail, extortion, or other criminal activity;

(b) Plans for escape, criminal activity, or activity that violates jail rules;

(c) Gang-related material;

(d) Information that, if conveyed, could result in physical harm to someone;

(e) Sexually explicit materials;

(f) Inflammatory material;

(g) Contraband including but not limited to such commonly mailed items as:

1. Books larger than 9 by 12 inches or with plastic or metal bindings;

2. Controlled substances as defined by ORS 475.005(6);

3. Foreign substances, such as bodily fluids, lipstick or perfume, glue, or paint or anything with an unusual stain or odor that indicates a foreign substance may be present;

(h) Cash or negotiable instruments;

(i) Food or beverages, electronic devices, clothing or similar personal property.

2. An inmate may not send or receive inmate mail that:

(a) is written in code or suspected code;

(b) was not sent through the United States Postal Service or other approved system;

(c) is to or from a person with whom the inmate is prohibited from communicating;

(d) would violate a court order;

(e) may produce a hostile work environment by sexual harassment or otherwise;

(f) is a credit or deferred billing transaction, such as "bill me later" subscriptions or merchandise bought on credit or collect-on-delivery terms;

(g) is fraudulently marked as legal or official mail;

(h) includes logistical information about an inmate's upcoming health care appointment(s).

D. **Sources of Incoming Mail.** Jail Staff will only accept incoming inmate mail that has been delivered by the U.S. Postal Service unless otherwise specifically authorized by the Jail Commander.

E. **Postage-Due Mail.** The jail will not accept or pay for incoming inmate mail with postage due.

3. **General Limitations on Inmate Mail.**

In addition to the specific limitations on inmate mail set forth above, additional limitations may apply in the following circumstances:

A. There is reason to believe that such correspondence would jeopardize personal safety, jail security or good order, inmate treatment, or would facilitate violation of the law.

B. Inmates may receive a disciplinary sanction that restricts non-legal and/or non official mail.

4. **General Provisions for Inmate Mail**

A. **Indigent Inmate Mail.** Indigent inmates may obtain an indigent hygiene kit through the commissary program once per week. No inmate will be denied a weekly indigent hygiene kit based on an inability to pay. The indigent hygiene kit consists of 2 sheets of paper and two postage prepaid envelopes, a pencil and hygiene items. Additional paper and envelopes are available for purchase through the commissary.

B. **Addressing Inmate Mail.** Incoming mail must have the inmate's booking name as part of the addressee information. Inclusion of the inmate's booking number is encouraged, but not required.

C. **Return Address.** Incoming mail must have the name and address of the sender. The return address on legal and official mail must have the sender's job, agency, or firm title and address commercially preprinted or stamped.

D. **Certified Mail/Special mail services.**

1. The inmate must have sufficient funds in his or her account to pay for all special mail services. A Jail Supervisor may approve credit to allow an indigent inmate to send certified mai, on a case-by-case basis. An inmate who needs to send a letter using certified mail must

fill out an Inmate Request Form. Any Corrections Deputy or Supervisor can process the request. You will receive proof of delivery from the post office when it returns.

E. **Inmate Request Form.** An inmate shall use an Inmate Request Form to request to mail oversize or overweight items, or for other special postal services. Funds will be drawn from the inmate's account to cover the costs.

F. **Junk/Bulk Mail.** Jail staff will accept solicited and unsolicited junk mail and solicited and unsolicited bulk mail for inmates, unless it violates other mail restrictions (such as containing sexually explicit content).

G. **Pre-Stamped Envelopes.** Jail staff will make pre-stamped First Class business size or manila envelopes available for inmates to buy from the commissary. Indigent inmates may obtain envelopes per paragraph 4.A.

H. **Inmate Mail Written in a Foreign Language.** *Incoming and outgoing* mail written in a language other than English may be interpreted prior to delivery to determine whether the mail violates these rules.

INCOMING INMATE MAIL

1. **Mail Intake.**

A. Incoming Inmate Mail will be processed at night.

B. Deputies will confiscate unopened mail when:

1. The addressee cannot be identified because of missing or incomplete information;

2. Prohibited items are affixed to the mail;

3. Foreign substances or stains are on the mail;

4. Odors, including perfume, are coming from the mail;

5. The mail can otherwise be identified as being or containing prohibited mail before it is opened;

6. The inmate is no longer in the jail.

C. If cash or negotiable instruments are found in inmate mail, the mail and funds will be confiscated and returned to sender. The Prohibited Mail Notice shall include the amount of funds, number, and issuing institution of any negotiable instrument as well as the payee's name if it was not the inmate's.

D. Day Shift Corrections Deputies will deliver mail to their pods after inspecting the mail for compliance with the Inmate Mail policy. Mail will be delivered as soon as practical, and may be delivered by passing it under the inmate's cell door. The only exception to this is for legal and/or official mail, which must be opened in the inmate's presence. The deputy

opening the mail in the inmate's presence will be careful not to read the content of the letter, and only verify that no contraband is inside the letter.

2. **Grievances/Appeals.** Inmates will use the Inmate Grievance procedure (found on page 6 of this Inmate Manual) to file grievances and appeals in regard to confiscated inmate mail.

3. **Mail Delivery**. Staff will normall deliver mail to inmates within 24 hours of receipt at the Jail. Reasonable exceptions are allowed when special processing is required, such as for mail delivered late in the day, mail needing translation, or mail held as evidence in a criminal or disciplinary investigation, etc.

OUTGOING INMATE MAIL

1. **General Mail Rules for Inmates**

Inmates—

A. May only use lead or colored pencils to write correspondence.

B. Must send inmate mail through the USPS or other approved system.

C. Must put their first and last name, booking number, and the jail address as the return address.

D. May not draw or write anything on the outside of an envelope other than name and address information and "legal" or "official" mail designations.

E. May not send out jail forms for others to fill out on behalf of the inmate.

F. May not send prohibited content or contraband. Inmates are subject to disciplinary action for doing so.

2. **Posting Outgoing Mail**. Inmates will place outgoing inmate mail, unsealed, in the designated mailbox located inside of their pod (except for the case of legal or official mail).

3. Outgoing legal or official mail shall be processed in this manner:

A. Inmates must obtain a correction deputy's verification that any legal or official mail complies with this Policy prior to the mail being sealed and placed in the designated mailbox in their pod.

B. The corrections deputy shall inspect the inmate's legal and/or official mail in the presence of the inmate for contraband only. The deputy shall not review or read the content of legal or official mail.

C. After inspecting the legal or official mail for compliance with this Policy, the corrections deputy will have the inmate seal the envelope and deliver it to the deputy for processing.

CONFISCATED MAIL

1. **Disposition**. Unless otherwise specified in the Inmate Mail Policy, any inmate mail that is confiscated pursuant to this Policy may either be returned to the sender, or stored with the inmate's belongings in the Jail's sole discretion based on the best interest of the Jail. A Jail Supervisor may authorize the destruction of any item that presents a health or safety risk if stored in the jail, or return it to sender, or as otherwise authorized by this Policy.

2. **Prohibited Mail Notice Required**. If a Jail Supervisor signs a Prohibited Mail Notice, the sender and addressee of the confiscated inmate mail must be notified of the confiscation whether the disposition was to return the mail, store it, or destroy it. However, if the mail is evidence in a criminal investigation, no notification will be given. Notice will be given through delivery of a Prohibited Mail Notice in the form attached to this Policy. The Prohibited Mail Notice will give the reason for the confiscation and explain the appeal process.

3. **Confiscation in whole.** Corrections Deputies will confiscate inmate mail in whole rather than removing contraband or obliterating individual pages, passages, or words of prohibited content.

4. **Stored Inmate Mail.** Corrections Deputies will use a Prohibited Mail Notice to inform the inmate of the confiscation and use a copy as a tag for the items placed in storage.

ADMINISTRATION

1. **Mail as Nuisance Contraband**. Inmates are responsible for getting rid of any mailed item exceeding the number of items allowed in their cells as nuisance contraband as defined on Page 3 of this Manual. An inmate may also transfer items to their bin in the property room.

2. **Mail Monitoring.** This section does not apply to legal or official mail. Inmate mail (other than legal or official mail) may be monitored for investigative purposes.

3. **Mail Complaints**. Staff members will direct mail complaints from the public to a Jail Supervisor. The Jail Supervisor should attempt to respond to the complainant within two business days. Appeals related to receipt of Prohibited Mail Notices shall be addressed pursuant to the following processes:

   A. Appeals by inmates. Inmates wishing to appeal a decision to deny delivery of incoming inmate mail or the mailing of outgoing inmate mail must follow the normal grievance procedure set forth in the Inmate Manual and Policy J207, *Inmate Rights*.

   B. Appeals by others. If a person believes that any incoming or outgoing inmate mail was improperly confiscated by the Jail, they may appeal the action to the Jail Commander by sending a written letter stating the specific reason(s) why the action was improper. The letter must be received within 15 days from the date of the Prohibited Mail Notice. Or, if no Prohibited Mail Notice was received, the letter must be received within 15 days from the date the person knew or should have known of the appealed action. The letter shall include the sender's name and return address. The Jail Commander will consider the appeal and will issue a decision on the appeal within 15 days of receiving the letter. However, if the Jail Commander made the initial decision regarding the mail in question, the Sheriff will consider the appeal and issue the decision. The appeal process will be set forth in the Prohibited Mail Notice.

4. **Change of Address Responsibilities and Forwarding Mail.** Inmates are responsible for submitting change of address requests to the publishers of publications they receive and to others that send them mail at the Jail. Corrections Deputies will normally not forward mail for inmates who are no longer in Jail custody. They will return correspondence and packages unopened to the sender and throw publications away.

5. **Holding Mail**. Corrections Deputies will normally not hold mail for inmates released or temporarily transferred to another facility. The Jail Commander may make exceptions.

6. **Returning Mail to Sender.** Before mail is returned to its sender, Corrections Deputies will obliterate any mail sorting bar code and will mark the mail "Return to Sender". A Prohibited Mail Notice will be mailed separately from mail that is returned unopened

   To return mail that was opened, a Corrections Deputy must repackage it and send it at the expense of the Jail to the sender. The Corrections Deputy will include a copy of the Prohibited Mail Notice with repackaged mail.

General Mail Rules:
We may open and inspect all mail for contraband and may read all personal mail.

We will provide an Inmate Mail Guide for members of the public. The guide, printed in its entirety below explains mail rules and what they can and cannot send you. People may also call (503) 366-4630 to get the information found in the guide or read it on the jail's web site at: www.co.columbia.or.us/sheriff

"Do" Mail Rules for Inmates

For mail, you must do the following:

1. Use only lead or pencils to write letters.
2. Keep the weight of correspondence in a pre-stamped envelope below 1 ounce (28 gm). To keep a business envelope to one ounce or less means the contents cannot be more that four 8-1/2" x 11" sheets of standard weight paper.
3. Keep your friends and family informed if you received periodicals they have purchased or subscribed for you.
4. When you are released or transferred from the jail, send change-of-address notifications to those that send you mail.
5. Put the return address noted on the sample envelope below on all your outgoing mail. Tell people sending you mail to use it to address mail to you. Write the recipient's full name and complete address legibly on any mail you send.

"Don't" Mail Rules for Inmates

You may not do any of the following:

1. Draw or write anything on an envelope or postcard in the address area other than name and address information.
2. Send out jail forms for others to fill out on your behalf.
3. Send prohibited mail.
4. Send out jail property.
5. Order publications on credit or delayed billing from the jail.
6. Operate a commercial business or nonprofit organization from the jail.
7. Order correspondence courses unless you have a jail command officer's approval.
8. Conduct commercial or personal business transactions or request services from a government agency unless you have a jail command officer's approval.

Sending and Receiving Mail

You may send and receive correspondence only through the U. S. Postal Service. Any type of mail that is delivered by the U.S. Postal Service will be accepted in the jail subject to restrictions designed to protect the safety and security of the jail. The jail internal mail system is for communicating only with jail staff. Any transfer of written communication on your part that does not comply with mail rules and procedures is a rule violation that subjects you to discipline. This includes sending notes to other inmates or notes, postcards or mail to anyone by way of a contact visit, court appearance, or transport. People may not leave mail, messages, or notes for you at the jail.

Except in unusual circumstances and on holidays or weekends, we will deliver incoming mail to you within 24 hours of its receipt. We will put outgoing mail in a pickup box within 24 hours of receiving it from you. There is no pickup by the post office on weekends and holidays.

It is important that you use a person's complete and correct address when sending mail. If someone says he or she did not receive something you sent and you did not receive a confiscation notice from us, it is a matter for you to resolve with the post office—not the jail. For your convenience, the addresses of commonly contacted government agencies are in appendix 2, Government Pages.

We do not forward mail. If we receive mail for you and you are not here, we will return it to the sender. (Please tell those sending you mail to put on return addresses. We confiscate mail without return addresses or return it to the post office if you are no longer in jail.)

Mail Confiscation:

We will give you a confiscation notice for mail we confiscate. We will return stored confiscated mail to you when you are released, if it was not disposed of for health or safety reasons. You may submit a grievance to ask for its return before then. We will return to sender any form of prohibited mail, along with a prohibited mail notice and notice of appeal. You will also get a notice that we have returned prohibited mail to the sender.

Use of Envelopes

You may use an envelope sold through the commissary to send all types of mail.

Sending Certified Mail

You may send a letter using U. S. Postal Service Certified Mail and Return Receipt mail services. You will get receipts that you sent the letter and that the letter was received by the addressee. We will charge you the standard postal rates for these services. You must have money in your inmate account to pay the postal rates or have appropriate approval if you are indigent. A deputy will supply you with a request for Certified Mail form that you need to fill out and submit along with the letter.

Outgoing Mail

Inmates will place all outgoing mail (that is not legal or official mail) in unsealed envelopes or postcards in the mail drop located in the day room of each housing unit. Outgoing mail that is either Legal or Official Mail shall be presented unsealed to a deputy prior to evening mail collection. The deputy will not read the Legal or official mail, but shall inspect the contents for contraband. After the deputy is sure the Legal or Official Mail complies with policy, the mail will be handed back to the inmate to be sealed. The inmate will then return the sealed envelope containing Legal or Official Mail to the deputy, who will process the mail with the other outgoing mail. You are expected to legibly address your correspondence and use the proper postage. All outgoing mail must list the following return address:

Your full name
Columbia County Jail
901 Port Avenue
St. Helens Oregon 97051

For a summary of the inmate mail rules, refer to the guide printed below:

INMATE MAIL GUIDE

This Guide is intended to be a summary of some of the provisions in the Inmate Mail Policy that may be of most interest to members of the public. The Guide IS NOT intended to be a complete description of all policies related to Inmate Mail. For detail please see the Inmate Mail Policy.

Jail Policy

Jail mail-handling procedures support both the inmates' and the public's need to communicate in writing, to carry out legal and official business, and maintain family and community ties. Procedures also meet the Jail's need for efficient operations that preserve the good order, safety, and security of the facility, inmates, and staff. To that end, the following guide has been prepared to assist the public in complying with the Inmate Mail Policy.

The Jail's general Policy is that it will not limit, censor, or restrict the volume, language, content, format or source of inmate mail. However, some limitations are necessary for the security of inmates, jail staff, and the public, as well as for the efficient operation of the Jail.

Inmate Mail. Inmates may generally send and receive mail in any form delivered by the U.S. Postal Service. Personal property such as food, beverages, clothing and similar items are not allowed to be mailed to and from inmates and will be confiscated. Photographs are allowed provided they don't otherwise violate the Policy.

Publications. Inmates may receive publications, including but not limited to, books, magazines, newsletters and newspapers. However, the publication must be mailed directly from the publisher, book club or a bookstore.

Addressing Inmate Mail. Inmate mail must have the inmate's booking name as part of the addressee information (booking number is encouraged but not required). Incoming mail must have a return address including the name and address of the sender.

Prohibited Mail. Jail staff will not allow an inmate to receive or send mail that—

1. Contains—
   - A. Threats of physical harm, blackmail, extortion, or other criminal activity;
   - B. Plans for escape, criminal activity, or activity that violates jail rules;
   - C. Gang-related material;
   - D. Information that, if conveyed, could result in physical harm to someone;
   - E. Sexually explicit materials;
   - F. Inflammatory material;
   - G. Contraband materials including but not limited to such commonly mailed items as:

(1) Books larger than 9 by 12 inches or with plastic or metal bindings;
(2) More than three books in a single piece of mail;
(3) Controlled substances as defined by ORS 475.005(6);
(4) Foreign substances, such as: a) bodily fluids; b) lipstick or perfume; c) glue or paint; d) anything with an unusual stain or odor that indicates a foreign substance may be present;

2. Is written in code or suspected code;

3. Was a form of written communication not sent through the USPS or other approved system;

4. Is to or from a victim of a crime that the inmate is in custody for in either pretrial or sentenced status;

5. Would violate a court order;

6. May produce a hostile work environment, such as sexual harassment;

7. Is a credit or deferred billing transaction, such as "bill me later" subscriptions or merchandise bought on credit or collect-on-delivery terms;

8. Is fraudulently marked as legal or official mail.

For more specific information about prohibited mail please review the full Inmate Jail Policy J603.

Appeals. Both the inmate and an outside person have the right to appeal a decision to confiscate inmate mail. With very limited exceptions, the Jail will provide a Notice of Prohibited Mail to both the sender and addressee when inmate mail is returned or confiscated. The Notice of Prohibited Mail will explain the reason why the inmate mail was returned or confiscated and will explain the appeals process. The appeal process for an inmate follows the Jail's normal grievance process. The appeal process for everyone else requires a letter explaining the reason for the appeal, and providing contact information. The letter must be received within 15 days from the date of the Prohibited Mail Notice. The Jail will respond within 15 days of receipt of the letter.

MEALS

Meals will be served three times daily at approximately 6:30 A.M., 12:00 P.M. and 5:00 P.M. Pre-classification and disciplinary inmates may be required to eat in their cells. All others will line up for service, and will eat at the tables provided in the day rooms. If you choose not to eat, please advise the deputy. Televisions will be off during the serving of meals. Once the meals have been served and the Deputy leaves the pod, the television may be turned back on.
Do not save food from meal service.

All special personal preference diet requests, such as vegetarian meals, must be pre-approved by the jail supervisors. All inmates on a personal preference diet will be charged a fee of $ 1.00 per meal, to be taken directly out of their individual inmate trust account to cover the additional cost of these meals. Indigent inmates will not be eligible to receive this type of special diet.

MEDICAL SERVICES

The Columbia County Jail will provide emergency medical, dental, and mental health care to all inmates regardless of their ability to pay for such services. No inmate will be denied care for serious health care needs based on the cost of medical services or the inmate's inability to pay for health care. All medical visits initiated by you will be assessed a fee which will be charged to your personal money account. You will be financially responsible for any elective surgery or other treatment you may request from your personal physician, dentist or other provider.

Medical screening or appraisals at intake, or for inmate workers will be provided at no cost to you. All Detainees will receive a medical evaluation within their first 14 days of incarceration.

Prescription medications: You will be charged for all prescription medication prescribed for you and purchased by the jail on your behalf.

Over the counter medications such as; Tylenol, Aspirin, antacid etc., will be available from our medical department for a small charge.

MEDICATION

Health care staff may fill prescriptions at their discretion. Health care staff may discontinue prescribed medication as directed by the jail health care supervisor or physicians. If you came from another correctional facility and had your medication transferred with you, the transporting Deputy will give your medication to the health care staff. If you are leaving our jail and going to another jail, the transporting Deputy will get your medication from the health care staff and transport it with you.

As a warning, any abuse of your medication may result in the discontinuation of your receiving the medicine.

MEDICAL GRIEVANCES

In case of any unresolved problem regarding medical, dental or infirmary care, you may follow the grievance procedures outlined in this manual.

MENTAL HEALTH SERVICES

Columbia Community Mental Health is the provider of these services for the facility. If you feel the need to see a mental health professional, contact a Deputy or the health care staff. Once Staff refers the inmate to Columbia Community Mental Health, the decision on whether or not to provide services is at the sole discretion of Columbia Community Mental Health.

MONEY ACCOUNTS

Each inmate in the Columbia County Jail will have a "money account" established during the booking procedure. Funds may be deposited 24 hours per day seven days per week, via Visa or Mastercard by a toll-free phone call to 1-866-232-1899, via internet at: www.touchpaydirect.com or by depositing cash into a kiosk in the Sheriff's Office lobby. The depositor needs the inmate's name, booking number, and Facility Locator No., which is 297001. All purchases will be deducted from the account. Funds deposited to an account showing a negative balance will be deducted from that balance. The positive balance, if any, is available for the inmate's use. The balance will be refunded to the inmate upon discharge. Inmates who possess a negative balance on their account will not be denied their basic medical needs such as medical care and hygiene items. With a negative balance an inmate may request to participate in the 50/50 program at which time 50 % of any funds placed into the inmate account will go towards the negative balance and the other 50 % will be placed on the inmate's account ,available for use on individual items in the Jail.

OUTDOOR RECREATION

An open air recreation area is provided in the jail for your use as scheduled throughout the day. Central Control will notify each of you of your recreation time. When you are called for outdoor recreation, you need to be ready to go. You will leave the Pod in groups of six. No one will be allowed to depart the Pod late for recreation. The TV may be turned off while Control is calling for rec, and while people are leaving.

The following rules apply while using the open air recreation area:

1. Do not yell or attempt to communicate in any way with the people outside the recreation area, except for Corrections Staff.
2. Do not engage in "horseplay." We do not want people to get injured.
3. You must wear a minimum of a T-shirt, pants and shoes . Movement to or from outdoor recreation will require the complete uniform, including your ID card.
4. DO NOT take anything other than your ID card with you to outdoor recreation. This includes papers, candy, food items and anything that can be used to write or color with. If you are found with these items, disciplinary action may be taken.

PERSONAL PROPERTY

All personal property items will be stored in the secure storage area of the Columbia County Jail. No personal items will be allowed to be kept on an inmate unless approved by the Jail Commander in writing.

PROGRAM SERVICES

If and when available, you have the opportunity to participate in a variety of program activities. Recommended programs assist you in making constructive use of your time and to make positive changes in your life. We have grouped these into two main categories:

Voluntary activities Inmate worker activities

You may participate in activities in one or all of these categories depending on your:

Sentencing status
Length of sentence
Assessments results
Classification

PROPERTY TRANSFERS

You must follow these guidelines regarding your property:

1. You may release your personal property to any adult outside the facility on an "all or nothing" basis. The adult must present a state driver's license, state ID card, passport or military ID to jail staff, to ensure property is released to the proper individual. A signed inmate request form from you is required.

2. Release of property is available Monday through Friday from 3:00 P.M. until 4:00 P.M. ONLY.

3. The following exception applies when: An Inmate is committed to a state prison and must release all personal property including their clothing prior to being transported to a state facility.

If the property is not picked up prior to the inmate's departure, it will be forwarded to ODOC with the inmate.

4. We do not allow personal property to be dropped off for inmates, except for medical items which will be checked and approved by medical staff first. Clothes may be brought in if the situation calls for it. This will be at the discretion of the jail Supervisors.

SANITARY INSPECTIONS

Deputies will inspect each housing unit daily to ensure it is a safe and clean environment. You will need to follow basic sanitary practices to ensure your cell area meets the sanitation requirements and pass the sanitation inspections. If your cell does not meet sanitation requirements, you will lose

privileges and be instructed to clean the area. If the day room, shower area and outside recreation areas do not meet sanitation requirements, the entire housing unit may lose privileges. These privileges are those listed at the beginning of this manual. If you or your housing unit lose privileges, they will be reinstated if you pass the next regularly scheduled inspection.

SANITARY PRACTICES

It is your responsibility to keep your cell clean and uncluttered. It is also the responsibility of each member of the housing unit to keep the day room, shower and outside recreation area clean. You will be provided with cleaning supplies and are expected to use the cleaning supplies as much as necessary to ensure you live in a clean environment.

You are to follow these rules for a clean and healthy housing unit:

Clean your cells, including the sink, toilet, floors and door windows daily.
Pod Porters will clean day room areas daily.
Pod Porters will clean the following, but not limited to: Tables, floors, stairs, walls, showers, bathroom areas, railings, and windows.
Keep the walls clean and free of graffiti or marks of any kind.
Place all garbage in the trash cans in the housing units.
Keep all pictures and papers off the walls, bunks, bottom of bunks. Do not hang, stick, or paste pictures or papers to the walls, bunks or any where else in the facility.
Keep commissary food items in your property container. (Gray totes)
Do not save food from meal service.
Wash your hands frequently.
Participate in laundry exchange twice weekly.
Shower at least twice weekly, but we strongly encourage you to shower daily.
Keep the showers clean, and free of excess soap and shampoo bottles.
Keep your gray bin or tote clean
Perform any other duties that Corrections Staff may assign.
Keep your room or bunk area uncluttered of excess items. This includes legal papers. Ask staff for assistance if you have a large amount of legal papers to store.
Vents for air circulation should be kept clean and obstruction free.

SEARCHES

Jail staff may conduct random unannounced searches of your person or of items in your possession, and in any area of the jail at any time. Your personal property and/or living area may be searched without your permission and whether or not you are present.

SELF-ESCORT

Most inmate movement within the jail, including visiting, medical, programs, work assignments Etc., will be unescorted unless you abuse the privilege. You are expected to conduct yourself in an orderly fashion at all times. Inmates moving unescorted through the facility may not talk to other inmates, may not touch the walls or the glass, loiter or detour while en route to their destination. When leaving an area, you need to state your name and where you are going to Central Control. Any inmate who abuses these rules will be subject to disciplinary action and may lose their opportunity for unescorted movement. The exception will be any inmate who is classified as maximum security and who needs to be escorted in the facility at all times.

SICK CALL

If you need to see medical personnel, fill out the appropriate Inmate Medical Request form. Each day the Medical Staff will address these issues upon receipt of the Request forms.

SPECIAL DIETS

You must direct all requests for medical diets to the heath care staff for approval. If you need a special diet for medical reasons, please submit a request slip to the health care staff. If you need a special diet for religious reasons, please submit a request form. A Deputy will pick up the form from you and give it to a supervisor for approval. If approved, the religious diet will remain in effect for the length of your incarceration. Be aware that there may be a charge assessed for the extra cost associated for the special meal.

TELEPHONE PRIVILEGES

Your use of jail telephones is a privilege. Jail staff may limit your telephone use for reasons of safety, security, good order, or sanitation of the jail. Inmates classified to housing units will be allowed to use telephones from 0800 hrs to approximately 2200 hrs, based on the operations of the housing unit you are in. Conversations on any telephone in the jail may be monitored and/or recorded without further notice. You are consenting to this monitoring when you use the jail telephones.

There are some local attorney's phone numbers that have been set up as non collect so you can call them directly from the telephones in the pods. Confirmed attorney phone numbers are blocked from the monitoring system.

All telephone calls from a housing unit are a collect call or by the phone cards that you purchase here. The phone cards are able to be used upon release from the Columbia County Jail. Telephone calls are limited to15 minutes each. The telephone system will warn you before the 15 minute time period is up so you can end your conversation.

Inmates are not allowed to receive incoming telephone calls. Jail staff will deliver verifiable emergency messages to you.

> REMINDER: TELEPHONES ARE A PRIVILEGE. DO NOT ABUSE THE SYSTEM. ANY DAMAGE TO THE PHONE WILL RESULT IN A DISCIPLINARY HEARING AND A CRIMINAL CHARGE BEING FILED AGAINST THE INMATE.

TELEPHONE SERVICE NUMBER

If you or your family have any questions about billing or connection problems concerning the inmate phones, please call the service provider at 1-866-230-7761. We have a brochure available to answer more questions if you need it, please ask and we will provide it.

TRANSFER TO WORK RELEASE CENTER

The Courts and/or Supervisory Authority may consider you for transfer to the Work Release Center if authorized on your sentence order. These transfers are not automatic. Jail staff must approve all transfers.

Factors considered in transfer decisions will include:
Judge's approval
Length of sentence.
Individual needs.
Available space.
Classification.
Demonstration of compliance with jail rules, expectations and responsible behavior.

If you are interested in participating in any programs, you must submit a request on an Inmate Request Form. Misbehavior or administrative concerns may prevent access to these programs. Disciplinary write-ups or actions will affect program eligibility.

VISITING

All public visits will be scheduled by the Inmate requesting the visit. The inmate must contact prospective visitors by phone or mail, and determine an acceptable visiting date. Time slots may be used on a first come, first serve basis. Visitors are encouraged to arrive 10 to 15 minutes early to sign in. If all of the slots are taken for that time frame they can either wait till the next times start for that pod, if it is available, or return on another day. Visits will start on the hour and half hour.

Authorized visitors shall be members from the inmate's family, and friends age 18 and older. Visitors under the age of 18 must be accompanied by a parent or legal guardian. Attorneys and clergy are not considered public visitors.

Inmate visitation is a privilege and while the Columbia County Sheriff's Office encourages visitation, that privilege must be regulated to protect the needs of the entire jail operation. The amount of time allotted for visitation is based upon the classification and status of each inmate.

Classification is based upon the inmate's current charges, criminal history and current demeanor. All inmates will be allowed a maximum of two thirty (30) minute visits per seven (7) day period (Sunday through Saturday), as time and space allows.

Inmates assigned to Disciplinary Segregation will not be allowed visitation privileges.

Inmates not yet assigned to a housing unit or who are housed in the pre-classification unit, will not be allowed public visitation.

Inmates serving a sentence of seventy-two hours(72) or less will not be allowed public visitation.

Due to space limitations, acceptable visiting combinations are limited to:

1. One Adult
2. Two Adults
3. One Adult and One Child
4. One Adult and Two Children
5. Two Adults and One Child

Inmates have the right to refuse any visit, however that right should be exercised prior to visiting time.

All inmates wishing to receive public visits must establish a visiting list of not more than five (5)

people. Persons not on the approved list will not be allowed to visit. You are able to change your visiting list once every 30 days from the time you establish your list. You need to fill out the visitation part of the request form to make the changes. The minimum information required for each person will be:

1. Visitor's full name
2. Date of birth
3. Relationship
4. The name of any child who may be in the company of his/her parent or guardian.

The visiting schedule will be posted in the housing units. Visiting times and days are subject to change periodically, so please refer to the schedule when talking to your loved ones.

SPECIAL VISITS

Special considerations may be given for emergency and/or special situations where normal visiting procedures may not be practical. Such situations as the death of a family member or close friend, serious injury of a family member or visitors traveling great distances, who have arrived unexpectedly may be considered on a case-by-case basis by the Supervisor or Corporal on duty. All special visits will be subject to the same rules and requirements as regular visitation. Special visits may be conducted in the Attorney Visiting Rooms if available and necessary due to other visitation which may be in progress.

VISITS WITH ATTORNEY

Inmates shall be given the opportunity to visit their attorneys at reasonable times, consistent with the safety and security of the facility. All visits will be scheduled by the attorney.

VISITS BY CLERGY

Clergy Visits will be handled as a regular visit. The member of the Clergy you want to have a visit with will be added like a normal visitor just like it is described in the regular visiting rules. They will be allowed to visit you on the regular date and time for the pod you are assigned to. The Clergy member will not count against you for the five people you are allowed to have on your visiting list. The Columbia County Jail provides non denominational religious services once per week and individual bible study twice per week.

VOLUNTARY ACTIVITIES

All general population inmates may have access to voluntary activities. These activities include but may not be limited to:

Religious services
Narcotics Anonymous (NA) and Alcoholics Anonymous (AA) groups
Religious based life skills classes
Individual educational tutoring (21 and under)
Recreational library
Law library

A sign up sheet for the voluntary activities will be posted in your housing unit. You must sign up on

the provided list to be able to participate. Remember that participation in these activities is a privilege. Participation is dependent on your continued cooperation and responsible behavior.

WAKE UP AND LOCK DOWN

Day room and cell lights will be turned on at 6:00 A.M. daily. Make your bed and dress for breakfast. Breakfast service will begin at approximately 6:30 A.M. daily. Day room lights and television will be turned off by about 10:00 P.M. and the cell lights will be turned off at 10:00 P.M.. All inmates must be on their bunks at "lights out" and are required to remain quiet.

Each inmate is expected to completely clean your room and area, make your bed, dump trash cans, etc. when the cleaning supplies are available to you. Be aware that there are usually some cleaning materials available at all times.

MINOR RULE VIOLATIONS PROCEDURES

1. The accused inmate shall be served with a minor rule citation by the citing Deputy as quickly as is practical, after the violation is discovered, but in no case shall it be longer than 24 hours after the investigation is complete.

2. The inmate will sign the misconduct report and acknowledge receipt of alleged violation(s) and the right to appeal. The inmate may enter a plea of "Guilty" or "Not Guilty".

A. Upon entry of a "Guilty " plea, a Deputy will schedule an informal hearing for possible sanctions to be imposed.

B. Upon entry of a "Not Guilty" plea on the misconduct report or upon request for a formal hearing the incident will be handled the same as a Major Violation.

MINOR RULE VIOLATION SANCTIONS

Sanctions resulting from a guilty plea on a Minor Misconduct Report may include:

a. Verbal warning.

b. Creative sanction appropriate to the offense (i.e. extra work detail, etc.).

c. Housing Unit lock down not to exceed 24 hours.

d. Disciplinary segregation not to exceed five (5) calender days for a single violation. Inmates may receive separate lock down time for each marked violation. This should not exceed a total of fourteen (14) calender days.

e. Re-Classification

f. Probation for up to 30 days.

g. While in disciplinary segregation there is no access to programs.

Inmates get one hour out each 24 hours. Telephone (except legal) and television use may not be permitted. Commissary choices are restricted. Personal visits are suspended for the duration of the segregation. Book cart or library access is permitted; however, this privilege may be taken away as a sanction.

MINOR RULE VIOLATIONS

01 Possession of Nuisance Contraband: Any authorized item found in an inmates possession that has been altered or is in excess of the authorized amount.

02 Arguing: Any disagreement which becomes disruptive, loud or obnoxious.

03 Possession of another inmates property.

04 Unauthorized use of facility property or equipment (i.e. washers/dryers, barber equipment etc.)

05 Acting as a lookout

06 Being in an unauthorized area without corrections staff present.

07 Purposefully obstructing the view of Corrections Staff.

08 Inappropriate remarks or misuse of the inmate request forms or any of the forms or paperwork handed out or used in the facility.

09 Unwarranted emergency calls.

10 Horse Playing: Any aggressive or faked aggressive actions, which may lead to or be mistaken for a physical altercation.

11 Disrespect to other inmates (i.e. name calling, profanity or accusations directed at another inmate).

12 Cursing, uncontrolled use of profanity or obscenities that may be considered offensive to others.

13 Excessive noise.

14 Failure to properly maintain living area.

15 Hanging paper, linen, clothing, etc. on light fixtures, walls, ceilings etc.

16 Failure to maintain personal hygiene.

17 Improper attire (i.e. not following the dress code stated in the manual).

18 Displaying or demonstrating gang affiliations (i.e. hand gestures, hand in pants, low riding

trousers, etc.).

19 Graffiti: writing, drawing or marking on any of the surfaces of the facility.

20 Posting any type of picture, drawing or any other material on the walls, bunks or any the surfaces of the facility.

21 Misuse of the intercom system.

22 Disrespect towards any Staff Member or Sheriff's Office Employee

23 Disruptive Behavior

24 Unauthorized use of the typewriter. (Law Library)

25 Lying to Staff Members.

26 Other

MAJOR RULE VIOLATION PROCEDURES

All Major Rule Violations will be handled through a formal disciplinary process, and require a formal hearing.

1. When an inmate commits, or is believed to have committed a Major Rule Violation, the inmate will be immediately placed on pre-hearing segregation status pending the outcome of the disciplinary hearing, regardless the nature of the alleged conduct. This can cause restriction in your privileges.

2. The accused inmate shall be served with a Major Rule Citation and the Inmate Rights form by the citing Deputy as quickly as is practical, after the violation is discovered, but in no case shall it be longer than 24 hours after the investigation is complete.

3. The inmate will have a hearing before a hearings officer within five (5) days of the incident excluding Saturdays, Sundays and Holidays. The inmate will be notified at least 24 hours prior to the hearing.

4. After the hearing, the hearings officer can render a decision immediately or within 72 hours.

A. If the inmate is found "Not Guilty", the inmate will be restored to the same status and privileges as before charged.

B. If the inmate is found "Guilty", the Hearings Officer will impose an appropriate sanction from the Major Rule Violation Sanction list.

MAJOR RULE VIOLATION SANCTIONS

Sanctions resulting from a finding of "Guilty" in a hearing for a Major Violation may include the following:

1. Temporary or permanent change in programming to include:

   A. Change in housing assignments. (i.e. re-classification)

   B. Change in custody status.

   C. Removal from work status with concurrent suspension of credit for work, as directed by O.R.S. 169.120

2. Reclassification to Disciplinary Segregation for no more than sixty (60) days for all (multiple) violations arising out of one incident (only 30 days maximum on a single violation) and giving credit for time served as appropriate.

3. Loss of Statutory Good time and modification of release date in accordance with O.R.S. 169.110.

4. Suspension of any part, (or all of the above if appropriate), along with information of expected conduct to avoid imposition.

5. Any combination of one (1) through four (4), listed above.

6. Unless medically or psychiatrically required, no segregated inmate shall be denied clothing or bedding that is allowed to general population inmates.

7. Segregated inmates shall be provided the same food as general population inmates.

8. Personal hygiene items and shower facilities will be provided regularly to segregated inmates, unless there are documented security reasons which would prohibit them.

9. While in disciplinary segregation there is no access to programs. Inmates get one hour out each 24 hours. Telephone (except legal) and television use is not permitted. Commissary choices are restricted to hygiene items only. Personal visits are suspended for the duration of the segregation. Book cart or library access is permitted; however this privilege may be taken away as a condition of the sanction.

MAJOR RULE VIOLATIONS

40 Habitual Misconduct: 3 or more separate minor rule violations within 30 days.

41 Refusing to comply with a Deputy's/ Staff/ Kitchen Staff directives.

42 Tampering with or destruction of Identification Card

43 Refusing to lock down on command, or during a disturbance.

44 Refusing to go to court.

45 Tampering with security devices/ facility equipment.

46 Threatening or strong arming another inmate.

47 Giving false information to a Deputy.

48 Creating a disturbance while on lock down (i.e. banging doors, excessive noise, flooding the cell, etc).

50 Threatening staff members

51 Smoking, or possession of smoking paraphernalia.

52 Possession of unauthorized beverages (i.e. pruno).

53 Indecent exposure.

54 Theft.

55 Extortion.

56 Destruction of, or Defacing County property.

57 Possession of illegal drugs or prescription medications belonging to another or misuse of prescribed medications.

58 Participation in organizing or recruiting for gang related activities.

59 Sexual misconduct/ homosexual activities

60 Fighting.

61 Assault on another inmate.

62 Assisting a suicide

63 Possession of a weapon.

64 Assault on a staff member.

65 Attempted or actual escape, or possession of an escape plan.

66 Participating in or inciting a riot.

67 Taking a hostage

68 Arson

69 Rape or Sodomy.

70 Homicide.

71 Violation of any Criminal Code

72 Tampering with or altering any other person's food.

73 Other.

VIOLATIONS APPEALS PROCESS

All appeals must be submitted to the Facility Supervisor or their designee within 72 hours, following the decision. The Facility Supervisor or designee will review the recommendations and return the appeal form to the inmate within five (5) working days of the appeal. The response time may be extended due to extenuating circumstances or further investigation, with written notice to the inmate of the reason(s) for the delay. Ask a deputy if you need a form.

SEXUAL ASSAULT AWARENESS

DID YOU KNOW?

Rape and sexual assault happens to females and males of all ages, from infancy to senior years.

98% of males who have raped boys reported they are heterosexual. Most males who assault men or women are married or report having girlfriends.

Sexual assault had nothing to do with the victim's present or future sexual orientation. Victims may be either heterosexual or homosexual.

A survivor is not at fault for the rape, even if she/he was in a secluded area, or had previous consensual sex with the attacker.

The fact a male victim of sexual assault ejaculated or became sexually aroused does not mean they were not raped or that they gave consent. These are normal, involuntary physiological reactions.

It is common for survivors of sexual assault to have feeling of anger embarrassment, panic, depression, guilt, and fear after the attack. Other common reactions include loss of appetite, nausea or stomachaches, headaches, loss of memory and/or trouble concentrating and changes in sleep patterns.

FACTS FOR THE INMATE THAT SEXUALLY ASSAULTS OTHER INMATES:

All cases of sexual assault will be referred to the Enforcement Branch or Major Crimes Team (MCT) for criminal investigation. You may be prosecuted and if found guilty of a felony, you may be sentenced to prison time (up to 100 months for each Rape I or Sodomy I conviction). Any sex offense conviction will automatically add sex offender conditions when you release, which may require you to register as a sex offender per ORS 181.594. This registration requirement is for life. You also be deemed as a "Predatory Sex Offender," which would require community notification upon your release.

Regardless of how you choose to characterize it, any sexual activity will increase your risk of HIV infection, along with exposing you to other sexually transmitted diseases.

If you have trouble controlling your actions seek help from mental health staff and/or consider participating in programs designed to control anger or reduce stress. To reduce immediate feelings of

anger or aggression, try talking to or writing a friend, meditate or do breathing exercises to relax, work on a hobby, or engage in some type of exercise.

SEXUAL ASSAULT

Sexual assault as defined by Columbia County Jail policy is "Sexual conduct where force or threat of force is used, or when the person is unable to consent because of age or incapacitation (mental defect, mental incapacitation, or physical helplessness). Sexual conduct includes: vaginal penetration by a penis; contact between the genitals of a person and the mouth or anus of another person; penetration of the vagina, anus, or penis of another person with any object other than the penis or mouth; touching of the sexual or intimate parts of someone or causing someone to touch the sexual or intimate parts of another for the purpose of sexual gratification." Any behavior or act of a sexual nature directed toward an inmate by an inmate, employee, volunteer, visitor, contract employee or other agency representatives. This includes acts or any attempts to commit such acts including, but not limited to, sexual contact, inappropriate behavior of a sexual nature, unreasonable invasion of privacy, conversations or correspondence that suggests a romantic relationship between an inmate and any party referenced above.

Sexual assault affects everyone, either directly or through the experience of those we care about. It is not only a woman's issue as it can affect persons of any gender, age, race, ethnic group, socioeconomic status, sexual orientation, or disability.

The statistics are proof of this problem: According to the National Crime Victimization Survey (NCVS), in 2002 there were 247,730 victims of rape (This number does not include victims 12 or younger), seven out of every eight rape victims were female, and one in every eight rape victims was male. A 1998 study indicates that about 2.78 million American men have experienced an attempted or completed rape and one out of six American women have experienced an attempted or completed rape.

SEXUAL ASSAULT AVOIDANCE

The only rape that can be prevented is when a potential rapist chooses NOT to rape. However, you may avoid an attack by keeping the following safety guidelines in mind:

Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, LEAVE.

Don't let manners get in the way of keeping yourself safe. Don't be afraid to say "NO" or "STOP IT NOW".

Walk and stand with confidence. Many rapists choose victims who look like they won't fight back or are emotionally weak.

Avoid talking about sex and casual nudity. These things may be considered a come on, or make another inmate believe that you have an interest in a sexual relationship.

Do not accept canteen items or other gifts from other inmates. Placing yourself in debt to another inmate can lead to sexual favors.

Avoid secluded areas; position yourself in plain view of staff members. If you are being pressured for sex, report it to a supervisor immediately.

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

If the attack has just happened…….

Get to a safe place.
REPORT THE ATTACK TO A STAFF MEMBER IMMEDIATELY.

The longer you wait to report the attack the more difficult it is to obtain the evidence necessary for criminal and/or administrative investigation.

Request immediate medical attention. You may have serious injuries that you are not aware or, and any sexual contact can expose you to sexually transmitted diseases.

Do not shower, brush your teeth, use the restroom, or change your clothes. You may destroy important evidence.

If you have been attacked or witness an attack, but you are unwilling to report it in person to a CCSO uniformed staff member, then you may speak with a counselor, chaplain, medical staff, write a sealed letter to any command staff member, or contact a CCSO Detective at 503-366-4650.

Later on…..
Seek the support of a trusted friend, family member or staff member, such as the Chaplain or the counseling staff. The days ahead can be traumatic and it helps to have people who care about you supporting you.

Seek professional help. Mental Health staff are available for crisis care 365 days a year, to listen and offer support.

EXHIBIT 61

TO

DECLARATION OF KATHERINE CHAMBERLAIN IN SUPPORT OF PLAINTIFF'S MOTION FOR PARTIAL SUMMARY JUDGMENT ON CLAIMS FOR DECLARATORY AND INJUNCTIVE RELIEF

January 2, 2008

INMATE MAIL

PURPOSE

The purpose of this procedure is to describe how the inmate mail system works within the Columbia County Jail and to explain the allowances and restrictions therein.

POLICY

It is the policy of the Columbia County Sheriff's Office to provide for and encourage the maintenance of important ties with families, friends, attorneys and the community by use of the U.S. Mail.

I. GENERAL INFORMATION

A. Regulations

1. Inmate mail will be picked up and delivered on a daily basis excluding weekends and holidays.

2. The volume of mail an inmate may send or receive will be limited only to a reasonable amount as it impacts the ability of jail staff to process it.

3. Writing material and stamped envelopes will be available for purchase through commissary for all inmates with funds.

4. Indigent inmates will be provided writing material and postage for a maximum of two (2) personal letters per week. Legal mail will be limited to a reasonable amount, and may be sent in addition to personal mail. Legal mail must be clearly marked and appropriately addressed. Legal mail is defined as correspondence to or from;

   a. Governor

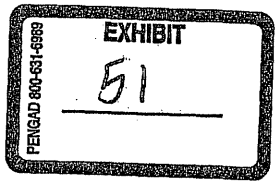
   b. Attorney General

   c. Attorneys

   d. Courts

   e. Department of Corrections

   f. Facility Supervisor



g. Civil Rights Organizations

h. Editor of any newspaper

5. Inmate mail will not be limited as to the number of pages in an outgoing correspondence, however;

a. The letter must fit in a standard 4" X 9" business envelope and,

b. The weight of a letter must not exceed one ounce, unless specifically approved by jail officials. Exceptions to the length and weight restrictions may be considered;

1) If the inmate can demonstrate a legitimate and adequate need to be exempted from the policy; or

2) To accommodate the special requirements involved with legal mail.

6. Corrections staff will not hold or censor incoming inmate mail unless there is convincing evidence that such correspondence poses a clear threat to the safety and security of the facility, public officials or the general public.

a. Any correspondence or publication which is rejected, will be rejected in it's entirety.

b. If mail is rejected, the inmate/addressee will be notified in writing of the rejection and the reason for the rejection. A copy of the notification will be placed in the inmate's file.

7. Inmates may correspond with anyone not specifically prohibited by court order except, no mail will be sent or received between inmates in the Columbia County Jail, without the express written consent of the Facility Lieutenant or his designee.

a. On a case by case bases an inmate in the Columbia County Jail can request in writing to send and receive one letter per week to blood relative, husband or wife that are housed in the Columbia County Jail at the same time. This request must be approved by a Supervisor in writing.

8. Sexually explicit publications or materials will not be accepted. Sexually explicit material is any material that;

a. Would violate state obscenity laws;

b. By their nature or content would pose a threat to the security, good order, treatment goals, the discipline of the jail or would facilitate criminal activity;

c. Would exacerbate tensions and lead directly or indirectly to disorder, even if they did not lead directly to violence; or

d. Promote a hostile work environment.

9. Inflammatory publications or material will not be accepted. Inflammatory material is any material that;

a. Would violate state law

b. By nature or content would pose a threat to the security, good order or discipline of the jail, or would facilitate criminal activity,

c. Would exacerbate tensions and lead directly or indirectly to disorder, even if they did not lead directly to violence.

10. Books and/or periodicals may be procured from outside the jail, however, any such book, hardbound or otherwise, must be sent directly from the publisher or bookstore via the U.S. Mail.

11. No personal packages will be accepted through the mail or by the Sheriff's Office Clerks.

II. INCOMING MAIL

A. The mail is delivered to the Sheriff's Office between 0900 hours and 1100 hours, Monday through Friday, excluding holidays.

B. Sheriff's Office Staff will sort the mail and place it in the "Jail" basket by 1200 hours on mail delivery days.

C. Mail received for inmates who are no longer incarcerated in the Columbia County Jail will be returned to sender.

D. Any non-privileged mail will be retrieved, opened and inspected for contraband, cash or money orders, and scanned for content by day shift.

1. Mail may be withheld if it could interfere with the good order and security of the facility, i.e. escape or riot plans or any other plans for disorder.

a. Any correspondence rejected for content will be rejected in it's entirety.

b. If mail is rejected the inmate/addressee will receive written notification,

1.) The correspondence has been rejected,

2.) The reason it was rejected,

3.) The process to informally appeal the rejection to the Facility Supervisor.

A copy of the notification will be placed in the inmate's file.

2. Cash and money orders will be processed in accordance with the Inmate Money Accounts Policy and Procedure.

3. Any contraband will be handled in accordance with the Contraband Control Policy and Procedure.

4. Legal mail must be clearly marked as such. Such mail may be opened and inspected in the presence of the inmate to whom it is addressed. Legal mail shall not be read by jail staff.

5. If legal mail is inadvertently opened, jail staff will;

a. Advise the inmate of the incident and the circumstances involved,

b. Prepare an incident report to document the event and place a copy in the inmate's file.

D. The officer charged with mail duty will log all mail into the Inmate Management Computer and note the inmate's housing assignment on the outside of the envelope.

E. The Shift Supervisor will ensure that all mail is delivered by 1900 hours on the day of receipt if possible, but in all cases within twenty-four (24) hours of receipt.

F. The Deputy delivering the mail will;

1. Enter each housing unit and call the name of each inmate receiving mail;

2. Hand the mail personally to the inmate.

3. If the inmate is not present in the housing unit, i.e. out to court, on work assignment, medical appointment, etc., the Deputy will leave the mail with Central Control for delivery upon the inmate's return.

January 2, 2008

III. OUTGOING MAIL

A. Inmates will place all outgoing mail in the mail drop located in the day room of each housing unit.

1. All personal mail will be unsealed to accommodate inspection;

2. All legal mail must be clearly marked and appropriately addressed. Legal mail may be sealed because it shall not be read by jail staff unless so authorized by a court order. Legal mail is defined as correspondence to or from;

   a. Governor

   b. Attorney General

   c. Attorneys

   d. Courts

   e. Department of Corrections

   f. Facility Supervisor

   g. Civil Rights Organizations

3. All mail will be picked up by the Rove Deputy after 2200 hours and be logged accordingly.

4. Graveyard shift will log all outgoing mail in the Inmate Management Computer and may inspect and/or scan all personal mail for contraband and to protect the good order and security of the facility.

5. All outgoing mail will be delivered to the Mail/Records Room in the Sheriff's Office, and placed in the "Out Basket" by 0800 hours each mail day.

6. Sheriff's Office Staff will sort and meter all outgoing mail prior to 0900 hours each mail day to ensure it is ready for pickup by the Postal Service.

January 2, 2008

INMATE MAIL

PURPOSE

The purpose of this procedure is to describe how the inmate mail system works within the Columbia County Jail and to explain the allowances and restrictions therein.

POLICY

It is the policy of the Columbia County Sheriff's Office to provide for and encourage the maintenance of important ties with families, friends, attorneys and the community by use of the U.S. Mail.

I. GENERAL INFORMATION

A. Regulations

1. Inmate mail will be picked up and delivered on a daily basis excluding weekends and holidays.

2. The volume of mail an inmate may send or receive will be limited only to a reasonable amount as it impacts the ability of jail staff to process it.

3. Writing material and stamped envelopes will be available for purchase through commissary for all inmates with funds.

4. Indigent inmates will be provided writing material and postage for a maximum of two (2) personal letters per week. Legal mail will be limited to a reasonable amount, and may be sent in addition to personal mail. Legal mail must be clearly marked and appropriately addressed. Legal mail is defined as correspondence to or from;

a. Governor

b. Attorney General

c. Attorneys

d. Courts

e. Department of Corrections

f. Facility Supervisor

g. Civil Rights Organizations

h. Editor of any newspaper

5. Inmate mail will not be limited as to the number of pages in an outgoing correspondence, however;

a. The letter must fit in a standard 4" X 9" business envelope and,

b. The weight of a letter must not exceed one ounce, unless specifically approved by jail officials. Exceptions to the length and weight restrictions may be considered;

1) If the inmate can demonstrate a legitimate and adequate need to be exempted from the policy; or

2) To accommodate the special requirements involved with legal mail.

6. Corrections staff will not hold or censor incoming inmate mail unless there is convincing evidence that such correspondence poses a clear threat to the safety and security of the facility, public officials or the general public.

a. Any correspondence or publication which is rejected, will be rejected in it's entirety.

b. If mail is rejected, the inmate/addressee will be notified in writing of the rejection and the reason for the rejection. A copy of the notification will be placed in the inmate's file.

7. Inmates may correspond with anyone not specifically prohibited by court order except, no mail will be sent or received between inmates in the Columbia County Jail, without the express written consent of the Facility Lieutenant or his designee.

a. On a case by case bases an inmate in the Columbia County Jail can request in writing to send and receive one letter per week to blood relative, husband or wife that are housed in the Columbia County Jail at the same time. This request must be approved by a Supervisor in writing.

8. Sexually explicit publications or materials will not be accepted. Sexually explicit material is any material that;

a. Would violate state obscenity laws;

b. By their nature or content would pose a threat to the security, good order, treatment goals, the discipline of the jail or would facilitate criminal activity;

c. Would exacerbate tensions and lead directly or indirectly to disorder, even if they did not lead directly to violence; or

d. Promote a hostile work environment.

9. Inflammatory publications or material will not be accepted. Inflammatory material is any material that;

EXHIBIT 62

TO

DECLARATION OF KATHERINE CHAMBERLAIN IN SUPPORT OF PLAINTIFF'S MOTION FOR PARTIAL SUMMARY JUDGMENT ON CLAIMS FOR DECLARATORY AND INJUNCTIVE RELIEF

COLUMBIA COUNTY SHERIFF'S OFFICE Jail Operations Jeff Dickerson, Sheriff	Effective: October 21, 2011 Supersedes: Inmate Mail Policy Revised July 19, 2011

INMATE MAIL Policy J603-R05 (10/21/11)	OJS: D1-A01 thru D1-C04, D1-A05, D2-D01, D3-A02, F1-A01 thru F1-A03 ACA: 3-ALDF-3D-16 thru 5D-08

Applies to all staff

POLICY

It is the policy of the Columbia County Sheriff's Office to provide for and encourage the maintenance of important ties of inmates with families, friends and the community. The Sheriff's Office reserves the inmates rights to communicate with the courts and their attorneys by use of the U.S. Mail. All incoming and outgoing mail is subject to search and/or scanning for the purpose of safety and security of the jail. All correspondence to and from inmates of the Columbia County jail will be in the form of a post card unless it is privileged or official mail.

Limits may be placed on the mail inmates receive based on volume, its affect on the inmate's rehabilitation or treatment, or on the safety, security and good order of the jail. Corrections staff may open and inspect all mail for contraband and may read all personal mail.

An Inmate Mail Guide will be made available to the public explaining mail rules and what can and cannot be sent through the mail to inmates. Copies of the Inmate Mail Guide will also be made available to inmates upon request. Mail policy shall also be available to the public through the sheriff's office website at www.co.columbia.or.us/sheriff, or by calling the Sheriff's Office at (503) 366-4630.

I. GENERAL INFORMATION

A. Regulations

1. Inmate mail will be picked up and delivered on a daily basis excluding Sundays and holidays.

2. The volume of mail an inmate may send or receive will be limited only to a reasonable amount as it impacts the ability of jail staff to process it.

3. Writing material and postage-paid envelopes (for Privileged material only), special occasion cards, and/or postcards will be available for purchase through commissary for all inmates with funds.

4. Indigent inmates will be provided writing material and postage for a maximum of two (2) personal mail pieces per week. Privileged mail will be limited to a reasonable amount, and may be sent in addition to personal mail. Privileged mail must be clearly marked and appropriately addressed. Privileged mail is defined as correspondence to or from:

a. Governor

b. Attorney General

c. Attorneys

d. Courts

e. Department of Corrections

f. Facility Supervisor

g. Civil Rights Organizations

h. Editor of any newspaper

i. Jail Staff will not obstruct the use of privilege mail between court and council.

5. Inmates in disciplinary or administrative segregation are not restricted from the use of mail to communicate with the courts and counsel in a manner consistent with that available to other inmates.

6. Inmate privileged or official mail will not be limited as to the number of pages in an outgoing correspondence, however:

a. The letter must fit in a standard 4" X 9" business envelope and,

b. The weight of a letter must not exceed one ounce, unless specifically approved by jail officials. Exceptions to the length and weight restrictions may be considered:

i. If the inmate can demonstrate a legitimate and adequate need to be exempted from the policy; or

ii. To accommodate the special requirements involved with privileged mail.

7. Corrections staff will not hold or censor incoming inmate mail unless there is convincing evidence that such correspondence poses a clear threat to the safety and security of the facility, public officials or the general public.

a. Any correspondence or publication which is rejected, will be rejected in it's entirety.

b. If mail is rejected, the inmate/addressee will be notified in writing of the rejection and the reason for the rejection. A copy of the notification will be placed in the inmate's file.

8. Inmates may correspond with anyone not specifically prohibited by court order. Inmates may also have no correspondence (verbal, written or third party) with a no-contact directive issued by the court, probation or the arresting officer. Inmates in administrative or disciplinary segregation will not be restricted from the use for communication between courts and council in a manner consistent with other inmates.

   a. On a case by case bases an inmate in the Columbia County Jail can request in writing to send and receive one letter per week to blood relative, husband or wife who is housed in the Columbia County Jail at the same time. This request must be approved by a Supervisor in writing.

9. Sexually explicit publications or materials will not be accepted. Sexually explicit material is any material that:

   a. Would violate state obscenity laws;

   b. By their nature or content would pose a threat to the securily, good order, treatment goals, the discipline of the jail or would facilitate criminal activity;

   c. Would exacerbate tensions and lead directly or indirectly to disorder, even if they did not lead directly to violence; or

   d. Promote a hostile work environment.

10. Inflammatory publications or material will not be accepted. Inflammatory material is any material that:

   a. Would violate state law;

   b. By nature or content would pose a threat to the security, good order or discipline of the jail, or would facilitate criminal activity; or

   c. Would exacerbate tensions and lead directly or indirectly to disorder, even if they did not lead directly to violence.

11. Books and/or periodicals may be procured from outside the jail, however, any such book, hardbound or otherwise, must be sent directly from the publisher or bookstore via the U.S. Mail.

12. No personal packages will be accepted through the mail or by the Sheriff's Office Clerks.

13. Availability of paper, envelopes, postage and post cards are done through the Columbia County Commissary Program. All inmates housed in the

Columbia County Jail are able to obtain writing material regardless of their custody status are permitted this opportunity including inmates housed in segregation. This is subject to limitations to accommodate safety, security, or other legitimate interests.

II. INCOMING MAIL

A. The mail is delivered to the Sheriff's Office between 0900 hours and 1100 hours, Monday through Friday, excluding holidays.

B. Sheriff's Office Staff will sort the mail and place it in the "Jail" basket by 1600 hours on mail delivery days.

C. Mail received for inmates who are no longer incarcerated in the Columbia County Jail will be returned to sender.

D. Any non-privileged mail will be retrieved, opened and inspected for contraband, cash or money orders, and scanned for content. The day shift Supervisor will assign the Booking Deputy the responsibility of screening inmate may in an effort to reduce the number of authorized persons participating in the mail process. This will protect the inmates rights to

1. Mail may be withheld if it could interfere with the good order and security of the facility, i.e. escape or riot plans or any other plans for disorder.

   a. Any correspondence rejected for content will be rejected in it's entirety.

   b. If mail is rejected the inmate/addressee will receive written notification explaining:

      i. The correspondence has been rejected,

      ii. The reason it was rejected,

      iii. The process to informally appeal the rejection to the jail commander

   A copy of the notification will be placed in the inmate's file.

2. Cash and money orders are not accepted. All inmates funds must be added to the inmate trust account via the TouchPay system.

3. Any contraband will be handled in accordance with the Contraband Control Policy and Procedure (J501)

4. Privileged mail must be clearly marked as such. Such mail may be opened and inspected in the presence of the inmate to whom it is addressed. Privileged mail is prohibited from being read by jail officials shall not be read by jail staff.

5. If Privileged mail is inadvertently opened, jail staff will:

   a. Advise the inmate of the incident and the circumstances involved,

   b. Prepare an incident report to document the event and place a copy in the inmate's file.

E. The deputy charged with mail duty will log all mail into the Inmate Management Computer and note the inmate's housing assignment on the outside of the post card or envelope.

F. The Shift Supervisor will ensure that all mail is delivered by 1900 hours on the day of receipt if possible, but in all cases within twenty-four (24) hours of receipt.

G. The Deputy delivering the mail will:

1. Enter each housing unit and call the name of each inmate receiving mail.

2. Hand the mail personally to the inmate.

3. If the inmate is not present in the housing unit, i.e. out to court, on work assignment, medical appointment, etc., the Deputy will leave the mail with Central Control for delivery upon the inmate's return.

3. OUTGOING MAIL

A. All outgoing mail from inmates to their family and friends will be in the form of a postcard os special occasion card that has been purchased from the Columbia County commissary account. Inmates will place all outgoing mail in the mail drop located in the day room of each housing unit.

1. All personal mail will be unsealed to accommodate inspection;

2. All Privileged mail must be clearly marked and appropriately addressed. Privileged mail may be sealed because it shall not be read by jail staff unless so authorized by a court order. Privileged mail is defined as correspondence to or from:

   a. Governor

   b. Attorney General

c. Attorneys

d. Courts

e. Department of Corrections

f. Facility Supervisor

g. Civil Rights Organizations

3. All mail will be picked up by the Rove Deputy after 2200 hours and be logged accordingly.

4. Graveyard shift will log all outgoing mail in the Inmate Management Computer and may inspect and/or scan all personal mail for contraband and to protect the good order and security of the facility.

5. All outgoing mail will be delivered to the Mail/Records Room in the Sheriff's Office, and placed in the "Out Basket" by 0800 hours each mail day.

B. Use of Envelopes

Inmates may use an envelope, sold through the commissary, to send the following types of letters:

1. A privileged and official mail letter

2. A privileged and official mail letter that should not or cannot be folded or that is more than one ounce.

3. With staff approval, a personal letter that contains a program-related diploma or certificate that should nor or cannot be folded. The inmate must have a deputy confirm the contents of such an envelope before it is sealed.

4. Inmates may not use envelopes for any type of mail that does not meet one of the three criteria listed above. Corrections staff will deduct the cost of the postage from the inmate's account for acceptable manila envelopes.

C. Sending Certified Privileged or Official Mail

Inmates may send a privileged or official letter using U.S. Postal Service Certified and Return Receipt mail services. Inmates will be receipted for the mailing and receiving of such mail. The Jail will charge standard postal rates for these services to the Inmate. Any inmate sending certified privileged or official mail

must have money in his/her inmate account to pay these postal rates or have appropriate approval from corrections staff if he or she is indigent. A deputy will supply inmates with a "Request for Certified Mail" form that the inmate will be required to fill out and submit with the mail. Inmates shall be limited to two (2) certified-mail letters in any 30-day period.