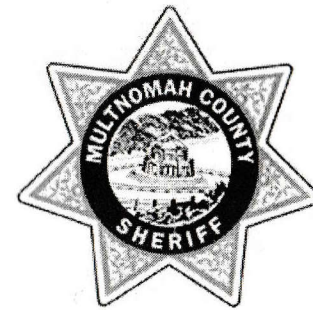


Return to Deputy

**Multnomah County
Sheriff's Office**



Inmate Manual

2012 Edition

FROM THE SHERIFF

This manual explains the rules and guidelines that we use to keep Multnomah County Jails safe, orderly and clean. It describes what you can expect for living conditions and treatment you receive while you are in our facilities. It also explains some of your rights and the positive, adult behavior we expect from you. You can expect fair and equal treatment from us and respect for your rights. The manual is also a useful reference guide with answers to many common questions that inmates have about being in custody.

It is our responsibility to keep you safe while maintaining a healthy, safe and secure environment in our facilities. It is your responsibility to follow the rules and instructions in this manual and follow directions given to you by Sheriff's Office staff members.

We will hold you accountable for your actions. If you violate a jail rule, we will impose one or more disciplinary sanctions. Moreover, you could face additional criminal charges.

If you are ever in doubt as to what you should do it is your responsibility to ask a Deputy. You can make your stay here more pleasant if you follow the rules of the facility and the instructions given to you by staff members.

Daniel Staton, Sheriff

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it. If the staff member cannot resolve the problem, they will contact their Supervisor;

- You cannot grieve Disciplinary processes or sanctions, they may only be appealed (see 'Post-Hearings Right of Appeal');
- You cannot grieve Classification decisions (see 'Inmate Housing and Classification').

If you are not satisfied with the resolution of your Grievance you may submit it to the next Supervisory level by submitting a new Grievance Form within 5 days of receiving the response. The new Grievance Form must include the original Grievance date, name of staff you submitted it to, name of staff who resolved the Grievance, and the DB# (located in the upper right hand corner of the original Grievance).

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your account. There is no limit to the number of official letters you may send, with or without funds;

- You may not send out mailers from magazines or newspapers;
- Manila envelopes can be purchased from Commissary. When mailed they will be weighed and stamped, with postage deducted from your account. **If you have insufficient funds, non-official mail is returned to you;**
- International mail is forwarded to Inmate Accounts for processing;
- Your outgoing mail may be read, inspected, and copied;
- Do not send out mail for other inmates using your information on the outside of the mail;
- Do not send out mail that has separate post-able mail in it;
- Abide by Court Orders regarding contacting victims and witnesses.

Incoming Mail

Standards for incoming mail:

- Is opened, inspected for contraband, and it may be read and copied;
- Official mail or Legal mail, clearly marked by the official printed envelopes of the sending Law Firm, are opened and inspected in your presence;
- Non-Legal / non-Official mail may be inspected, read, photocopied, and made available to Sheriff's office staff, Parole and Probation Supervisors, the District Attorney's Office, and/or your sentencing Judge;
- Mail sent to you from another Multnomah County correctional facility or any other housing area must be sent through the U.S. Postal System;
- Funds sent by mail can be in the form of a Money Order, Cashier Check, Payroll check, Attorney check, Government check, and are all subject to verification before they are credited to your account. No personal checks will be accepted from incoming mail. A receipt showing monies received will usually be delivered to you within a day or two. Mail containing funds for an inmate other than the mail recipient is rejected and returned to sender.

Contraband Mail

It is a felony to introduce contraband into a Correctional Facility (through the mail or otherwise). The Enforcement Division of the Sheriff's Office investigates such activity or suspected activity for prosecution. Mail that contains unacceptable enclosures is returned to the sender.

You will receive notice of any mail received and returned to sender. The following is a listing of unacceptable items:

- Any device capable of storing electronic media (videotapes, cassettes, CD ROMS, and computer disks);
- Any foreign substance including but not limited to food, perfume, glue, crayons, glitter, tape, lipstick, labels plastic, wood, stone metal on/in the envelope or contents;
- New or used books and magazines other than acceptable publications directly from the publisher or book store (2 pound maximum-four book limit per delivery);

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- Envelopes unless Official Self-Addressed;
- Inflammatory material if it constitutes a threat to the security and safety of the facility (as defined by MCSO Operational Procedures);
- Material encouraging, or containing portrayals of sexual activity or **nudity (this includes partially nude/nude child and baby pictures);**
- Personal checks, stamps, pens, bus passes, stickers, or calling (phone) cards, stamped envelopes;
- Pictures, photos and greeting cards larger than 8 ½ X 11;
- Weapons, explosives, and/or any materials used in making weapons, explosives or other unlawful substances;
- Escape plans;
- Drugs or drug paraphernalia;
- Flammable materials;
- Polaroid photos or any photo with stiff backing;
- Religious leaflets, Bibles, or pages/clippings of any publication;
- Communication that is 'Restrained' by the Court;
- Deceptively addressed items.

Inmate Telephones

You will not be able to make out-going calls until you set up your Inmate Telephone Account P.I.N. (Personal Identification Number). Your P.I.N is a combination of the first 6 digits of your SWIS ID number and the month and day of your birth based on your current booking. Example: Your SWIS Id number is 123456. Your birthday is 12/03/1972 (12/03). Your P.I.N. would be 1234561203. If your SWIS ID number is 5 numbers or less (SWIS number 1234) add '0's to your SWIS until it is 6 digits long (001234). Added to your birth date your P.I.N. becomes 0012341203.

The telephone system will instruct you through each call so when you make your first call have your P.I.N. handy and follow the instructions on the phone. **If you are having problems contacting certain people follow the instructions on the 'Anatomy of an Inmate Call' form posted in your dorm (AOAIC) to resolve them.**

A listing of Public Defenders, Official agencies and certain Private Attorneys is posted in each housing area. Calls made to any of these numbers are free of charge. In each housing unit there is a telephone dedicated to incoming Legal or Official calls.

Personal phone calls may be monitored and are recorded. The telephone system has pre-programmed usage guidelines, limiting the total minutes, and call attempts. The system will automatically block any calls in excess of: 400 minutes or 70 call attempts per week to any one local number, or 240 minutes or 50 call attempts per week to any one long distance number. Calls are programmed to last no more than fifteen (15) minutes. All calls are 'collect'. The fee is stated at the beginning of each call.

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You are allowed to take only necessary legal material when moved to Court, Attorney visits and the Law Library. You may also carry necessary, authorized medications (i.e. nitroglycerin tablets). Medications must be in a medical envelope, authorized container or blister pack with your name, SWIS number, the name of the medication, and other necessary information. Each time you are moved outside your assigned Housing Unit you will be subjected to a search of your person and your property.

Transports

You will receive no prior notification of transportation arrangements. Do not ask the Deputies, Counselors, or Medical Personnel when you are scheduled for transport. Restraints are applied to inmates who are being transported. You are to follow the instructions of the Transporting Deputy. You are limited to taking only legal paperwork, personal letters, and medication authorized as keep on person (KOP). You cannot take books (to include religious materials), magazines, commissary, or hygiene items with you when you are transported to other County or State jurisdictions.

Searches

Your room, bunk area, property, and / or person are subject to random searches for contraband at any time. Trained dogs may be used to search bunks, cells and other areas of the facility for contraband. You may be subject to urinalysis, DNA sampling and / or blood alcohol testing. You may be subject to a strip search under the following conditions:

- Upon transfer to a Housing Unit from Reception;
- Upon transfer to a Disciplinary Housing Unit;
- After a contact visit;
- As part of a Housing Unit search;
- Any time conditions or situations require a strip search.

Safety

Emergency Procedures

In the event of an emergency, the facility will go into an immediate lock-down mode. You will be ordered by a Deputy and/or loudspeaker to 'cell-in / bunk-in'. You are to immediately stop what you are doing and go to your cell or bunk and wait for further instructions. Any delay to cell / bunk-in will result in disciplinary action.

Fire Safety

Follow the Deputies' directions in case of fire in your housing area. **They are trained to respond to emergencies with your safety in mind.** In the event of smoke / fire evacuation:

- Stay low to the ground;
- Keep your nose and mouth covered, and breathe through a damp cloth or towel. This will help keep your lungs clear of harmful particles in the air;
- Feel doors. If they are hot, do not open them and find an alternate route.

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- Visitors may be denied access because of sexually suggestive, revealing or insufficient clothing;
- Classification change to Disciplinary Status may result in inmate visiting restrictions.

All visitors:

- Must present valid picture identification (i.e. State Driver's License, State or Military ID Card, passport);
- Will be searched using a walk-through metal detector or scanning device;
- Are subject to a background (including warrants) checks. The resulting information may be cause for denial of visitation;
- Can be denied a visit for failure to follow procedures or meet safety and security criteria. Denial of a visit may be appealed to the O.I.C. (Officer in Charge) or the Facility Commander.

Visiting Schedules

Visiting schedules are posted in housing areas and regulated by the needs of the facilities, and are subject to change. Personal visiting for inmates are on Saturday and Sunday between the hours of 9:00 a.m. and 9:00 p.m. with a break between 2:15 and 4:00 p.m. Visitors may arrive shortly before a session to schedule a visit.

Visiting Minors

Underage 18 visitors must be accompanied by a Parent or Legal Guardian or by presenting notarized approval from a Parent or Legal Guardian. Parent or Legal Guardian status must be established by presentation of Birth Certificate, Adoption Papers, Court Order or Notarized Document at the first visit. Minors (17 years of age or younger) who are emancipated or married to the inmate they are visiting may do so un-chaperoned but they must have the approval of the Officer in Charge of the shift. A valid Marriage License to the inmate they are visiting and / or Emancipation Papers are required also. Visiting Minors 14 years of age and up must present current, active, government issued photo identification to visit (Student Body Card, Oregon I.D. Card, etc.).

Official / Contact Visits

Official visitors must provide acceptable identification documents such as an Agency Identification Card, or a Bar Card (if an Attorney). The number of contact visits an inmate receives, and the length of contact visits, is limited by the facility schedules, space, and personnel constraints. Official visitors may visit from 9:00 a.m. to 3:00 p.m. and 4:00 p.m. to 9:00 p.m. every day.

Visiting Form

A completed and submitted Visiting Form (available in your housing unit), provides access to social visits. Fill it out using the name and ID number that is on your wristband. Make sure the names, relationship, age, and phone number of **all** the people you approve for visits are on the form. If a visitor's name (child / infant included) is not on your completed form, the visit will be denied. If the age and phone number is unknown, write 'unknown'. Visiting Forms are returned if

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they are inaccurate, illegible or incomplete. Sign and date the form acknowledging the declaration that there are no Restraining Orders, Court Judgments, Court Decrees or other Court Orders existing in any State or Federal Court that would prohibit, restrict or limit contact of the visitor with the inmate. One visiting form is kept on file per inmate.

If you change facilities, or wish to add / delete a name, submit a **new Visiting Form listing every person** you authorize to see you. Old forms are discarded and replaced with the most recent one.

MEDICAL SERVICES

Population Related Health Issues

Communicable Disease Guidelines

You will be screened for tuberculosis (TB) when you are booked into jail and possibly again during your stay in jail. To protect you from communicable diseases such as hepatitis and AIDS, and to prevent the spread of other diseases:

- Do not share cups, combs, toothbrushes, clothing, bedding, towels, food, or utensils;
- Wash your hands often for at least 30 seconds using soap and water;
- Keep your hands out of your pants, and avoid touching your mouth, nose or eyes;
- Clean the hair and nail clippers, and razor, before and after each use;
- Use provided tissue seat covers at the toilet.

Housing Unit Worker duties include cleaning areas soiled by bodily fluids, pus, blood, urine, vomit, feces, or spit. Use safety and sanitation precautions in any Inmate Worker duties. Any supplies you need to complete cleaning tasks will be provided for you as required under OR-OSHA Rules and Regulations. Consult with the Deputy about precautions and disposal before cleaning potentially hazardous substances.

Body Fluid Precautions (BFP's)

If you have an infectious communicable disease, you must:

- Not share any items with others, especially food, food trays, and eating utensils;
- Disinfect the telephone, hair clippers, and shaver heads after use;
- Wear a mask when out of your cell if you have an airborne transmitted, communicable disease;
- Contain the drainage of any draining wound with a bandage and wash your hands often. Medical personnel will instruct you in wound care and can provide bandages at med rounds. Deputies can provide them also.

Inmates with draining wounds **cannot** work in the kitchen per Medical Unit policy.

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At a Deputy's request, you may be required to destroy, mail out, or arrange to have someone come pick up excessive property. Subscription newspapers will be considered contraband if not discarded after 24 hours. Subscriptions are counted toward the 4 book/magazine possession limit.

SECURITY AND SAFETY ISSUES

Security

Wristband Identification

You must wear your wristband at all times. Do not remove or tamper with it. If you are not wearing your wristband you may be subject to disciplinary action and you will be charged a replacement fee for a new one.

If your wristband breaks or is unreadable (print/picture) it is your responsibility to request a new one from your housing unit Deputy. If you are not wearing it intact and properly secured to your arm you can be denied among other things commissary, medications, recreation, library access and visits. **It must be properly secured to your arm at release.** Your identity may have to be reconfirmed before you can be released if you have tampered with your wristband.

Mandatory Lock-Down Times

The following times are set aside for routine mandatory restriction (no talking, lock-down status) on your bunk or at your room:

- Beginning and ending of each shift;
- Immediately before and after meal periods;
- During formal inmate counts;
- Lights out / sleeping period;
- When directed by staff;
- During facility emergencies and drills; and,
- During dorm activities like clothing exchange and commissary distribution.

Inmate Movement

You will be moved to various areas of the facility from time to time (i.e. Court, visits, medical appointments, recreation, and Law Library). Whenever you are moved you must:

- Be dressed in your full issue of clothes;
- Conduct yourself in a quiet and orderly manner and follow directions of staff; and,
- Not communicate with other persons or staff (medical, counseling, program, etc.) in any way during movement unless authorized by the Escort Deputy and you have a verifiable emergency.

Failure to comply with these guidelines may be grounds for denial of movement to any scheduled activity and may result in disciplinary action.

Personal Hygiene

Keep your person and your bunk area / room clean and neat at all times. Make your bed neatly and keep it intact from 9 a.m. until 9 p.m. (Deputies may make exception for certain work crews). Clean your bunk area / room daily, and identify damaged or broken items in your area and report them to a Deputy for repair.

Shower during walk periods within posted shower times. You are required to shower at least twice a week. Inmate workers are required to shower daily. Staff members may direct you to trim your toenails or fingernails if they deem them to be a health or security hazard.

The facility will provide you with toilet paper, soap, razors, hair clippers, fingernail clippers, and sanitary napkins (for females). Hair clippers, razors, and fingernail clippers are not allowed in your room or bunk area. You are responsible for cleaning the area and any equipment you have used when you are finished grooming.

Hand Washing

One of the best protections against illness is hand washing. Effective hand washing lasts about 20 seconds. Lather your hands with soap under warm water and scrub the back, front and in between the fingers of each hand. Dry off with a towel. Be conscious of what surfaces your hands come in contact with and wash your hands often.

Personal Items in Housing Areas

You may keep the following personal items in your room or bunk drawer:

- Legal materials;
- Religious materials;
- Approved commissary;
- Personal mail;
- Official mail;
- Jail issued items;
- 4 books and / or magazines;
- Authorized medications;
- No more than 2 jail issue pens;
- 1 drinking cup;
- Authorized clothing items;
- Eyeglasses or contacts and lenses container; and,
- Program related material.

You are responsible for your own belongings. Maintain them in good order. You are expected to keep all your personal possessions inside your assigned bunk drawer (MCIJ) or, on or under your desk (MCDL). Extra storage needs will be addressed on a case by case basis by the Facility Commander. You may purchase a combination lock for your drawer from Commissary. **NOTE: If you are housed at MCDL possession of a lock is considered contraband.**

Methicillin Resistant Staphylococcus Aureus (MRSA)

MRSA is a 'staph' infection that is easily transmitted from person to person especially in places like jail where personal hygiene is casual. You are more vulnerable to MRSA if you have HIV, use drugs or are sick in any way so be careful to:

- Wash hands, arms and face regularly;
- Use provided sanitary covers at the toilet;
- Don't pick at or play with breaks in the skin;
- Don't touch other people; and,
- Use sanitizer on door-handles and knobs, telephones, tabletops, showers etc.

If you think you have MRSA tell a Nurse or fill out a Medical Request Form (There is no charge for MRSA infections) and:

- Keep wet or leaking sores bandaged / covered;
- Wash your hands, arms and face and don't touch others;
- Follow the directions of the Nurse.

Transmission of a disease by reckless behavior can result in criminal charges.

Medical Information**General Health**

To see a Medical Provider fill out a 'Medical Request Form' (MRF). A Housing Unit Deputy can provide you with one. Fill out the MRF and put it in the MRF box at the Deputy station. After an evaluation, a Nurse will make a plan of care, which may require an appointment with a Health Care Provider.

Medications on Commissary

There are over the counter medications available through Commissary. You may order these products to treat minor health issues. Selected over-the-counter medications are available for indigent inmates. **They are identified on the commissary form by an asterisk (*)**. Indigent items and their costs are subject to change. The cost of each indigent item you receive is maintained as a negative account balance. You may have in your possession:

- | | |
|--|-----------------|
| • Aspirin. 325 mg tabs (24 pills per box) | 24 pills |
| • Fasteeth (Indigent if okayed by medical) | 1 per 30 days |
| • Hydrocil (for constipation) | 4 pks per week |
| • Opti-one Saline 4 oz (for contacts) | 1 per month |
| • Tums (for heartburn) | 1 roll per week |

Alcohol and ulcers damage the stomach, producing pain and sometimes bleeding. Aspirin further damages the stomach and reduces the ability for the blood to clot, producing more pain and bleeding.

Warning: High blood pressure is common for people under stress. Many 'cold pills' further increase blood pressure.

MCSO CORRECTIONS DIVISION

Accessing Medical Services

If you are sick, or have a health problem that needs attention, fill out and submit a Medical Request Form (MRF). If a medical emergency occurs, tell the Deputy. A Nurse or a Med Aide will be in each housing unit 3 times each day (morning, afternoon, and evening).

When Medical Rounds are called:

- Get in the med line with a cup of water and remain standing there (the next person in line waits about 6) feet from the med cart until they are called forward). Do not share water or cups. You may not be seen if you are late to med line;
- Stand quietly, in single file. For hygiene reasons keep your hands out of your pants;
- When the Nurse or Med Aide has called you forward state your name and show your wristband. You may be denied medication if you do not have your wristband on;
- Swallow your medication in front of the Nurse or Med Aide. Any attempt to save or trade medication will result in disciplinary action and possible discontinuation of the medication.

You may receive medication to keep on your person (KOP/Keep-On-Person). It will be in the form of a 'blister package'. Only take KOP medication as prescribed:

- Do not pop out your meds until it is the correct time to take them;
- Do not give, trade, or sell your medication to anyone;
- Do not save medication. Medicine kept beyond the prescription expiration date will be considered contraband;
- If you decide to stop taking your medication, tell the Nurse at the next medication rounds;
- Do not tear off the label at the top of the Blister Card. If you do your Blister Cards will be taken from you and medical staff will dispense them as needed.

Medical Fees

Medical Services you will be charged for:

*Current fees are posted on the medication carts.

MEDICAL SERVICE	UNIT	COST PER UNIT
1. Medical Request Form (MRF)	Per MRF submitted	*
2. Clinic care for follow-up (including STD follow up visits)	Per Visit	*
3. Medical infirmary, or mental health infirmary care	One per admission	*

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Pay is credited weekly and is calculated on a Saturday through Friday work week. It is generally posted to your account shortly after the new work week starts. Keep your own work records to resolve later work time / pay conflicts. There will be a short duration from when you start working, to when money appears on your account. See the section on 'Inmate Accounts' for more information. If you have any outstanding debt from a past custody, your worker pay will be applied to it until it is paid off.

Work Time Credit

If you are eligible for work credit, the Hire Card submitted to the MCSO Records Unit by a Deputy starts work time credit accrual. Credit starts the day you are hired. It is calculated on the amount of time left on your sentence after all other credits have been deducted (see Time Calculation section for more information). If you are unable to work due to a Disciplinary Sanction, Medical restriction, or change in classification, a Fire Card will be submitted to Records and your work credit will be recalculated. If you are placed on medical lay-in for more than three consecutive days, a Fire Card is submitted. Once you are medically cleared for work, you are eligible to be re-hired.

Religious Services

Inmates have the right to practice their religion as long as religious activity does not compromise security needs, conforms to the safety and health requirements of the facility and the practice does not place a burden on jail resources and staffing.

Chaplains

They are available for your religious guidance while you are in custody in Multnomah County. They will assist in arranging a visit with a Pastor or Leader of your chosen religion or denomination. If you have an emergency that requires a Chaplain immediately, briefly explain the situation to your housing unit Deputy.

Religious Diets

To be eligible for a Religious Diet, you must request the diet by sending a Service Request Form to a Chaplain. The Chaplain will process your request.

SANITATION

Hygiene Kits

If you are not going to be released from custody you will be offered a hygiene kit containing basic personal grooming items, 2 envelopes, a writing pad and pen. If you accept the kit a fee will be charged to your account. Inmates with no money (indigent) can accept a hygiene kit. The fee for the kit will show on your account as a debt. Money you receive while you are in jail will first be applied to any debt you have on your account.

Personal Hygiene

Keep your person and your bunk area / room clean and neat at all times. Make your bed neatly and keep it intact from 9 a.m. until 9 p.m. (Deputies may make exception for certain work crews). Clean your bunk area / room daily, and identify damaged or broken items in your area and report them to a Deputy for repair.

Shower during walk periods within posted shower times. You are required to shower at least twice a week. Inmate workers are required to shower daily. Staff members may direct you to trim your toenails or fingernails if they deem them to be a health or security hazard.

The facility will provide you with toilet paper, soap, razors, hair clippers, fingernail clippers, and sanitary napkins (for females). Hair clippers, razors, and fingernail clippers are not allowed in your room or bunk area. You are responsible for cleaning the area and any equipment you have used when you are finished grooming.

Hand Washing

One of the best protections against illness is hand washing. Effective hand washing lasts about 20 seconds. Lather your hands with soap under warm water and scrub the back, front and in between the fingers of each hand. Dry off with a towel. Be conscious of what surfaces your hands come in contact with and wash your hands often.

Personal Items in Housing Areas

You may keep the following personal items in your room or bunk drawer:

- Legal materials;
- Religious materials;
- Approved commissary;
- Personal mail;
- Official mail;
- Jail issued items;
- 4 books and / or magazines;
- Authorized medications;
- No more than 2 jail issue pens;
- 1 drinking cup;
- Authorized clothing items;
- Eyeglasses or contacts and lenses container; and,
- Program related material.

You are responsible for your own belongings. Maintain them in good order. You are expected to keep all your personal possessions inside your assigned bunk drawer (MCIJ) or, on or under your desk (MCDC). Extra storage needs will be addressed on a case by case basis by the Facility Commander. You may purchase a combination lock for your drawer from Commissary. **NOTE: If you are housed at MCDC possession of a lock is considered contraband.**

Methicillin Resistant Staphylococcus Aureus (MRSA)

MRSA is a 'staph' infection that is easily transmitted from person to person especially in places like jail where personal hygiene is casual. You are more vulnerable to MRSA if you have HIV, use drugs or are sick in any way so be careful to:

- Wash hands, arms and face regularly;
- Use provided sanitary covers at the toilet;
- Don't pick at or play with breaks in the skin;
- Don't touch other people; and,
- Use sanitizer on door-handles and knobs, telephones, tabletops, showers etc.

If you think you have MRSA tell a Nurse or fill out a Medical Request Form (There is no charge for MRSA infections) and:

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There are over the counter medications available through Commissary. You may order these products to treat minor health issues. Selected over-the-counter medications are available for indigent inmates. **They are identified on the commissary form by an asterisk (*).** Indigent items and their costs are subject to change. The cost of each indigent item you receive is maintained as a negative account balance. You may have in your possession:

- | | |
|--|-----------------|
| • Aspirin. 325 mg tabs (24 pills per box) | 24 pills |
| • Fasteeth (Indigent if okayed by medical) | 1 per 30 days |
| • Hydrocil (for constipation) | 4 pks per week |
| • Opti-one Saline 4 oz (for contacts) | 1 per month |
| • Tums (for heartburn) | 1 roll per week |

Alcohol and ulcers damage the stomach, producing pain and sometimes bleeding. Aspirin further damages the stomach and reduces the ability for the blood to clot, producing more pain and bleeding.

Warning: High blood pressure is common for people under stress. Many 'cold pills' further increase blood pressure.

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- Worker/Trustee job-related accidents / injuries (exams, Provider visits, medications). The Medical Unit requires a copy of form 801, (accident report). X-Rays / EKG's (as needed to make a health care plan);
- TB testing (test, medication, and X-ray as ordered);
- 'In-transit' inmates housed in processing;
- MRSA skin infections. (See 'Sanitation and Hygiene'.)

If you have **only** a U.S. Marshal or U.S. Immigration hold you will not be charged for medical services. If you have Marshal or Immigration holds **and** State or County charges, you will be charged for them.

INMATE MANAGEMENT

Arrest and Release

Bail Information

You will be released after bail has been posted if you have no other holds. In most cases only ten percent of your total bail is required. Bail is accepted 7 days a week 24 hours a day and only at the Multnomah County Detention Center (MCDC) second floor jail lobby desk. Bail is accepted in the form of cash, cashier check, money order, or credit card (of a person not in custody).

You may self-bail at any time. If you have enough money in your trust account to post bail tell a Deputy you wish to 'self-bail'. The Deputy will begin the process for you.

Grand Jury Arraignment Hearing

If you have a Grand Jury Hearing, an Attorney will help you through it (you will be appointed an Attorney if you cannot afford one). The Judge will give you a Court Date. You do not attend Court on that date; this is when the Grand Jury will determine whether to formally indict you on (any) charge(s).

Indictment Arraignment Hearing

If the Grand Jury decides to indict you an Indictment Arraignment will be scheduled, and the Judge may rule on your release at that time. You will be Formally Indicted on charges (accused of crime by a Judge) at this Hearing. You will receive a copy of the indictment and be given another Court Date.

Court Appearances

If you are in jail for a new charge and have not seen a Judge within 48 hours of your arrest, excluding weekends and holidays, contact your Attorney. If you do not know who your Attorney is, your Counselor can obtain that information. When in Court, if you do not understand the procedures, ask your Attorney or the Judge to explain them.

Sentenced Releases

Inmate releases happen at any time of the day or night. All inmates are released from the Multnomah County Detention Center (MCDC). If you believe you are

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after you show your wristband as proof of identification. Place completed forms with outgoing mail.

Property Release

The person you have designated to release clothing, money and / or property to must present picture identification. Releases or exchanges are done between the hours of 10:00 a.m. and 10:00 p.m. Requests expire 14 days from the date of authorization. Allow 2 working days for the Release Form to be processed. If you release your property **you must release all of it** to a designated person. These are the only individual item release exceptions:

- Keys;
- Legal documents;
- Religious items.

The Medical Unit can retrieve medical papers and medications from sealed property.

Money Release

You may only complete 2 Trust Fund releases in a 30 day period. The maximum allowed per money release is \$500.00. You may not release money to another inmate account.

Personal Clothing Exchange / Release

You are allowed one personal exchange (exchange of pants and shirt) while you are in custody in Multnomah County. Exchanges are permitted when:

- You are scheduled for a Jury Trial or for Sentencing;
- You are being transported by commercial airline;
- Your personal clothing is inappropriate for the current climate (i.e. swimsuits in December, verified by MCSO staff)*;
- You have had a substantial change in physical size (as verified by the Housing Deputy)*;
- No clothes are present at the time of release;
- The Court issues an order.

*Subject to Counselor verified need.

Requests for exceptions to the clothing exchange guidelines are made on a Service Request Form to the Facility Commander. If you need clothing for trial, contact your Court Appointed Attorney. They can arrange to bring Trial clothing to the Courthouse Jail on the morning of your Trial. If you do not have an Attorney and have Trial, you may do a one-time-only clothing exchange within the facility. The Property Unit will only exchange pants and a shirt.

Do not submit a request for a clothing exchange if you are going to Court on a U.S. Marshal or Immigration Hold unless directed by the specific agency.

MCSO CORRECTIONS DIVISION
PROGRAM AND ACTIVITIES

Exercise

Exercise and recreation options vary by classification status, and from facility to facility. At the Justice Center non-disciplinary inmates have access to scheduled recreation outside of the housing unit. Non-disciplinary housing at the Inverness Jail adjoins open air recreation areas which are open for use during walk time when a Deputy is present. In each housing unit there is simple stationary exercise equipment. This equipment is available for use during scheduled walk time. Use work-out equipment according to its design. **Do not manufacture exercise devices or use objects to work out with that were not provided by the jail specifically for exercise. They are considered contraband.**

Leisure

For your leisure time the housing unit may have approved board and card games, books, and television. Deputies have discretionary control over the television hours of use, volume and content. Art supplies are available from Commissary.

Inmate Workers

Sentenced Inmates

Sentenced inmates are required to work by law. We select some inmates to work in housing units, the kitchen, laundry, work crews and to do various custodial tasks in the jail.

1. Housing Unit Workers are selected by the housing unit Deputies.
2. Facility Workers are selected by staff using classification information and are housed in the Inmate Worker Dorms.
3. Work Crew Workers are screened by the Counseling Unit for outside work and are housed in designated Work Crew housing.

Do not send a Service Request Form to request screening for work assignments.

When assigned to a worker position, you will be properly equipped for those jobs requiring personal protective equipment, (i.e., gloves, oven mitts, safety glasses, hearing protection, etc.), according to OR-OSHA standards and State Law. Inmate workers who fail to wear or use issued protective equipment will be fired and may face discipline.

Inmate Worker Pay

Inmate worker positions earn \$1.00 per day. Inmate workers may receive work credit toward their sentences based upon the status of their incarceration. If you volunteer (not hired into Inmate Worker status) to do some work you will not get work time credit or pay. **Inmates with exclusive US Marshall or Immigration holds may not be hired as Inmate Workers.**

4. Medication: Prescriptions and Refill- Special Order Prescriptions- IV and IM Meds- Opiate Withdrawal-	Per prescription / Refill Per Prescription / Refill Per Dose Per Med Order	* Charged at Cost * *
5. Outside Appointments / ER Visits / Hospitalization / Physical and Occupational Therapy / Tubal Ligation / Abortions / Coram Med IV's	Per Item	Charged at Cost
6. Special Equipment (crutches / braces etc)	Per Item	*
7. Special Supplies / Orders for Clients	Per Item / Rental	Charged at Cost
8. Specialist Referrals	Per Referral	Charged at Cost
9. Clients seen due to injury related fall, accidents, or jail / inmate fight, etc.	Per visit	*
10. Emergency Medical Response	Per Event	*

You will not be denied health services because you have no money, but if you receive money during your incarceration it will be first applied to erase negative balances on your account. A reasonable fee will be charged for services, and the fee will be deducted from your account.

Submit a Service Request Form to the Medical Unit for specific questions regarding your medical billing. (General questions concerning Inmate Account balances, debits / credits, are submitted to Property).

Medical services you will not be charged for:

- Intake screening;
- 14-day health appraisal (history and physical by a Nurse);
- AIDS testing and counseling;
- Pregnancy test (MRF, test);
- Family planning visits and counseling;
- Prenatal care (visits, Prenatal Ultrasound and medications, vitamins, labor and delivery);
- Immunizations (Tetanus, Rubella, Hepatitis, others as needed);
- Daily bandage / dressing changes, other treatments indicated such as diabetic finger sticks;
- Doctor / Provider - First visit ONLY (from MRF submission);
- Lab work as ordered by Provider;
- STD treatment (MRF's, exam, medication);
- Alcohol withdrawal (medications and nursing care);
- Lice/Scabies treatment (MRF and medication);

MCSO CORRECTIONS DIVISION

- Inmates on Disciplinary Status may **ONLY** order hygiene items and envelopes;
- Incomplete, inaccurate or illegible Commissary Order Forms will not be processed;
- Your commissary order will not follow you if you move to another housing area. You will have to reorder from your new location;
- The Commissary Unit only provides a statement of your account balance for charges of the preceding 90 days. Statement requests cost \$2.25 each;
- After 7 days with less than 1 dollar on your account you may order indigent commissary items.
- Indigent inmates will be charged for certain services. Money received by indigent inmates will be applied to debts that they owe.

Reading Glasses / Eyeglasses / Contact Lenses

You can order only one pair of *reading* glasses per incarceration from Commissary. Possession of more than two pairs of glasses (1 each personal and reading), or glasses that have been altered or are broken will be considered a rule violation: 'Possession of Contraband'.

If you are in need of prescription glasses or contact lenses they can only be delivered by family or friends. You can initiate the delivery or exchange process by completing a Service Request Form to your counselor. Once approved they may be brought in for you with the following stipulations:

- You may possess one pair of prescription glasses or contact lenses;
- Glasses, glass cases, and contact lens containers are to be unadorned, un-tinted and un-mirrored (no ornamentation), and in good shape mechanically;
- Tinted glasses are permitted only when authorized by a Medical Provider.

Property

At Booking

The Sheriff's Office accepts only your personal property (i.e. wallet, jewelry monies, etc.). You receive a pink property receipt for it. Once personal property is sealed in a property bag the property unit will not open it to retrieve items.

Oversized property (backpack, duffle bag, bicycle, etc.) is kept by the agency that arrests you. Some agencies store property for only sixty days. If you are in custody, someone you designate can contact the arresting agency to pick up property for you. The arresting agency may require your written and notarized permission from the person who picks up your property.

Exchange / Release Forms

To release clothing, money or property, obtain Personal Clothing Exchange, Personal Trust fund Release or Personal Property Release forms from the housing unit Deputy. **All forms must be signed in the presence of the Deputy**

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being held in custody past your release date, you are to immediately contact your housing Deputy and / or Counselor.

On your release date your release will occur between the hours of 12:01 a.m. and midnight. You may not request a specific release time. You will be allowed to take your personal belongings from the housing unit, (excluding jail property, books, etc.). You are to return all county clothing, bedding, and linen. You may only take religious books if they do not bear a 'Multnomah County' or 'Chaplain' imprint on them.

Your money, personal clothing and property will be returned to you during the release process. If you want weather appropriate clothing for release your Housing Unit Deputy can provide a Personal Clothing Exchange form for this. Submit it at least two weeks prior to your Release Date. See 'Personal Clothing Exchange' for more information.

Probation

If you are in custody because of a Probation Violation Detainer or Warrant your P.O. may contact you to impose a sanction or you may be required to appear before a Judge to address the violation.

Parole and Post-Prison Supervision

If you are in custody because of Parole or Post-Prison violations your P.O. may impose an Administrative Sanction, or your violation may be addressed by a Hearings Officer. You may initially be held in custody by a detainer **but this can be replaced by the Board or the Local Supervising Authority with a warrant.**

Parole and Post-Prison Supervision Sanctions

There are 3 ways a sanction can be imposed for a Parole/Post-Prison Supervision Violation:

1. Administrative Sanction: A Parole & Probation Officer may impose an administrative sanction by phone, or prior to booking upon your waiver of a hearing.
2. Morrissey Hearings Sanction: A Morrissey Hearings Officer will interview you, and may impose (a) sanction(s) or revocation sanction upon your waiver of a hearing or after a hearing.
3. The Sanctioning Authority (Parole Board or Local Supervisory Authority: The Sanctioning Authority may upon waiver of, or after a hearing, order administrative sanctions or a revocation sanction. They may override sanction(s) ordered by the Supervising Officer or Hearings Officer. The Parole Board may deny re-release for offenders on parole and defer the re-release decision pending a future disposition hearing.

If you have not been contacted or sanctioned within 15 days of coming to jail send an Inmate Request Form (KYTE) to your PPO with this information. You may also KYTE the Parole and Probation Hearings Officer if you have not heard from or been sanctioned within 20 days of coming to jail.

Records

Copies of Your Jail Record

Of your jail record printout can be obtained from the MCSO Records Unit for a fee; the fee is set by County ordinance. Send a Service Request Form to the Records Unit with specific information (arrest dates, court case numbers, etc.). The Records Unit will estimate your cost and return a 'Deduction Form' to you.

You must sign and return the Deduction Form to Records prior to receiving a printout. Records will then send copies, and the cost will be deducted from your account.

Time Calculations

Many factors are used to calculate a Release Date. If you dispute your Release Date, submit a Service Request Form to the Corrections Records Unit with your specific concerns and questions. Allow 2 week for a response. If you are not satisfied with their explanation of the time calculation, contact your Attorney.

Good Time and Work time Credit

Criteria used in establishing good time and work time credit:

- A Judge may authorize (or deny) good time, or work time credit;
- Revoked parole violators are not eligible for good time or work time credit;
- Work time credit can begin once you are sentenced and have been hired as a worker (see Inmate Workers: Work Time Credit);
- Work time credits are never applied to prior time spent in custody before sentencing;
- No work time is given to "credit for time served";
- You do not receive credit for time spent on release programs (i.e. Recog, PRSP, Close Street Supervision);
- Good time lost as the result of disciplinary action will affect release date projections.

Classification

How Classification Works

The MCSO Classification Unit determines where you will be housed while you are in custody in Multnomah County. Classification Deputies consider a number of factors including past and current institutional behavior and criminal charges when classifying inmates. Your housing placement will be primarily based on the needs of the Sheriff's Office and a legal mandate to maintain the safe and orderly operation of the jails but as part of the classification process individual needs for services and programs will be considered.

Staff members may document your behavior and / or other information relevant to housing needs and send it to the Classification Unit. This information may trigger a re-evaluation that could affect your Classification Status, Housing location, access to Inmate Worker positions, Inmate Programs, Program

Medical Providers may prescribe / authorize 1 pair of medically issued shoes to inmates for a serious medical condition. Inmates who are authorized special items receive a Special Handling Form. Do not lose it. A Deputy may ask you to produce it to verify you are medically approved to possess the item. If you have been issued medically approved shoes, deck shoes will be considered contraband.

Females may receive and possess two pair of underwear, one nightgown, and one bra (jail issue); Female Work Crew inmates may possess two bras. Female inmates may have a Special Needs bra with medical authorization (Special Handling Form required).

Inmate Accounts

Inmate Trust Account

Accounts are established with funds that you come in to custody with or have mailed in or left for you. If you have no funds and receive certain services while in custody your account will be charged and show a negative balance. Typically at your release you will receive any positive balance in cash. If you have a high balance, you might receive a portion in cash and the rest in the form of a check. **If you owe money you will not receive money upon release and the negative balance will be carried over if you return to custody.**

Deposited Money

Funds may be left for you in the form of cash, Money Orders, Government Payroll, or Cashier Check. Personal checks will not be accepted. (For funds received by mail see the section 'Incoming Mail')

Federal law regulates Social Security payments to incarcerated individuals. Have someone (friend, family, etc.) contact your SSI Case Worker for details about your SSI check.

Commissary

Ordering Commissary

A commissary order schedule is available in each housing unit. You can purchase commissary 2 times per week. To receive commissary, complete a Commissary Order Form the day your housing unit is scheduled to order. On it write your name, housing assignment and inmate ID number legibly and place it in the mail container. Non-indigent items will only be supplied if you have a sufficient positive balance. Commissary orders are deducted from your account balance.

Commissary Restrictions

- Purchases may not exceed **\$50.00** order (subject to change);
- Commissary items in your possession **may not exceed \$50.00 in value**;
- The Commissary Unit will deny item(s) once the purchase total is reached;

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8. Food / Drink in Unauthorized Area: Taking food or drink to unauthorized areas or trading food items. (Only commissary items are authorized in bunk areas or rooms. Perishable commissary items must be completely eaten shortly after opening the product container).
9. Horseplay: Instigating or participating in roughhousing, sparring, or horseplay.
10. Improper Use / Wearing of Issued Clothing or Wristband: Failing to properly wear issued clothing. 'Sagging', pegging pant legs in socks, rolling up sleeves or pant legs, wrapping the head with any material, not tucking in T-Shirts or partial dress are examples of violations of this rule. Wear your wristband at all times and do not tamper with it or alter it.
11. Placing / Sticking Objects on Unauthorized Surfaces: Placing or affixing objects onto walls, window, lights, bunks, beds, ceilings, floors, vents or doors.
12. Sitting on Tables: This includes sitting on anything other than benches or chairs designed for sitting, or the ground.
13. Unauthorized use of a 'call light': Call lights are for emergency use only or when staff directs their use.
14. Unauthorized Possession of Property: Receipt, or use of another's property without authorization. This includes accepted or traded food.
15. Violation of Posted Rules: Violating any posted Housing Rule.

Minor Rule Violation Sanctions

Deputy imposed sanction(s) when you accept a Citation(s) can result in and include:

1. Loss of one or more privileges for up to eight (8) hours;
2. Assignment of extra work for sentenced inmates, or un-sentenced inmates if voluntary;
3. Restriction to room or bunk for up to eight (8) hours;
4. A written reprimand;
5. A verbal warning, counseling, or oral reprimand.

If the inmate requested a Formal Hearing imposed sanction(s) for (a) 'guilty' finding(s) can result in and include:

1. A loss of one or more privileges, including work release (if available) for up to 14 days;
2. Disciplinary status for up to 5 days;
3. Extra work assignments for up to 40 hours for sentenced inmates. Un-sentenced inmates may accept in writing, extra work instead of lockdown time;
4. A change in work assignments, classification or housing unit;
5. A loss of personal visits for up to one week;
6. A suspended sanction or a verbal warning.

Major Rule Violations

If you are charged with a Major Rule Violation you may be moved to the Disciplinary Housing Unit on Pre-hearing Segregation/Lockdown status before your Disciplinary Hearing. **Your personal property and mail will be taken**

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period, typically within 3 working days. There is a 15 cent per page charge. For indigent inmates the charges will be recorded and deducted from your account as monies are received. In certain circumstances, you may not be charged for reasonable and necessary copies of materials that are not in the facility law library (i.e., certain County Law Library materials or some forms).

Law Library

You may request Law Library access by submitting a Service Request Form to the Law Library Coordinator. If you are eligible your name is placed on the list for regularly scheduled attendance. If you refuse, or do not attend 2 times in a row you will be removed from the list. You will need to submit a new request if you wish to attend. Law Library is only available when your Housing Unit is scheduled for it.

You must stay for the complete session so use the restroom before you attend. There is not one available in the Law Library. You may not take Law Library materials (books or pages from books, unused typing paper, etc.) out of the library. The typewriter is strictly for legal use. If you use the typewriter for non-legal (personal) documents, it is a rule violation.

Disciplinary Segregation inmates have access to Law Library materials only. Inmates who represent themselves (pro se) may request specific materials by submitting a Service Request Form to the Law Library Coordinator.

Legal Forms

The Law Library has forms pertaining to criminal matters. You may request forms from the Law Library Coordinator if you represent yourself (pro se). You need to put the specific form number on your Service Request Form. The only Civil Forms available are Habeas Corpus, General Tort, and Civil Rights Forms.

Notary Services

A Notary Public is only required on documents that have the Notary Public signature, (i.e. Affidavit, Portland Police Bureau Property Release Form, or a Power of Attorney form). Such forms require a witness of your signature. You may request notary service via a Service Request Form but it is a privilege, not a right. Counselors may limit notary service and will only notarize documents requiring it.

Education Services

You may submit a Service Request Form to learn about educational resources. Services are available to help those up to age 19 (or to age 21 who have an Independent Education Plan) to obtain their High School Diploma.

Alcohol / Drug Treatment Referral

Counselors may make a referral to treatment for those who are fully sentenced, have at least 3 weeks of time remaining to serve and have 'early release to inpatient treatment' authorized per Court Order. Probation / Parole Officers can also make referrals to residential treatment. Counselors assess your

appropriateness for treatment before the referral is made so not everyone with authorization for early release gets referred to treatment. **You will not be referred if you are in restrictive housing or have engaged in problematic behavior.**

Funding for treatment and the number of treatment beds is limited so not everyone who is referred gets 'placed'. If you are interested in a treatment referral you may submit a Service Request Form requesting consideration.

Mental Health

There are housing, medical, counseling, and program options that can help you manage mental health issues. If you wish to receive mental health services, explain your need to your Counselor on a Service Request Form, or by detailing your issue to the Medical Unit on a Medical Request Form (MRF). You may also talk to the Deputy if you are experiencing mental health issues.

Jail Services

Food

You will be provided three nutritious meals each day. You will have 20 minutes to consume meals, (unless an emergency occurs). Inmates shall address Special Diet requests (medical or religious) to the Medical Unit of the facility Chaplain using the Service Request form.

Laundry

Linen exchanges are conducted once per week. Blankets may be exchanged for clean ones after 120 days. Clothing exchanges will be conducted for all inmates twice per week. If you are going to be out of your housing unit during clothing or linen exchange fill out a Clothing Slip with your clothing sizes and requesting a bedroll, and give it to your housing unit Deputy.

Exchanges are made on a one-for-one basis. You must turn in an item to receive a clean one. Inmate workers may exchange clothing daily or as needed. You are responsible for all clothing and linen items issued to you. Report torn or damaged clothing or linen to the housing unit Deputy. **Intentional damage to clothing or linen will result in disciplinary action** and may result in restitution for replacement of the item.

You are authorized to have 1 each: T-shirt, blue shirt, boxers, blue pants, and a pair of socks. Staff will regulate issued clothing size. You may possess one pair each: sandals, flip-flops (commissary item), and deck shoes (commissary item) or medically issued shoes. You must be fully dressed when you are not in your bed, in the shower, at recreation or actively working out. Modest dress is the minimum requirement when you are exercising or in active recreation. You are only authorized to wear sandals, deck shoes or medically issued shoes outside your housing area.

Referrals and / or Early Release options. Classification status cannot be grieved. If you have a personal safety concern in your current housing unit:

- Notify a Deputy immediately;
- Be prepared to provide specific information about whom or what poses a threat to you.

Classification will decide if a housing change is appropriate.

Housing Classifications

There are a variety of housing options in Multnomah County jails. Some have more restrictions than others. If you want to move to less restrictive housing you may request a Status Review once every 30 days by submitting a Service Request Form to the Classification Unit. You must outline the reason for your request.

Disciplinary Rules and Process

If you do not meet the Jail expectations while in the custody (at any location, including any of the Jail facilities, Court Holding facility, or on a Transport), you are subject to both discipline and prosecution under Criminal Law. Violations can result in you being housed in a more restricted environment.

Minor Rule Violations / Inmate Citations

A Deputy may issue you an Inmate Citation if you violate a Minor Rule of Conduct. You can choose to sign the citation and accept the Deputy imposed sanction, or choose **NOT** to sign it and have a Formal Hearing conducted by the Hearings Officer. The Hearing will take place within 96 hours of issuance of a Disciplinary Misconduct write-up to you (excluding holidays and weekends). You will not be charged with an additional or more severe violation for refusing to sign a citation and requesting a hearing.

Minor Rules of Conduct

1. Abuse of Commissary or Laundry Rules: Failing to follow Commissary/Laundry rules.
2. Abuse of Law Library: Use of the Law Library for any other reason than for legal preparation.
3. Entering an unauthorized area: Being in a room or cubicle, on a bunk, that you are not assigned to.
4. Unauthorized Communication: Communicating with other inmates during bunk-in or lock-down times, through locked doors during walk times, between dorms or other housing units by means other than the U.S. Postal Service.
5. Excessive books, commissary or other personal items: Possessing these items in excess of posted or written limits.
6. Violation of Safety and Sanitation rules and Standards: You must properly maintain your living or work area and person according to housekeeping, sanitation, and hygiene rules, practices and standards, including making your bed. (see 'Safety' and 'Sanitation and Hygiene').
7. Failure to work properly: This includes having poor job performance and causing conflict with other workers.

MCSO CORRECTIONS DIVISION
INMATE SERVICES

Counseling Services / Information

Service Request Form (KYTE)

Service Requests Forms are available in your housing unit and are used to communicate with various Sheriff's Office staff including Counselors, Classification staff, Chaplains, Education staff, the Hearings Officer, Records and Property / Commissary staff. They may be used to inquire about general services provided in these various areas **but are not used to request Medical Services or to file Grievances**. Using the Service Request Form in an excessive and / or harassing manner will result in disciplinary action.

Counselors

Counselors can help you orient to the jail system, and assist you with jail related issues. They help coordinate access to community support systems and coordinate services with pre-trial, Probation / Parole and community programs. They conduct alcohol and drug screenings, determine appropriateness for programs, and help with pre-release planning (clothing, housing, employment, food, and mental health resources). They provide information on educational programs and conduct groups on various self help topics.

Program Services

The Programs Unit offers a wide range of individual and group counseling services to inmates. These services are limited in resources and schedules and may not be offered at each facility. While your participation is voluntary it is encouraged. Participating in the various services may increase your chance for a successful transition from jail to the community at the time of your release.

Group program services that may be available address need areas including:

- Alcohol and drug addiction;
- Mental health;
- Cognitive change;
- Anger management;
- Domestic violence; and,
- A variety of general life skills.

For information on specific groups you may submit a Service Request Form (KYTE) or check in your housing area for posted information.

Photocopy Requests and Charges

If an Attorney represents you, legal forms and requests for copies of personal legal materials are to be made by your attorney.

If you do not have legal representation you may submit a Service Request Form to the Law Library Coordinator to obtain legal forms and photocopies. **You must be specific in your requests as the Law Library Coordinator may limit the number of copies made.** All copy requests will be processed in a reasonable

from you and secured (it is returned when you leave the unit). You may keep in your possession legal papers, medications, and essential hygiene items.

The Sergeant on duty assigns you an initial Disciplinary Level (1 to 5), which is reviewed on the 7th day of your lockdown and every seven days thereafter. Your Disciplinary Level determines the extent of your privileges in the Disciplinary Unit.

Major Rules of Conduct

1. Misuse or Abuse of Equipment or Property: Unauthorized possession, use, or unsafe use of, or that causes damage to or alters the function of any safety and security device (lighting, locks, windows, mirrors, fire detection equipment alarms or fire extinguishers equipment, cameras, vents etc.) or other equipment. Destroying, altering, tampering with, or unauthorized possession of County or other inmate's property; vandalism by writing on or etching jail property or graffiti found in your living area or caused by you. Altering or misusing jail issued items (clothing, bedding, microwave ovens, razors, hair clippers etc.)
2. Abuse of Medical Process: Misusing, or attempting to misuse authorized medication, or the medical process.
3. Three Minor Rule Violations In Thirty Days: You may not accumulate 3 or more informal discipline actions in a 30-day period. You are subject to formal discipline for your repeated disregard for jail rules.
4. Assaulting, Fighting, and/or Threatening a Person / Staff: You must not fight, physically attack, or cause physical injury to anyone. This includes grabbing, hitting, or pushing another person.
5. Bribery: Bribing any official, staff member or inmate or attempting to do so.
6. Disrespect or Harassment: Showing disrespect or harassing persons/staff in writing, or by use of inflammatory language, gestures, or because of race, sex, religion, national origin, disability or political beliefs.
7. Disruptive Behavior: Encouraging or taking part in horseplay, disorderly, noisy, gang-related, annoying, harassing, or violent conduct. Disruptive behavior interferes with the safe, secure, and orderly operations of the facility.
8. Entering an Unauthorized Area: Entering into, or being in a restricted area without authorization. You must stay out of areas that staff have not given you permission to be in. You are not allowed to:
 - Enter or loiter by another person's room or bunk area, or sit on a bunk that you are not assigned to.
 - Reach into the Deputy's station unless directed by a deputy to complete a specific task or work assignment.
 - Enter any areas outside your assigned housing unless instructed to by a Deputy.
9. Escape, Attempted Escape, Unauthorized Departure: Escaping, planning to escape or attempting to escape from custody, or an unauthorized departure from any program or facility of the Sheriff's Office.
10. Extortion, Blackmail: Extorting, strong-arming, blackmailing, demanding, or receiving money or anything of value (meals, commissary and the like) as protection payment against the threat of violence to others or their property, or attempting to do so.

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11. Failure To Do As Ordered (FTDAO): Failing to respond promptly to staff orders, including, but not limited to, failing to comply with required evidence collection (DNA and/or U.A.), medical testing (TB), or other medical directives. (DNA testing is done to comply with state law, or a court order. There is a non-negotiable administrative fee for it).
12. Refusal to Work: Refusing to work if you are sentenced on any charge to county time.
13. Forgery: Forging, altering, possessing, or producing fraudulent documents.
14. Gambling: Gambling or possession of gambling devices.
15. Indecent Exposure, Sexual Activities, Sexual Harassment: Intentional exposure of genitalia, participation in any sexual activities, sexual proposals to, or harassment of other persons.
16. Lending / Receiving for Gain: Lending or receiving money, commissary, or anything of value for gain.
17. Lying: Lying or providing false information.
18. Misuse of Mail Processes: Falsely labeling mail or abusing the mail process, and/or mailing contraband, property, possessions, or medication. Sending threatening or Court prohibited mail. (See section on Communications and Visiting for guidelines)
19. Misuse of Identification Wristband: Failure to wear your wristband at all times or altering, tampering with, trading, or destroying the identification on the wristband.
20. Possessing Contraband: Possessing or consuming anything not issued or authorized for use by staff or the rules and regulations of the facility; altering the use or design of any item from its intended purpose, or attempting to do so.
21. Possession of Money: Possessing money or currency in a secure detention facility.
22. Failure to Perform Work Properly: Conduct that interferes with the efficiency of work or a work crew; failure to complete assigned task, or work in a timely, safe and/or efficient manner.
23. Rioting or Inducing Riot: Rioting or inducing others to riot, or attempting to do so.
24. Smoking in a Jail Facility or County Vehicle: (also a violation of State Law). Smoke odor on your body is sufficient cause for discipline.
25. Tattooing / Piercing: Tattooing, marking, piercing, or disfiguring yourself or another, or possession of tattoo devices.
26. Theft: Stealing or taking anything that is not yours, including but not limited to meal items or medication, or attempting to do so.
27. Communication with Other Inmates, Staff, or the Public: Misuse of the telephone I.D. P.I.N. system (see 'Guidelines for Phone Usage'). Unauthorized written, verbal, telephonic or gestured contact with other inmates, staff or the public. **This includes violating a court order, including court-ordered restrictions on victim contact.**
28. Unauthorized Gathering / Demonstration: Engaging in, or encouraging an unauthorized gathering, meeting or group demonstration.
29. Violation of the Criminal Statutes: Violation of any Federal, State or Local Criminal statute or ordinance.

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5. Invasion of privacy beyond that which is reasonable or necessary;
6. Touching of another inmate to gratify sexual desire;
7. Jokes about sex or gender specific traits.
8. Sexual harassment in any form, such as:
 - Demeaning references to a person's gender or sexual orientation;
 - Derogatory comments about a person's body or clothing;
 - Abusive, threatening, profane or degrading sexual comments or gestures;
 - Touching, attention, or conduct of a sexual nature.
9. Over-familiarity, which includes but is not limited to:
 - Flirting;
 - Exchanging personal gifts or letters;
 - Requesting or granting special favors.

If you are the victim of a sexual assault while in jail immediately report the incident to a staff member. Do not: shower, wash areas of your body, use the toilet, brush your teeth or wash clothes or underwear. This could wash away hair or other bodily fluids that are critical evidence. Also, save anything that touched the person who assaulted you or anything the person left behind. We will take action to protect you from further abuse, gather evidence of the assault and make sure you receive immediate medical attention and treatment.

The Sheriff's Office has zero tolerance for any incident of sexual assault or attempted sexual assault, sexual contact or attempted sexual contact. This includes inmates, staff or visitors. We expect you to report sexual misconduct immediately if you are a victim while in the jail or if you see others doing it. You may report it verbally by telling any staff member (i.e. Corrections staff, Counselor, Chaplain, or Medical Provider) or in writing to a Jail Official. You may report it confidentially or anonymously. Use the method with which you feel most comfortable. We will take the report seriously and investigate it. **Sexual conduct between any persons in the jail, even if it is consensual, is prohibited.** Making a false report of sexual misconduct will subject you to disciplinary action and possible criminal charges.

Other Crimes

Inmates are to report assaults, attempted assaults, and / or harassment, threats or intimidations to any jail staff. Immediate action will be taken to prevent further violations and to provide physical and mental health care. We will make a reasonable effort to maintain your confidentiality. Reports of such conduct will also be investigated for discipline and / or prosecution.

Privileges

If you follow jail rules, behave properly, and meet sanitation standards, you may be allowed to engage in the following activities:

- Use of television;
- Taking part in leisure activities;
- Use of the outdoor exercise area;
- Use of the telephone;
- Having social visits;
- Making commissary purchases;
- Sending and receiving mail;
- Receiving daily newspapers (at MCIJ);
- Taking part in voluntary jail programs, if you meet eligibility requirements;
- Being an inmate worker, if you meet eligibility requirements.

Jail staff can limit or suspend these activities at any time to maintain the safety, security, or good order of the jail. Your classification and housing assignment may also affect your ability to participate in these activities based upon safety and security.

Expectations

We expect you to:

- Read and follow all facility and program rules stated in this manual and posted in the facilities. Ask Corrections Deputies and / or Counselors to explain information and rules that you do not understand;
- Follow all directions from staff. Keep conversations with staff professional;
- Behave properly, treating everyone with courtesy and respect. Use respectful language, tone of voice, and body language when dealing with others. We will not tolerate profane, sexually suggestive, or other inappropriate language or gestures;
- Show respect for jail property and the property of others. We expect you to keep your cell or dorm bunk area and housing unit areas neat and clean;
- Practice good personal hygiene. This includes taking showers regularly, brushing your teeth, washing your hands frequently, and exchanging dirty clothing and bedding for clean ones;
- We will manage unacceptable behavior, firmly, and fairly. Misbehavior will result in informal or formal discipline, and possible criminal charges. The best control of your behavior is self discipline.

CRIMES IN JAIL**Sexual Misconduct**

Defined:

1. Any sexual action including consensual sexual behavior;
2. Any sexual advance or request for sexual favors;
3. Making threats or retaliating for refusal of sexual advances;
4. Verbal or physical conduct of a sexual nature toward or with another person;

30. Violation of Library / Law Library Rule / Regulations: Destroying of library materials, possessing more than four (4) books/magazines per person (other than legal/religious/AA or NA/ GED books), or abusing Law Library privileges by using the resources for purposes other than legal study or case preparation.
31. Violation of Program Rules: Violating any facility program rules, or failure to comply with a program contract.
32. Abuse / Misuse of Commissary or Food: Abusing Commissary limits or privileges, or misuse / tampering with food or drink.

Criminal Prosecution on Rule Violations

Any conduct that constitutes a crime may result in criminal prosecution and disciplinary action. The case will be referred to the appropriate Law Enforcement Officials and Courts for prosecution. ORS 163.208 'Assaulting a Public Safety Officer' (i.e. Corrections Staff) will result in Criminal Prosecution.

Formal Disciplinary Hearings

If you are charged with a major rule violation, you have the right to a Disciplinary Hearing. The Disciplinary Hearing will be recorded. The Hearing process meets all requirements of due process for inmate discipline.

The following is a list of Disciplinary Hearing guidelines:

1. Your Hearing will take place within 96 hours of the alleged violation, excluding weekends, holidays, or subject to your availability;
2. You are responsible to conduct yourself in a respectful manner at all times, including during a Disciplinary Hearing;
3. You have the right to be present during the Disciplinary Hearing;
4. You must represent yourself. An Attorney or another inmate may not represent you;
5. You may request that a staff member help you with translation, reading, or by explaining the Hearing process;
6. You will be given an opportunity to make a statement and present information as evidence;
7. You may request that the Hearings Officer interview specific witnesses. The Hearings Officer may limit the number of witnesses interviewed and:
 - You must identify the witnesses in writing, by name, at the time of the Disciplinary Hearing;
 - You may be required to supply written questions for witnesses;
 - You may be excluded from the testimony of witnesses whose testimony must be given in confidence;
 - In the event that a witness is not available, the hearings officer may proceed with the hearing.

Major Rule Violation Sanctions

As a result of a 'guilty' finding by the Hearings Officer on a Major Rule violation, the Hearings Officer may impose any one or a combination of the following sanctions:

MCSO CORRECTIONS DIVISION

1. Change in facility assignment or housing unit or removal from program;
2. Disciplinary segregation for up to 30 days for one violation, 60 days for multiple violations (per disciplinary incident);
3. Monetary fines up to one \$100.00 per disciplinary incident;
4. Loss of commissary privileges;
5. Loss of good time credit (sentenced inmates only);
6. Loss of dayroom privileges (on bunk or in cell restriction);
7. Loss of inmate worker status for up to the remainder of the current incarceration period;
8. Loss of telephone for personal business;
9. Restitution for full replacement or repair/replacement costs of any items damaged or destroyed, and/or restitution for staff response costs;
10. Restriction of privileges for 30 days for one violation, 60 days for multiple violations:
 - Personal mail;
 - Visits;
 - Recreation;
 - Personal phone use;

11. Written reprimand or verbal warning;

12. Restitution for medical care of any person injured in a physical altercation.

Funds in inmate trust accounts may be used for restitution.

Suspended sanctions may be enforced in a future Disciplinary Hearing if further violations occur during your current custody.

If you are found guilty of misconduct, reports of the incident may be sent to appropriate officials, Judges, District Attorneys, Penitentiary Officials (State and Federal) and Parole and Probationary Officers.

Post-Hearing Right of Appeal

If you choose to appeal a 'guilty' finding you must submit a Service Request Form to the Facility Commander within 7 days of a hearing. **You must outline substantial new evidence** that was unavailable for the Hearing and could have affected the outcome of it.

Sanction Reduction

One request per sanction is allowed. You may apply for a reduction of an imposed Disciplinary Sanction by submitting a Service Request Form to your Facility Commander, if the following conditions have been met:

- 10 days have passed since the Disciplinary Hearing, or, the Reviewing Sergeant agrees to waive the 10 days;
- You are assigned to Discipline Level I when you submit your request.

The Facility Commander may consider status of restitution owed.

Levels of Disciplinary Housing

Inmates who violate Facility Rules of Conduct are assigned to one of 5 levels. Your privileges are restricted based on which Disciplinary Level you have been assigned to and your Lockdown Time may be served in a Disciplinary Housing

Introduction

It is your responsibility to read this manual to know what we expect of you. We will not accept the excuse "I didn't know." It is your responsibility to follow all laws, jail rules, staff orders, and schedules. You must tell us if you have a disability that can affect your ability to follow orders, fill out forms, perform tasks, or take advantage of programs or privileges so staff can assist you.

An Inmate Information Board is posted in all inmate housing areas. The Information Board includes information about facility rules, useful phone numbers, addresses, housing unit schedules, and other information that may be helpful to you.

It is your responsibility to check the Inmate Information Board in your housing unit regularly for new or changed rules and procedures, schedules, changes to this manual, and specific rules for your housing area.

Rights, Conditions of Confinement, Privileges and Expectations

Rights

You have the rights and protections that Federal and State law grant you. The Multnomah County Sheriff's Office also follows Oregon Jail Standards for operating a jail. While you are here you will have:

- Opportunity to reasonably practice your religion;
- Access to legal materials;
- Access to Legal Counsel and the Courts;
- Access to Medical and Dental treatment;
- Opportunity to contact your Consulate if you are a Foreign National;
- A safe, secure, clean and functional facility environment;
- A way for your complaints to be heard and addressed.

Conditions of Confinement

Each of these will meet or exceed Oregon Jail Standards. You will receive:

- Three nutritionally adequate meals served daily at reasonable intervals;
- Clean clothing at least twice a week;
- Clean bedding at least once a week;
- Opportunities to shower at least twice a week;
- Basic hygiene items provided if you cannot afford them;
- Access to essential grooming tools;
- Opportunity for active exercise.

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Unit. Inmates assigned to Levels 3 through 5 wear white jumpsuits to signify their disciplinary status. When your Lockdown Time is completed the Classification Unit will assign you to appropriate housing.

ITEM	LEVEL 1 LIMITATION
Book/ Magazine	Total of all books not to exceed 4
Commissary	Hygiene items and writing items only
Visitation	Visits, authorized by a Sergeant or Lieutenant, based on your behavior
Walk Time	60 minutes of walk time per 24 hour period
Attire	Jail Standard

ITEM	LEVEL 2 LIMITATION
Book/ Magazine	Total of all books not to exceed 4
Commissary	Hygiene items and writing items only
Visitation	Visits, authorized by a Sergeant or Lieutenant, based on your behavior
Walk Time	30 minutes of walk time per 24 hour period
Attire	Jail Standard

ITEM	LEVEL 3 LIMITATION
Book/ Magazine	Total of all books not to exceed 4
Commissary	Hygiene items and writing items only
Visitation	Visits, authorized by a Sergeant or Lieutenant, based on your behavior
Walk Time	15 minutes of walk time per 24 hour period
Attire	White Jumpsuit

ITEM	LEVEL 4 LIMITATION
Book/ Magazine	Total of all books not to exceed 4
Commissary	Hygiene items and writing material issued by staff as needed
Visitation	Emergency visits only if authorized by the Facility Commander or their designee
Walk Time	One 15 minute walk per 24 hour period Monday through Friday
Attire	White Jumpsuit

ITEM	LEVEL 5 LIMITATION
Books/ Magazines	Total of all books not to exceed 4
Commissary	Hygiene items as needed and limit of 3 sheet of paper and 1 pen issued by and returned on 'C' shift to staff
Visitation	Visitors limited to Clergy, Legal Counsel, and emergencies as determined by the Officer in Charge of the shift
Walk Time	One 15 minute walk per 24 hour period Monday through Friday in belly chain and leg irons
Attire	White Jumpsuit

Enhanced Level 5 Behavioral Options

In addition to the above mentioned Level 5 limitations, the Facility Commander or designee may impose the following disciplinary measures based on your behavior:

1. You may be fed Nutra-Loaf for up to 7 days for abuse of food or with body fluid or feces.
2. You may be restrained in leg irons and belly chains during each walk period.
3. A paper suit may be issued to you in place of the white jumpsuit.

Grievance Procedure

Purpose of a Grievance

You may file a Grievance about a Jail Policy, practice, rule, or condition that directly affects you and you think it is illegal, poses a hazard or has been violated. You must first attempt to resolve a Grievance informally with the employee it concerns. If this is unsuccessful you may obtain a Grievance Form from your Housing Unit Deputy during walk time. The appropriate staff will review the Grievance once it is received.

Grounds for a Grievance

You must follow the Grievance Guidelines:

- A personal dispute between you and an employee is not grounds for a grievance;
- Group Grievances, or Grievances submitted on behalf of another inmate are not accepted;
- Grievances must be submitted to a staff member within 5 days of the incident or situation upon which the Grievance is based. Timeliness issues are not waived because of incorrectly filed Grievances;
- A Grievance must address only one subject, circumstance or event;
- You will receive a copy of your Grievance once a staff member dates and signs it;
- Any staff member receiving a Grievance must attempt to resolve the problem and provide a written response within 5 working days of receipt of

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