



Dakota County Correctional Facility

Inmate Handbook

DAKOTA COUNTY CORRECTIONAL FACILITY
INMATE HANDBOOK
Updated October 14, 2014

The purpose of this handbook is to inform you of the rules and regulations of this facility and to provide you with a brief outline of the programs available to you.

This is a tobacco free facility. Possessing tobacco products or passing smoking materials is strictly forbidden and will result in disciplinary action.

These rules have been devised to facilitate a safe and secure living environment to comply with the Nebraska Minimum Correctional Facility Standards. The security of this institution is paramount and the rules and regulations promote that security. Any changes in the Inmate Handbook will be posted in your living unit or communicated to you in some other manner.

A copy of the handbook is posted in the living area. It is the inmate's responsibility to read it. Inmates are responsible for knowing and following the rules. The failure on the part of the inmate to read the rules does not release the inmate from the consequences of violating those rules. Violations of the rules are grounds for disciplinary action. If you have questions about these rules, or any facility procedure, ask a staff member.

You will be allowed to make at least two (2) collect phone calls. If you have any special problems, physical, emotional or medical, to be sure to tell the Booking Officer so that those issues can be considered to ensure that you are housed in an appropriate area.

This booklet is the property of the Dakota County Correctional Facility. You are expected to return this handbook upon completion of reading.

BOND REVIEW

REQUIREMENTS: Twenty-four hours after bond has been set, defendants may ask for a Bond Review Hearing, and they may do so each day either by themselves or through their attorney. If the Defendant has an attorney, the attorney must request the bond review. Anyone requesting a Bond Review Hearing must submit a written request prior to 0900 on the requesting date. Any request received after this time will be scheduled for the following court date. If the defendant cannot afford an attorney the defendant must request an Affidavit of Financial Status from the court so that the court may determine if the defendant qualifies for a court-appointed attorney. All contacts with the court must be made through the United States Postal Service.

GENERAL INFORMATION

No marriages will be performed in the Correctional Facility.

PROPERTY

PROPERTY RETAINED BY INMATE

The inmate may keep the following items at the time of admission:

- 1) Wedding band (smooth surface – no gem stones) worn on a finger.
- 2) Prescription eye glasses
- 3) Dentures
- 4) Contact lenses
- 5) Hearing aids
- 6) Medical alert bracelets
- 7) Medically necessary handicap devices
- 8) Religious medal-no chain

No other items will be permitted to be retained by the inmate. All other items will be placed in the inmate's property except cash which will be placed into the safe. Once inmate property has been placed into storage nothing will be added to or removed from it. Inmates will read and sign the Property Form. An inmate's signature on the form shall mean that all of the inmate's personal property placed into safe keeping appears on that form and that the inmate has had no other property taken from them than that which appears on the form.

MEDICATION

Inmate prescription medication will be taken from the inmate and given to the facility Medical Director. She will dispense the medication until it is gone or the inmate is released. Unused medication from an inmate's personal prescription will be returned upon inmate release. Over the counter non prescription medication will be placed with the rest of the inmate's property.

ISSUED PROPERTY

The following items will be issued to inmates upon admission to the facility by Dakota County Corrections without cost to the inmate:

- 1) One Correctional Facility Uniform
- 2) One pillow
- 3) One pillow case
- 4) One mattress
- 5) One mattress cover
- 6) One blanket
- 7) One bar of soap
- 8) One towel
- 9) One tube toothpaste
- 10) One toothbrush

If an inmate requires additional toothpaste or a new toothbrush the expended item must be presented to staff before it will be replaced. Personal hygiene items can be purchased from the Commissary.

RECEIVING PROPERTY

No property will be added to the personal property placed into storage at the time the inmate was booked. Inmates may receive a limited number of items to be kept in their living area. In order to maintain the approved number of items things such as books and magazines will need to be exchanged for new items. For example, if a family member brings a new book it will have to be exchanged for another book if it would exceed the permitted number. Property permitted in an inmate's living area includes:

- 1) Three (3) books
- 2) Two (2) magazines
- 3) Religious, NA or AA reading materials provided as part of any inmate program will be allowed to be retained by the inmate with a limit of six (6) pamphlets.
- 4) Four (4) photographs are permitted. Nude photographs or drawings are prohibited and will be confiscated. No Polaroid photographs are permitted and will be confiscated.
- 5) Writing materials will be limited to two (2) pencils and one (1) tablet no larger than 8 1/2 "x 11".
- 6) No wire bound notebooks are permitted

If authorized by a judge, an inmate or the inmate's attorney may submit an Inmate Request Form requesting that the inmate be permitted one set of civilian attire for court appearances. Such a request must be received not less than twenty-four (24) hours prior to the court appearance.

MONEY

No inmate may keep any money on their person or in their living area. Money for bonds will be accepted from inmate family members by facility staff. Commissary money will be deposited and credited to the inmate's account via the kiosk located in the lobby. The facility will accept only cash. No inmate may deposit money into another inmate's account while both inmates are incarcerated at the same time.

RELEASE OF INMATE PROPERTY

No property placed into storage at the time of inmate booking may be released until the inmate is discharged from the facility without permission of the Director. Inmates will request permission in writing and complete a property release form. At that time the property will be released to the inmate. Upon discharge from custody, inmates may take any personal property retained by them in their living area. The inmate will upon discharge read and sign the Property Form. The inmate's signature means that all property taken for safekeeping from the inmate at the time the inmate was received into the facility has been returned to the inmate.

When an inmate is sentenced to a term of confinement at another correctional facility that inmate will contact a friend or family member to receive their property. That person should be advised to arrive at the Dakota County Correctional Facility on the morning the inmate is to be transferred so that the inmate can sign for their property and turn it directly over to the person receiving it.

If this is not possible inmates will sign for their property and it will be boxed for shipment in their presence. The box will be shipped to an address designated by the inmate. No inmate property will be retained by Dakota County Corrections after an inmate's release.

All claims of missing property at the time of release shall be reported immediately to the Director of Corrections or the highest ranking on-duty staff member. A written report of the claim will be made and investigated. The inmate will receive a written response to their claim.

HOUSEKEEPING AND HYGIENE

POD CLEANING

You will be provided with the necessary cleaning materials and expected to do the following on a daily basis:

- Clean your cell by sweeping and mopping the floor
- Clean the sink and toilet
- All personal property will be kept in the storage container provided and will not be used for any purpose other than storage.
- Participate in the daily cleaning of the day room and shower areas
- Inmates on work release or other authorized absences when cleaning materials are provided shall have an opportunity to obtain them at another time.
- Inmates are responsible for cleaning their cell prior to release
- Cleaning supplies will be issued daily. Each area will be inspected by staff for cleanliness. Those areas who fail inspection will lose television privileges until the area is satisfactorily clean.
- Cleaning over and above the daily requirements may be ordered by staff as appropriate and necessary
- Refusal to participate in cleaning activities will be treated as a violation of Inmate Rules and may subject the violator to a twenty-four (24) hour lockdown and other loss of privileges.

During cleaning activity all other inmate activity such as television, playing cards etc. will cease.

PERSONAL HYGIENE

Personal cleanliness is one of the best defenses against disease and the spread of disease. Therefore, all inmates are required to shower at least three (3) times per week. Inmates will be offered showers as part of the entry procedure into the Correctional Facility.

- Inmates will clean the shower after each use
- Inmates will be fully clothed going to and from the shower

LAUNDRY

Inmates will be allowed to have their linen towels and uniforms laundered on specified days and times. Schedules are posted in the living areas. Inmates are responsible for informing staff members of the condition of laundry items.

POD CONDUCT

- Light fixtures shall not be covered or shaded at any time
- No linen, towels or other items will be used to obstruct the vision of Correctional Officers or place them in such a way as to obstruct vision.
- Uniforms shall be worn properly at all times. Pant legs should not be rolled above the ankles. The only times that uniforms may be removed are: 1) to change uniforms; 2) after 11:00 p.m. lockdown or during bed time; 3) showering.
- Footwear shall be worn at all times except when sleeping or showering.
- Only facility approved footwear may be worn
- Only Commissary food items will be permitted in inmate cells
- Bedding will not be removed from cells except for laundry purposes
- Inmates will not enter the cells of other inmates, or allow other inmates to enter their cell for any reason
- Inmates will have no more than an individual issue of items provided by the facility
- No inmate will be permitted to wear any item around their head, in their hair, ears or other parts of their body. For security reasons these items will be removed and disposed of.
- Inmates may draw or write on paper or envelopes only
- Overnight lock down times will be from 11:00 p.m. to 5:00 a.m.
- Cell doors will not be blocked or otherwise inhibited from opening or closing
- For reasons of safety and security inmates will not yell, beat or pound upon windows or fixtures
- Inmates will not cross over the stripped line in front their cell doors unless instructed to do so by a Correctional Officer.
- Inmates will walk along the lines on the floor on their way to the classroom, day room or recreation room with their hands behind their back
- All personal items will be properly stored when the inmate is away from the cell
- Any item not properly stored will be confiscated
- All property of the Correctional Facility will be respected. Inmates are responsible for any damage they cause.
- Female inmates are authorized two bras with no under wire provided they are white in color
- Inmates may purchase two (2) pair of white underwear and two (2) pair of white socks from Commissary
- No inmate is to be on the upper tier unless their specific cell is on the upper tier.
- No loitering on the lower tier unless the inmate is on the telephone
- Stairs are to be kept open. There will be no horseplay on the stairs.
- Inmates may not sit on tabletops or sinks.
- Inmates are not permitted to communicate or pass items to/from inmates in lock down status
- Inmate cells are subject to search by Correctional staff at any time
- No inmate items will be left in the day room between the lock down hours of 11:00 p.m. and 5:00 a.m.
- Razors will be issued at 5:30 a.m. Failure to request a razor will result in waiting for a razor until the next day. Razors will be returned immediately after use.
- Standing counts will be taken periodically throughout the day in addition to 7:00 a.m., 3:00 p.m. and 11:00 p.m. Inmates will present themselves in front of their cell door behind the center line for the count. Inmates will remain standing until dismissed.
- No inmate will sexually harass, or otherwise make another inmate feel uncomfortable in any manner that would be deemed as sexual harassment.

INMATE BEHAVIOR

- Absolutely no violent or destructive behavior of any kind will be tolerated by any inmate incarcerated at the Dakota County Correctional Facility
- Any assault committed by any inmate upon the person of another inmate or Correctional Officer will result in an immediate lock down and criminal charges
- Any act of vandalism or destruction of facility property will result in lock down and criminal charges
- Inmates will never direct abusive or profane language at any member of facility staff
- Inmates will comply with all orders and instructions given by facility staff
- Sexual contact, consensual or otherwise, is prohibited
- Gambling is prohibited
- Violations of State and/or Federal Law will result in additional criminal charges
- The smuggling of alcohol or controlled substances, or the attempt to do so, into the facility is prohibited. Violations will result in lock down status and criminal charges
- Inmates will not attempt to communicate to other inmates or persons of the public through doors, windows, vents, or other structures.

LOCK DOWN STATUS

The safety of inmates and the security of the Correctional Facility are of paramount importance. Those inmates whose conduct poses a threat to the safety or security of other inmates or the safe operations of the facility are subject to lock down.

Lock down status means that the inmate is placed in a solitary confinement cell with the loss of all privileges, ability to communicate with other inmates or family members, or receive any item from any other inmate. Inmates in lock down status may leave their cell only for the purposes of exercise (1 hour) or to confer with legal counsel. Inmates may remain in lock down status for up to ninety-six (96) hours at a time. Lock down status ensures that the inmate has been removed as a threat to the safety of other inmates.

Inmates may also be placed in lock down status as a sanction for the major violation of facility rules.

INMATE MOVEMENT

- Inmates will not touch the walls, doors or any item or person while outside of their assigned area
- Loud or boisterous behavior is prohibited
- Inmates will not talk to other inmates or persons while being escorted outside of their living unit
- There will be no passing of any item pod to pod
- Inmates in single occupant cells may find their doors locked to prevent theft when they are away
- Inmates will remain on walk along lines on the floor with their hands behind their back as directed

PROGRAMS AND SERVICES

INMATE REQUEST FORMS

Inmate Request Forms and Medical Request Forms (KITES) will be available upon inmate requests. These forms can be utilized to request participation in programs or services or for grievance purposes. Medical requests are routed to the Medical Director. Request and Grievances are routed to the Director of Corrections. Inmate requests for visitation must be received forty-eight (48) hours prior to visitation.

An inmate grievance must be filed, using the appropriate form, within forty-eight hours (48) of the event being grieved. The grievance must specify the problem and the people involved as well as the requested action. The Director of Corrections, or his designee, will provide, at minimum, a written response to the grievance. Inmates may request to speak to the Director in person. The decision of the Director is final.

MEALS

- Meals will be served at approximately: 5:00-6:00 a.m. breakfast; 11:30 a.m.-12:30 p.m. lunch; and 5:00 p.m.-6:00 p.m. dinner.
- Inmates who are ill, injured or in lock down status will be required to eat in their cells
- Inmates will be notified by in house audio that it is meal time and will stand in front of their door to receive their meals.
- Spilled foods will be cleaned up immediately
- Uneaten food will be scraped into a garbage container. Food items will not be stored, gambled or given away.
- When an officer comes to the cell door with a meal tray the inmate will immediately appear at the door and take it. Inmates who fail to promptly appear will not receive a tray.
- After meals inmates will return all trays and sporks to Correctional staff.

VISITATION

Visitation schedules will be posted in inmate living areas.

VISITATION RULES

- Visitors unaccompanied must be at least 18 years of age. Persons under 18 must be accompanied by a parent or guardian. Proof of the parent/guardian relationship will be required. Such proof may be a birth certificate or court ordered guardianship.
- Visitors will have a government issued photo identification with them
- A schedule of visitation days and times will be posted in each pod
- Visitors must call in advance to schedule visitation days and times according to which pod the inmate is located in
- All items brought into the facility are subject to search
- All persons entering the facility are subject to search
- Inmates are subject to search prior to entering the visitation area
- Owing to the opportunity to pass weapons or contraband, contact visits are not permitted
- No food, drinks or smoking will be permitted in the visitation area
- Visitation will not be allowed until inmates have been arraigned (fresh arrest)

VISITATION RULES (Continued)

- Any disruptive behavior by any visitor or inmate, or the failure to follow the instructions of any staff member will terminate the visit.
- Any intoxicated person will be denied visitation
- Disruptive or intoxicated persons are subject to being barred from the facility
- Visitors will not be allowed into other parts of the Correctional Facility
- Inmates are required to fill out a visitation list. Only those persons on the list will be allowed to visit. Visitation lists can only be changed on the first day of each month. Those under 18 do not need to appear on the list but must be with a parent
- Visitors must register for visitation at least 15 minutes prior to visitation and wait in the lobby area until it's their turn.
- Visitors and inmates must be properly dressed. Inmates will wear their uniforms and no provocative clothing may be worn by visitors. Shoes must be worn at all times.
- Children must be under direct parental control and remain within the visiting room at all times
- Once a visitor has left the visitation room they may not re-enter
- Cameras and recording devices are prohibited
- Each inmate will receive two (2) one hour blocks of visitation time each week. Each visit, regardless of duration, will count as one (1) hour.
- Visitors who are believed to present a threat to facility security will not be permitted to visit
- **All visits are recorded**

MAIL

- Inmate mailing address is P.O. Box 305 Dakota City, Nebraska 68731
- All mail will be addressed to the inmate's name in care of Dakota County Nebraska Correctional Facility
- There is no limit as to the amount of mail an inmate may send or receive
- All mail will be opened and checked for contraband before being distributed
- All outgoing mail shall have sufficient postage
- Indigent inmates shall receive sufficient postage for three (3) letters each week
- Outgoing mail may be opened if there is reasonable and articulate suspicion that the safety of the facility is at risk
- All incoming legal mail will be opened in your presence and checked for contraband
- Inmates will not be permitted to retain cash. Money will be placed into the inmate's Commissary account, checks and money orders will not be accepted
- All unauthorized material received in the mail will be returned to sender
- Mail will be delivered to inmates on those days that it is delivered to the facility

TELEPHONE

- There are collect call phones available to inmates in all general living units
- Personal phone calls are considered a privilege and will carry a fifteen (15) minute limit to permit other inmates to use the phone
- Loud and abusive language while using the phone will not be tolerated
- Telephone privileges are suspended during lock down status
- Telephone privileges may be suspended as part of a disciplinary action
- The telephone will not be left off the hook during overnight lock down
- Misuse of the telephone will be cause for the loss of phone privileges
- All calls are recorded

COMMISSARY

- Commissary is a privilege
- Inmates will be allowed to order commissary once per week via the kiosk located within the facility during their designated scheduled time
- No credit will be allowed
- Once turned in orders are final
- Account discrepancies will be remedied the following day

Indigent inmates are those who have had no money in their account for at least one week. Indigent inmates may order an indigent kit as no expense to themselves. However, if and when an indigent inmate receives funds the kit will be billed to their account.

RECREATION

The following rules apply to inmates while participating in recreational activities. The failure to comply with these rules will result in the temporary, or even permanent, loss of the privilege.

- Inmates are not permitted to take any items to recreation
- No food or drinks are permitted in recreation areas
- You are never to engage in any physical or verbal fights. Report any problems to a Correctional Officer
- Verbal abuse includes, but is not limited to: profanity, vulgar or degrading remarks and gestures, racial epithets, sarcasm, threats and name calling. Verbal abuse directed at staff or other inmates will result in disciplinary action.
- Inmate participation is voluntary. If you choose not to participate when your pod is scheduled you will not be rescheduled.
- If you choose not to participate you will be required to sign the recreation refusal form
- Balls will not be thrown at light fixtures, camera housings, doors or windows.
- Inmates will not pound upon pod doors or attempt to communicate with other pods
- No one will return to their pod once the recreation period has begun unless directed to so by a staff member or an emergency has arisen.
- The recreation window may be opened if the outside air temperature is between fifty and eighty-five degrees Fahrenheit.
- Uniforms and issued or commissary ordered footwear are to be worn during recreation.
- Any damage to equipment and the reason for its damage will be reported to staff immediately
- Injuries sustained during recreational periods will be treated by the facility Medical Director
- Following any injury participation in recreational activity will require approval of the facility Medical Director

TELEVISION PRIVILAGES

- Inmate television is a privilege and may be suspended for security or disciplinary reasons
- Inmates may select, by majority rule, the programs to be viewed or select a shared schedule.
- Arguments over programming will not be tolerated and will result in the suspension of the privilege
- Television will be available from 6:00 a.m. to 11:00 p.m. excluding lock down and clean up
- Television volume will be such as not to disturb other inmates or the facility
- Tampering with, abusing or vandalizing the television set will result in its removal and subsequent loss of privileges

LIBRARY

- Library is conducted on a request only policy and you must submit a request form
- One inmate may keep any magazine for no more than forty-eight (48) hours and any book for no more than two (2) weeks
- Inmates may have two (2) magazines and two (2) books in their possession at any one time
- All checked out materials must be returned before checking out additional material
- The inmate who checks out the material is responsible for its return and condition upon return. Library items on loan to an inmate may be loaned to other inmates but this does not relieve the inmate who originally checked out the item from responsibility for its condition and return.
- Inmates will be fined for damaged reading materials up to and including the replacement cost of the item.

LEGAL LIBRARY

- Legal materials shall be available to all inmates, Monday-Friday from 8:00 a.m.-4:00 p.m.
- Requests for legal reference shall be made using the Request Form complete with the inmates name and date of request
- Material unavailable in the facility law library may be requested through Dakota County District Court
- Staff members are not permitted to research legal matters for an inmate
- Available material include: Nebraska Criminal Procedures, Nebraska Correctional Facility Standards and a listing of Dakota County legal representatives.
- Inmates represented by counsel will request specific case citations and other such information from their counsel.

RELIGIOUS PROGRAMS

- Arrangements have been made between the Correctional Facility and laypersons of various churches throughout the area to hold weekly religious services at the Correctional Facility. The schedule for these services shall be posted and at least one shall be in Spanish.
- An inmate may notify a layperson during these services that they desire individual counseling or services by a member of the Clergy, that layperson may contact the appropriate Clergy for the inmate or may request that the Correctional Facility contact the appropriate Clergy.

RELIGIOUS PROGRAMS (Continued)

- If an inmate requests such counseling during normal duty hours or at times other than when services are being conducted, the inmate must request this on an Inmate Request form.
- At any time an inmate causes a disturbance during the services, the inmate will be escorted from the area back to their pod. A report of the incident will be forwarded to the Corrections Director

INMATE WORKER RULES

- Inmate Worker status is a privilege subject to revocation for security, disciplinary or performance reasons
- There is no such position as a supervisory inmate worker
- Inmate workers will perform tasks in the manner in which they are directed by facility staff to include posted rules and assignments. Failure to obey an order will result in the loss of inmate worker status
- Inmate workers will not do favors for nor respond to requests from other inmates
- Inmate workers will not speak to other inmates while performing their duties
- Inmate workers are not to use the telephone outside their assigned living area
- Other than regular meals no food items may be taken back to inmate living areas
- Inmate workers assigned to laundry detail will wash their clothes and linen with everyone else's
- Inmate workers may not eat while preparing meals but before or after meal preparation
- Inmate workers are not regular members of staff and will receive no compensation or benefits
- In order to be considered for an Inmate Worker position you must be sentenced on all charges and not have any outstanding warrants.

AA/NA-BIBLE STUDY MEETINGS

AA/NA meetings are held one (1) night each week by gender. Counseling sessions are by appointment

- These meetings are a privilege and the privilege may be revoked or suspended for security or disciplinary reasons
- No items other than AA/NA may be taken to or from these meetings without permission of the shift supervisor
- There will be no candy, beverages or food items at any of these meetings
- It is the responsibility of the inmate to sign up for these meetings. If a meeting is cancelled the inmate will be advised

MEDICAL AND DENTAL SERVICES

- Inmates wishing to see the facility Medical Director will need to complete an Inmate Medical Request which can be obtained from a Corrections Officer
- There will be no treatment provided, other than emergency, without a proper Medical Request having been filled out in advance
- Inmates in need of emergency care, or who become aware of another inmate in need of emergency care, are to notify a Correctional Officer immediately.
- Inmates with chronic medical conditions must make those conditions known at the time they are received into the facility
- Those inmates with existing medical insurance will be required to pay for medical services through that carrier

DISTRIBUTION OF MEDICINES

- Prescription medications will be distributed to all occupied living units at 7:00 a.m., 11:00 a.m., 3:00 p. m., and 9:00 p.m. Medication will be dispensed at approximately these times unless otherwise specified by a physician.
- Refused medications will be documented by Correctional Officers
- Inmates who refuse medications may pose a risk of harm to themselves or others and steps will be taken to force the inmate to comply.
- Inmates are required to open their mouths and lift their tongue to show staff that they have swallowed the medication.
- Storing or trading of medication will result in disciplinary action and , where applicable, additional criminal charges
- Inmates requiring non-prescription medications must fill out a Medical Request form and medication will be passed at the time established by the Medical Director

MENTAL HEALTH/COUNSELING

- If an inmate has mental health, alcohol or drug related issues and wishes to receive counseling, they may complete an Inmate Request form.
- The Medical Director will contact the appropriate agency to work with you
- Counseling is not the same as medical treatment. You may be financially responsible for any outside professional counselors.

DISCIPLINARY PROCEDURES

MINOR VIOLATIONS

Any of the following prohibited acts are considered Minor Violations and may result in disciplinary action taken against you. They include but are not limited to:

- Failure to obey and comply with any reasonable order of any Corrections Officer
- Gambling
- Banging or beating on objects or otherwise disturbing the peace of the Correctional Facility
- Failure to maintain living area in a clean and orderly fashion
- Directing profanity or abusive epithets at a Correctional Officer
- Marking, writing on, or otherwise defacing facility walls or fixtures
- Plugging plumbing / tampering with lights, doors or other fixtures
- Covering of ventilation system
- Failure to comply with personal hygiene requirements
- Pasting of items on walls, lights, bars, windows or other areas of cell or cellblock
- Verbally abusing another inmate
- Possession of tobacco, match or lighter
- Excessive television noise
- Failure to stand for count
- Entering another inmates cell or allowing another to enter their cell
- Possession of unauthorized eating or drinking utensils
- Possession of contraband
- Provoking or bullying another inmate / engaging in horseplay
- Talking to other inmates, persons of the public or anyone within the court room other than their Attorney, the Judge, or Correctional Officer while being escorted outside of their living unit
- Talking to or attempting to talk to any inmate who is on disciplinary lock down
- Trading or giving away any food item from meals

DISCIPLINARY SANCTIONS FOR MINOR VIOLATIONS

Disciplinary sanctions will be imposed on the basis of the severity of the incident and the inmate's conduct record. Sanctions may include:

- Verbal warning
- Written reprimand
- Loss of one or more privileges for up to fifteen (15) days
- Lock down for up to ninety-six (96) hours

Privileges may be suspended for disciplinary reasons and include:

- Loss of television time
- Loss of library access
- Loss of recreation
- Loss of visitation
- Assigned cleaning duties
- Loss of Commissary Privilege

MAJOR VIOLATIONS

Any of the following acts are considered Major Violations and will result in disciplinary actions being taken against you. They include but are not limited to:

- Repeated minor violations
- Failure to comply with any order from a Correctional Officer when that failure causes a threat to the security and safety of the facility or staff
- Inciting, causing or taking part in any riot or civil disturbance
- Threatening bodily harm to any Correctional Officer or other inmate
- Theft of any property
- Possession of any weapon
- Possession of any drug, narcotic (unless prescribed to the inmate) or alcohol or intoxicating substances
- Palming or hoarding any prescribed or over the counter medication
- Tampering with any security equipment
- Escape or attempted escape from either the Correctional Facility or the custody of any Correctional Officer
- Absconding from work release or failing to report on time from work release
- Attempting to introduce contraband into the Correctional Facility
- Making or attempting to make alcoholic or intoxicating beverages
- Any assault committed by any inmate upon the person of another inmate or Correctional Officer
- Possession of any item that may be used for tattooing purposes
- Administering or receiving a tattoo while incarcerated
- Sexual contact of any kind / sexual harassment of any nature
- Lying to, misleading, or hindering a Correctional Officers incident investigation

Any action that is in violation of statutory law will result in criminal charges being brought against the offending inmate

DISCIPLINARY SANCTIONS FOR MAJOR VIOLATIONS

- Verbal reprimand
- Written reprimand
- Loss of one or more privileges for up to thirty (30) days
- Lock Down status for up to ten (10) days
- Loss of good and honor time for up to seven (7) days
- Restitution for destruction of facility property

Inmates are subject to the same loss of privileges for major violations as they are for minor ones except that the duration of loss is doubled

MAJOR VIOLATIONS HEARING

Inmates charged with a Major Violation will receive written notice of the specific charges within twenty-four (24) hours of the alleged violation excluding weekends, holidays and emergencies. Inmates will be notified of their hearing date which, in most cases, will be within seventy-two (72) hours of the inmate's written notice of charges.

The hearing will be held before a Disciplinary Committee consisting of the Deputy Director of Corrections, and two other persons of their choosing. Unless it involves a threat to security the inmate will be allowed to call other inmate witnesses. The hearing body will render a written decision. The inmate will receive a copy and a copy will be placed in the inmate's file.

The inmate has the right to waive the hearing in which case the Deputy Director will impose a penalty based upon Correctional Officer reports and the inmate's statements.

Inmates may appeal decisions of the Disciplinary Committee to the Director of Corrections in writing. Unless an appeal is filed within seventy-two (72) hours of the inmate's notification of the decision, excluding weekends and holidays, appeal is barred.

EMERGENCY PROCEDURES

- In the case of a tornado or other dangerous weather all activity is suspended
- In any emergency follow the directions of Correctional Officers
- Inmates who take advantage of an emergency situation or evacuation to attempt to escape or who cause a disturbance during such times will be treated in the same manner as though they engaged in a riot

IN HOME MONITORING PROGRAM

There is a possibility that all or some of your sentence can be served at your home. This involves wearing a monitor 24/7. Interested inmates may complete an Inmate Request form. There are restrictions and requirements as follows:

- The daily cost is \$10 without a sobriety and \$15 with a sobriety. Advance payments must be made in the amount of \$165 without a sobriety and \$235 with a sobriety. There is also a \$25 setup fee. Participants are subject to random drug/alcohol testing at \$5 per test.
- Inmates must have a working hard wired land line telephone with no extra features such as call waiting, call forwarding, Internet or fax.
- Inmates are not eligible who have been sentenced for:
 - Violent Crime
 - Domestic Crime
 - Assault within the past 7 years
 - Flight to Avoid Arrest
 - Resisting Arrest
 - Obstruction of Justice
 - Protective Order Violation
 - Failure to Appear

Exceptions to these rules are by Court Order only.

- Inmate history counts
- An at risk assessment will be made
- Inmates must sign an agreement permitting the Sheriff's Office to check the inmate's residence 24 hours a day
- Violators are immediately returned to the Correctional Facility
- Additional restrictions may be placed upon inmates at the discretion of the court

DAKOTA COUNTY CORRECTIONAL FACILITY INMATE HANDBOOK SEXUAL ASSAULT AWARENESS

ZERO TOLERANCE

The Dakota County Nebraska Correctional Facility has a *zero tolerance* policy for sexual contact-consensual or not-between inmates and inmates or inmates and members of staff. Staff includes Correctional Officers, contact employees such as kitchen staff, volunteers such as NA/AA counselors. Visitors, to include attorneys, are prohibited from sexual contact with inmates. Moreover, unwanted and/or unwelcome sexual advances or conversations with sexual overtones will likewise not be tolerated.

There is no such thing as consensual sex within walls, grounds or vehicles of the Dakota County Nebraska County Correctional Facility. This applies to inmate/inmate sex as well as inmate/staff sex. Criminal and/or Administrative action will be taken in *all* cases where sexual contact occurs.

DEFINITIONS

Sexual Abuse:

- 1) Contact between the penis and the vulva or the penis and the anus, to include penetration however slight;
- 2) Contact between the mouth and the penis, vulva, or anus;
- 3) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument(except as part of a medical procedure or examination conducted by a licensed health care provider);
- 4) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of another person excluding contact incidental to a physical altercation or the official duties of a staff member.

SELF PROTECTION

Inmates should take all reasonable measures to protect themselves. Inmates should take reasonable measures to avoid conflict, confrontations, and/or altercations by leaving the immediate area, soliciting staff assistance and locking down during altercations.

Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong leave the area.

Walk and stand with confidence but not arrogance. Many rapists choose victims who look like they will not fight back or are emotionally weak.

Casual nudity and talking about sex may make another inmate believe that you have an interest in a sexual relationship.

Do not accept commissary items or other gifts from other inmates. Do not place yourself in the debt of another inmate; this can lead to the expectation of repayment by sexual favors.

Avoid secluded areas. Stay in sight of staff members and report to staff anyone who is pressuring you for sex.

IF YOU ARE SEXUALLY ASSAULTED

As soon as it is safe to do so, **REPORT THE ATTACK IMMEDIATELY**. The longer you wait to report the attack the more difficult it is to obtain evidence necessary for a criminal and/or administrative investigation. The assault may be reported to any Correctional Officer, nurse or member of staff including directly to the Director. We will accept and act on third party reports. So, you can if you would feel more comfortable report it to a family member, friend or the Nebraska Ombudsman by phone. However, **TIME** is the key.

DO NOT shower, brush your teeth, use the rest room, or change your clothes. You may destroy vital evidence.

DO seek immediate medical attention. You may have serious injuries that you are not aware of and you may have been exposed to a sexually transmitted disease.

Please seek support as the days ahead can be traumatic. Professional help is available to help you recover from the trauma of sexual assault.

By signing this form I acknowledge that I have received a copy of the Dakota County Correctional Facility Inmate Handbook. I also understand that I will not be issued another handbook, and that I am responsible for the one that has been made available to me.

****sign this page and return to a correctional officer****

Print Name

Signature

____/____/____
Date

Booking Officer