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14  
15  
16 UNITED STATES DISTRICT COURT  
17 DISTRICT OF OREGON  
18 PORTLAND DIVISION  
19

20  
21 PRISON LEGAL NEWS, a project of the  
HUMAN RIGHTS DEFENSE CENTER,  
22 Plaintiff,

No. 3:12-CV-71-SI

23 v.

24 COLUMBIA COUNTY; COLUMBIA  
COUNTY SHERIFF'S OFFICE; JEFF  
25 DICKERSON, individually and in his capacity  
as Columbia County Sheriff,  
26 Defendants.

SECOND DECLARATION OF BRADLEY  
BERG

5-16-12

I, Bradley Berg declare as follows:

1. I am over the age of 18 and competent to testify. The statements of fact contained here in are based on my personal knowledge.

2. Beginning the week of May 6, 2012, the Columbia County Jail (C.C.J) staff began making changes to the Jails Mail Policies & Procedures information provided to inmates.

3. Exhibit "A" is a true copy of C.C.J's "Mail Procedure Changes" dated March 23, 2012, which I received from Jail staff on May 5, 2012, during mail delivery. This laminated copy was to be left on the housing unit's mailbox with other C.C.J. related Policy/Rule information for inmates.

4. On May 7, 2012, C.C.J. staff removed Ex. "A" from housing unit, as well as an old copy of Ex "A" already in the unit prior to May 5, 2012.

5. Exhibit "B" is a true copy of C.C.J.'s "Inmate Mail Guide", which was placed in the housing unit along with Ex. "A" on or about May 8, 2012. Both of these items were again removed by C.C.J. staff later in the day.

6. On or about May 11, 2012, other inmates informed me that Under Sheriff Mayer had replaced Ex. "A" back in the housing unit.

7. On or about May 13, 2012, Sgt. Westfall requested that inmates gather at a housing unit table with their Inmate Manuals where she stapled Ex. B to the back of our Manuals. Inmates not in the unit at this time were handed Ex. B in "booking" before returning to the unit.

8. On May 15, 2012 at 11:40 pm, Dep. Moore collected all of our Inmate Manuals and replaced them with Ex. "C". Due to the late hour, Dep. Moore was forced to wake up inmates for the trade. None of the "new" Manuals were in Spanish, so the Latin inmates were given English Manuals Ex. "C". We were told there are 10 new pages of information in the manual provided May 15<sup>th</sup>.

9. Exhibit "C" is a true copy of CCI's "New Inmate Manual" dated May 16, 2012, given to me by CCI staff on May 15<sup>th</sup> 2012 as outlined above.

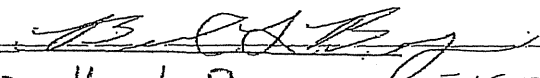
10. Providing this legal declaration has been difficult

for me because C.C.J.'s mail policy requires that all legal mail leaving the Jail be inspected by Jail staff for contraband, then the envelopes seal flap must be signed by an officer.

11. On May 15, 2012, ofc. Moore would not accept an envelope (8 1/2" x 11") marked "special legal legal Mail" for mailing because I had already sealed it. I told him to open it and he refused saying he "can't open it, it's Legal Mail". Due to the late hour and lack of staff cooperation, I resigned to deal with this issue with other staff members at another time.

I declare under the penalty of perjury of the laws of the United States of America and the State of Oregon that the foregoing is true and correct to the best of my knowledge.

Dated this 16<sup>th</sup> day of May, 2012, at St. Helens, OR.

  
Bradley L. Berg 5-16-12



### CERTIFICATE OF SERVICE

I hereby certify that on September 13, 2012, I electronically filed the foregoing to the Clerk of the Court using the CM/ECF system which will send notification of such filing to the following:

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Of Attorneys for Plaintiff Prison Legal News

EXHIBIT A  
TO  
DECLARATION OF BRADLEY BERG



**COLUMBIA COUNTY  
SHERIFF'S OFFICE**  
*Jeffrey M. Dickerson, Sheriff*

Address: 901 Port Ave., St. Helens, OR 97051  
Phone: (503) 366-4611 Fax: (503) 366-4644  
Web Address: [www.co.columbia.or.us/sheriff](http://www.co.columbia.or.us/sheriff)

**MEMORANDUM OF UNDERSTANDING  
COLUMBIA COUNTY SHERIFF**

Date: March 23, 2010  
To: Corrections Division/All Inmates of the Columbia County Jail  
From: Bryan L. Cutright Sr./Sergeant  
Subject: Mail Procedure Changes.

Effective April 1, 2010, the Columbia County Jail will be changing the manner in which we handle inmate mail. All mail to and from the inmates of the Columbia County Jail will be in the form of a postcard. If mail is received at the jail for any inmate in any form other than a postcard it will be returned to sender. The only exceptions to this new procedural change are for Attorney and Official mail. For a complete copy of the entire mail rules please read the mail section in the Columbia County Jail inmate manual that has been provided to you.

The below information has been posted to the Columbia County web site and is available for all to view. In addition to the website we have flyers available for your family and friends to pick up at the Columbia County Sheriff's Office.

**Columbia County Jail Mail Procedures:** Effective April 1, 2010 the Columbia County Sheriff's Office is changing the procedures that apply to inmate mail.

**MAIL VIOLATIONS:**

(Will result in the post card(s) being returned to sender)

- \* No Inmate Name
- \* Incomplete Return Address
- \* Stickers of any kind (Includes address labels)
- \* Rubber Inked Stamps
- \* Tape
- \* Lipstick
- \* Colored Pencils
- \* Paperclips / Staples etc.
- \* Correction Tape / Fluid
- \* Crayon
- \* Paint
- \* Watercolor
- \* Food / Beverage Stains

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PLNCOL-02112

\* Perfume / Cologne

Anything that would threaten or be detrimental to the safety, security and orderly operation of the Jail, anything gang related, or any sexual conduct will be considered a mail violation and placed in the Inmate's property.

**Legal/Professional Mail Rules:** Inmate legal mail and professional mail rules have not changed.

Mail Definitions and Frequently Asked Questions:

**Incomplete return address:** Return address is missing either part of the address or first and last name of sender.

**No Inmate Name:** Inmate's first and last names are NOT on the post card.

**Dead Mailed:** There is no return address. In this case the postcard is returned to the Post Office.

**What happens to the postcard I send to an inmate when it arrives at the Facility?** After the post card has been cleared through administration, it is reviewed for mail violations. If a violation is found, the Deputy will complete a Mail Violation Form and the mail will either be returned to sender or placed in the inmate's property until their release. The inmate will receive a copy of the violation form that will explain the violation.

**Can I send a care package to an Inmate?** Care packages may be purchased through [www.columbia.lcaredirect.com](http://www.columbia.lcaredirect.com). That website is also available on the Sheriff's Office website. Only those care packages will be allowed for the inmate.

**Can Inmates have access to Books, Magazines, and Newspapers?** The Columbia County Jail has Books and/or periodicals available for inmates while they are incarcerated, if family members wish to mail any book, hardbound or otherwise, must be sent directly from the publisher or bookstore via the U.S. Mail. These items must either be religious or educational in nature and determined by the facility administration. Newspaper subscriptions may be purchased to be delivered by the newspaper to the facility at regular delivery times and methods. Magazines are not allowed inside the facility.

**Religious Materials:** Inmates can request a Bible from the Law Library. Inmates can also attend a religious program and receive religious materials from the Columbia County Sheriff's Office Volunteer who facilitates that particular program.

Bryan L. Cutright, Sr. 30771  
Sergeant

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PLNCO-02113

EXHIBIT B  
TO  
DECLARATION OF BRADLEY BERG

## INMATE MAIL GUIDE

### Personal Mail

Inmates may send or receive personal mail from friends, family, or associates on postcards only. Inmates may receive postcards in any size that is delivered by the U.S. Postal Service up to a maximum size of 5-1/2" tall x 8-1/2" wide. Inmates may receive postcards with photographs on one side as allowed by the U.S. Postal Service. The jail does not permit any other form of personal mail for inmates.

### Addressing Inmate Mail

Inmate mail must have the inmate's booking number as part of the addressee information. Incoming mail must have a return address to include the name and address of the sender.

### Prohibited Mail

Jail staff will not allow an inmate to receive or send mail that—

1. Contains—

- a. Threats of physical harm, blackmail, extortion, or other criminal activity.
- b. Plans for escape, criminal activity, or activity that violates jail rules.
- c. Gang-related material.
- d. Information that, if conveyed, could result in physical harm to someone.
- e. Sexually explicit materials.
- f. Inflammatory material.
- g. Contraband materials including but not limited to such commonly mailed items as:

- (1) Books larger than 9 by 12 inches or with plastic or metal bindings.
- (2) More than three books in a single piece of mail.
- (3) Controlled substances as defined by ORS 475.525
- (4) Foreign substances, such as:

- (a) Bodily fluids
- (b) Lipstick or perfume
- (c) Glue or paint
- (d) Anything with an unusual stain or odor that indicates a foreign substance may be present.

2. Is written in code or suspected code.
3. Was a form of written communication not sent through the USPS or other approved system.
4. Is to or from a victim of a crime that the inmate is in custody for in either pretrial or sentenced status.
5. Would violate a court order.
6. May produce a hostile work environment, such as sexual harassment.
7. Is a credit or deferred billing transaction, such as "bill me later" subscriptions or merchandise bought on credit or collect-on-delivery terms.
8. Is fraudulently marked as legal or official mail.

Ex. B.



EXHIBIT C  
TO  
DECLARATION OF BRADLEY BERG

Exc

# INMATE MANUAL

## COLUMBIA COUNTY JAIL

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

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

Incorporating Revised Inmate Mail Guidelines  
(See Pages 7 through 16)

Effective May 16, 2012

190

PLNCOL-02115

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### **YOUR RIGHTS AND PRIVILEGES**

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

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

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

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

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

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

Columbia County Jail has a no smoking policy.

### **YOUR RESPONSIBILITIES AND EXPECTED BEHAVIOR**

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

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

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

**Inmate basic rules for the Columbia County Jail:**

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

**BEDS AND BEDDING**

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

**BILLING FEES**

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

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

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

Other charges are listed below:

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

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

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

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

All fees are subject to change at any time

#### CELL IN COMMAND

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

#### CLASSIFICATION

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

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

ACTIVITIES MAY DIFFER BASED ON YOUR LEVEL OF CLASSIFICATION.

#### CLOTHING EXCHANGE

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

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

#### COMMISSARY

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

#### CONTRABAND

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



### COUNTY ISSUED ITEMS

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

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

Female inmates may be allowed to retain the following:

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

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

### COURT CONDUCT

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

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

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

### DRESS CODE

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

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

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

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

### FIRE AND EMERGENCY SAFETY

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

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

### **HAIR CARE AND PERSONAL GROOMING**

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

### **HEALTH APPRAISALS**

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

### **HOUSING UNIT OPERATIONS**

The daily operation in the pods will be as follows.

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

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

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

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

### **ICE CONTACT INFORMATION**

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

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

### **IDENTIFICATION CARDS**

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

### **INMATE COUNTS**

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

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

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

1. In Pods with cells you will go to your room, close the door stand with one individual on each side of the door, ID card in hand, ready for the count. All inmates will remain in this manner until a Deputy scans your identification card.
2. In an open dorm go to your bunk and stand next to your bunk with your ID card in hand, until a Deputy scans your card. After formal you should bunk up for the night and remain quiet.

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

#### INMATE GRIEVANCE PROCEDURE

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

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

1. An inmate may request a Grievance Form from any Corrections Deputy at any time to bring to attention any perceived problems and proposed solutions. The Deputy will address any grievance within the scope of his/her authority and document any action taken regarding the request within five (5) working days.
2. The inmate may redirect the grievance to the Shift Supervisor for any complaint which cannot be reasonably resolved by the Deputy. The Supervisor will address any grievance within the scope of his/her authority and document any action taken on the form within five (5) working days.
3. If the complaint is not resolved to the inmate's satisfaction by the Supervisor, the inmate may send the Grievance Form to the Facility Supervisor or his designee. The Facility Supervisor or designee will address the complaint and document any action taken on the form within five (5) working days.
4. If the complaint is not resolved to the inmate's satisfaction by the Facility Supervisor, the inmate may send a sealed Grievance Form to the Sheriff. The Sheriff will address the complaint and document his decision on the form within ten (10) working days. The Sheriff's decision will be final!

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

#### INMATE REQUEST FORMS

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

#### INMATE WORKER ACTIVITIES

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

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

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

### INTERCOM SYSTEM

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

### LAW LIBRARY

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

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

### LIBRARY

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

### MAIL

#### POLICY

Jail mail-handling procedures support an inmate's need to communicate in writing to carry out legal business and maintain family and community ties. The procedures also meet the Jail's need for efficient operations that preserve the good order, safety, and security of the facility, inmates, and staff.

The general inmate mail policy of the jail is that all mail that is delivered by the United States Postal Service can be delivered to and sent by inmates, subject to the restrictions in our Inmate Mail Guide, on page 14, below.

#### DEFINITIONS

**Book.** A printed composition bound in a volume.

**Contraband.** 1) Controlled substances as defined in ORS 475.005(6). 2) Drug paraphernalia as defined by ORS 475.525(2). 3) Any currency or negotiable instrument. 4) Any item that a person in a correctional facility is prohibited by statute, rule, or order from obtaining or possessing, *and* whose use would endanger the safety or security of the facility or person in the facility. 5) An unauthorized item in an inmate's possession or in a cell, bunk, or common area. 6) An authorized item altered in any way. 7) More than the authorized number of an item.

**Inmate Mail.** Written correspondence to or from an inmate in the Columbia County Jail.

**Indigent.** An inmate who has less than \$5 in his or her inmate account and has not had more than that amount for seven days.

**Inflammatory material.** Written or printed materials that pose a threat to the security, safety, or

good order of the jail because it may incite or advocate physical violence against others. This includes material that advocates the supremacy or hatred of a racial, religious, national, or other group of people. (Note: Criticism of jail operations, programs, or staff, on its own, is not inflammatory material. If the criticism involves an illegal act or violates a jail rule, staff will handle it as that type of prohibited mail.)

**Jail Commander.** The Columbia County Jail Commander or his/her designee.

**Junk mail / Bulk mail.** Printed materials, often sent as mass mailings, such as catalogs, advertisements, brochures, circulars, and pamphlets whose primary purpose is to sell, promote or solicit for, a product or service. Junk mail/bulk mail may come using a variety of postage rates, including but not limited to bulk mail rates. Junk Mail/Bulk Mail may be solicited or unsolicited.

**Legal mail.** Incoming or outgoing mail addressed to or from a licensed attorney.

**Negotiable instrument.** A written document that represents an unconditional promise to pay a specified amount of money upon the demand of its owner. Examples include checks and promissory notes. Negotiable instruments can be transferred from one person to another, as when a person writes "pay to the order of" on the back of a check in order to turn it over to someone else.

**Official Mail.** Incoming or outgoing mail addressed to or from the sheriff, jail command staff, probation authorities, district attorney, state attorney general, Governor, court, a court official, and other confining authorities, or addressed to or from the inmate's medical provider.

**Periodical.** A magazine, newspaper, newsletter, or other publication formed of printed sheets that is issued at regular, specified intervals by a publisher.

**Personal business.** Business necessary to meet ordinary personal obligations, including but not limited to, paying taxes, making mortgage or other loan payments, renewing licenses, and making rent or lease payments.

**Personal mail.** Mail to or from family, friends, or for personal business. Personal mail does not include legal mail, official mail, publications, or junk mail/bulk mail.

**Publication.** Periodicals and books.

**Sexually explicit:** 1) A pictorial depiction of any of the following: actual or simulated sexual acts (including sexual intercourse, oral sex, anal sex, or masturbation); sexual penetration; bestiality; sexual violence; sadomasochistic behavior; excretory functions; and exposed genitalia, anus, or the nipple or nipples (to include areolas) of female breasts, unless the exposure is for legitimate medical, religious, or anthropological reasons. 2) A written or pictorial depiction of lewdness, licentiousness, or graphic erotic behavior designed to cause sexual excitement. 3) Sex acts involving children. 4) Materials that violate state and local obscenity laws. (Note: Whether the material is commercially produced or is personally made or written has no bearing on this definition.)



## INMATE MAIL

### 1. Inmate Mail Limits and Restrictions/Overview

The Columbia County Jail will normally not limit, censor, or restrict the volume, language, content, format or source of inmate mail. However, some limitations are necessary to assure the safety, and security of inmates, jail staff, and the public, as well as to assure the efficient operation of the Jail.

### 2. Specific Limitations on Inmate Mail.

- a. **Personal Mail.** Except as otherwise provided below, personal mail may be sent and received by inmates only in postcard form. The following exceptions apply to this policy:
  - i. A Jail Supervisor may allow an inmate who is continuously involved in rehabilitation programs permission to correspond with a specific person in non-post card form (both sending and receiving). A supervisor must document that correspondence with the person is in the best interest of an inmate's rehabilitation. A suitable example might include a letter sent to reconnect with family prior to release.
  - ii. A Jail Supervisor may approve incoming and outgoing mail in non-postcard form so that an inmate can conduct necessary personal business. Examples of this exception include, but are not limited to the use of a business reply envelope to send a document back to the originating firm or signing a mailed-in personal check to make a rent or car payment or renew a driver's license. If it appears to the Supervisor that the inmate has no other reasonably available means to take care of personal business, and that the personal business cannot reasonably wait until the inmate is released, the Supervisor shall allow the exception, subject to the following:
    - (1) Checks must not have a blank payee line.
    - (2) If reasonably possible, the inmate must act to add a cosigner to a checking account or make other arrangements to prevent reoccurrence of this need.
    - (3) Supporting documents, such as payment coupons or rent contracts, must accompany personal business mail.
- b. **Publications.** Publications are permitted in the Jail, subject to the following requirements:
  - i. An inmate must have someone outside the jail prepay for any publication he or she receives. An inmate may not engage in any delayed payment or credit ordering of publications while inside the jail.
  - ii. **Books.** An inmate may receive up to three books on a single mail delivery day. Books must come directly from the publisher, a book club, or a bookstore. Books may be new or used. Books may not be larger than 9 inches by 12 inches. Books may not have plastic or metal bindings. Either hardback or paperback books are acceptable for general population inmates. Inmates in segregation, including medical segregation, may only receive paperback books. Mail handlers will consider any other item in the envelope or parcel as contraband and treat the parcel as prohibited mail.
  - iii. **Periodicals.** An inmate may receive up to three periodicals on a single mail delivery day. Periodicals must be new and be mailed directly from the publisher or bookstore.
  - iv. **No blanket prohibition.** Mail handlers will determine whether a specific publication violates jail rules. However, this determination must be made on a case by case basis. There shall be no blanket prohibition on any publication.
- c. **Legal and Official Mail.**
  - (1) Jail staff must protect the rights of inmates to privileged, confidential communication with their attorneys, the courts, and confining authorities.



- (2) A sender of legal or official mail is responsible for legitimately, properly, and clearly marking and addressing legal and official mail so that jail staff recognize it and treat it as being confidential, as follows:
- (1) The return address on all incoming legal and official mail must have the sender's job, agency, or firm title and address either commercially preprinted on the envelope or a label, or as an ink stamp. The sender's name should be handwritten if not preprinted. Staff will treat all mail with return addresses that are completely handwritten as personal mail.
  - (2) The words "Legal Mail," "Official Mail," or similar designation must appear on the address side of the envelope. Jail staff will not assume the contents of any letter from an attorney, law firm, or government official is legal or official mail. Jail Staff will treat all mail without the legal or official mail mark as personal mail.
  - (3) Jail staff will treat improperly marked or addressed mail as personal mail.
  - (3) Staff will not open recognized legal or official mail outside the presence of the inmate. They will open it in the presence of the inmate to inspect it for contraband, but they will not read its contents.
  - (4) Before legal or official mail leaves the pod, staff must verify that any letter marked as legal or official mail is addressed to a person that qualifies for that privacy protection. Deputies will contact a shift sergeant if they suspect fraud.
  - (5) Jail staff will pursue administrative, criminal, and disciplinary actions, as fitting, against all those involved in the fraudulent use of legal or official mail designations.

d. **Other Prohibited Mail/Contraband.**

i. An inmate may not receive or send inmate mail that contains:

- (1) Threats of physical harm, blackmail, extortion, or other criminal activity;
- (2) Plans for escape, criminal activity, or activity that violates jail rules;
- (3) Gang-related material;
- (4) Information that, if conveyed, could result in physical harm to someone;
- (5) Sexually explicit materials;
- (6) Inflammatory material;
- (7) Contraband including but not limited to such commonly mailed items as:
  - (a) Books larger than 9 by 12 inches or with plastic or metal bindings;
  - (b) More than three books in a single piece of mail;
  - (c) Controlled substances as defined by ORS 475.005(6)
- (8) Foreign substances, such as bodily fluids, lipstick or perfume, glue or paint or anything with an unusual stain or odor that indicates a foreign substance may be present;
- (9) Cash or negotiable instruments unless specifically allowed to conduct personal business.

ii. An inmate may not send or receive inmate mail that:

- (1) is written in code or suspected code;
- (2) Was not sent through the USPS or other approved system;

- (3) Is to or from a person with whom the inmate is prohibited from communicating;
  - (4) Would violate a court order;
  - (5) May produce a hostile work environment by sexual harassment or otherwise;
  - (6) Is a credit or deferred billing transaction, such as "bill me later" subscriptions or merchandise bought on credit or collect-on-delivery terms;
  - (7) Is fraudulently marked as legal or official mail;
  - (8) Includes information about upcoming health care appointments.
- e. **Sources of Incoming Mail.** Jail Staff will only accept incoming inmate mail that has been delivered by the U.S. Postal Service unless otherwise specifically authorized by the Jail Commander.
  - f. **Postage-Due Mail.** The jail will not accept or pay for incoming inmate mail with postage due.
  - g. **Parcels.** Incoming parcels are allowed if they contain books or periodicals from a publisher or bookstore. A parcel may only contain up to three books or three periodicals. Mail handlers will consider any other item in a parcel as contraband and treat such a parcel as prohibited mail. Parcels are also allowed to and from inmates for legal or official mail, or for personal business when an exception is authorized.
  - h. **Commercial Business Transactions and Government Services by Mail.**
    - i. Except as provided in (ii), below, inmates may not conduct commercial business transactions or request services from government agencies through inmate mail.
    - ii. A Jail Supervisor may approve personal business mail as described in paragraph 2.a (above under Personal Mail).
    - iii. Examples of commercial business transactions and government agency requests include, but are not limited to:
      - (1) Buying or selling an item, real property, or service;
      - (2) Applying for a credit card;
      - (3) Applying for a commercial or student loan;
      - (4) Opening a bank account;
      - (5) Enrolling in a college course;
      - (6) Applying for food stamps;
      - (7) Any obligation of funds to which the inmate does not have access.

### 3. **General Limitations on Inmate Mail.**

In addition to the specific limitations on inmate mail set forth above, additional limitations may apply in the following circumstances:

- A. There is reason to believe that such correspondence would jeopardize personal safety, jail security or good order, inmate treatment, or would facilitate violation of the law.
- B. There is reason to believe that a sentenced inmate in rehabilitative programs would benefit from limited contacts and/or inmate mail.

- C. Inmates may receive a disciplinary sanction that restricts personal mail. (*See* policy J212, *Rules and Discipline*.)

#### 4. General Provisions for Inmate Mail

- a. **Postcards.** Inmates may send postcards they receive in their initial inmate hygiene kit or through jail commissary. Inmates may receive postcards in any size that is delivered by the U.S. Postal Service up to a maximum size of 5-1/2" tall x 8-1/2" wide. Postcards may have photographs on one side as allowed by the U.S. Postal Service and jail rules. No other photographs are allowed on postcards. Inmates are not limited to a specific number of postcards that they may receive or send. Lodged inmates receive two postcards in their hygiene kit, and may purchase additional postcards through jail commissary. Policy 212, Rules and Discipline, sets limits on the number of personal mail items allowed in an inmate's cell.
- b. **Indigent Inmate Mail.** Indigent inmates may purchase an indigent hygiene kit through the commissary program once per week. Hygiene kits are taken to the pods and offered to all inmates. The indigent hygiene kit consists of two postage prepaid postcards, a pencil and hygiene items.
- c. **Addressing Inmate Mail.** Incoming mail must have the inmate's booking name and should have the inmate's booking number as part of the addressee information.
- d. **Return Address.** Incoming mail must have the name and address of the sender. The return address on legal and official mail must have the sender's job, agency, or firm title and address commercially preprinted or stamped.
- e. **Certified Mail/Special mail services.** This section applies to legal and official mail as well as to personal business mail when authorized.
  - i. An inmate may send up to two letters as certified mail in a 30-day period. The inmate must have sufficient funds in his or her account to pay for the service. A jail supervisor may make exceptions to the volume of certified mail an inmate sends and may approve credit to allow an indigent inmate to send certified mail.
  - ii. An inmate that needs to send a letter using certified mail must fill out an Inmate Request Form. Only the jail commander can approve such a request. The Jail Commander will ensure that the inmate's correspondence is ready to mail at the time of the request. If an inmate's request for certified mail is approved, the jail commander will forward the request to the front office staff.
    - (1) Jail staff will verify if the inmate has sufficient funds in his or her account before processing any request. They will forward requests from indigent inmates to a supervisor. The inmate will fill out the necessary U.S. Postal Service forms—Receipt for Certified Mail (PS Form 3800) and Domestic Return Receipt (PS Form 3811). The letter and the forms will be forwarded to front office staff who will mail the letter and charge the inmate for the postal fees for these special services. The inmate request form will be the source document authorizing the charge.
    - (2) Jail Staff will forward the Domestic Return Receipt on to the inmate when it returns in incoming mail. They will return the Domestic Return Receipt postcard to the post office if the inmate is no longer in jail when it returns in the mail.
- f. **Inmate Request Form.** An inmate shall use an Inmate Request Form to request permission to mail oversize or overweight items, or for other special postal services, when allowed. If the Jail Commander approves such a request, funds will be drawn from the inmate's account to cover the costs.
- g. **Junk/Bulk Mail.** Jail staff will accept solicited or unsolicited junk mail or bulk mail for inmates, unless it violates other mail restrictions (such as containing sexually explicit content).

- h. **Pre-Stamped Envelopes.** Jail staff will make pre-stamped First Class business size or manila envelopes available for inmates to buy from the commissary for legal or official mail. Indigent inmates may obtain pre-stamped envelopes for legal or official mail per paragraph 6.
- i. **Inmate Mail Written in a Foreign Language.** *Incoming and outgoing* mail written in a language other than English must be interpreted prior to delivery to determine whether the mail violates these rules.

5. **Appeals.**

- a. **By Inmates.** Inmates wishing to appeal a decision to deny delivery of incoming inmate mail or the mailing of outgoing inmate mail must follow the normal grievance procedure set forth in the inmate manual and Policy J207, *Inmate Rights*.
- b. **By Others.** If a person believes that any incoming or outgoing inmate mail was improperly confiscated by the Jail, they may appeal the action to the Jail Commander by sending a written letter stating the specific reason(s) why the action was improper. The letter must be received within 15 days from the date of the Prohibited Mail Notice. Or, if no Prohibited Mail Notice was received, within 15 days from the date the person knew or should have known of the appealed action. The letter shall include the sender's name and return address. The Jail Commander will consider the appeal and will issue a decision on the appeal within fifteen days of receiving the letter. However, if the Jail Commander made the initial decision regarding the mail in question, the Sheriff will consider the appeal and issue the decision. The appeal process will be set forth in the Prohibited Mail Notice.

## INMATE MAIL GUIDE

### Personal Mail

Inmates may send or receive personal mail on postcards only except in specific circumstances which must be approved by jail staff. Additional information about the exceptions is available in the Inmate Mail Policy J603-R-08. Personal mail is mail to or from family, friends, or for personal business. Personal mail does not include legal mail, official mail, publications, or junk mail/bulk mail. Inmates may send and receive postcards in any size that is delivered by the U.S. Postal Service up to a maximum size of 5-1/2" tall x 8-1/2" wide. Inmates may receive postcards with photographs on one side as allowed by the U.S. Postal Service.

### Addressing Inmate Mail

Inmate mail must have the inmate's booking number as part of the addressee information. Incoming mail must have a return address to include the name and address of the sender.

### Prohibited Mail

Jail staff will not allow an inmate to receive or send mail that—

1. Contains—
  - a. Threats of physical harm, blackmail, extortion, or other criminal activity;
  - b. Plans for escape, criminal activity, or activity that violates jail rules;
  - c. Gang-related material;
  - d. Information that, if conveyed, could result in physical harm to someone;
  - e. Sexually explicit materials;
  - f. Inflammatory material;
  - g. Contraband materials including but not limited to such commonly mailed items as:
    - i. Books larger than 9 by 12 inches or with plastic or metal bindings
    - ii. More than three books in a single piece of mail
    - iii. Controlled substances as defined by ORS 475.525
    - iv. Foreign substances, such as:
      - (1) Bodily fluids
      - (2) Lipstick or perfume
      - (3) Glue or paint
      - (4) Anything with an unusual stain or odor that indicates a foreign substance may be present
2. Is written in code or suspected code
3. Was a form of written communication not sent through the USPS or other approved system;
4. Is to or from a victim of a crime that the inmate is in custody for in either pretrial or sentenced status;
5. Would violate a court order;
6. May produce a hostile work environment, such as sexual harassment;
7. Is a credit or deferred billing transaction, such as "bill me later" subscriptions or merchandise bought on credit or collect-on-delivery terms;
8. Is fraudulently marked as legal or official mail.

For more specific information about prohibited mail please review the full Inmate Jail Policy J603-R08

### Appeals

Both the inmate and an outside person have the right to appeal a decision to return or confiscate inmate mail. With very limited exceptions, the Jail will provide a Notice of Prohibited Mail to both the sender and addressee when inmate incoming mail is returned or confiscated. The Notice of Prohibited Mail will explain the reason why the inmate mail was returned or confiscated. The appeal process for outgoing inmate mail follows the Jail's normal grievance process. The appeal process for everyone else requires a letter explaining the reason for the appeal, and providing contact information. The Jail will respond within 15 days of receipt of the letter.

### General Mail Rules:

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

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

#### **"Do" Mail Rules for Inmates**

For mail, you must do the following:

1. Use only lead pencils to write letters.
2. Use only jail-approved postcards sold through the commissary or issued by staff for social mail.
3. Keep the weight of legal or official correspondence in a pre-stamped envelope below 1 ounce (28 gm). To keep a business envelope to one ounce or less means the contents cannot be more than four 8- ½ " x 11" sheets of standard weight paper.
4. Keep your friends and family informed if you received books, newspapers, or money they have provided for you.
5. When you are released or transferred from the jail, send change-of-address notifications to those that send you postcards and periodicals.
6. Put the return address noted on the sample postcard below on all your outgoing mail. Tell people sending you postcards or other acceptable mail to use it to address mail to you. Write the recipient's full name and complete address legibly on any mail you send.

#### **"Don't" Mail Rules for Inmates**

You may not do any of the following:

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

#### **Sending and Receiving Mail**

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

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

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



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

#### **Mail Confiscation:**

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

#### **Use of Envelopes**

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

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

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

#### **Sending Certified Legal or Official Mail**

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

#### **Outgoing Mail**

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

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

#### **MEALS**

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

#### **Do not save food from meal service.**

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

### **MEDICAL SERVICES**

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

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

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

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

### **MEDICATION**

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

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

### **MEDICAL GRIEVANCES**

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

### **MENTAL HEALTH SERVICES**

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

### **MONEY ACCOUNTS**

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

### **OUTDOOR RECREATION**

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

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

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

#### PERSONAL PROPERTY

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

#### PROGRAM SERVICES

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

Voluntary activities

Inmate worker activities

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

Sentencing status  
Length of sentence

Assessments results  
Classification

#### PROPERTY TRANSFERS

You must follow these guidelines regarding your property:

1. You may release your personal property to any adult outside the facility on an "all or nothing" basis. The adult must present a state driver's license, state ID card, passport or military ID to jail staff, to ensure property is released to the proper individual. A signed inmate request form from you is required.
2. Release of property is available Monday through Friday from 3:00 P.M. until 4:00 P.M. ONLY.
3. The following exception applies when: An Inmate is committed to a state prison and must release all personal property including their clothing prior to being transported to a state facility.

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

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

#### SANITARY INSPECTIONS

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

### SANITARY PRACTICES

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

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

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

### SEARCHES

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

### SELF-ESCORT

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

### SICK CALL

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

### SPECIAL DIETS

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

### TELEPHONE PRIVILEGES

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

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

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

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

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

### TELEPHONE SERVICE NUMBER

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

### TRANSFER TO WORK RELEASE CENTER

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

Factors considered in transfer decisions will include:

- Judge's approval
- Length of sentence.
- Individual needs.
- Available space.
- Classification.

Demonstration of compliance with jail rules, expectations and responsible behavior.

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

### VISITING

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

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



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

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

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

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

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

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

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

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

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

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

The visiting schedule will be posted in the housing units. Visiting times and days are subject to change periodically, so please refer to the schedule when talking to your loved ones.

#### SPECIAL VISITS

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

#### VISITS WITH ATTORNEY

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

#### VISITS BY CLERGY

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

### VOLUNTARY ACTIVITIES

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

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

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

### WAKE UP AND LOCK DOWN

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

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

### MINOR RULE VIOLATIONS PROCEDURES

1. The accused inmate shall be served with a minor rule citation by the citing Deputy as quickly as is practical, after the violation is discovered, but in no case shall it be longer than 24 hours after the investigation is complete.
2. The inmate will sign the misconduct report and acknowledge receipt of alleged violation(s) and the right to appeal. The inmate may enter a plea of "Guilty" or "Not Guilty".
  - A. Upon entry of a "Guilty" plea, a Deputy will schedule an informal hearing for possible sanctions to be imposed.
  - B. Upon entry of a "Not Guilty" plea on the misconduct report or upon request for a formal hearing the incident will be handled the same as a Major Violation.

### MINOR RULE VIOLATION SANCTIONS

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

- a. Verbal warning.
- b. Creative sanction appropriate to the offense (i.e. extra work detail, etc.).
- c. Housing Unit lock down not to exceed 24 hours.
- d. Disciplinary segregation not to exceed five (5) calendar days for a single violation. Inmates may receive separate lock down time for each marked violation. This should not exceed a total of fourteen (14) calendar days.
- e. Re-Classification
- f. Probation for up to 30 days.
- g. While in disciplinary segregation there is no access to programs.



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

#### MINOR RULE VIOLATIONS

- 01 Possession of Nuisance Contraband: Any authorized item found in an inmates possession that has been altered or is in excess of the authorized amount.
- 02 Arguing: Any disagreement which becomes disruptive, loud or obnoxious.
- 03 Possession of another inmates property.
- 04 Unauthorized use of facility property or equipment (i.e. washers/dryers, barber equipment etc.)
- 05 Acting as a lookout
- 06 Being in an unauthorized area without corrections staff present.
- 07 Purposefully obstructing the view of Corrections Staff.
- 08 Inappropriate remarks or misuse of the inmate request forms or any of the forms or paperwork handed out or used in the facility.
- 09 Unwarranted emergency calls.
- 10 Horse Playing: Any aggressive or faked aggressive actions, which may lead to or be mistaken for a physical altercation.
- 11 Disrespect to other inmates (i.e. name calling, profanity or accusations directed at another inmate).
- 12 Cursing, uncontrolled use of profanity or obscenities that may be considered offensive to others.
- 13 Excessive noise.
- 14 Failure to properly maintain living area.
- 15 Hanging paper, linen, clothing, etc. on light fixtures, walls, ceilings etc.
- 16 Failure to maintain personal hygiene.
- 17 Improper attire (i.e. not following the dress code stated in the manual).
- 18 Displaying or demonstrating gang affiliations (i.e. hand gestures, hand in pants, low riding trousers, etc.).
- 19 Graffiti: writing, drawing or marking on any of the surfaces of the facility.
- 20 Posting any type of picture, drawing or any other material on the walls, bunks or any the surfaces of the facility.
- 21 Misuse of the intercom system.
- 22 Disrespect towards any Staff Member or Sheriff's Office Employee
- 23 Disruptive Behavior
- 24 Unauthorized use of the typewriter. (Law Library)
- 25 Lying to Staff Members.

26 Other

### MAJOR RULE VIOLATION PROCEDURES

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

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

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

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

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

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

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

### MAJOR RULE VIOLATION SANCTIONS

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

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

### MAJOR RULE VIOLATIONS

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

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- 41 Refusing to comply with a Deputy's/ Staff/ Kitchen Staff directives.
- 42 Tampering with or destruction of Identification Card
- 43 Refusing to lock down on command, or during a disturbance.
- 44 Refusing to go to court.
- 45 Tampering with security devices/ facility equipment.
- 46 Threatening or strong arming another inmate.
- 47 Giving false information to a Deputy.
- 48 Creating a disturbance while on lock down (i.e. banging doors, excessive noise, flooding the cell, etc).
- 50 Threatening staff members
- 51 Smoking, or possession of smoking paraphernalia.
- 52 Possession of unauthorized beverages (i.e. pruno).
- 53 Indecent exposure.
- 54 Theft.
- 55 Extortion.
- 56 Destruction of, or Defacing County property.
- 57 Possession of illegal drugs or prescription medications belonging to another or misuse of prescribed medications.
- 58 Participation in organizing or recruiting for gang related activities.
- 59 Sexual misconduct/ homosexual activities
- 60 Fighting.
- 61 Assault on another inmate.
- 62 Assisting a suicide
- 63 Possession of a weapon.
- 64 Assault on a staff member.
- 65 Attempted or actual escape, or possession of an escape plan.
- 66 Participating in or inciting a riot.
- 67 Taking a hostage
- 68 Arson
- 69 Rape or Sodomy.
- 70 Homicide.
- 71 Violation of any Criminal Code
- 72 Tampering with or altering any other person's food.
- 73 Other.

#### **VIOLATIONS APPEALS PROCESS**

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

### SEXUAL ASSAULT AWARENESS

#### DID YOU KNOW?

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

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

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

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

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

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

#### FACTS FOR THE INMATE THAT SEXUALLY ASSAULTS OTHER INMATES:

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

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

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

### SEXUAL ASSAULT

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

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

The statistics are proof of this problem: According to the National Crime Victimization Survey (NCVS), in 2002 there were 247,730 victims of rape (This number does not include victims 12 or younger), seven out

of every eight rape victims were female, and one in every eight rape victims was male. A 1998 study indicates that about 2.78 million American men have experienced an attempted or completed rape and one out of six American women have experienced an attempted or completed rape.

#### **SEXUAL ASSAULT AVOIDANCE**

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

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

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

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

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

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

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

#### **WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED**

**If the attack has just happened.....**

Get to a safe place.

**REPORT THE ATTACK TO A STAFF MEMBER IMMEDIATELY.**

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

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

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

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

**Later on.....**

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

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

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