
Polk County Jail

Inmate Manual

Mark Garton, Sheriff

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Introduction

This manual will explain what is expected of you, and what you can expect, during your incarceration in Polk County. The goal of the Sheriff's Office is to protect your safety and constitutional rights while preserving a safe, secure facility.

While in the Polk County Jail, you will be treated fairly without regard to race, sex, religion, national origin, disability, or political beliefs. All general population inmates will have equal opportunities to participate in services and other programs. If you have a disability and need accommodation, please contact any staff member.

Within this manual, the word inmate refers to anyone who is in the custody of the Sheriff (e.g.; inmate, arrestee, resident, client, etc.).

You are expected to follow jail rules and regulations. You will be held accountable for your behavior. Failure to follow the rules and regulations will result in disciplinary action.

This manual does not cover every situation that may arise, but it will serve as a basic guide for jail procedures. You are responsible for following the rules and regulations outlined in this manual.

Expectations

WE EXPECT YOU TO

- Treat everyone with respect;
- Learn and follow the rules explained in this manual;
- Respect the religious beliefs of others;
- Keep yourself and your living area clean.
- Request medical, dental, and mental health care when needed;
- Follow all directions from staff; and
- Take advantage of available programs.

WHILE IN CUSTODY YOU CAN EXPECT

- To be treated with respect and fairness;
- To be informed of rules and regulations;
- Medical, dental, and emergency mental health care;
- Three nutritious meals each day;
- To believe in the religion of your choice;
- To take part in religious activities;
- Clean clothing and bedding;
- Regular showers;
- Exercise;
- Visits and correspondence (subject to any restrictions);
- Unrestricted and confidential access to courts by mail;
- Law library use (subject to restriction due to Lock Down status and/or special inmate status);
- Protection from abuse, corporal punishment, personal injury, property damage, and harassment;
- Freedom in personal grooming as long as appearance does not conflict with requirements of safety, identification, or hygiene; and
- Grievance process and appeal.

Orientation

The inmate manual is available on the kiosk in each housing unit. It is your responsibility to read the manual and follow the rules. If you have any questions, you may ask a deputy. Before you are moved to any housing area, your personal clothing and property will be stored, and you will be issued jail clothing.

Classification

"Classification" is the process by which staff determine where you will be housed while you are in custody in Polk County. You will normally be classified within 72 hours after you are moved into a housing area from the Intake/Booking area.

Your current behavior, criminal charge(s), past criminal history, and behavior at other facilities will be considered by staff when placing you in a housing area. Your movement from one classification to another will be determined largely by your behavior while you are in custody in Polk County. Staff members will submit updates concerning your behavior. These updates may affect your placement within the facility and may impact program referrals or placement.

If you have a concern for your personal safety, you should notify a deputy immediately. Your concern must be "verifiable" in order to request housing "re-classification." Staff will respond to your request and decide if a housing change is needed. Classification may be reviewed by requesting a "Classification Review" on an Inmate Request Form.

Classification Unit

During your first 72 hours, you will be placed in the classification housing unit. After your classification period, you will be assigned to a housing unit (cell block or dorm). Until you are classified, you will not be allowed visits, recreation, or programs. You will be allowed out of your room one hour each day in addition to meal times, excluding breakfast. Telephones will be available at those times. Showers are allowed after dinner tray pick-up from approximately 5:45 p.m. to 8:00 p.m. while on classification.

General Housing

If your behavior is good during your initial classification period and you do not break any facility rules, you may be placed in general housing.

Inmate Workers

Inmate workers will be utilized to perform various tasks around the jail. Workers are generally selected by a hiring team of deputies. If eligible, sentenced inmates assigned to worker positions will receive work time credit toward their sentences. Those seeking worker status are required to have medical clearance prior to being hired. Work performed by inmates is voluntary, and not mandated by the jail. Inmates who volunteer to work and are sentenced will not be compensated monetarily, but will receive worker credit (time off of your sentence) for each day worked.

Special Housing/Max

Inmates who have been charged with serious offenses, or have displayed disruptive behavior in the past, may be placed in either medium or maximum housing units. You may be moved to general housing if you show that you are able to get along with others and have a record of good behavior. Staff will review your behavior every thirty days for other housing placement.

Administrative Segregation

If your behavior presents a safety or security risk, you may be placed on Administrative Segregation (Ad Seg). Your placement on Administrative Segregation will be reviewed by the jail commander as needed. While on Administrative Segregation, unless otherwise ordered by the facility commander or his designee, you can expect to be out of your room one hour each day. You will not be afforded privileges unless specifically allowed by the jail commander or his designee. If you are on Protective Custody (PC),

a non-disciplinary form of Administrative Segregation, you will get a minimum of 3 hours out of your cell each day. While on Protective Custody, you may use the tablets when you are out of your cell.

Disciplinary Segregation

This is a lockdown time that may be imposed when you violate rules of the facility. You can expect to be out of your room one hour each day to shower, exercise, and use the phone. You will be allowed to keep a pen, paper, legal and religious reading material. You may also keep personal hygiene items such as a toothbrush, toothpaste, a comb, soap, shampoo, and authorized medications. The use of fingernail clippers, hair clippers, and electric razors must be requested via the tablet or paper request form, and may be approved by the duty sergeant.

While in disciplinary segregation you are restricted from the following privileges:

- Tablet Use (except for grievances, request forms & law library),
- Recreation,
- Programs,
- Personal visitation, and
- Any other restriction given by the hearings officer.

You will be limited to:

- Indigent commissary,
- Phone calls (during hours out),
- Television (during hours out),
- Religious visits (one per week),
- Indirect access to the law library (legal material may be obtained by completing a request form, or by utilizing the law library program on the tablet while on your hour out).

Housing Fees

All convicted/sanctioned inmates will be charged a housing fee of \$10.00 per day retroactive to the booking date.

Bail Information

There are no bail bondsmen in the State of Oregon. In most cases you may have someone post 10% of your total bail and you will be released. If you have enough money in your trust account, tell a deputy you wish to "self-bail", and the deputy will begin the process for you. Cash or credit card may be used to post bail in Circuit Court during business hours. After hours and weekends cash only bail is accepted at the Viapath Kiosk in the visitation lobby at door #2. All bail is subject to both Viapath and court fees. The remainder will be refunded to the inmate by the court provided you meet all requirements set by the court. The jail does not refund bail.

Releases

On your release date, you can expect to be released after 8:00 a.m. unless otherwise specified by your sentencing order or sanction.

At the time of your release, you will receive your personal property. Funds from your trust account will be returned via check or debit card. You will be required to sign for all of your property and money. When you change into your personal clothing, you must return all county-issued items in good condition.

The Sheriff's Office does not provide you with transportation upon your release.

No Smoking Policy

As federally mandated, there is no smoking in any public building. Cigarettes, tobacco products, and all smoking materials (including matches or lighters) are contraband. Possession of any of these items is punishable as a major rule violation as well as criminal charges.

Major Rules Violations

If you violate, attempt to violate, or conspire to violate the following major rules of conduct, you will be subject to the disciplinary hearing process, sanctions, and/or criminal prosecution:

1. Assaulting, fighting or threatening another person physically or sexually, inducing others to do so, or aiding/abetting others;
2. Assaulting, fighting or threatening a staff member;
3. Extortion, blackmail, demanding or receiving money or anything of value for protection against others or to avoid injury to person or property;
4. Receiving or giving another inmate any item or article of value;
5. Escaping or attempting to escape from custody;
6. Unauthorized departure from any program or facility of the Sheriff's Office;
7. Stealing (taking anything that is not yours, including meals and phone pin numbers);
8. Possession of contraband (anything that is not issued or authorized for use by this facility or any item which has been altered);
9. Rioting or inducing others to riot;
10. Tampering with, blocking, or covering any alarm, safety or locking device, speaker box, door, camera, window or light fixture;
11. Failure to follow lawful orders of staff in a timely manner;
12. Violation of any facility program rules or failure to comply with program contract;
13. Violation of any criminal statute;
14. Participating in sexual activities, indecent exposure, or sexual proposals to others;
15. Destroying, altering, or tampering with county or other's property;
16. Bribery of any official, staff member or inmate;
17. Abuse of authorized medication or medical process;
18. Possession of money or currency in a secure detention facility;
19. Lending money or anything of value for profit;
20. Engaging in or encouraging an unauthorized gathering, meeting or group demonstration;
21. Refusing or encouraging others to refuse to work;
22. Conduct that disrupts or interferes with security or facility operations;
23. Forging, reproducing or altering documents;
24. Gambling in any form;
25. Lying or providing false information;
26. Entering into or being in an unauthorized area;
27. Making unauthorized contact with the public;
28. Using mail, telephone, tablets or television in an unauthorized manner;
29. Participating in horseplay;
30. Tampering with food or drink;
31. Violation of any rules or regulations governing the use of library materials or the law library;
32. Disrespect to staff or others by use of inflammatory language, gestures, or acts;
33. Disrespect to staff or others based on race, sex, religion, national origin, disability, or political beliefs;
34. Passing any item, directly or indirectly, to any person (staff excepted) outside your housing unit without authorization;
35. Tattooing yourself or another;
36. Disrupting count procedures;

37. Possession of a tablet in your cell;
38. Violating any three minor rules.

Minor Rules Violations

If you violate, attempt to violate, or conspire to violate any of the following Minor Rules of Conduct, you will be subject to discipline:

1. Failure to follow safety or sanitation regulations;
2. Taking meal items into unauthorized areas;
3. Failure to properly wear only issued clothing in living areas and public places;
4. Placing or affixing objects onto or over walls, windows, bunks, beds, ceilings, floors, or monitors;
5. Sitting anywhere other than on benches, reclining on benches, or sitting or reclining on tables, floors, or stairs;
6. Failing to make your bed;
7. Failing to perform assigned work or tasks properly;
8. Entering into or sitting on another inmate's sleeping area;
9. Wearing an unauthorized head covering or headband;
10. Abusing library materials (e.g. destroying materials or possessing more than four books other than legal, religious, ADJUST, high school completion, or GED materials);
11. Communicating with inmates in other housing areas other than through the U.S. Mail Service;
12. Use of any equipment in an unsafe or unauthorized manner;
13. Non-emergency use of call signal;
14. Violation of any posted facility rule;
15. Failure to carry inmate identification at all times or to properly identify yourself.

Misconduct Reports

A deputy may issue a "Misconduct Report" whenever a rule violation occurs. For minor rule violations, you may choose to accept the disciplinary process by signing the form and accepting a limited sanction in lieu of a formal hearing.

If you decide to have a formal hearing, it will occur within 96 hours after service of the misconduct report, excluding weekends and holidays. A formal hearing will subject you to the appropriate sanction for the type of violation charged.

You will not be charged with an additional or more severe violation for refusing to sign a Misconduct Report and requesting a hearing. However, the sanction imposed may be more severe than the proposed limited sanction.

Pre-Hearing Segregation

Inmates who pose a threat to the safety or security of the facility may be placed on pre-hearing segregation status pending the outcome of the disciplinary hearing, regardless of the nature of the alleged misconduct. During pre-hearing lockdown, privileges will be limited to phone and tablet access and use of the book cart during your daily hour out.

Disciplinary Hearings

When you are charged with a rule violation, you have the right to a disciplinary hearing. This disciplinary hearing process meets all requirements of due process for an alleged violation of a facility rule. Your hearing will take place within 96 hours of service of the Misconduct Report, excluding weekends and holidays. You will receive 24 hour notice prior to your hearing unless you waive by signing. Being served with your misconduct report is considered your 24-hour notice whether you sign the form or not. You have the responsibility to conduct yourself in a respectful manner at all times, including during your disciplinary hearing.

You have the right to be present during the disciplinary hearing. The hearings officer will explain the process if necessary. You will be given an opportunity to make a statement and present information as evidence. Any statement you make can/may be used in a criminal prosecution. If you refuse to answer questions asked during your hearing, the hearings officer may make an adverse inference from your silence.

You may request that the hearings officer interview witnesses. You must identify the witnesses by name. You may be required to supply written questions for witnesses, and you may be excluded from the testimony of witnesses whose testimony must be given in confidence. The hearings officer may limit the number of witnesses to be interviewed and may decline to interview witnesses based on the evidence.

Sanctions for Minor Rule Violations

The following sanctions may be imposed if you receive a citation and you agree to waive, in writing, a formal hearing for a minor rule violation:

- Loss of any privileges (telephone, television, etc.) for up to eight hours,
- Extra work assignments (un-sentenced inmates must agree in writing) for up to eight hours,
- Restriction to room or bunk for up to eight hours, and/or
- Verbal warning.

If you receive a Misconduct Report for a minor rule violation and choose to request a formal disciplinary hearing, the following sanctions may be imposed:

- Loss of one or more privileges, including work release, for up to 15 days;
- Confinement to quarters under disciplinary segregation for up to five days;
- Extra work assignments for up to 40 hours for sentenced inmates (un-sentenced inmates may choose, in writing, to accept extra work instead of lockdown time);
- Change in work assignments or living quarters;
- Loss of personal visits for up to one week; and/or
- Written reprimand or verbal warning.

Sanctions for Major Rule Violations

Any one, or a combination, of the following sanctions may be imposed as a result of a disciplinary hearing for a major rule violation:

- Disciplinary segregation for up to 30 days for one violation or 60 days for multiple violations;
- Loss of good time credit earned (for sentenced inmates only);
- Change in facility assignment, living quarters, or removal from program participation;
- Loss of inmate worker status for up to the remainder of your current incarceration period;
- Loss of personal visits for up to 30 days for one violation or 60 days for multiple violations;
- Loss of commissary privileges for up to 30 days for one violation or 60 days for multiple violations;
- Loss of one or more privileges for up to 30 days for one violation or 60 days for multiple violations;
- Written reprimand or verbal warning;
- Suspended sanctions, to be imposed in a future disciplinary hearing if further violations occur; and/or
- Restitution for full replacement or repair costs of any items damaged or destroyed, not to exceed \$10,000. May also include restitution for medical care of any person injured in a physical altercation. (Any funds placed in an inmate trust account may be used for restitution).

If you are placed on Disciplinary Segregation (Lock Down), you will not receive visits, programs, recreation yard, commissary, or tablet access (except for requests/grievances). The Hearings Officer may restrict access from all of the privileges that are listed in the Inmate Manual.

In addition, if you are found guilty of misconduct, reports of the incident may be sent to appropriate officials: judges, district attorneys, penitentiary staff (state and federal), and parole and probation officers.

Sanction Reduction

You may apply for a reduction of an imposed disciplinary sanction under the following conditions:

A request form must be completed containing the signatures of two deputies, one of which must be the deputy that issued the write-up;

- At least 20 days must have passed since the disciplinary hearing;
- All extra work assignments must have been completed;
- Required restitution must be paid in full; and
- Completed forms must be given to the hearings officer.

You will be notified of the approval or denial of your sanction reduction request. Only one request for sanction reduction will be allowed per sanction.

Post Hearing Right of Appeal

If you have substantial new evidence which could affect the results of a disciplinary hearing, you may appeal the decision to the facility commander. A request detailing the new evidence must be submitted on a request form. This form must be submitted to the facility commander within five working days of the disciplinary hearing.

Criminal Prosecution

Any conduct that constitutes criminal activity may result in criminal prosecution as well as disciplinary action. If an inmate allegedly commits an act covered by criminal law, the case will be referred to the appropriate court or law enforcement officials for prosecution.

Grievance Procedure

An inmate may grieve confinement issues over which jail staff have control. The issue must personally affect the inmate and there must be a reasonable remedy. Housing assignments and disciplinary matters are not grievable; refer to "Classification" or "Post Hearing Right of Appeal" for these issues.

Grievances will be submitted in the manner outlined below. Failure to follow this procedure will nullify your grievance.

1. Inform a staff member that you intend to file a grievance and explain the issue you are grieving. You have five days from the date the incident occurred to file a grievance.
2. The involved staff member will be notified and attempt to resolve the grievance informally. If the involved staff member is on extended leave, another staff member will attempt to resolve the grievance with you. (You must make a bona fide attempt to resolve the grievance informally).
3. If the grievance cannot be resolved informally, you may submit a grievance form on the kiosk in your housing unit. If you choose not to use the kiosk because you do not wish to sign the release, or if you are physically unable to use the kiosk, a paper form will be provided. If you sign the release in order to use the kiosk for any other reason, the grievance forms on the kiosk must be utilized for all grievances. The form must include:
 - a. Your name, signature, and ID number;
 - b. The date the incident occurred;
 - c. The name of the staff member involved;
 - d. How you were harmed;
 - e. The name of the staff member you attempted to resolve the grievance with;
 - f. The issue you are grieving; and
 - g. The remedy you are seeking.

4. Your grievance must meet the following criteria.
 - a. It must be a grievable issue;
 - b. It must be free of profane language, offensive material, and disrespect;
 - c. It must be legible;
 - d. It must be limited to one issue; and
 - e. It may not be filed on behalf of others or as a group.

You will receive a response from a staff member within five days.

If the appropriate staff member cannot resolve your grievance, you may appeal by submitting a “Level 2” grievance to a sergeant within five days of receiving the response. Utilizing the same grievance number, complete a new form and submit in the same manner as the first or select escalate on the tablet. You will receive a response from a sergeant within five days.

If the sergeant is unable to resolve your grievance, you may appeal their response by submitting a “Level 3” grievance to the Jail Commander within five days of receiving the response. Complete a new grievance form and submit in the same manner as the first two or select escalate on the tablet. You will receive a response from the Jail Commander within five days.

If the Jail Commander is unable to resolve your grievance, you may appeal their response by submitting a “Level 4” grievance to the Captain within five days of receiving the response. Complete a new grievance form and submit in the same manner as the first three or select escalate on the tablet. You will receive a response from the Captain within 14 days.

Under certain circumstances, the response times listed above may be extended for good cause. If the response time is extended, you will be notified.

If you do not receive a grievance response within the response times listed above and you have not received notice that the response time was extended, the grievance will be considered “Denied-lacks merit”. In this case, you may appeal the grievance following the steps outlined above. A grievance will be considered “fully exhausted” when you have properly filed an appeal at every available level.

Inmates who abuse the grievance process by submitting multiple frivolous grievances may be put on a grievance restriction. Such inmates will receive notice advising them of the reason for the restriction and how often they may file a grievance.

Restriction to Bunk/Cell/Room

The following times are set aside for routine mandatory restriction to bunk, cell, or room:

- During formal inmate counts,
- Lights out/sleeping period,
- When so directed by staff, and
- During facility emergencies and drills.

Emergency Call Buttons

Cells, cell blocks, dorms and most other areas within the Polk County Jail are equipped with an emergency call button located near the door. This button is to be used only for emergency situations that require immediate deputy response, such as serious illness or injury. Improper use of the emergency call button may result in disciplinary action.

Restricted Areas

You are not allowed to enter another person's room or linger by another person's bunk. You are not to enter the Booking Room unless directed by a deputy.

Unauthorized areas include cellblock stairs (unless enroute from an upper cell to the dayroom or vice versa and except during cleaning); the cellblock upper tiers (unless showering, enroute from an upper cell

to the dayroom or vice versa, or cleaning); the area under any cellblock stairs; the designated (gray) area in front of the block and dorm windows; or any area you are directed by staff not to enter.

When outside your assigned unit, you are to follow all instructions given by the escorting deputy or Control. You are not allowed to enter any area unless the escorting deputy or Control gives you specific instructions to do so.

Entering any restricted area or failing to follow the directions of staff are major rule violations.

Contraband

Contraband is defined as anything that is not authorized, issued, or sold by the facility. Contraband includes any authorized, issued, or sold item that has been altered in any fashion. Possession of contraband includes taking authorized, issued, or sold items into unauthorized areas (example: removing meal items from the dining area).

Possession of contraband is a major rule violation and may subject you to the disciplinary hearing process.

Introducing contraband into a correctional facility is a felony and may subject you to the disciplinary hearing process as well as criminal charge(s).

Inmate Movement

When you are moving through various areas of the facility for court, visits, medical appointments, recreation, and law library, you are expected to do so in a quiet and orderly manner.

Each time you move outside your assigned living unit, you must have in your possession your inmate ID. You may also be subjected to a search of your person and your property. Normally, you will not be allowed to take anything other than your ID card with you during movement to and from most activities. You will be allowed to take only necessary legal material when moved to court, attorney visits, and law library. Necessary medication (such as nitroglycerin tablets) will be allowed when authorized by the medical unit.

Whenever you move within the facility, you are required to follow the directions of staff. Failure to follow directions of staff is grounds to deny your movement to a scheduled activity (such as recreation) for that day and may subject you to disciplinary action.

Inmate Counts will be conducted three times per day: 7:30 a.m., 4:30 p.m., and 11:00 p.m. All inmate movement will cease during these times and inmates will be restricted to their bunks until count is cleared.

Transports

Restraints will be placed on you when you are transported. You are to follow the directions of the transporting deputy. Failure to follow directions of the deputy will subject you to disciplinary action.

Searches

You will be subject to random searches of your room or bunk area and your person for contraband. You are also subject to urinalysis and blood alcohol testing. Failure to comply with a request for any type of search will result in disciplinary action.

You will also be subject to unclothed searches under the following conditions:

- Upon transfer to a housing unit from Intake/Booking;
- Upon transfer to a disciplinary housing unit;
- Anytime you return after leaving the secure perimeter of the facility, including contact visits;
- Under any condition or situation that staff deem necessary to maintain safety and security; and
- Shakedowns.

Trained animals may be used to search facilities and inmates for contraband.

Inmate Identification

You are NOT to tamper with your inmate identification for any reason. If your ID breaks, it is your responsibility to obtain a new one from a deputy immediately. If you do not have your ID with you, you will not receive your commissary, medications, recreation, library, law library, or visits. Tampering with your ID will subject you to disciplinary action, and you will be charged \$5.00 for a replacement.

Housing Expectations

You are required to keep your living area clean and neat at all times. No items are to be affixed to the walls and no items should be hanging from the bunks, the only exception being a towel (as long as it does not impede staff's view into the bunk). All property, excluding bedding, must be stored in your property bucket when not in use. Property stored on empty bunks, the floor, half walls, or window sills will be disposed of. You will be given the opportunity to clean your room daily. You are responsible for your room or bunk area. Any damage or broken items must be reported to a deputy immediately. Writing on the walls, tables, and clothing is a major rule violation and will subject you to disciplinary action. You are not allowed to cover windows, vents or cameras.

Dayroom Expectations

While you are using the dayroom you are responsible for maintaining the area as a shared space. Clean up after yourself if you make a mess, and be respectful to everyone else in your housing unit. Blankets are not allowed in the dayroom area. They need to remain in your cell or bunk area. Shirts are required in all dayroom areas. No sitting on tables, laying on floors, or sitting or laying on the stairs. Chairs are for sitting, not footstools. Please keep your feet off of the chairs and tables. Stay off of the upper tiers except for going to or from your assigned cell or to the shower. No loitering on the upper tier, and absolutely no communicating through or under the fire doors with people in other housing units.

Personal Hygiene

You have the opportunity to shower every day (after dinner tray pick-up) from approximately 5:45 p.m. to 9:00 p.m. when you are housed in a block and from 6:00 a.m. to 10:00 p.m. when you are housed in a dorm (except during meal and count times). You are required to shower at least two times each week unless you are an inmate worker. Inmate workers are required to shower daily. Workers who handle food as part of their assignment (servers and kitchen workers) who have facial hair must wear a facial hair covering while around any food items.

The facility will provide you with toilet paper, electric razors, fingernail clippers (during scheduled times), and sanitary napkins (for females). These items are available from a deputy.

Hygiene Kits

When you are moved from the Intake/Booking area into any housing area, you will receive a hygiene kit containing basic personal grooming items. When you receive this kit, a nominal fee will be charged to your account.

Haircuts

Clippers may be made available for haircuts as scheduled. If you wish to have your hair cut by a barber before you go to court, you must contact your attorney to make the arrangements. Your attorney must contact the shift sergeant to schedule this special haircut. You will be responsible for all costs of a specially arranged haircut.

Clothing and Linen Exchanges

Clothing and linen exchanges will be conducted for all inmates twice each week. Exchanges will be on a one for one basis (you must turn in an item to receive a clean one). You are not allowed to keep any extra clothing items without prior approval from the medical unit. Inmate workers may be given clean clothing daily or as needed. Clothing is to be worn properly, i.e. not over the head/face and pant legs must be unrolled.

You will be held responsible for all clothing and linen items issued to you. Any torn or damaged clothing and linen must be reported to a deputy immediately.

Blankets may be exchanged during your 30 day classification reviews. You will be asked if you would like to exchange your blankets by the classification Deputy. If you refuse, you will not be able to exchange your blankets until your next 30 day review.

If you are going to be out of your living unit for any reason during laundry exchange, you are responsible for giving the deputy your clothing sizes and/or requesting a clean bed roll upon your return.

Tablets

Tablets are available for inmates to use to complete request forms, file grievances, and enjoy leisure activities such as listening to music and watching movies. Not all tablet features are available to use free of charge. The use of the tablet is a privilege which may be revoked for disciplinary reasons. Tablets are not allowed in cells and must be returned to their charging stations when not in use, during count times, and at night when the lights have been turned off. You are only authorized to use your own account to send messages and for video visits. Using other inmates' accounts will result in disciplinary action. You may be held liable for damage that occurs to a tablet while you are using it. Unauthorized use of a tablet violates rule 28 listed under Major Rule Violations.

Request Forms

Request forms are available on the kiosk in the housing unit. These forms may be used to request medical services, law library privileges, or other requests as necessary. If you choose not to use the kiosk because you do not wish to sign the release, or if you are physically unable to use the kiosk, a paper form will be provided. If you sign the release in order to use the kiosk for any other reason, the forms on the kiosk must be utilized for all requests.

Food Services

You will be provided three nutritious meals every day. Unless directed by a deputy, you may not take any part of your meal out of the dining area (into the bunk or cell area). All items served must be consumed during the scheduled meal period. You will be allowed sufficient time to consume your meal without interruption unless an emergency occurs. Trading, giving, or receiving food is prohibited. You must receive your own tray from the deputy and return your own tray at pick-up.

Showering during meal time is not allowed.

Health Services: Medical, Dental and Mental Health Care

If you are sick or have a health problem that needs to be taken care of, you must fill out a request form for medical care. If an emergency situation occurs, contact the floor deputy, and the medical unit will be notified.

During medication call, you must

1. Get in line as directed by Control. If you do not get in line when medication call is announced, it will be considered a refusal of your medications.
2. Proceed directly to the main corridor and stand in front of the elevator.
3. Stand quietly in single file until called or motioned to the medical window. For the privacy of other inmates, do not approach the window when another inmate is there.

4. State your name and show your ID to the nurse or deputy at the medical window. For safety reasons, medication cannot be dispensed without ID.
5. Swallow your medication in front of the nurse or deputy. You will be asked to open your mouth and show that you have done so. If you attempt to save or trade your medication, the medication may be discontinued, and you will be subject to disciplinary action.

Medline is not the time to discuss medical issues with staff. If you must speak with medical staff, you will need to submit a medical request form.

General Health Information

More people are coming to jail with multiple medical problems. Many of these problems can be made worse by frequent or improper use of over-the-counter medications.

The first step to effective treatment for any condition is a correct diagnosis. You must fill out a request form and be seen by a health care provider before any medications will be provided. This may take a little extra time, but it will get you proper care in the long run.

Communicable Disease Guidelines

To prevent the spread of diseases

- Do not share food, combs, or eating utensils;
- Wash your hands often, especially after using the restroom; and
- Always avoid putting your hands in your mouth.

To protect yourself from STDs, Hepatitis, HIV, and other communicable diseases, it is important to avoid contact with anyone else's body fluids. Infectious body fluids include

- Blood,
- Semen,
- Vaginal fluids,
- Urine,
- Feces,
- Saliva, and
- Mucous.

The danger of you getting these diseases is greatest if you

- Use dirty needles or share needles with others;
- Fail to wash your hands after using the restroom;
- Share cups, combs, toothbrushes, food, or cigarettes with others; and/or
- Have sex with someone who has the disease.

To protect yourself from STDs, Hepatitis, HIV or other communicable diseases,

- Do not mainline or shoot up drugs;
- Wash your hands with soap and water often, especially after using the restroom;
- Do not drink from someone else's cup or share combs, toothbrushes, food, or razors; and
- When released, limit your sexual contact, use condoms, and avoid sharing cigarettes.

Body Fluid Precautions (BFP)

If you have been identified by the medical unit as having an infectious, communicable, disease, you must

- Not share any items with others, especially food.
- Eat with disposable trays and utensils.
- Clean the shower stall with a disinfectant solution immediately after you shower.
- Be cleared by medical prior to becoming a worker (certain communicable diseases may exclude you from becoming a worker as a food handler).
- Not be involved in exercise or any physical activity where you come into bodily contact with others.
- Wear a mask when out of your cell if you have an airborne transmitted communicable disease.
- Follow all instructions of medical staff.

Failure to comply with the above guidelines may result in disciplinary action.

Fees for Health Care Services

During your stay, you will have access to medical, dental, and mental health care. A fee will be charged for doctor, dentist, and nurse visits, and the fee will be withdrawn from your account.

You will not be denied health services because you do not have money.

You will be charged \$10.00 for the following services:

- Nurse evaluations (excluding intake screening), and
- Doctor or dentist return to clinic visit.

You will be charged the actual cost for the following services:

- Medications/Prescriptions (new or reorder),
- Special equipment (crutches, etc.),
- All off site medical services,
- Dental Services, and
- Lab work.

You will not be charged for

- Intake screening,
- Health education,
- Prenatal care,
- Immunizations,
- Communicable disease screening,
- Diabetic care,
- Daily bandage changes,
- Medication distribution,
- Pregnancy tests,
- Tuberculosis screening,
- HIV testing if approved by jail doctor, and
- STD treatment medications.

When deemed necessary by medical staff, tuberculosis screening will be mandatory.

Religious Services

If you need to see a chaplain, you will need to fill out a request form for the Inmate Programs Specialist. If approved, the chaplain must be prepared to present his/her credentials at the time of your visit.

Religious Diets

If you require a special religious diet, you must submit a request form explaining the reasons you are requesting the special diet. Staff will verify your need and provide appropriate instruction to the kitchen.

Exercise and Recreation

Each general population housing unit may be provided with approved board games, books, and a television set for your use. Classification units do not have recreation.

Library Services

Each general population housing area within the facility may access the book cart of general reading material. Inmates in disciplinary segregation may request books from the book cart unless a sanction specifies otherwise. Inmates shall not possess encyclopedias, reference books, law books, or any hardbound book in their room or bunk area.

Law Library

You may request use of the law library by submitting a request. You may request up to three one hour sessions per week. If you refuse to attend when called by staff, you will have to resubmit a request. Due to the limited number of people who may attend the law library each session, requests will be considered in the order they are received.

Copies of legal materials may be printed via the West Law system. Copies of legal materials must be limited to those materials directly related to the case for which you are incarcerated, current criminal proceedings, habeas corpus action, and claims regarding conditions of confinement or civil rights. Requests for copies of legal materials not available in the law library are to be made through your attorney. If you do not have an attorney, corrections staff will forward your request form to the Polk County Legal Counsel.

If you are on disciplinary status or pre-hearing lockdown, attending the law library may be restricted. Requests for legal materials are to be made through your attorney. If you do not have an attorney, copies of legal materials may be obtained by submitting a request. Requests for copies of legal materials must be specific (e.g. book or form title, case or form name, cite number, page number). You will be charged \$0.25 for each page copied. If you do not have money in your trust account, the charges will be recorded and deducted from your account as monies are received.

The law library is reserved for legal study and case preparation only. Any other activity is unauthorized and may result in loss of law library privileges or other disciplinary sanctions. Unauthorized activities include, but are not limited to: use of law library time for personal/leisure reading or letter writing; removal of legal materials from the law library; or damaging equipment or materials in the law library.

Commissary

Money may be placed on an inmate account using one of the methods listed below:

- Online deposit using the website <https://www.gettingout.com/>
- In person using the Viapath Kiosk in the visitation lobby at the jail. (Door #2)
- Sending money orders to the inmate via U.S. Mail.

Commissary is made available twice a week to all inmates with a positive balance on their account, providing they have been classified and assigned to a housing area. If you do not have any money in your trust account, you may purchase the following items once per week:

- Hygiene Pack-see commissary sheet for list of items in pack (shampoo, toothbrushes, and toothpaste shall be exchanged on a one-for-one basis);
- Writing Pack-see commissary sheet for list of items in pack; and
- Other items as approved by the medical unit.

If you receive money at any time when you are in custody, now or in the future, charges for those items you received on an indigent basis for both current and previous incarceration periods will be deducted from your inmate account. Commissary purchases may be denied by the medical unit for medical reasons or by the hearings officer as part of a disciplinary sanction. Excessive commissary (more than what fits in your bin) may be confiscated and placed in your property bag. Commissary orders are limited to \$90.00 per order.

Mail

You will have access to send and receive mail. If you are indigent, you will be allowed to send six letters a week by ordering these items from Commissary. For mail purposes, the week is from Sunday through Saturday. If you receive money while you are in custody, charges for the postcards and envelopes you have ordered on an indigent basis will be deducted from your account. If you have money, you may purchase up to ten postcards or envelopes per week.

Each outgoing letter or postcard must have your name, your housing area, and facility return address in order to leave the facility. Each letter can weigh only one ounce. One ounce equals one envelope and four sheets of letter size (8.5 x 11 inches) paper.

To curb the introduction of mail contraband, Polk County Jail is implementing a new incarcerated individual mail delivery process. Incoming non-legal mail must be sent to a central mail processing facility at the following address:

Incarcerated Individual Name
Polk County Jail – 1105
PO Box 96777
Las Vegas, NV 89193

This mail processing facility will be operated by Pigeonly. They will open all non-legal mail and scan them into a digital color copy. The digital color copy will be printed and delivered to Polk County Jail. Originals will not be returned to the sender, but they will be temporarily stored then securely destroyed, per Polk County Jail's policy.

Non-Legal Mail

Pigeonly will process the following non-legal mail:

- Letters (including children's drawings)
- Greeting Cards
- Postcards
- 4x6 Photos (limit to 10)
- Unbound Newsletters

Legal Mail

Official (or legal) letters may be sent utilizing envelopes purchased off commissary. Your account will be charged for each envelope provided. Official mail is defined as any mail sent to an attorney, judicial body, State Corrections Division, governor, attorney general, sheriff, jail administrator, the American Civil Liberties Union, and Disabilities Rights of Oregon. Official mail needs to be identified by writing "official mail" on the envelope. Sealed envelopes submitted without the notation "official mail" will be returned to you.

The following privileged and/or official documents should continue to be sent directly to the facility:

- Legal Mail
- Official documents:
- Bank documents
- Birth Certificates
- Social Security Cards
- Driver's Licenses
- Welfare Cards
- Medical Cards
- School Diplomas
- Checks

Printed material must be sent directly from publisher to the jail:

- Magazines
- Newspapers
- Periodicals
- Soft-Covered Books
- Photo Books

Mail to:
Incarcerated Individual Name
850 Main Street
Dallas, OR 97338

Mail Guidelines

Pigeonly's Accepted Mail Requirements:

- All mail must have a return address.
- Envelopes must be no larger than 4 in. x 9½ in.
- Letters must be on paper that is no larger than 8 ½ in. x 11 in.
- Greeting Cards must be no larger than 5 in. x 7 in.
- Postcards must be 5 in. x 7 in.
- Photographs must be 4 in. x 6 in. (Limit to 10 photos per Parcel)

Prohibited Mail Materials:

- Greeting Cards that are electronic, have pop-ups, or are oversized.
- Photographs smaller or larger than 4 in. x 6 in.
- Unused/blank envelopes, paper, stationary, and stamps.
- Official documents.
- Weapons or any plans or materials to make weapons;
- Explosives or materials to make explosives;
- Escape plans;
- Drugs or drug paraphernalia;
- Flammable materials;
- Polaroid photos;
- Pictures, photos (including posters), and greeting cards larger than 4 x 6 inches in width or length;
- Plastic, wood, stone or metal items;
- Any foreign substance (stains, glitter, and odorous substance);
- Personal checks or cash;
- Stamps or other commissary items;
- Envelopes unless official self-addressed;
- Material containing portrayals of sexual activity or nudity (material displaying uncovered genitalia or female breasts);
- Inflammatory material if it constitutes a direct threat to the security and safety of the facility;
- Any device capable of storing electronic media (videotapes, cassettes, USB drives, CD ROMS, and computer disks);
- Marking pen, color pencil, and crayon;
- Packages

Telephone Use

The telephones in your housing area are available for making personal calls. All personal calls are either collect or charged to your phone account. Staff do not have access to your phone account or the funds on it; you will need to contact the facility phone provider for assistance. Personal calls are programmed to last no more than 15 minutes.

Personal phone calls are subject to monitoring and recording. You are not to make any three-way or third-party telephone calls while in Polk County Jail. Violation of this rule may result in your telephone call being disconnected and phone privileges being restricted. Using the telephone to harass or threaten another person may result in the loss of telephone privileges, disciplinary action, or additional criminal charges.

A telephone number may be blocked due to a phone company restriction on the number, a request by the receiving person, or a violation of usage guidelines.

Do not share or trade your personal telephone pin number. If it is found that you have, disciplinary actions may be taken and your phone account will not be reimbursed.

Visiting

Visits are subject to monitoring and recording. Using visits to harass or threaten another person may result in the loss of visiting privileges, disciplinary action, or additional criminal charges.

Before you receive any visits, you must be classified and assigned to a housing unit. Each housing unit is allotted one visitation period two days per week. You may receive one 30 minute visit per allotted period. Attempting to extend a visit beyond 30 minutes is a violation of facility program rules and may

result in disciplinary action. During each 30 minute visit, you may visit with two people, provided they come together. All visitors must be over the age of 18.

To receive visits, you must fill out a visitor list. Your list will be returned to you if all information is not accurate and complete. Blank visitor lists are available by request. You must complete and turn in your visitor list before being allowed visits. You can request to change your visitor list once every 30 days.

Visitor lists are provided for your benefit. No visit will be set up with any person you do not wish to see. If a visitor's name does not appear on your completed visitor list, the visit will be denied. You are responsible to call the people on your visitor list to schedule your visit.

All visitors must present picture identification such as a valid driver's license or state identification card. Visitors who are disruptive will have their visitation immediately terminated and may be denied future visitation privileges at the discretion of the facility commander.

Special visits may be allowed one time only, unless an emergency exists, at which time the visit must be approved by a supervisor.

Personal Items Allowed

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

- Legal material,
- Religious material,
- Approved commissary,
- Facility issued items,
- Hygiene items (limit of three each),
- Official mail,
- Personal mail (limit of six),
- Four books,
- Six photos, and
- Six pens.

You are responsible for your own belongings. It is up to you to take precautions to protect your own property. All of your personal possessions must fit in your assigned bin. Any items which you cannot fit into the bin are considered excessive. Any excess personal property is considered a security and fire hazard. Such property will be placed in the property storage room with your clothing. Any property not properly stored in your bin may be confiscated.

Legal materials may be exempted from the personal property limit by filling out a request form to the facility commander requesting an exemption. Property exemptions are granted in writing with specific time and amount limits.

Property and Money Releases

Property and Money Release Forms are available on the kiosk. If you release your small property, you must release all of it. We will not open and reseal property bags.

You may release any amount of money in your trust funds account you wish. You may not release money to another inmate's trust account. You may complete two trust fund releases in a 30-day period. Your inmate account will be charged \$2.00 for each check that you request while incarcerated.

Persons receiving property or money will be required to show proper identification in order to receive the items.

Clothing Exchanges

You will be allowed only one exchange of personal clothing while you are in custody in Polk County. Personal clothing exchanges are permitted when

- You are scheduled for a jury trial or sentencing,
- You are being transported by commercial airline,

- Your personal clothing is dangerous for current climate (i.e. swimsuits in December, as verified by corrections staff),
- You have had a substantial change in physical size (as verified by corrections staff),
- No clothes are present at the time of release,
- The court issues an order, or
- Adequate clothing is needed for work release or work crew.

Good Time Credit

If you are sentenced, you can earn good time credits provided you demonstrate good behavior throughout your custody period. Good time credits may be taken away from you as the result of disciplinary action against you.

Inmate Worker Status

If you wish to work as an inmate worker, you must submit a Request for Worker Status to a deputy for consideration. You must be sentenced to be eligible for Inmate Worker status, un-sentenced inmates are not eligible for worker status. **Working in the jail is voluntary, and you will not be compensated monetarily.** You also must agree and sign the Inmate Worker Conditions Contract.

Work Time Credit

If you are sentenced, you will receive work time credits as allowed by your sentencing order. You cannot lose work time credits you have already earned; however, you can be removed from Inmate Worker Status due to poor performance, inability to perform the required work, or as a result of a disciplinary sanction. If you are removed from worker status or quit you will not continue earning time and your release date may change.

Fire Safety

Follow the directions of staff in case of fire in your housing area. Correction deputies have been trained to respond to fire or smoke situations. Orders and directions will be given with your safety in mind.

Evacuation Procedures and Drills

Inmates will be subject to participation in periodic fire and evacuation drills. Such practice drills are to better prepare both you and the deputies to handle an actual emergency evacuation. It is to your benefit to cooperate with all fire and evacuation drills.

Follow the directions of the deputies. The evacuation route chosen will depend upon where the fire is located within the facility. You may be directed to another housing area on your floor, to another area in the building, or out of the building.

Questions?

If you have any questions about what is expected of you while you are in custody, ask any staff member for help.

**Polk County Sheriff's Office
503-623-9251
Sexual Assault Awareness**

Sexual Assault

Sexual assault as defined by Polk 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.” This includes any behavior or act of a sexual nature directed toward an inmate by an inmate, employee, volunteer, visitor, contract employee or other agency representatives. Also 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 can affect anyone, either directly or through the experience of those people we may know. It is not only a women’s issue as it can affect persons of any gender, age, race, ethnic group, socioeconomic status, sexual orientation, or disability.

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 casual nudity and talking about sex. 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 PCSO 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 PCSO Detective at 503-623-9251.

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.

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 may also be deemed as a "Predatory Sex Offender", which would require community notification upon your release.

Regardless 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, do breathing exercises to relax, work on a hobby, or engage in some type of exercise.

TO REPORT SEXUAL ABUSE

- You can submit a report on the tablet or telephone in your housing area.
 - Report to any staff, volunteer, contractor, or medical or mental health staff.
 - Call the Polk County Sheriff's Office at 503-623-9251.
 - Tell a family member, friend, legal counsel, or anyone else outside the facility. They can report on your behalf by calling the Polk County Sheriff's Office or through the Polk County website @ www.co.polk.or.us.
 - You may also report through the Yamhill County Jail at 503-434-7507 asking for the PREA Compliance Manager.
 - You also can submit a report on someone's behalf, or someone at the facility can report for you using the options listed here.
 - You may speak to any:
Security Staff, Medical Staff, or Chaplain. You may report through a separate agency:

Yamhill County Jail
Attn: PREA Compliance Manager
535 E 5th St
McMinnville, OR 97128

503.434-7507