



LINCOLN COUNTY JAIL  
 251 W. Olive  
 Newport, OR 97365  
 (541) 265 - 4277



**IN CUSTODY HANDBOOK**

Information and rule book for individuals lodged in the Lincoln County Jail.

You are responsible for knowing the information in this manual.

NAME: \_\_\_\_\_ JB#: \_\_\_\_\_

\*\*\*Rules may change between manual printing\*\*\*  
 Effective date: 10/04/2022

**TABLE OF CONTENTS**

<u>Subject</u>	<u>Page</u>
<u>Mission Statement</u>	<u>1</u>
<u>Orientation</u>	<u>2</u>
<u>Prison Rape Elimination Act</u>	<u>2-3</u>
<u>Booking / Release Process</u>	<u>3-4</u>
<u>Authorized Items</u>	<u>4-6</u>
<u>Services</u>	<u>6-8</u>
<u>Grievances</u>	<u>8</u>
<u>Privileges</u>	<u>9-10</u>
<u>Responsibilities</u>	<u>10-12</u>
<u>Good Time</u>	<u>12</u>
<u>Worker Status</u>	<u>12-14</u>
<u>Conduct, Sanctions and Hearings</u>	<u>13-16</u>
<u>Most Frequently Asked Questions</u>	<u>16-18</u>
<u>Contraband</u>	<u>18</u>
<u>Mail Policy and Violation Notice</u>	<u>19</u>
<u>Visitation Policy</u>	<u>20</u>
<u>PREA Poster</u>	<u>21</u>

**Lincoln County Sheriff's Office Mission Statement**

Our mission is to enhance public safety, reduce the fear and impact of crime, and improve quality of life.

**Vision Statement**

Our vision is to challenge the traditional paradigm of Corrections by providing an atmosphere where people see the value in positive change. We offer opportunities for growth, and we live our values daily.

**Values**

- ☆ We believe people can change.
- ☆ We commit to professional integrity and fiscal responsibility.
- ☆ We value the dignity and respect of all people.
- ☆ We believe in the importance of teamwork.
- ☆ We value the perspective, creativity, and contributions of all.
- ☆ We encourage growth and learning.
- ☆ We recognize achievement and celebrate success.

## **ORIENTATION OUR VALUES**

Lincoln County Jail is a direct supervision facility that is paid for by the taxpayers. "Direct supervision" means that trained staff will be in your housing unit. We are a community partnership who:

- Believe in the worth of people.
- Provide a positive environment.
- Believe in providing programs to encourage positive life changes.
- Believe in the ability of people to change and see it as an investment in our community.
- Recognize achievement and celebrate success.
- Hold adults in custody accountable for their behavior.

## **OUR GOALS**

- Maintain a safe and secure environment.
- Protect the public by keeping those who need to be in jail safely incarcerated.
- Provide opportunities to help you make positive choices for your future through skill-building training.

## **FOREWORD**

This manual gives you information about how the operation of our facility affects you. It tells you about the services we provide, some privileges you may earn, and your responsibilities. We also provide answers to the most frequently asked questions.

We have listed what you may and may not do. If you do something you are not allowed to, or fail to do something you should have, you may be charged with a minor or major violation. You will be sanctioned appropriately for violations.

The rules contained in this manual are important. They are designed to provide a learning experience, which will help you develop self-discipline. Learning to place limits on your behavior is important in helping you avoid future conflicts with your family, friends, and neighbors, and of course, with the law. The rules are also designed to ensure the safe and secure operation of the jail.

**You are responsible for knowing what is in this handbook.**

## **PRISON RAPE ELIMINATION ACT**

The Prison Rape Elimination Act (PREA) of 2003 is a Federal law established to address the elimination and prevention of sexual assault and rape in correctional systems. PREA applies to all federal, state, and local prisons, jails, police lockups, private facilities, and community settings such as residential facilities.

PREA seeks to ensure that jails and other correctional settings protect adults in custody from sexual assault, sexual harassment, "consensual sex" with employees, and adult in custody on adult in custody sexual assault. These violations affect security, safety and pose long-term risks to adults in custody and staff inside jails, and to the public when victimized adults in custody are released into the community.

You have a right to be free from sexual misconduct from any staff member or other person while in custody. There are multiple reporting paths such as an adult in custody request form (Kyte), grievance, or a confidential letter to the Jail Commander or Sheriff. There are disciplinary consequences for making a false complaint of sexual misconduct.

### **Sexual Assault Avoidance**

You may avoid an attack by keeping the following safety guidelines in mind:

1. Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, **LEAVE**.
2. Do not let manners get in the way of keeping yourself safe. Do not be afraid to say "**NO**" or "**STOP IT NOW**".
3. Avoid talking about sex and casual nudity. These things may be considered a come on or make another person believe that you have interest in a sexual relationship.
4. Do not accept canteen items or other gifts from adults in custody or staff. Placing yourself in debt to another can lead to sexual favors.
5. Avoid secluded areas. Position yourself in plain view of staff members. If you are being pressured for sex, report it to a staff member or supervisor immediately.

## WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

### **If the attack just happened:**

Get to a safe place. **REPORT THE ATTACK TO A STAFF MEMBER OR SUPERVISOR IMMEDIATELY.** 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 that can be used for criminal or administrative investigation.

If you have been attacked or witness an attack but are unwilling to report it to a staff member, and then speak with a counselor, minister, medical staff, or write a sealed letter to any supervisor.

### **Later:**

Seek the support of a trusted friend, family member, minister, or counselor. The days ahead can be traumatic, and it helps to have people who care about you supporting you. Seek professional mental health help.

\*If you have been the victim of sexual assault or abuse and would like treatment or counseling send a request to the Jail Counselor.

\*If you have been the victim of sexual assault or abuse and would like treatment or screening for sexual transmitted diseases send a request to Medical.

## BOOKING PROCESS



**PROPERTY:** An inventory of your property was done after you arrived. You were offered a chance to sign the form and receive a copy. You had the opportunity to get addresses, glasses, etc. while being dressed in. Once you are housed, those items are not accessible. After booking, we do not accept any property except items that are medically necessary and/or personal ID as approved by a supervisor.

**COURT INTERVIEW:** The staff will interview most pre-trial adults in custody before arraignment. This interview helps the Judge determine if you qualify for a court-appointed attorney and if you will be released.



**FINGERPRINTS:** We take fingerprints on every adult in custody booked for a charge other than an out-of-county charge. A court commit that has been previously printed on the charge for which they are in custody will not be printed again.



**PHOTOGRAPH:** We take a photograph of you every time you are booked.

**HOUSING CLASSIFICATION:** Your housing classification depends on your prior criminal history, your current charge, your behavior, and prior behavior in a custodial facility. If you are taking narcotics for a chronic condition, you will not be allowed in E or A Pods. Your classification will automatically be reviewed at least every 30 days if not sooner. You can request an informal classification review by submitting a request on the kiosk and will be advised of your next review date.

**MEALS:** The kitchen is closed other than mealtimes. Meals are served on a predetermined schedule.



**REFUSAL:** If you failed to cooperate with staff during any part of the booking process it may have affected where you are housed. Anyone who refuses to cooperate with the booking process may have privileges limited. You will not go to a housing unit until the entire booking process is complete. During your stay, your behavior will help determine where you are housed.

**WRISTBANDS:** Wristbands must always be worn. Removal of the wristband is a major violation. If you damage a wristband, you will be charged for the replacement cost.

**LAUNDRY EXCHANGE:** Laundry bags will be issued to adults in custody along with 2 jumpsuits. You will place a dirty jumpsuit, towel, and washcloth (and sports bra for females) in the laundry bag on laundry exchange days. Laundry exchange will be conducted at least twice a week. A new roll of toilet paper will be in the clean laundry bag upon its return. Additional toilet paper will not be distributed. Mattress covers will be exchanged on a one for one basis at least once a week. One blanket will be exchanged on a one for one basis at least once a month.

**LARGE ITEMS- BACKPACKS, LUGGAGE and MUSICAL INSTRUMENTS:** If you had this type of property with you when you were arrested, the agency that arrested you has it. You must contact them to get it. If you turned yourself in, your large items will have been searched then placed in safekeeping.



**CLEAN CLOTHING:** We do not accept clothing from the outside. If the clothes you arrived in are dirty, have someone bring clean ones on the day of your release. You can change outside once you are released. If your clothing cannot be worn, we may issue you indigent clothing when you leave. If your clothing was wet when you arrived, we will wash and dry them prior to storage. We do not wash clothing that is only dirty. **TRIAL CLOTHES:** We accept these a few days prior to your trial.



**MONEY:** We accept cash, SSI or SSDI/disability checks, tribal checks, money orders, or “official” checks from banks when reception is open, or from incoming U.S. mail. We accept cash via the kiosk in the jail lobby 24/7. Accepted monies will be deposited to the adult in custody’s account.

**Personal checks are not accepted. Payroll checks may be accepted with Sergeant’s approval.** Family or friends can deposit money to your account online at [www.inmatecanteen.com](http://www.inmatecanteen.com).

**RELEASE PROCESS:** If you have a security release amount (bail), you may post 10% of that amount unless full cash bail is required by the courts.



**FOR SRA/BAIL WE ACCEPT:**

1. Cash.
2. “Official” checks (certified, cashiers, etc.) from banks **made payable to the Lincoln County Sheriff.**



**TRANSPORTS:** Only one 2-gallon bag of property will be sent with you. All other property **must** be released/thrown away prior to transport. (You must retain one set of clothing and shoes to wear out of the building.) No commissary or hygiene items are allowed on transports. Out of state transports allow only that which will fit into a 10” x 14” envelope. No knives (of any size), straight edged razors, tobacco, or flammable items (matches, lighters, etc.) are allowed on transport. If you accidentally leave something behind, you will have 60 days (from date of transport) to claim items, or they will be disposed of. Do **NOT** ask if you or someone else is going out or coming in on transport. We do not divulge transport information.

#### **AUTHORIZED ITEMS**

**You will be charged the replacement cost plus shipping or restitution for destroyed or damaged items.**

**ADDRESS BOOK:** 1 (subject to approval). No wires, etc.

**BOOKS:** 3 paperback books (regardless of what they are or who owned them).

**BOOKLETS:** 2 booklets (such as AA or NA pamphlets, etc.)



**PERIODICAL:** One subscription newspaper or one subscription magazine (no wire or plastic bindings, inserts such as sample perfume, etc.).

**COMB/PICK/BRUSH:** 1 (must be in original condition with all teeth)



**COMMISSARY:** You may only possess one of each hygiene item available unless specified otherwise on the commissary list. Items must be kept neatly in one container.



**COLORED PENCILS:** 1 set.

**CONTACT LENSES:** You may have your prescription contacts and an approved storage case. You may request contact cases if needed for contact storage. A small fee is charged. Contact solution is available free at the deputy’s station. When needed, they will pour a small amount into your contact case.




**Dishes:** One orange cup and spork were issued to you when you came in. Cups and sporks left in the common areas of pods will be taken. Cups may not be shared between adults in custody. You will be charged if you need a replacement cup or spork. You will be charged for damaging the cup and spork. You may have one thermal cup, one bowl and one bowl lid you may purchase on commissary.


**DEODORANT:** 2 sticks.



**DENTURES:** You may have your dentures. You must order adhesive and cleaner from commissary. Plastic denture cups with lids are available from the pod deputy for a small fee.

 **DRAWING PAD:** 1 pad.


 **EYEGASSES:** Prescription or reading glasses only. Prescription sunglasses and dark-tinted glasses are not allowed unless deemed medically necessary by our medical staff. Eyeglass cases must be inspected before being authorized and may have no metal parts.


 **INK PENS (Approved issue only):** 2 total. When one pen runs out you may order an additional from commissary.


**CLOTHING AND BEDDING:** You are allowed two jumpsuits, two blankets, one mattress cover, one towel and one washcloth. Deputies will not authorize extra items. Towels and washcloths are for bathing purposes only and should not be worn while in the dayroom. Adults in custody cannot tear up issued items. Females are allowed two sports bras and one pair of disposable underwear.

**JEWELRY:** One flat band ring without stones or texture is permitted if you were wearing the ring when you came in. No other jewelry is authorized. You will be placed on administrative segregation if the jewelry cannot be removed or cut off. This includes body piercings. Exception to automatic ad seg: Body piercings that are surgically implanted and cannot be removed.


**LEGAL PAD:** Two pads.


 **LEGAL PAPERS:** Legal papers may not create a fire hazard or other threat to the safety and security of the facility. All paperwork in your cell, including legal papers, must fit inside the equivalent of three manila envelopes.


 **MEDICATIONS:** Prescription medication will be dispensed to you under certain conditions. See Health Services for further information.

 **OTC (Over the counter) MEDS:** Medical does NOT issue OTC meds such as antacids, pain meds, shampoo, soap, lotion, etc. You can order those from commissary, even if you are indigent. You may not have more than 16 packs of OTC pain meds in your cell or on your person (i.e. aspirin, acetaminophen, and/or ibuprofen). OTC meds will not be issued. **You will be charged for all items and meds issued to you by medical, even if you are indigent.**


 **PLAYING CARDS:** 2 decks.

 **PHOTOGRAPHS:** No Polaroid pictures. Photographs **may not** be of nudity, sexually explicit, or have gang-related content including, but not limited to, tattoos. Photographs/postcards are allowed as long as **ALL** paperwork in your cell (except 3 books, 2 pamphlets, and 1 periodical) fits in the equivalent of 3 manila envelopes.

 **SLEEP MASK:** You were issued a sleep mask as part of your incoming commissary pack to aid in blocking the light while you sleep. If you need a replacement, you will be charged accordingly.

 **SOAP/SOAP DISH:** 2 bars of soap and 1 soap dish.

**SWEATSHIRT:** One (must have your name on it). You can purchase one on commissary and you must take it with you when you leave. Sweatshirts can be washed on the specified day each week. They **cannot** be worn on the outside of the jumpsuit or to court. It must be worn UNDER your jail uniform. If you are working outside, work crew sweatshirts can be issued by the work crew leader.


 **TOILET PAPER:** One partial roll and one full roll. Additional rolls must be turned in to the pod deputy.

**TOOTHBRUSH/TOOTHPASTE:** One toothbrush and two tubes of toothpaste.


### SERVICES


#### **PRETRIAL SERVICES**

Those who are in custody on new charges will be interviewed by Pretrial Services. A release recommendation will be made at arraignment. If you are not released, please work with your attorney to request a release hearing. If you wish to speak to Pretrial Services, send them a request on the kiosk.

 **BEDDING, BLANKETS AND CLOTHING:** Clothing and bedding exchange is mandatory. Clothes are issued in sizes available. Only deputies may change your clothing size. Additional items will not be authorized. Clothing, bedding, and blanket exchange takes place on a predetermined schedule. If you

are missing an item or have a damaged item at the time of exchange, you may be subject to discipline and may be charged the replacement cost of the item, including shipping costs.

 **FOOD SERVICE:** Nutritionally adequate meals will be served in accordance with a plan reviewed by a registered dietician. Medical staff must approve restricted or allergy diets. Once you choose or switch your diet, you cannot change again. Established religious diets from recognized religions will be considered. Submit a request form **to the Jail Commander (not kitchen)** for religious diet consideration.

 **HEALTH SERVICES:** Forms to request to see the nurse are available through your pod kiosk. According to ORS 169.166 **your medical/dental bills while you are in jail are your responsibility.** These bills may be turned in to a collection agency or the Department of Revenue if not paid on time.

We do not bill insurance companies. Most insurance companies will not pay if you are in jail. The bill is your responsibility, not the insurance company. If you feel they will pay, you must take your bill and submit it to them yourself for reimbursement. We will charge you, not the insurance company. You are always responsible for the cost of treatment and medications.

The nurses provide emergency medical/dental treatment during the hours they are present and through an on-call physician at other times. Notify your pod deputy if you need emergency medical attention. Submit an electronic request for all other medical/dental issues.


**We must have your request in writing; we cannot act on a verbal request, nor will we act upon requests that contain foul language, are abusive or demeaning.** We work with those who submit requests in a reasonable, adult manner. A medical grievance goes directly to the medical supervisor and is **NOT** sent to the nurses.

Our nursing staff schedules out-of-facility medical and dental appointments when necessary. You will not be told the date, time, or place. Family and friends **may not** be present at appointments. A deputy may end an appointment early for safety and security reasons.

If you bring your prescription medication with you at the time of your arrest, or you have a friend/family member deliver it to the jail, it must meet the following requirements before it will be issued to you.

1. It must be in the **original vial** prescribed to you, less than 3 months old, and the number of pills remaining in the bottle must indicate you have been taking the medicine as directed.
2. Medicines that are **mixed** in the same bottle will be placed in your property and not given to you.
3. If you have a **prescription** rescue inhaler, you can retain one rescue inhaler (not extended release) in your cell unless medical staff orders otherwise or staff deem it unsafe.
4. The next day our medical staff is present, they will verify the need for you to take all medications. You will not be allowed to take your over-the-counter meds or vitamins or use over-the-counter inhalers such as Primatene Mist.
5. You may or may not be allowed to take certain narcotics and other medications in the jail. The determination will be made by our medical staff and the facility physician.

If you do not have your own meds, you can request meds from our medical office, however **there will be a delay.** You must first sign a "Release of Information" form they can fax to your doctor/provider **BEFORE** you will be issued your requested meds. We must have your doctor's verification that they prescribed the med to you. We cannot issue meds without that verification, or a prescription from our facility physician, even if you have been here before and taken the same med. We have to verify **each med EACH TIME** you are here.

 You may use your prescription eyeglasses, soft braces (no metal inserts), dentures, hearing aids, etc. unless a supervisor believes it is a safety or security risk. If the medical staff believes your health will not be affected by removing the item, it will be placed in your property. If the item is medically needed and is a safety or security risk, you will be placed on administrative segregation.

### **MENTAL HEALTH SERVICES**

Please send a request to Jail Counselor if you are requesting to speak to a counselor regarding mental health medications, issues, or treatment. If you feel suicidal, reach out to a staff member for help. Please send a request if you would like to join one of the many groups Lincoln County Jail offers.



**DENTAL ISSUES:** Pre-existing dental problems will **NOT** be treated as an emergency but will be treated symptomatically **ONLY**. **IF** an infection is verified by our medical staff, you can be treated with antibiotics at a charge of \$10.00 for stock and per container/blister pack (new and/or refill) \$20 total. If you have dental pain, you must order over-the-counter pain meds from commissary. Medical does **NOT** provide over-the-counter meds.



A local dentist could see any pre-existing dental problem only if the money required is paid up-front, either directly to the dentist office or placed in a “hold” status on your commissary account. If the money paid up front does not cover the cost of the dental visit, you will be billed for the remainder.

Only those with dental emergencies, which occur while in custody, will be sent to the dentist. You are always responsible for the cost of treatment regardless of when or where the dental problem occurred.



**COPAY FEES FOR MEDICAL SERVICES (ORS 169.150):**

You will be charged a co-pay fee for medical services provided to you. You may ask medical staff if there is going to be a charge **PRIOR** to receiving the service. There is always a copay fee for prescriptions and refills obtained via our medical office. The charges are for the set-up and/or dispensing of each container/blister pack. All adults in custody have equal access to the health care services provided regardless of their ability to pay.

Currently fees are: (subject to change at any time)

**Medication (new or refill) – per each container/blister pack...\$10.00**

**Stock Medication (new or refill – per each occurrence..... \$10.00**

EKG...\$10.00 Lab, per each test that is done from the blood draw...\$10.00

Pulmonary Function test...\$10.00 Pregnancy Test...\$ 5.00 Urine for Lab Work...\$10.00

Urine for infection...\$5.00 External doctor visits or emergency room visits...Actual Cost from all providers

X-rays or any other hospital services; ambulance fees....Actual Cost from all providers

**MEDICATION DISTRIBUTION RULES:**

If you are called to take your medication, report to the housing deputy or nurse immediately. Bring your cup and some water (not coffee, tea, etc.) to swallow your pills. Wash your hands prior to taking your medications. Once you have swallowed your medications, you will be required to participate in a mouth check using your hands inside your mouth to show you swallowed your pills.

If you misuse your medications, or have unauthorized medications in your possession, (on you or in your cell) your medication(s) **WILL** be stopped immediately. You will be required to talk to the facility doctor or other practitioner before we will consider re-issuing them. Misuse of medications is a major violation and may result in a new criminal charge. You have the right to refuse your medications or take less than what is ordered, but you can never take more than what is ordered by our providers. If you continually take less or continually refuse your meds, you will be asked to sign a “refusal”. Med times are set by the providers and are not changed.

**LAW LIBRARY (for legal research only):** A law library computer is located in each housing unit on the kiosk. We make legal copies at a charge of .25 cents per page. We do not make double-sided copies. Fill out a request for specific legal materials not available through the computer. It must be specific (name of book or document, case, etc.). We do not provide legal forms. You get those from the Trial Court Administrator’s Office. Write them a letter requesting what you need. Small envelopes can be obtained from your pod deputy for a nominal fee for writing a Probation Officer or Judge. Indigents have a \$15.00 total limit per incarceration on legal copies, legal envelopes, and postage for legal mailings.



**LIBRARY:** A book cart is available in the dayroom. Book carts are changed periodically. Adults in custody cannot choose books from the main library shelves.

**EDUCATIONAL LIBRARY:** The Jail Counselor has an extensive educational library available for you to check out books. If you wish to check out a book from the educational library, send an educational library request.



**MAIL:** You will receive incoming mail that does not violate our policy. Deputies distribute mail when they get it. **Please do not ask for it.** A copy of the mail violation notice is on page 19. Family and friends may obtain a copy at reception or view it on our website: [www.lincolncountysheriff.net](http://www.lincolncountysheriff.net). You must have your full name, the words "Lincoln County Jail" and the jail address on all outgoing mail. Bring your outgoing mail to the deputy station during any dayroom.



**REQUEST FORMS (kytes):** Choose the correct category on the kiosk to send your request to (i.e. pod deputy, medical request, jail counselor, etc.) If your request is denied and you want it reconsidered, you may appeal or ask for another review. Send a request to the pod deputy with whom you were dealing. If you want it further reviewed, send a request to their supervisor. The supervisor's decision is final. You **may not** submit another version of the same request to a different pod deputy. When you receive an answer via the commissary/request system, do NOT delete it. We do NOT make copies of your requests and the answers you received. It is your responsibility to keep them in your file. If you delete them, they are gone. We do not restore them. Please be reasonable about the number of requests you submit. If you submit a request in several different categories dealing with the same issue, you slow up the process of getting each request answered.

**GRIEVANCES (as opposed to appeals or reviews)**

**The following issues are NOT grievable:**

- Disciplinary actions: Discipline may be reviewed. Submit the discipline appeal request.
- Classification: Classification may be reviewed. Submit the classification review request.
- Incidents or problems to which the adult in custody was not a party.
- A collection of unrelated complaints.
- Group complaints.

**EMERGENCY GRIEVANCES:**

The following are considered circumstances for emergency grievances:

- Medical treatment.
- Fire and life-safety complaints.
- Claims concerning missed release dates.

Emergency grievances that include one of the above three areas may be submitted by completing the appropriate request.

**Medical grievances should be addressed to the medical department. These are sent directly to the medical supervisor and are not sent to the nurses.**

**GRIEVANCES:** All grievances (except medical) begin with the Jail Commander or his/her designee.

Currently the designees are as follows:

Step 1: Write a request to the staff person whose actions you are filing the grievance against. If your grievance is not resolved, go to step 2.

Step 2: Write a request to the shift Corporal stating your grievance. Include the name of the Deputy who already answered the grievance. If the grievance is not resolved, go to step 3.

Step 3: Write a request to the Sergeant stating your grievance. Include the name of the Deputy and Corporal who already answered the grievance. If the grievance is not resolved, go to step 4.

Step 4: Write a request to the Jail Commander by following the same procedure as you did in step 3 and include the Sergeant's name. If the grievance is not resolved, go to step 5.

Step 5: Write a request to the Sheriff by following the same procedure as you did in steps 3 and 4. The Sheriff's decision is final.



**You have 24 hours from the time of an incident to file a grievance. You have 24 hours from each time your grievance is denied to file your next step.**

**PRIVILEGES - YOUR CLASSIFICATION AND CUSTODY STATUS DETERMINE YOUR PRIVILEGES**



**COMMISSARY:** Sales, refunds, limits, and restrictions are set by the commissary vendor in conjunction with jail administration. You will be charged a fee for the incoming commissary pack and other services you receive. If you have no money, you will have a negative account balance. A portion of incoming funds will be put toward your negative balance. If you have less than \$1.00 for 7 days or

longer, you may order indigent commissary. Indigents may submit one commissary order per week. Obtain order and delivery information from your pod deputy. If you are on disciplinary segregation, your choice of items to order will be greatly reduced.

The commissary you buy is your property. You cannot trade, sell, barter, gamble or give it away. If you order commissary and are released before it arrives, you have 72 hours after delivery to pick it up. You forfeit the commissary that you do not pick up in time.



**PHONE SYSTEM:** If you have money on your phone account, you can make calls to home, business, or cell phones. You can place direct calls, 800 calls, but no collect calls. If your family or friends on the outside have money in their account (inmatecanteen.com), they can call you in your housing unit. Some local attorney calls are free if that attorney has opted to receive direct calls from Lincoln County Jail. Credit cards, calling cards, three-way calling, call forwarding may not be used. **Do NOT allow other adults in custody to use your phone account.** If you do, your account and theirs can be suspended. Support for phone problems is located on the kiosk.

Adults in custody on disciplinary segregation or consecutive lockdowns are not allowed to use the phone. The telephone system records and monitors all calls, emails, and video visits except for legal calls/email/visits between an attorney and his/her representative and a client. Adults in custody in the Lincoln County Jail have no expectation of privacy in their personal telephone calls/emails/visits. Your use of any telephone in the jail constitutes your consent to recording and monitoring. Adult in custody phone calls/emails/visits may be monitored and recorded at any time and this information may be used in either disciplinary or criminal proceedings.

**PROGRAMS:** You may request to attend an education or religious program on the kiosk. All requests received will be considered. You will be notified on the kiosk if you are chosen to attend a program. Sometimes special seminars are offered and will be announced or posted in the pod. You may not start a seminar late (after it has already run ½ day, etc.). You may quit a seminar, but once you quit you may not return.



**TABLETS:** Tablets are provided as a no cost educational tool for your use. You complete classes and earn points towards rewards. Misuse of the tablet, including circumventing the educational components will result in discipline, including restrictions on the use of the tablets. Tablets are on a schedule, and they must be turned in to the Pod Deputy on time or you may lose this privilege.



**BREAKING BARRIERS:** When offered, this is an educational program that teaches thinking skills that will help you make better decisions. When you see an announcement for Breaking Barriers, send a request to program staff if you are interested in this class. A positive attitude and a desire to learn are a must.



**VISITING:** Any visit may be stopped for safety or security reasons.

1. Social visits – All social visits will be via video.  
Social visits via video will be monitored by correctional staff and recorded at any time and this information may be used in either disciplinary or criminal proceedings.
2. Attorneys may visit at any time except mandatory lock down times.
3. Pastors may only visit at designated times for no more than 30 minutes per adult in custody. You may attend attorney or pastor visits if you are on any segregation status.
4. Visits from other agencies, such as Service to Children and Families, are allowed. An attorney booth may be used if there are papers to be delivered or signed, or the issue to be discussed is confidential.
5. Special visits are granted by the supervisor in extremely rare cases.



### **YOUR RESPONSIBILITIES:**

1. Address staff by their title and last name, such as “Deputy Wilson.”
2. Behave in a positive and rational manner.
3. Be truthful.
4. Follow staff directives and the facility rules.
5. Respect jail property and the property of others. Use facility issued items for their intended purpose only. Wear clothing/shoes as they were intended to be worn.

6. Keep your cell and the dayroom clean.
7. Maintain good daily personal hygiene; brush your teeth at least once each day.
8. You and your cell are subject to search at any time.
9. Report to a deputy when called.
10. Do not question a cell-in order. Go directly to your cell.
11. Never go behind, reach into or over any counter. Do not go in unauthorized areas.
12. You may not communicate with other adults in custody during lockdown times or with adults in custody housed in other pods or adults in custody in the hallway. This includes communicating verbally, with actions, gestures, facial expressions, or through a third party, etc.
13. You may write another adult in custody lodged in this facility. All mail must go through the USPS; we will not hand deliver mail. All mail is subject to inspection. Sanctions could occur if you violate any of the facility rules in your mail.
14. If a staff member tells you “no”, do not ask another staff member. You may use the review procedure to seek a remedy.



### RECREATION YARD RESPONSIBILITIES

1. Keep the recreation yards clean.
2. No item may be taken to the rec yards except a radio, headphones, clothing, and shoes you wear.
3. You may walk briskly, you may not run, jump, or push. “Horseplay” is not allowed.
4. Your shoes and all your clothes must remain on.
5. You may sit on the floor but do not attempt to communicate through the vents, windows, by notes or writing on the room itself.
6. You may NOT lay on the floor to look out the vents.
7. You may exercise, but do not climb on the walls or screens.
8. The recreation yards may be closed due to bad weather or other circumstances beyond our control. When this happens, you can exercise in your cell anytime except between midnight and 5:00 a.m.
9. The entire recreation yard group must return to the pod at the same time.
10. Some rec yards may be cut short if we have several groups that need to use the yard.

### POD RESPONSIBILITIES

**BUNK:** You will be issued two blankets and a mattress cover. Blankets must be kept in your cell. Starting after breakfast, your bed – whether on a bunk or on the floor - must be made anytime you are out of your cell for any reason. Blankets must be straight, smooth & tucked under the mattress. Blankets are not to be used for other purposes. An upper bunk adult in custody may sleep on the floor if your mattress is placed so staff can easily see you for hourly checks; lower bunk adults in custody will sleep on their bunks unless medically cleared to do otherwise.



**CELLS:** You may not enter a cell other than the one assigned to you. You may exercise in your cell except between the hours of midnight and 5:00 am. If your cell has excess items, they will be placed in your property bin; you will not have access to them. You may have puzzles that you are working on in your cell, but you may not have games in your cell.

**CLEANING:** You must sweep, mop, and sanitize your cell daily. Always keep an orderly and sanitary cell. Paper towels are provided to you for cleaning. Papers, personal items, and hygiene items must be kept neat. **Do not** throw trash in the toilet. Keep it in the white trash sack issued to you at intake and dispose of trash at your next dayroom.

**FOOD:** Only food purchased by you from commissary may be in your cell. Food from meals or the containers they come in are not allowed in your cell after meal service ends or trays are collected. You may not receive or take food from someone else’s tray or extra trays, and you may not give your food to someone else. Do not bring your commissary out at mealtimes. The muffin from breakfast must be consumed or thrown away by 1130 on the same day it was received.

**HAIRCUTS/BEARD TRIMS:** Certain pods are allowed the use of a hair clipper at specified times. You will be charged \$5, even if you are indigent. You can only use the clippers once every 30 days.

**MEALS:** Collect your meal tray without delay and eat in your cell. Consume all your meal items that you want. You are not allowed to keep meal items in your cell other than the breakfast muffin which must be

consumed or thrown away by lunch service. Mealtimes are for getting/returning trays and eating, **not** for selecting a book, making a call, ordering commissary, etc.



**NAIL CLIPPERS:** You may check out fingernail and/or toenail clippers from your pod deputy. Return them once you are finished. Scissors are not issued.



**POSTING ITEMS:** You may not post an item with anything sticky. Posted items may not interfere with lights, vents, pass-throughs, doors, locks, window views or cause damage to a cell. You may not have any items on your windowsill. You may not cover your light or vent.

**ELECTRIC RAZOR:** You may check out an electric razor during your day room from the pod deputy. Return it to the pod deputy when you are finished.

## **DAYROOM RESPONSIBILITIES**

**BOOKS:** You may choose books from the book cart. You will be charged for damaged, destroyed, or defaced books. The original cost of the book plus shipping will be deducted from your account.

**CELL IN:** It is your responsibility to be in your cell by the time dayroom is over. Put items away, obtain books, etc. **prior** to lock down time. **You must hurry to the extent safely possible when ordered to cell in.**



**CLOTHING:** When in the dayroom you must be fully clothed, (jumpsuit and shoes). Jumpsuits must be completely snapped up. Loosely cuff your pant legs **if** they are too long, but do not peg roll them (a cuff that is folded over for a tight fit). Pant legs cannot be rolled up to the knees; they must be kept at ankle length.



**JAIL FORMS:** Adults in custody must ask for jail forms at the deputy's station during their day room. Most jail forms needed are available on the kiosk.



**FURNITURE:** Respect our furniture please. Do not scratch, deface, break, or destroy furniture or fixtures. Keep your feet off the furniture.

**GANG ACTIVITY:** Lincoln County Jail has a zero-tolerance policy regarding gang activity and behavior. Racial intimidation will not be tolerated; recruitment will result in discipline. Items deemed to be gang-related will be confiscated. This includes but is not limited to:

- **DRESS:** Clothes will be worn as issued in accordance with your size and the dress code. Pleating, sagging, or other forms of alternative dress are prohibited. Keep your hands out of your jumpsuit.
- **GRAFFITI:** Graffiti or drawings associated with gang affiliation of any kind are prohibited. This includes graffiti on walls, cells, letters, envelopes, out-going mail, clothes, shoes, and artwork.
- **GANG SIGNS:** Throwing gang signs or hand signals to staff, other adults in custody, or visitors will not be tolerated.
- **SLANG:** The use of gang slang, code words, nicknames and monikers will not be permitted between adults in custody, with staff and visitors, or through letters.



**INTERACTION:** Only people assigned to the upper level are allowed on the stairs and upper tier. Walk directly to and from your cell. Stopping to talk is prohibited. You may not communicate in any manner with celled-in adults in custody.

**MOVEMENT:** Move directly to and from visits, the recreation yard, and programs. No talking or gawking or hand gestures.



**NOISE:** Moderate tones are necessary for the comfort of all. Do not yell, whistle, or talk loudly.

**PHONE:** Phone calls are limited so others will have a chance to use the phones. Additional calls may be permitted if no one else is using the phone. You are not allowed to stretch the phone cord as this breaks it, thus you may not be able to sit in chairs or on the floor while using the phone.



**SHOWERS:** You are required to take a shower twice each week during day room. Soap is part of your incoming commissary pack. Order more from commissary when you need it. Please limit your shower to a reasonable length, so others can shower also.



**STAIRS:** No sitting or exercising on stairs. No hanging or sliding on railings, bars, or stairs.

**POD WALKING:** Walking around the pods is allowed by deputy discretion only. It must not interfere with pod operations. If you wish to walk for exercise, and are unable to do so in the pod, please use the recreation yard time provided to you.



**TELEVISION:** TV is allowed in the dayroom during certain hours. If you are on disciplinary status, TV viewing is not allowed. **ABSOLUTELY NO TALKING IN TV viewing areas while the show is on.** Do not move the TV or touch the wiring for any reason. Watch appropriate programs. The pod deputy will determine what is appropriate when the TV will be on etc. **TV's viewing is allowed only when a dayroom is running. Do not ask to watch TV while celled in.**

**GOOD TIME:** Good time is granted in accordance with O.R.S. 169.110. Any adult in custody sentenced to the Lincoln County Jail who has faithfully observed the rules of the facility shall be entitled (unless it is not authorized by the court) to a reduction of sentence length as listed in the law(s).

**WORK STATUS - BECOMING AN ADULT IN CUSTODY WORKER**

1. Send an adult in custody worker application request on the kiosk.
2. Requirements to be a worker:
  - a) Be sentenced and eligible to earn work time or wish to volunteer. Adults in custody who volunteer do so knowing they will receive no time off at all for their work.
  - b) Demonstrate good behavior prior to applying. This means having no major violations for two weeks and no more than two major violations during your present incarceration time. Good behavior also includes having no more than five coaching memos, verbal warnings or minor violations combined (during the past two weeks), and no more than ten coaching memos, verbal warnings, or minor violations during your present incarceration time.
  - c) Adults in custody on any type of segregation are not eligible to work.
  - d) Your criminal history will be considered. Some work assignment restrictions may be imposed.
  - e) You will be required to undergo a physical exam. Medical will notify corrections staff if you are not medically acceptable to be an adult in custody worker. They will set any limitations needed on your work such as lifting, serving food, or standing for long periods of time.
  - f) If you have more than the allowed number of violations listed above, the requirement may be waived by administrative decision.
3. Your application will be reviewed, including your behavior, attitude, criminal history, current charge(s), and any hold(s). A supervisor may deny your application if they feel you do not meet the requirements.
4. You will not be cleared to be a worker if you take chronic pain meds.
5. Realize that because you have applied does not guarantee you a position as an adult in custody worker, nor does the fact that you may be sentenced and eligible to earn work time. This is strictly an administrative decision, and not a right or entitlement.



**RULES AND EXPECTATIONS**

1. Adult in custody worker status is a privilege and may be terminated at any time. Violation of any rule in the manual or in the adult in custody worker labor agreement is cause for removal. Removal will result in loss of work credit from the date of violation. You must wait at least 60 days to reapply for worker status if you were fired or 30 days if you quit. This limitation does not apply if you are removed due to an accident or illness. If you are ill, injured, or transported to another county for longer than one week, you will be removed as a worker. You may reapply after receiving clearance.
2. Adult in custody workers must obey all staff directives.
3. Adult in custody workers may not use their position as a worker to provide unauthorized items or favors to any other adult in custody or themselves. Always have permission from a deputy to issue facility items.
4. Adult in custody workers are expected to perform work duties as assigned and do not have the option of refusing certain duties. Duties may be changed as needed. There is no system of seniority for workers.

5. If you are too sick to work, you will be placed on 23-hour bed rest by your pod deputy (no day room, rec yard or programs) and may be directed to submit a medical request to receive medical clearance to return to work.

#### **ADULT IN CUSTODY WORKER PROGRAMS:**

These positions qualify for work time for adults in custody eligible to earn it.

1. **Pod worker:** Completes general housekeeping duties within housing units. May serve meals and beverages.
2. **Facility work crew:** General sanitation duties throughout the facility, to include common areas (hallways, recreation yard, etc.), booking, and court holding area. May paint damaged rooms.
3. **Laundry worker:** General clothing and linen sanitation duties.
4. **Kitchen worker:** General kitchen and food service work.
5. **Library worker:** Changes/cleans book carts. Also cleans the library, stocks shelves with new books, and removes books that are beyond repair.
6. **Outside work crew:** General maintenance/yard/clean-up as needed (Recycle center, fairgrounds, beach & river clean up, etc.)
7. **Seamstress:** Repairs/mends adult in custody clothing.

#### **DO NOT SEND A REQUEST ASKING FOR A JOB – SUBMIT AN APPLICATION ON THE KIOSK WORK TIME (in accordance with O.R.S. 169.120)**

Work time accrues from the date you start work as a sentenced adult in custody until the day you stop. Work time credits are applied to the calculated release date in advance, so if you are removed from worker status or fired before your release date, your release date may be affected by the removal of any unearned work time credits. If you are not approved, any work you perform will be considered voluntary. To get work credit you must work the **FULL** number of days as specified in the law. Some adult in custody workers are not eligible for work credit under the Judge’s order or Oregon State law.

If you are serving your time in the community under Conditions of Local Custody and you left as a worker earning time, you will be fired from worker status if you violate the CLC. You will not be credited for work time from the date of your violation forward; you can also lose all work time and/or good time, and your release date will be refigured.

#### **DISCIPLINE**

##### **CONDUCT, SANCTIONS and HEARINGS**

We utilize a progressive discipline program. You are responsible for knowing and following the rules. The excuse “I didn’t know” will not be accepted. Any attempt to violate a rule or help another person to violate a rule is considered the same as committing the violation. Any violation of law while in custody may be referred to the District Attorney for prosecution.

**APPEALING DISCIPLINE:** If you disagree with a sanction, complete an adult in custody communication form (Kyte), and mark the “discipline appeal” box.



**VERBAL WARNINGS AND COACHING MEMOS:** May be used at the deputy’s discretion to correct low-level violations.



**MINOR VIOLATIONS:** Deputies may impose sanctions for minor violations.

The deputy will write a report that is reviewed and approved.

**MAJOR VIOLATIONS:** Major violations are considered very serious. Deputies will write a report that includes a recommended sanction. When the reviewing supervisor signs the report, the sanction will then be considered imposed. Only in cases in which one of the following sanctions is recommended, do you have the right to a disciplinary hearing:

- Loss of ORS good time (for sentenced adults in custody).
- Disciplinary segregation for more than 10 days per count.
- Loss of already earned work time.
- Fines over \$25. The hearing will take place before the sanction is imposed unless you waive your right to a hearing.

## **DISCIPLINARY HEARINGS:**



1. You will be given the opportunity to request a formal disciplinary hearing.
2. If you request a hearing, you will be given the opportunity to waive the 24-hour notice of the hearing.
3. You will receive a copy of the deputy's report(s) indicating what violations you have committed and the recommended sanction.
4. If you do not waive the 24-hour notice of the hearing, you will be sent notice of the time and location of the hearing at least 24 hours prior to the hearing.
5. You will be asked to attend the hearing, but you may waive your right to attend. The waiver must be in writing. If you refuse to attend the hearing it will be heard as scheduled without you.
6. You may call witnesses, but if this is not practical for safety and security reasons, you will be asked to submit a list of questions you want your witnesses to answer.
7. Because this hearing is not a criminal process you have no right to confront your accuser. Any confidential testimony, or sources will remain confidential during the hearing and reports may have redacted information that may identify victims or sources.
8. Any Testimony you offer during the disciplinary hearing may be used against you if you are criminally charged for the same violation.
9. The hearings officer may use refusal to answer questions for fear of self-incrimination as evidence of guilt, however there must be other evidence to support the guilty finding.
10. After the hearing, the hearings officer will review the facts and testimony given and make a finding. You will receive a copy of the findings.
11. Adults in custody may appeal any finding or sanction imposed by the hearings officer. You must appeal in writing within five days of receiving the findings to the Jail Commander or you forfeit the ability to appeal.
12. If you appeal, you will get a copy of the Jail Commander's decision. If you do not agree with the Jail Commander's decision you may appeal to the Sheriff. You must appeal in writing within five days to the Sheriff or you forfeit the ability to appeal. The Sheriff's decision will be final.
13. If you need assistance, a staff member may be requested to assist.



## **CAN BE MINOR OR MAJOR VIOLATIONS:**

This depends on what level of violation the sanctioning deputy charges you with.

1. Violations of responsibilities or directives listed elsewhere in this manual.
2. Untruthfulness.
3. Disrespect.
4. Disruptive conduct.
5. Failure to follow orders, and/or insubordination.
6. Tampering with any ventilation, plumbing, electrical, recreation or communications device.
7. Three minors in a 30-day period or four minors in a 60-day period.
8. Violation of facility probation.
9. Possession of contraband.
10. Using racial terms, obscene, abusive, or offensive language or gestures; including gang signs, signals, etc.
11. Communicating with other adults in custody, or with individuals outside the facility through doors, windows, walls, or vents, including verbal, written, gestures, etc., except for sending letters via the US Mail.
12. Giving, receiving, or possessing commissary items not purchased by you. Accepting, receiving, gambling, giving, trading, borrowing, bartering, bribing, or stealing anything. Taking unauthorized items out of the pod.
13. Destroying, defacing, or altering jail property or building. Damaging books, clothing, linens, fixtures, or furniture.
14. Throwing or projecting any item.
15. Removing a wristband at any time.
16. Littering in your cell, the recreation yard, or any other area.
17. Possession of excess facility-issued items. Possession of or use of unauthorized clothing, jewelry, or

eye wear.

18. Threatening another person. Unauthorized physical contact with another adult in custody, including horseplay, hair-braiding, etc.
19. Unauthorized use of any telephone.
20. Engaging in or encouraging group demonstrations.
21. Any activity that would place yourself or another person in jeopardy of injury. (kicking/hitting a door, sliding down handrails, climbing, running, jumping, shoving, pushing, pulling, fighting, etc.)
22. Misuse of medication. Making, using, possessing intoxicants or unauthorized drugs, or not taking medicine according to directions.
23. Malingering or pretending to be sick.
24. Interfering with head count procedure.
25. Loitering on the upper level of the pod.
26. Yelling, whistling, or loud talking in the pod, recreation yard or any other area.
27. Misuse of cell call box (call boxes are for emergencies only).
27. Theft.
28. Using any facility item for other than its intended purpose.
29. Failure to follow orders on Conditions of Local Custody. (Even though you may be in the community, you are still considered a jail adult in custody and subject to our rules if you are released on Conditions of Local Custody.)
30. You may not enter a cell other than the one assigned to you.



### **MAJOR VIOLATIONS:**

1. Fighting/physical assault/threatening/harassing another person.
2. Possession of any item that could be used as a weapon, including but not limited to altered toothbrush, ink pen, broken comb, etc.
3. Attempted suicide or self-mutilation.
4. Making sexual proposals, threats, or actions towards others. Engaging in sexual acts with another person.
5. Escape, attempted escape, escape planning or aiding in such.
6. Filing or making a false report.
7. Possession of matches, lighters, or any other material designed to produce fire.
8. Smoking, use, or possession of tobacco products of any kind.
9. Giving or offering items of value to staff.
10. Indecent exposure.
11. Tampering with any alarm, safety or locking device.
12. Tattooing.
13. Violation of any County, State, Federal Law, or the U.S. Constitution.



### **SANCTIONS FOR MINOR VIOLATIONS:**

1. Written or verbal warning, coaching memo, or counseling.
2. Loss of commissary or telephones for up to 14 days.
3. Loss of recreation yard for up to 21 days.
4. Suspended sanction with facility probation. The suspended sanction can be imposed with any violation while serving the facility probation.
5. Facility probation for up to 14 days. **NOTE:** While on facility probation any subsequent rule violation may result in a major violation.
6. Lock down for up to 23 hours per rule violation, not to exceed 5 per incident. In the event of consecutive lock downs, if the scheduled time out of the cell is during a regular lock down (i.e. nighttime) then the time out will be at the next regular dayroom opening. Telephone or television use is not allowed while on consecutive lockdowns.
7. Assigned reading related to incident or behavior.
8. Written assignment related to incident or behavior.

### **SANCTIONS FOR MAJOR VIOLATIONS:**

Sanctions for major violations can be the same as those listed above under minor violation sanctions or from the list below.

1. Loss of commissary (not to exceed 30 days for any one violation and not more than 60 days total for all violations arising from one incident).
2. Loss of recreation yard privileges (not to exceed 11 days for any one violation and not more than 21 days total for all violations arising from one incident).
3. Loss of video visitation (personal only, not to exceed 30 days for any one violation and not more than 60 days total for all violations arising from one incident).
4. Disciplinary segregation (not to exceed 30 days for any one count and not more than 60 days total for all counts arising from one incident). While in disciplinary segregation there is no access to programs. Telephone and television use are not permitted. Commissary choices are restricted. Personal video visits are suspended for the duration of the segregation. Attorney and pastor visits are allowed. Book cart access is permitted; however, this privilege may be taken away as a sanction. Recreation yard time may be requested; however, that time will be subtracted from the allowed day room time. Aerobic exercise can be done at any time in your cell except between midnight and 5 A.M.
5. Suspended sanction with facility probation. The suspended sanction may be imposed with any violation while serving the facility probation.
6. Facility probation up to 60 days.
7. Loss of ORS good time (for sentenced adults in custody) or work time (earned and/or unearned).
8. Loss of adult in custody worker status.
9. Fines.
10. Replacement cost plus shipping or restitution for destroyed or damaged items.
11. Educational sanction such as a book report.
12. Food loaf or other disciplinary diet.
13. Additional work assignments.
14. Prosecution as a violation of law.
15. Reclass.

### **MOST FREQUENTLY ASKED QUESTIONS**

**Is there any mail?** MAIL WILL BE DELIVERED WHEN IT IS RECEIVED IN THE PODS. Incoming mail must be processed by staff first. This may occur anytime of the day or night. **Do not ask if the mail is in!**



**What is the Jail's address?** The below must appear as a return address on all outgoing mail:

Your First Name, Your Last Name  
Lincoln County Jail  
251 W. Olive  
Newport, Oregon 97365

**May I have another blanket?** **No.** All adults in custody are issued two blankets when housed.

**I do not have any money on the books...may I still order commissary?** Yes, order from the indigent list. You will still be billed. Incoming money will be credited to your account with a small portion covering any negative balance.



**May I release all or part of my property?** Yes. Ask your pod deputy for a property release form.

Describe what you want to release. You must **keep one set of clothes and shoes for release or transport. Money releases must be approved by the jail commander.**

**May I get some aspirin?** Aspirin, acetaminophen, and ibuprofen are available on both regular and indigent commissary. It is your responsibility to order these in advance for when you need them. Have a few packages in stock in case you get a headache; medical does NOT issue over the counter meds.



**May I change cells?** No. Cell changes are only made for security and/or medical reasons. Deputies in conjunction with the shift supervisor will determine when changes are needed.



**May I have a chair in my cell?** No. Chairs are not allowed in any cell at any time for any reason, or in front of any door (including your own), due to fire code regulations.



**May I have some copies made?** We only make legal copies. We do not make double sided copies. You will be charged 25¢ per page. If you have no money, you may spend a maximum of \$15.00 per incarceration on legal copies, envelopes, and postage, unless money is received to pay off the debt. Then the balance restarts but can never exceed negative \$15.00.



**May we braid or comb each other's hair?** No. Avoid spreading communicable illnesses and parasites such as lice. Touching another adult in custody in any way, shape, or form is not allowed in this facility.



**My family is going to be in court...may I visit with them?** No. You may not talk to, gesture to, or physically touch another person in the courtroom other than your attorney, the judge, or a deputy.



**How do I contact my attorney?** The phone system allows direct calls to local indigent defense attorneys. If your attorney is not part of this group and/or does not accept calls, send them a letter through U.S. Mail or have someone on the "outside" contact them for you. We are not able to pass notes, messages, or letters to your legal counsel or anyone else for you.

**May I wear jewelry?** Only one flat ring if you had it on at arrival.

**May I have messages delivered to me in jail?** No. Communicate with others outside this facility through visits, letters, email, or phone calls. Emergency messages are delivered to you, after we verify the emergency through contact with the police, hospital, or mortuary.

**May I get information about someone housed in the jail?** No.

**May I write to another adult in custody in the Lincoln County Jail?** Yes. All mail must go through the USPS (United States Postal Service), can be inspected, and must not violate the mail policy. We will not hand deliver mail. Any violation of facility rules found during mail inspection can result in disciplinary sanctions.

**May I stand on my bunk, desk, chair, stool, etc.?** No. Do not stand on any of these, and do not communicate through the windows, vents, doors.



**May I wear cosmetics?** No. Do not use any item for make-up. Nail polish is not allowed. If you have very long nails or are wearing artificial nails, and they cannot be removed or cut you will be placed on administrative segregation.



**May I request a deputy get something out of my property?** No, unless it is legal or medical paperwork. Signs are posted in the dress-in area that tell you to ask when you were dressed in. Once you are housed it is too late.



**What about voting while I am in custody?** Only you can open your ballot, so have it placed in another envelope and sent to you. Check ORS 137.275, 137.281 and the Oregon Constitution, Article 2, Section 3 for voting information.



**What if I am sentenced under SB 1145?** You will receive an 1145/AIP packet (Alternative Incarceration Program) that must be completed by you and received by Parole and Probation before you can be released.



**Am I eligible for AIP** (Alternative Incarceration Program)? Only if you have been sentenced under SB1145 (sentenced on a felony for a year or less) can you be considered for a program outside the jail. Community Corrections, in conjunction with Jail administration, will work together to see if you will be approved for AIP. The most common alternative incarceration sanctions are Electronic Home Detention and Work Crew.



**Am I matrix eligible?** It depends on what your charges are, or your sentence is. This is not

information we will discuss with you. If we need to release someone and you are eligible, and the best choice at the time, you may be matrixed.



**How do I file my taxes?** If you are going to be in custody when taxes are due, you still must file. Have someone send in the forms and your W-2(s) so you may do your taxes yourself or use a tax preparer on the outside.

**What if I need a haircut but do not have any money?** Adults in custody in certain pods can use a clipper. Equipment must be sterilized after each use.



**What if I want to release money to my friends or family?** You must write a request to the Jail Commander for permission to do so.



**Can a deputy look up an address or phone number of a private citizen for me?** No.



#### **CONTRABAND IS DEFINED AS:**

- Item(s) not issued to you by staff.
- Item(s) that are altered, defaced, or otherwise changed from their original state or condition.
- Item(s) used for other than its intended purpose.
- Item(s) that could endanger the safety and security of the facility, staff, or adults in custody.
- Item(s) not listed in the authorized possessions section of this handbook.
- Item(s) not authorized by memorandum.
- Any item(s) from another adult in custody.
- Possession of, but not limited to:

Tobacco, matches, lighters, or any ignition devices, drugs, illegal drugs, narcotics, drug paraphernalia, medications not prescribed to you (possession includes ingesting), medications that are prescribed to you, but you failed to take when they were administered to you, knives, "shanks," ammunition; any item that could inflict bodily harm, devices to provide a spark or fire, devices that interfere with security equipment and items intended to aid in escape.

Any of these kinds of things will be considered serious/dangerous contraband and will be subject to disciplinary action and criminal charges. All contraband is subject to seizure and disposal.

#### **PROGRAMS OFFERED**

(Programs will not be held on Holidays that fall during the week. They will be held if the Holiday falls on a weekend day)

**Examples:** Celebrate Recovery, Yoga, Native American Spiritual Ceremonies, GED, Adult Basic Education (ABE), Culinary, Breaking Barriers, Alcoholics Anonymous, Narcotics Anonymous Meetings, Prison Fellowship Bible Studies and Special Programs. Most programs are led by volunteers and may not be available all the time. Other programs are subject to the availability of staff time.

#### **PROGRAM AREA EVACUATION**

In the event of an emergency requiring evacuation, a deputy will lead civilians out of the building. Civilians must follow the direction of the deputy to ensure the safe and expeditious evacuation of the facility.

**ELEVATORS ARE NEVER TO BE USED DURING AN EMERGENCY OR EVACUATION**

**MAIL RETURN NOTICE**

Effective June 1, 2020

Mail addressed to adult in custody\_\_\_\_\_ Cell \_\_\_\_\_ from sender or address \_\_\_\_\_ is in violation of the Lincoln County Jail policy governing adult in custody mail. The material has been returned, along with a copy of this notice for the following reason(s):

- A full name (first and last) and return address must appear on the envelope or postcard. Items without this will be marked "return to sender" or sent to the dead letter file at the Post Office. We do not accept mail with "The Smith's"; "Mom & Dad"; "John"; etc. as a return address.
- Cash, "official" checks (cashier's checks, etc.) from a financial institution, and money orders are acceptable forms of money for credit to an adult in custody's account. Money may also be credited to an adult in custody account via [www.inmatecanteen.com](http://www.inmatecanteen.com).
- Unauthorized items in or attachments on any mail item, such as glue, adhesive, tape, stickers, lipstick, glitter, staples, paperclips, post-it-notes, or paint are prohibited. Crayon, or colored ink drawings are not allowed, however colored pencil drawings are. Stamps, blank paper/mostly blank paper, blank coloring pages, blank puzzle pages, cardboard, card stock, and envelopes or machine-stamped envelopes are prohibited.
- Items with perfume, cologne, or other such fragrances are prohibited. This includes perfumed ink. No foreign or unidentifiable substance in or on any mail item is allowed.
- Pictures may be used as postcards but cannot have a chemical substance on the back. Photographs on the picture side of a post card are allowed. No polaroid type of photographs allowed.
- Sexually explicit/inflammatory material is prohibited.
- Material that threatens or is detrimental to the security, good order, discipline of the facility, or that facilitates criminal activity or conspiracy to commit criminal activity is prohibited. No drawings/pictures associated with gang affiliations of any type will be allowed. Correspondence using code, including gang slang, code words, nicknames, monikers, etc. are prohibited.
- Hand, courier, or mail with postage due will not be accepted. Mail must not be larger than 10" x 13". Boxes are prohibited.
- New solicited newspapers, magazines, books, or other periodicals must be received directly from your local book retailer, the publisher, or book clubs such as Amazon.com Inc., Barnes and Noble, etc. Periodicals shipped from third party/private vendors, including those listed through Amazon, eBay, etc. are not acceptable. Used books, used periodicals and hardback books are prohibited.

Mail will NOT be kept in the facility or forwarded when an adult in custody leaves the facility.

**The sender has the right to appeal the decision to reject the correspondence by writing a letter to the "Shift Supervisor" within 48 hours of receipt of this notice. If you disagree with the supervisor's decision, you may appeal to the Jail Commander and then to the Sheriff. You must write a letter for each step within 48 hours of receipt of the prior decision. The Sheriff's decision is final. Adults in custody shall use the grievance system to appeal.**

**VISITATION RULES**  
Effective February 1, 2013

Rules and regulations governing jail visitation are available in the lobby and on our website ([www.lincolncountysheriff.net](http://www.lincolncountysheriff.net)).

To sign up for a visit, go to [www.inmatecanteen.com](http://www.inmatecanteen.com)

**VISITATION IS A PRIVILEGE AND MAY BE SUSPENDED OR REVOKED.**

**ALL VISITORS MUST MEET THE FOLLOWING REQUIREMENTS**

- Video visitation is offered to increase communications between our custodies and their family and friends. Violation of visiting rules or behaviors will result in a suspension of the video visitation privilege.
- Video Visits will be restricted if there is a reasonable belief that the visit represents a threat to safety, security, order, discipline, treatment goals, or other legitimate interests of the jail.
- All visitors must remain clothed at all times and any act of nudity or sexually explicit behavior will not be allowed.
- Assisting, conspiring, or otherwise participating in an escape or attempted escape will not be allowed.
- Disruptive behavior (i.e. yelling, threatening, gang activity, etc.) during visits will not be allowed.
- Conspiring to or assisting in the attempt to introduce contraband will not be allowed.
- Any communication or assisting in an outside communication that can be a violation of law or court order will not be allowed.

**PASTOR VISITS:** Monday – Friday (except Wednesdays) 2:30pm – 4:15pm

Pastor visits must be completed by 4:30pm. Visits are limited to no more than 30 minutes per adult in custody. Pastor visits will be held in regular visiting areas not attorney booths. More than one pastor can visit at the same time if the adults in custody they are seeing are from the same classification and gender.

**WRITING AN ADULT IN CUSTODY IN THE LINCOLN COUNTY JAIL**

Please include your first and last name and address in the return address section. Address your correspondence to: (Adult in custody's Name)

C/O Lincoln County Jail  
251 West Olive Street.  
Newport, Oregon 97365

# Break The Silence Of Abuse . . .

## Report Sexual Misconduct/Assault To A Staff Member . . .

**Lincoln County Sheriff's Office**

Prison Rape Elimination Act 2003 (PREA)  
Custodial Sexual Misconduct Notice

Sexual misconduct or contact, in any form, between visitors, staff and adults in custody is strictly prohibited and is a violation of PREA, and/or ORS 162.405, Official Misconduct in the Second Degree, ORS 162.415; Official Misconduct in the First Degree; ORS 421.354 Custodial Sexual Misconduct. All visitors, staff and adults in custody have an affirmative duty to report all allegations, complaints and/or observations of sexual misconduct.