

IONIA COUNTY JAIL

Informational Guide for Inmates

Care of Living Quarters

- 1) Every Inmate must assume responsibility for the maintenance of clean living quarters.
- 2) Quarters must be ready for inspection at any time. If you are not in your room your bed must be made. "Day Room" and TV will basically be allowed between 7:30 am and 11:00 pm daily: except for mandatory lock downs and those inmates whose cells are found unsatisfactory or behavioral issue.
- 3) Cells, dayrooms, stairs and walkways are not to be littered with paper, wrappers, etc.
- 4) All areas must be clean at all times.
- 5) Blankets, mattress covers, sheets are not to be used for anything other than their designed function and are to remain on beds at all times.
- 6) Cell lights will be on from 7:00 am to 11:00 pm.
- 7) Light shields and reflectors on lights are prohibited.
- 8) Posters, pictures, writing or drawing on walls, ceilings, bunks or benches is prohibited.
- 9) Newspapers, magazines, books, or personal effects will not be allowed to accumulate in cells. At any one time you may have in your possession a maximum of five (5) publications.
- 10) Altering of any jail or personal property is prohibited.
- 11) At no time is there to be anything blocking the vents or intercoms in the cells or dayrooms. At no time are items to be placed on the window ledges.

Communication

- 1) Inmates are permitted to write to members of their family, their attorney, and other persons; but may not write to or receive mail from other inmates of Ionia County Jail.
- 2) You may receive mail. Any incoming mail will be scanned by an officer with the acceptance of attorney mail. Attorney mail will be opened in the presence of the inmate. All mail can be sent to,
Inmate name
133 E Adams St
Ionia, MI 48846

Telephones

- 1) You will be allowed to notify a family member or attorney of your incarceration after the booking process is complete, by collect call only.
- 2) Family, attorneys and other persons can contact the jail for inmate information at (616)527-5390

Unlawful Communications

- 1) All forms of communication between the separated areas of the jail are not allowed.
- 2) Inmate communications through windows with persons outside the Jail, either by voice, signal or written messages is prohibited. Inmates should know that when observed, this type of activity is subject to punishment.

Conduct

- 1) Kangaroo Courts and all other inmates' organizations of this type will not be tolerated.
- 2) No inmate will harass or otherwise pick on another inmate at anytime, for any reason.
- 3) Loud talk and profanity are disturbing to others and will not be tolerated. Televisions and conversations should be kept at such a volume so not to disturb others.
- 4) Rattling the doors will not be tolerated.
- 5) Gambling is prohibited.
- 6) Inmates are not permitted in another's cell or allowed to use another's bunk at any time.
- 7) All inmates will answer promptly and correctly when questioned by Jail Staff.
- 8) Inmates are not authorized to operate concessions, sell services, rent goods, buy, sell or loan clothing to each other or re-sell concession items.
- 9) Smoking is not allowed in any part of the Jail. Tobacco is contraband and possession is prohibited.
- 10) Possession or use of any weapons of any type is prohibited.
- 11) No Inmates are to be upstairs of a unit unless their cell is upstairs.

Meals

- 1) All inmates must take their own trays.
- 2) Meal trays or items on trays are not to be traded under any circumstance.
- 3) All dishes, trays, spoons, lids and sacks are to be returned in good condition, after each meal.
- 4) All particles of food and or liquids dropped on the floor must be cleaned up after each meal. Food is not to be saved or stored in the cell area.

Medical/Mental Health Services

- 1) Requests for medical or mental health services must be directed to the Jail Officer, in writing, by the inmate on the prescribed Jail form.
- 2) All requests should give some indication as to the nature of the problem.
- 3) Emergency situations are to be reported to the Jail Officer on duty immediately, who will in turn contact the on duty supervisor.

- 4) All inmates are responsible for their own medication. Any misuse of medications will not be tolerated.

Personal Cleanliness

- 1) Shower facilities are provided for all inmates. All inmates must keep themselves in a state of cleanliness at all times, and are required to shower at least twice a week.
- 2) Inmates will have the opportunity to shave on Mondays and Thursdays. All inmates must take their own razor and hand back their own razor for inspection and disposal.
- 3) Shoes and Jail uniforms will be worn properly at all times except when retiring.

Privileges

- 1) To have visitors.
- 2) To purchase commissary items.
- 3) To receive and send mail.
- 4) To receive money left by visitors.
- 5) To attend programs, religious and others if eligible.
- 6) Jail Library cart on Sundays.
- 7) Television
- 8) Two (2) hours of outside recreation is allowed, weather permitting; one (1) hour twice a week.

Jail Property

- 1) Jail property and equipment is not to be transferred among inmates.
- 2) Blanket, mattresses, mattress covers, towel, uniform and all other equipment issued to you must be returned in good condition.
- 3) All clothing, mattress covers and towels are to be returned on assigned days to be cleaned and returned/exchanged.
- 4) Knots are not to be tied in the corners of towels or mattress covers.
- 5) County property which is damaged or lost must be paid for. Funds for this purpose will be withdrawn from your account.

Personal Property

- 1) All valuable articles must be left at the Booking desk and will be returned to you when you are released.
- 2) Each inmate may receive money. Funds will be deducted from your account, for purchases of items of commissary or other debts owed to the jail.
- 3) One set of Jail Greens, two towels, one wash cloth, one sheet, one mattress cover, and two sets of undergarments are allowed in your cell. Your family may bring you in 3 sets of white cotton undergarments in unopened packages for you to have.

- 4) Any items purchased in commissary may be retained. All others will be considered as contraband.

Visits

- 1) Inmates must be in the dayroom, in full uniform at the scheduled visiting time. (This also applies to programs and razors.)
- 2) Inmates shall not wear anything that is not authorized by the jail.
- 3) You may only have a window/phone visit after you have been arraigned, unless you are here for Friend of Court, then you do not have to be arraigned to have a visit.
- 4) Provisions are made for family/friends, on specific days and times depending on your housing unit. If you are moved to another housing unit it is your responsibility to notify your friends and family.
- 5) Inmates are allowed one thirty minute visit per week.
- 6) Inmates are allowed 5 preapproved visitors. Once the inmate has selected his/her of the 5 visitors, they may not change them for six months.
- 7) Each preapproved visitor must fill out an application to visit by Friday. Any visitor how has failed to do so will not be permitted to visit until the following weekend.

VISTING DAYS AND TIMES

Saturday	Sunday
A, B & C Units 9AM - 11AM	All Females 9AM – 11AM
D Unit 12:30 PM – 2:30 PM	F Unit 12:30 PM - 2:30 PM
E Unit 2:30 PM- 4:30 PM	G Unit 2:30 PM – 4:30 PM
J,M &I Units 4:30 PM– 5 PM	GYM 4:30 PM – 5 PM
H Unit 8PM – 10PM	N Unit 8PM – 10PM

