



# Carlton County

MINNESOTA



# INMATE HANDBOOK

## **INTRODUCTION:**

**This handbook has been prepared for YOUR benefit. You should read it carefully and completely so that you will know what conduct is expected of you, disciplinary actions, grievance procedures, and what services are available to you in jail. The law holds us responsible for you.**

**Section I of this booklet contains rules of the county jail which are designed to maintain security, a standard of cleanliness, and discipline within the jail. Whether you are serving a sentence imposed by the court or locked up in pre-trial detention, you are required to comply with all of these rules. Any refusal on your part to comply with the rules will be the basis for disciplinary action by the Carlton County Jail.**

**Section II and III list the guidelines and other information designed to alert you of what to expect during your incarceration and to eliminate confusion about jail procedures and services.**

**Since this handbook can neither cover all situations that may arise nor make rules governing every small detail, it serves as a basic guide for your conduct and facility procedures. Therefore, when not in writing, you will be expected to be governed by the basic rules of common sense and decency, having proper regard for your fellow inmates and staff. You will be treated with fairness and respect, and in turn, you are expected to do the same. If you have any questions regarding this handbook, it is your responsibility to ask a staff member for assistance.**

**Sincerely,**

**Carlton County Jail Division**

# CARLTON COUNTY SHERIFF'S OFFICE INMATE HANDBOOK

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# JAIL RULES

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## A. JAIL CLEANLINESS

1. You will be required to make your own bed and clean your own cell and day area daily prior to any programs and/or privileges.
2. All inmates housed in a cellblock will assist in cleaning dayroom and shower areas daily. Your cell and block will be inspected routinely.
3. Work-release inmates must make their own beds and clean their areas before being released for their jobs.
4. All bedding will remain in the sleeping area on the beds at all times. Do not hang blankets, towels, etc. from the bottom bunks or the top bunks. We must be able to visually see inmates during the day and night. If light gets in your eyes you may place a towel over your eyes to block out light while you are trying to sleep on your bunk.
5. You may only store items on the shelves, in your bin, or in the black box on your wall.  
**Everything else may be considered contraband and discarded.**

## B. PERSONAL HYGIENE

1. Haircuts are available. If you have been at the Carlton County Jail for less than 45 days, you must have \$5.00 of available funds. After 45 days, you may request a free haircut if you do not have any funds. Submit a written request form to the Program Coordinator for more information.
2. You may request a razor to use in the morning. You will have two hours to use it and return it to the correctional officer by 10:00 a.m. This includes clippers and tweezers as well. Your first razor is free, after that you will have to purchase your next razor.
3. To be considered indigent, you have to have \$1.99 or less on your inmate account. Indigent orders can be made from the telephone or iPod. We offer a 7 day indigent kit #9040 for \$2.10. You are only allowed to order this kit once per week. We also offer 30 day indigent kit #9376 for \$15.08. You are only allowed to order this kit once every 30 days. Indigent orders need to be made by lockdown on Monday night. The order will then be processed on Tuesday Morning and will be delivered on Thursday. **Refer to Canteen to learn how to order your indigent.**
4. Inmates shall wear their entire uniform (In the Proper manner) while in the day area of their block, or at any time that they are out of their block. Proper means: Pants are to be worn at the waist and pant legs are not to be rolled above the ankle or tucked into your socks. Jail uniform shirt sleeves are not to be rolled up. Inmates must be fully clothed when they are out of their cells or in the day area. You are not allowed to wear clothing, linens, or anything around your head for any reason. This will be followed when you are out of your block, in the day area of your block or in your own cell.

5. This includes plastic pop bottles. You may have a limit of two pop bottles with a broken seal per inmate.

### **C. INMATE CONDUCT**

1. You WILL NOT show disrespect or lack of cooperation to any staff member.
2. Any form of fighting, horseplay, or disorderly conduct among inmates will not be tolerated.
3. The damaging or defacing of walls, seats, fixtures, furnishing, clothing, bedding, or other property is strictly prohibited. Criminal charges may be filed on all violators. You may not mark the walls. You may not hang pictures or drawing on the walls except in the designated black box on the wall. If this occurs outside the black box, there will be a loss of privileges.
4. You will be assigned to a block and cell according to the Carlton County Jail Security Classification. You will not change cells without permission from staff. Where you live is up to the jail staff, not you.
5. Nothing is to be placed over any of the light fixtures, beds, doors, vents, or windows.
6. Unnecessary noise or loud, boisterous, vulgar, or profane language is not allowed.
7. Racial/prejudicial remarks will not be tolerated.
8. You will obey all direct orders from staff.
9. You will not enter the office area.
10. We do understand, however, that some inmates have jail-related questions or problems that need addressing. The correctional officers on duty are IN CHARGE. If after you have attempted every other means to resolve your problem and are still not satisfied, put your request in writing to the jail supervisor. Your written request or concerns, must follow the Carlton County Jail Chain of Command; which is:
  - a. Correctional Officers
  - b. Jail Sergeants
  - c. Jail Administrator
  - d. Sheriff's Office Chief Deputy
11. Do not ask one staff a question or request and then asking other staff for the same thing if you do not like your answer. This is called Staff- Chasing and will not be tolerated.
12. If you have a request or concern, there are forms available on the medication cart. There are forms for a Supervisor, Correctional Officer, Programmer Coordinator, Probation, and the Nurse. Please ask for these forms at medication delivery time.
13. Each inmate will require wearing an identifying wrist band. If you remove or damage your wristband you will be charged \$5.00. If you remove your wristband, you will only be eligible for meals, prescribed medications, and movement for attorney visit and court appearances.

# PRIVILEGES

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## A. CANTEEN

1. Inmates who have money on their account will be able to purchase canteen through Reliance phone system. Select option 3 for Commissary. This will transfer you to Stellar. You will have to enter the following:
  - a. Enter in our site code: **6634**
  - b. Enter your LID number which can be found on your wrist band.
  - c. Enter your Pin number which will be given to you at booking.

Canteen orders will have to be completed by Monday night, by lockdown. Canteen orders will be processed Tuesday morning and will be delivered on Thursday. There is an order menu located in your cellblock. You can also find the menu on your iPod.

**NOTE: If you are released prior to your order being delivered on Thursday, you have 3 days to have someone pick up your canteen order. Please fill out a property release form. If nobody picks up your order, it will be donated to programming.**

\$10.00-dollar phone cards can also be purchased Monday, Wednesday, and Friday through the Jail Programmer.

2. The Carlton County Jail offers Snack Packs on Monday, Wednesday, and Fridays. We have two options to choose from. Snack Pack 217 \$7.28. Snack Pack 308 \$12.62. Please have a request in by noon medication pass to the program coordinator to order a snack pack. Orders will be filled that afternoon.
3. The Carlton County Jail also offers a 50/50 split, to go towards your lien. 50% of your money deposited will go towards your lien, and you will be able to keep the other 50% for spending. When you're released from our custody, your remaining balance will go towards your lien. If you receive money during your incarceration, any supplies you have gotten while indigent will be paid for out of incoming money using the 50/50 split.

## B. COURTYARD

1. You will have an opportunity to regularly exercise outside of your cell. In cases where inmates have lost this privilege as a result of disciplinary action, measures will be taken by the jail staff to provide some form of physical activity. Any violation of the courtyard rules will result in loss of courtyard privileges for a significant period of time. This includes trying to communicate with inmates already in the courtyard or going to/from courtyard. The courtyard is offered Monday thru Friday, up to an hour and a half per day. If you exercise, you may request a set of clean clothes.

2. The jail will provide you with access to reading materials five days a week Monday thru Friday. Reading material is located in the courtyard. You are expected to treat them with care. Abuse of books may result in disciplinary actions. The daily newspaper will be provided on Wednesdays and Saturdays.
3. Legal books and reference material requested by inmates may be available to the extent resources permit.

**C. PERSONAL PHOTOGRAPHS**

1. Personal photos may be kept in your cell but will not be hung on the walls, except in your black box. The rest will be stored in your bin.
2. Polaroid pictures are not allowed.
3. There's no limit to the number of photos you're allowed, but they must be able to fit in your black box and/or bin.

**D. TELEPHONE**

**NOTE: All phone calls, text messages, and video will be monitored and recorded.**

1. You will be allowed one free four-minute phone card upon completion of your booking. Thereafter, calls will be made using the cellblock phones designed for inmates. We will not pay for any long-distance calls.
2. To make phone calls in the cell block select option 1, you will need to use your LID # and your pin #. Jail staff will provide you with these numbers.
3. Incoming calls will not be received for you. For voicemail, courtesy calls, phone card balances or sending messages to Reliance, select option 2. Your friends and family may call 218-384-1540 to leave a message for you. Messages are private and will be deleted automatically. You can check your voicemail by using your LID number and your pin number.
4. Your friends and family can call 800-896-3201 to open an account and make a prepayment to Reliance Telephone. Friends and family can make payments and purchase phone cards at: **[www.reliancetelephone.com](http://www.reliancetelephone.com)**
5. If an online phone card is purchased for you, you will receive the pin number on your voicemail.
6. You can transfer funds from your commissary account to your reliance account. This is called "debit time." Choose option 3, commissary. Then choose option 6 to transfer funds. There is a \$1 dollar fee to transfer funds. These funds are only available for voice calls. They do not work for video calls or texting. These funds will be transferred back to your commissary and refunded to you upon your release. To use debit time, choose option 1, then option 4 for debit time.
7. Attorney calls will be made from cellblock phones. The phones are programmed with local attorney's phone numbers which can be called at no expense to yourself. If you

have a private attorney and the number needs to be programmed, please submit a request to a supervisor.

8. You will be expected to respect others by taking fair turns and sharing phone use. It should be noted that any arguments over the phone will result in loss of phone privileges for your block. Inmates shall remember that improper use of the phone (making threats, obscene calls, etc.) may result in criminal prosecution.
9. Extra calls may only be permitted on a rare occasion. Requests for calls outside of your cellblock will be made to jail supervisors in writing.

**\*\*\*NOTICE\*\*\* State Law provides that every person who shall by means of telephone communications:**

- a. Make any comment, request, suggestion, or proposal which is lewd, lascivious, filthy, or indecent; or
- b. Make a telephone call, whether or not conversations ensues, and with intent to abuse, threaten, or harass any person at the called number; or
- c. Make or cause the telephone of another to repeatedly ring with the intent to harass a person at the called number; or
- d. Make repeated telephone calls during which conversation ensues solely to harass any person at the called number or for any such purpose shall be guilty of a misdemeanor Minnesota State Statute #609.79 and shall, upon conviction thereof, be punished by a fine of not more than \$2,500 or by confinement of not more than one year in jail or both.

#### **E. TV and RADIOS**

**NOTE:TV and/or radio will not be turned on until all cells and dayrooms are cleaned)**

1. TVs and radios are furnished as a privilege.
2. TV and radio hours are from 8:00 am until 10:00 p.m.
3. When TVs or radios are being used, the volume will be turned down to respect the privacy of other inmates. Failure to keep the volume at a minimum level may cause the loss of the privilege.
4. Work Release Inmates (Block 6) are on varying shifts and schedules; they will be allowed after-hours TV and/or radio programming. If the volume is not kept down, if contraband is found in the block, etc. TV and/or radio and other privileges will be removed.
5. TV and Radio channel can be changed three (3) times a day at mealtimes/unlock – (0700-1130-1830 hours). It is your responsibility to ask the staff to change your T.V. /radio during the appropriate times.

F. **iPod TOUCH (TEXT, PHONE, and VIDEO)**

Reliance and the Carlton County Jail provide an option to rent an iPod for texting, video, and phone call. You get a dedicated phone number and a device to directly text, call, and video visit with family and friends. The Carlton County Jail has complete discretion on the use of all iPod devices. You will not be able to text other inmates, victims, and witnesses, or any other person blocked by the Carlton County Jail. The iPod is a privilege; if staff of the Carlton County Jail determines that your behavior is a problem or you are found to have tampered with the iPod, your use of the iPod will be terminated and no rental adjustments or refunds will be given. The text messages cost **\$0.09/ text**, inbound and outbound. You are only billed for the inbound messages that you accept. There is a maximum of 160 characters per message. Do not text to your attorney as texting and video are **NOT** private. There are no refunds from your texting account to use this device. Jail staff can terminate the use of the iPod at any time that it is deemed necessary. Video calls and phone calls from the iPod cost **\$0.25** per minute. When using Video Visiting:

G. **iPod AND FACILITY RULES**

1. Tampering with the housing or security software of the iPod is prohibited.
2. The agreement makes you responsible for the iPod. If the iPod is broken or lost while assigned to you, you will be responsible to pay a **\$200.00** damage fee and be subject to criminal and civil prosecution. You will not be provided another texting device from Reliance while at Carlton County or at any other facilities that Reliance serves, until this fee is paid.
3. You can keep the device with you in the housing unit at all times. You are not allowed to take the device with you to programming.
4. Phone calls and video calls will be prohibited after lockdown. You will be able to text message.
5. If you receive a minor rule violation, you will lose the device which will be secured at the staff's charging station and returned after the expiration of your Loss of Privileges.
6. If you receive a major rule violation, you will lose the device. You will be eligible to make another request for a device after the expiration of your Loss of Privileges.
7. When Video Visiting, you will video from your cell or bunk area and **Will Not** video other Inmates, Staff or the Jail Facility.
8. Video Visits will be of the inmates and visitors face and shoulder area and any obscene or pornographic displays will result in the immediate loss of the device for the duration of stay. 1st set of ear pods are included. Any replacement ear pods are **\$3.00**. The texting devices are prohibited in all programs and are to remain in your assigned housing unit with the exception of reclassification to a different housing unit or release from this facility.

**To request an iPod Touch:**

- a. Submit a request form for a supervisor.
- b. If there is an available device, you will be assigned a device and provided a PIN number.
- c. If there isn't an available device, you will be placed on a waiting list.
- d. You must follow ALL jail rules before being issued a texting device.

## INFORMATION

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**A. BAIL/ BOND PROCEDURES**

1. Cash bail or credit card bail may be posted at this facility at any time. We DO NOT accept personal checks. **Please have your family or friends call the Jail 218-384-4560 prior to posting any bail.**
2. Bail may be posted through the services of a bond's person of your choice. Listings of bonds persons are in the phone books.

**B. CLOTHING, BEDDING, AND TOWELS**

1. You will be issued one uniform, one set of underclothes, two sheets, one big towel, one hand towel, one wash cloth, and two blankets. You will not collect more than what is issued to you unless approved by staff.
2. Laundry exchange will be twice a week. Bedding and towels will be exchanged once per week.
3. Personal clothes will be available for jury trials only.
4. Blankets and clothing should NOT be left on the floor as this is a fire hazard.
5. The bins that your bedding supplies came in shall be kept by your bunk. These are not to be used as chairs, stools, make-shift cradles, etc.
6. No modification or improper use of any clothing from its intended use will be tolerated. Modification or improper use of clothing includes, but not limited to:
  - a. Cutting or tearing of socks, t-shirts, or other jail property to use as arm bands, head coverings, hair binders, or any other use other than its intended use.
  - b. Wearing any article of clothing in a way not designed to be worn without permission by medical or administrative staff.

**C. CORRESPONDENCE**

1. You are allowed to write letters; however, you must have sufficient money to purchase stamped envelopes from Stellar.
2. Only letters, cards, and packages which have been postmarked and regularly delivered by the Post Office can be accepted by the jail for you.

3. Cash received in letters will be placed in your account. Money orders, and/or cashier's checks (**NO PERSONAL CHECKS**) received in letters will be placed in your account after you endorse them.
4. The jail is not responsible for lost or stolen mail, checks, or money orders.
5. You are required to immediately notify your family and friends not to send any items to you except for money. All other items will be placed into your property.
6. For safety and security purposes, the content of mail is regulated. Mail is denied that involves criminal activity: is identified as security threat group related; requested gifts or money from unrelated individuals; contain photos of staff; is coded material; contains unsanitary items such as hair, saliva, body secretions; pornographic or violent material; personal photos displaying nudity; and material advocating the inferiority of an ethnic, racial or religious group.
7. Mail will be inspected for contraband and money. There should be no stickers on the envelope or letter or they will not be allowed.

**Contraband includes but is not limited to:**

Blank envelopes or paper, electronic or mechanical devices, food, gang related material, glitter, glue, over-the-counter medication, phone cards, perfume, lipstick, stickers, tape, unused postage stamps, weapons, books and magazines not sent from the publisher, inappropriate or pornographic material of any kind, inappropriate or pornographic photos of any kind, street drugs.

8. Outgoing letters must be left unsealed. If they are not, we will have to open them ourselves to scan for contraband.
9. No offensive/gang graffiti, offensive/gang symbols, or offensive/gang words on outgoing or incoming mail, including envelope and actual letter(s).
10. A return address must be on all outgoing or incoming mail. This includes full name on both return address and address you are sending mail to; **no nicknames**.
11. Excess mail or letters will be returned to your property if not stored in inmate bins, due to them being a fire hazard.
12. Do not use other inmate's indigent post cards. If you tear, rip, or scratch out the last name on the post card, it will be placed into your property.
13. Your mailing address at the Carlton County Jail is as follows:

**Carlton County Jail  
c/o Your Name  
P.O. Box 530  
Carlton, MN 55718-0530**

**D. DISCIPLINE PROCEDURE**

1. If a violation of the jail rules occurs, the inmates involved will be notified in writing of the violation and any penalty or disciplinary action shall be to achieve one or more of the following goals:

- a. To maintain order and obedience of jail rules;
  - b. To maintain the protection and well-being of inmates, jail staff, and the public;
  - c. To make inmates responsible for inappropriate behavior and to teach self-control; and
  - D. To discipline an inmate for a violation of one of the jail rules stated herein in an effort to teach correct behavior.
2. Inmate discipline procedures: Any staff member witnessing a violation of Carlton County Jail rules shall complete and file a "Disciplinary Report." All reports are reviewed by the Jail Sergeant. All major violation reports will then be forwarded to the County Attorney or Sentencing Judge. The Disciplinary Report shall be done within 72 hours from the violation, not counting weekends or holidays. Penalties will be included on the violation notice given to the inmate involved. The inmate receiving the minor violation report may appeal the penalties within 24 hours from the time of the notification, not including weekends and holidays. Violation of public laws or Carlton County Jail rules are categorized into two headings; Major Violations and Minor Violations.
- a. **Major Violation.** A Major Violation is any violation of public law. Some examples (but not limited to) are: damage to property, assault, homicide, theft, introduction or possession of contraband, arson, escape (actual or attempted), terroristic threats, or riot. Penalties applied to major violations are as follows:
- (1.) Formal charges. The staff shall file formal charges within the courts.
  - (2.) Loss of Huber privileges. Discontinuation of education or work release.
  - (3.) Loss of earned good time. Serving full sentence with no good time applied to sentence.
  - (4.) Administrative Segregation
  - (5.) Loss of stated Privileges
  - (6.) Reclassification
  - (7.) Any combination of the above listed
- b. **Minor Violation.** Minor violations are not violations of public law but rather violation of Carlton County Jail rules and is commenced by a correctional officer or staff writing and serving notice of violation report. A minor violation can lead to the loss of privileges. Some examples (but not limited to) are: creating a disturbance; graffiti; late return from work release; failure to clean assigned cell or day area; theft from other inmates; causing dissension; destruction of jail property; failure to maintain hygiene, trying to circumvent co-pay system, staff chasing; or attempting to pit one staff against another); etc. Penalties for minor violations may consist of loss of good time, loss of canteen privileges, loss of visitation, loss of phone privileges, loss of TV/radio/iPod privileges, and/or loss of programming.
4. Inmates' rights upon notice of a violation. For any violation, you have the right to appeal before the Jail Sergeant with up to three witnesses of your choice. Any appeal must be requested within 24 hours excluding Sundays and holidays. If an appeal is requested, the decision of the Sergeant is final. Again, if you show behavior that is

dangerous to yourself and/or others, you may be segregated until such behavior ceases. Further information regarding the disciplinary process and your rights is available through the Jail Sergeant. It is your responsibility if you desire to appeal discipline penalties through due process and procedures. Contact the Jail Sergeant for assistance. If you feel you have been treated unfairly, you have the right to present your complaint to the Jail Sergeant. If your complaint is still not resolved, appeal to the Jail Administrator by writing down your complaint and the remedy you are seeking. This is the same process for any GRIEVANCE, putting your complaint in writing and submitting it to the Jail Administrator.

**\*\*\*SPECIAL NOTE\*\*\* If you are a witness to any jail rule violation, it is your responsibility to notify staff of the problem or you may be implicated as an accomplice with that violation.**

#### **E. GRIEVANCE PROCEDURE**

1. Grievance forms are located on the med chart. When medications are offered, you can request a grievance form. Grievances will be handled through a specific chain of command. Grievances should be handed by the lowest level of review. The Jail sergeant will be the first in this chain of command. The next step in the chain of command is the Jail Administrator. The third and final step in the grievance process is the Chief Deputy. Grievances may be filed relating to conditions of confinement. Grievances will not be accepted if they are challenging the rules and policies themselves, state or local laws, court decisions and probation/parole actions. A grievance needs to be filed within 14 days of the complaint or issue. Upon receiving a completed inmate grievance form, the supervisor shall ensure that the grievance is investigated and resolved or denied in a timely manner. A written reason for a resolved grievance or denial of a grievance will be provided at each level. Abusing the grievance system may result in disciplinary actions.

#### **F. CONTRABAND**

1. Inmates are prohibited from having in their possession any item that is considered to be contraband. Contraband is defined as any item not issued by staff, or any item that has been altered from its original state. Excessive amounts of authorized items are also considered contraband. "Dangerous Weapon" means any firearm (loaded or unloaded), knife or device designed as a weapon capable of producing death or great bodily harm. This includes any combustible or flammable liquid or other device. Whoever introduces, or in any manner causes the introduction of, contraband as defined by Carlton County Jail, or is in possession of contraband while in the facility or on facility grounds is guilty of a Felony and may be charged under **Minnesota State Statute #243.55.1**

#### **G. AUTHORIZED POSSESSIONS**

Inmates are authorized to have the following items in their possession:

- a. Up to 2 total soft covered books and magazines (in any combination), stored in your inmate bin.
- b. 1 Bible or religious book of faith.
- c. Correspondence: letters stored in your bin, or property if they exceed a reasonable amount and they don't fit in your bin.
- d. 1 pair of Glasses or Contacts with case, no sunglasses
- e. Photographs, no Polaroid
- f. 1 Jail uniform
- g. 1 set of undergarments
- h. 1 pair of shoes
- i. 1 pair of socks
- j. 2 Blankets
- k. 2 Sheets
- l. 1 towel, 1 hand towel, & 1 wash cloth
- m. Legal papers: must be neatly kept in your inmate bin.
- n. Religious papers: must be neatly kept in your inmate bin.
- o. Hygiene products: up to three indigent items or one purchased item
- p. Canteen/ Vending items and a canteen card.

#### H. EMERGENCY ALARMS AND EVACUATION

1. For your safety, the Carlton County Law Enforcement Center is equipped with a number of emergency alarms. Should the alarm sound, **do not** panic. An alarm sounding doesn't necessarily mean that you are in danger. It could simply mean that one of the smoke alarms has been tripped.
2. If it is necessary to move out of your block for any reason, remain calm. Do exactly what the correctional officer tells you to do. Walk quickly, but do not run. There is to be no talking or stopping. The correctional officer has been trained in what to do. They will help you get to a place of safety.
3. As a result of movement in an emergency. Inmates may be cuffed together. You will then be asked to move to a safe place in the jail.

#### I. HEALTH CARE

1. Legitimate non-emergency medical and/or dental problem(s) may be brought to the attention of the correctional officer and appropriate care will be secured through the county nurse, jail doctor, or local medical and/or dental services. You will be required to put your request in writing, describing the symptoms you are experiencing. Do **NOT** make appointments on your own. Do **NOT** order prescriptions on your own. Sick call will be conducted every business day morning, with weekly doctor referrals.
2. A \$10 medical co-pay fee will be charged to inmates requesting medical services (i.e. a medical request slip). This is to include all medical slips asking to see the nurse, doctor, dentist, or other health care professional. There will be no denial of services for inability to pay. A record will be kept of the appointment and as soon as funds become available,

the amount owed will be deducted from your account, through the accounting process. Only one free follow up service will be allowed and after that, new \$10 co-pay will be assessed after your one free follow up visit.

3. All medication will be dispensed by the correctional officer or nurse. No prescription medication will be dispensed without written orders of the prescribing doctor. You will be expected to satisfy the correctional officer administering oral medication that it has been swallowed. Medications also have co-pays. There is a \$5 handling/delivering (co-pay) charge for every medication from Thrifty White Pharmacy. If your medications are from FDL Pharmacy the monthly co-pay is \$10 per medication. Also, if your medications need to be refilled, there is a \$5 per prescription charge (this includes medications that just need a refill and also new medications). Prescription costs will be the responsibility of the inmate.
4. Misuse of medication will result in an alert to the nurse by staff, and will be documented in the Electronic Jail Management System (date, time). Staff will warn inmate verbally. 1st Offense- The nurse will talk to inmate and document the incident in the Electronic Jail Management System chart. 2nd Offense- The nurse will contact the pharmacy to check options. 3rd Offense- The nurse will get a discontinue order from the doctor.

**\*\*\*NOTE\*\*\* It is a violation to store medication in your cell block or on your person unless authorized by the Nurse.**

#### J. LIGHTS AND LOCKDOWN TIMES

1. Lights are turned off at 10:00 p.m.
2. No loud talking or disturbance after lock-down times.
3. Lock- down between 5:30 PM – 6:30 PM every evening.
4. Lock- down for the evening from 10:00 PM until 7:00 AM.

#### K. MEALS

1. Meals are prepared in the jail in compliance with state standards. This menu is for people that are in jail. Meals will be served in the dayrooms. Only inmates who are ill or subject to restrictions will take meals into their cells upon approval by jail staff.
2. Meal times are as follows:  
Breakfast: 7:00 am  
Lunch: 11:30 am  
Dinner: 4:00 pm
3. All utensils will be returned to the correctional officer. Items not returned will cause cell searches. You will neatly stack your trays, etc. when you are done.

4. You were asked about special diet requirements when you were booked. Any other special diets must be health or religious related and approved. **DO NOT throw food or paper in toilets, sinks, or drains.**

L. **MONEY**

1. All of your money will be placed in your inmate account.
2. Your family/friends may electronically deposit money into your account via **jailatm.com**, or on the lobby kiosk. If your money is deposited electronically, it's a maximum of \$300 dollars per week. Lockdown is the company for the inmate accounts, and our canteen product is provided by Stellar.
3. Any money in your account may be taken for outstanding medical co-pay fees, over the counter medication, prescription costs, booking fees, etc. See health care section for prices of co-pays. The Carlton County Jail also offers a 50/50 split, to go towards your lien. 50% of your money deposited will go towards your lien, and you will be able to keep the other 50% for spending. When you're released, your remaining balance will go towards your lien, and you will not receive a check or debit card.
4. You are responsible for the charges you incur while incarcerated at the Carlton County Jail.
5. If you try to circumvent the jail fee system, you may receive a violation report and possibly lose privileges. This includes having money dropped off on another inmate's account and ordering canteen or vending purchases through another inmate. It should also be noted that an individual helping with this type of a scheme will also lose privileges.
6. We will not move money from one inmate's account into another's.
7. **FOR WORK RELEASE INMATES ONLY:** Some inmates on Huber wish to bring money from their jail account out with them when they go to work. The jail will accommodate this, in the form of a check, with the following stipulations.
  - a. Inmates must request the check be written on a SPECIAL REQUEST OF CORRECTIONAL OFFICER form. The form must be legible and include the inmate's name, date of request, amount of the requested check and a signature.
  - b. Inmates will have their requests turned in by lock-down on Thursday night. The checks will then be available on Monday morning when released for work.
8. Upon release (unless extenuating circumstances exist), if you are being released to the street, a pre-loaded "debit card" will be issued to you. If you are being transferred to another facility, a check will be sent with you. After it is issued a check must be cashed within 60 days.
9. If you for some reason lose track of your check before it is cashed, the jail will not honor any request to void the old check and issue a new one until 60 days has passed from the date of issue of the first check. When a new check is issued the jail must ask the bank to "stop payment" on the old check. The bank charges us for this service and the jail will in turn charge you. The cost at present to "stop payment" is \$30.00.

10. The jail cannot cash one of its own checks. What this means for inmates is if you are re-arrested or go to another facility and come back without having cashed your check, the jail cannot deposit that money back into your account. If you want to deposit that same check back into your account you will have to make other arrangements such as mailing the check out to have it cashed and deposited in the lobby kiosk. You can also wait until 60 days have passed from the checks date of issue and request that it be voided thereby crediting your account.
11. Inmates can release money they had in their possession at the time of arrest, in the form of a single check, once per stay. To do this, inmates must make this request on a SPECIAL REQUEST OF CORRECTIONAL OFFICER form which is available from the med cart. The form must be legible and contain the following information.
  - a. The inmate's full name and date of birth.
  - b. The date the request was made.
  - c. The first and last name of the individual the inmate wishes the check to be made out.
  - d. The inmate's signature.
  - e. The jail will then write the check and give it to the inmate to be mailed; the jail will not release money from an inmate's account directly to a third party.
  - f. Should an inmate change their mind about wanting to release funds after the check has been written the check will not be voided nor the funds put back into an inmate's account until the inmate is processed out of the jail at the end of their stay.
  - g. The jail can refuse an inmate's request to release funds.
  - h. Inmates should be aware that requests will automatically be denied in the following cases. If the release of funds would leave the inmate's account with a balance of less than \$20.00. If the inmate has incurred a large fee or the jail anticipates the inmate will incur an ongoing fee.

#### M. PROGRAMS

1. You will be given every reasonable opportunity to participate in programs of education or recreation. Access to programs will be based on your individual needs, capabilities, behavior, and jail security requirements as determined by the jail staff.
2. Eligible inmates may participate in the jail's Alcoholics Anonymous group which is sponsored by the local AA group. Meetings will be held weekly in the jail.
3. Other programs available include Women's Support Group, Bible Study, and the Men's Cultural Group.
4. Inmates and volunteers are not allowed to embrace (hug).
5. If you are attending a group that other housing blocks are attending as well, you may only discuss the program topic with another inmate. Programming time is not the time to be discussing any other matters with other inmates. It is disruptive to the purpose of the program.
6. An Inmate Worker will be selected from the general population to assist staff with laundry and light household work. The Inmate Worker must meet the policy criteria.

7. All work-release inmates are required to pay a cost per diem to the Carlton County Jail for their room and board.

#### N. RELIGIOUS SERVICES

1. Volunteers will come to the jail to deliver church services and Bible Study.
2. Any inmate desiring a bible may request one from the Program Coordinator.
3. Other religious texts may be requested of the Program Coordinator.

#### O. VISITATION

Visiting Days are Tuesday's Male Inmates 1PM-5PM and Female Inmates 6:30PM-10PM, Thursday's Female Inmates 1PM-5PM and Male Inmates 6:30PM-10PM and Saturdays Male Inmates 1PM-5PM and Female Inmates 6:30PM-10PM. In addition to the holidays of Christmas Day, New Year's Day, Thanksgiving, and Easter.

1. In order to provide visitation for all, non- contact visits will be limited to **1 visit, 30** minutes for each inmate, a total of **TWO** people per inmate. This means we will not escort you for a second visit.
2. **NO ONE** under the age of **18** will be allowed in the jail unless accompanied by an adult.
3. Official visitors (lawyers, doctors, police officials, etc.) are permitted to visit an inmate during any reasonable time of the day, excluding meal times and during sleeping hours. With appropriate identification, Clergy can visit on Monday-Friday 0800-1100 in the visiting room. Clergy visits must be arranged prior to visiting.
4. The only articles that can be brought to the jail by your family and/or friends are money, and one set of clean clothes. All personal property will remain in your locker and not in your cell.
5. No materials can be exchanged during visitation (i.e., letters, notes, etc.). They must be mailed in or out.
6. It is your responsibility to authorize the release of property in writing. You must have your paper authorizing a release of property in to staff by 3:00pm. We will release your property from 4PM to 6PM to the individual you have chosen. This individual must have a picture ID. Once your property has been released, we will not accept that property back in. \*Property will be held for 90 days after your release. After 90 days, the property will be destroyed.
7. It is your responsibility to advise your visitor that they cannot leave money on another inmates account. This may be construed as an attempt to circumvent our co-pay system or a payoff to prevent bodily harm, etc. Please see the "Money" section of the handbook.
8. Visitors will be asked to provide state or government issued photo identification.
9. If you have any further questions about visiting, please discuss them with the jail staff.

10. Visitors' rules are: No weapons, no cell phones, no cameras or other recording devices. In addition, they cannot bring food and/or beverages into the visiting room. If caught, that visitor will no longer be eligible to visit for the remainder of the stay.
11. Parking is available on the north and south side of the Carlton County Jail.

**P. ACCESS TO COURTS AND COUNSEL**

Access to courts and legal counsel may occur through a court appointed counsel, attorney, legal assistant visits, telephone conversations, or written communication. To facilitate access, this facility will minimally provide:

- a. Confidential attorney visiting areas that include the means by which the attorney and the inmate can share legal documents.
- b. Telephones that enable confidential attorney-client calls.
- c. Reasonable access to legal materials.
- d. A means of aiding through the court process by individuals trained in the law. This assistance will be available to illiterate inmates and those who cannot speak or read English or who have disabilities that would impair their ability to access.
- e. Writing materials, envelopes and postage for indigent inmates for legal communications and correspondence.

**Q. PREA**

PREA (Prison Rape Elimination Act) is a federal law that protects people in jails and prisons from sexual victimization, rape, and sexual assault.

**Carlton County Jail has a ZERO TOLERANCE for any sexual abuse or sexual assault.**

You have the right to be free of sexual abuse while incarcerated. An inmate can have NO sexual contact with another inmate, Carlton County staff, volunteers, and/or contractors. It is never appropriate for staff, volunteers, etc. to make sexual advances or comments, or to engage in sexual contact with an inmate. Sexual misconduct includes: sexual contact or penetration, masturbating in front of another person, making obscene or sexual advances, gestures, or comments, exposing genitalia, buttocks or female breasts, touching of self in a sexually provocative way, initiating or making promises in exchange for sexual favors (i.e. promising safety, privacy, housing or privileges), threats intimidation or retaliation for any of these.

**CARLTON COUNTY JAIL INMATE PHONE CALLING INSTRUCTIONS FOR PREA TIP LINE**

Both victims and witnesses of a sexual assault have reporting options:

1. Report the incident to any trusted staff member
2. Submit a medical slip or inmate request
3. Contact the Carlton County Jail Inmate Phone System to access the PREA tip line.
4. Pick up the phone and select option 2;
5. Choose Option 5 for PREA incident report

6. Leave a message with the details of the incident being reported. The message is recorded and will notify jail staff immediately.
7. Although the Reliance system requires you to use your pin, all PREA reports are anonymous.
8. Any abuse of the PREA tip line will result in disciplinary action, and may result in criminal prosecution.
9. 9. Family members or friends may report any allegations of sexual assault or abuse to the Carlton County Jail or the Carlton County Sheriff's Office.