

INMATE HANDBOOK

KOOCHICHING COUNTY JAIL (Updated November 1, 2008)

For persons awaiting trial or under sentence at the Koochiching County Jail

“This handbook is the property of the Jail and will be returned in the same condition as it was received upon your release”

Booklet # _____

Koochiching County Jail Mission Statement

The mission of the Koochiching County E911/Corrections Officers is to create and maintain a respectful environment that is safe and secure, clean and quiet, and is fair to all. We will strive to provide professional service to our fellow law enforcement officers as well as the citizens of Koochiching County.

INTRODUCTION

We hope that your stay in our jail will cause you to examine the reasons why you are here. It is a tool to help redirect your future activities in a positive manner. Jail rules are intended to assist you in learning how to respect the rights and property of others.

This Inmate 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, and what services are available to you in jail.

No one desires to be “locked up”. The Court has dictated that we keep you in confinement. Your attitude and actions will determine how others treat you while you are here.

Section I of this booklet contains rules adopted by the Koochiching County Sheriff’s Office that are designed to maintain security within this jail and to ensure that a standard of cleanliness and discipline is maintained within the jail. Whether you are serving a sentence imposed by the Courts or locked up in a pre-trial detention, you are required to comply with all of these rules. Any refusal on your part to comply with any of these rules will be the basis for disciplinary action by the Koochiching County Jail Administration.

Sections II and III list a set of guidelines and other miscellaneous information designed to alert you of what to expect during your incarceration and to eliminate confusion about jail procedures and services which are offered within the jail. This is not only for your convenience, but to also make you as comfortable as possible under the circumstances.

I. JAIL RULES:

The rules stated below will explain what is expected of you while you are here. They are intended to ensure safe custody, decent living conditions, and fair treatment for all inmates.

Failure to obey the rules will be the basis for necessary corrective disciplinary action. Disciplinary action is defined as loss of privileges, segregation, and/or charges being filed in court. If you do not understand the rules, ASK the E911/Corrections Officer to explain them.

A. JAIL CLEANLINESS:

To ensure clean and sanitary conditions in the jail, our facility has adopted the following rules and procedures:

1. All cells and Day Rooms will be kept clean.
2. You are responsible for making your bed whenever you are not in it. If a bed is used throughout the day, it must be made before leaving the cell.
3. All bedding will remain in the sleeping area and on the beds at all times.
4. Using knots to tie sheets, blankets, clothing etc. to any structure in the jail will result in minor violation discipline.
5. Work release inmates must make their own beds, clean their cell area, and clean the Day Room shower areas of their cellblock prior to being released for their jobs.
6. The Corrections Officer will not turn the electricity on for the television until all of the morning cleaning is completed and meets the satisfaction of the Corrections Officer.
7. You are not allowed to place pictures, photographs, artwork, or anything else on the walls, mirrors, windows, or fixtures of your cell.
8. A weekly inspection of your cell will be conducted by the on-duty Corrections Officer. However, the jail staff reserves the right to inspect your cell at any time.
9. Upon completion of your sentence you are required to clean your own cell prior to release.
10. All inmates of a cellblock will assist in cleaning the Day Room and shower areas of that block. Any inmate who does not participate equally is subject to disciplinary action. Cleaning the Day Room and living areas consists of the following:
 - A. Tables and Desks - must be wiped and cleaned
 - B. Chairs - must be wiped and cleaned
 - C. Showers - must be scrubbed and cleaned

- D. Toilets - must be scrubbed and cleaned
- E. Mirrors - must be wiped and cleaned
- F. The cell floor is swept and mopped.

B. INMATE CONDUCT:

1. No inmate shall show disrespect or lack of cooperation to any staff member.
2. There will be NO yelling and/or throwing of ANYTHING at any time.
3. Any form of fighting or disorderly conduct among inmates is strictly forbidden.
4. All forms of horseplay within any of the cellblocks are strictly forbidden.
5. The damaging or defacing of walls, seats, fixtures, furnishings, clothing, bedding, or other property is strictly prohibited. Criminal charges will be filed on all violators.
6. Gambling in any form will not be tolerated.
7. You will be assigned to a specific cell within the cellblock. You will not change cells or beds without permission from the on-duty Corrections Officer.
8. Nothing is to be placed over any of the light fixtures to cause the room to be darker. Any such "shields" will be immediately removed. No blankets, towels, clothing, etc., are to be hanging in the bunk areas or in the shower areas.
9. Unnecessary noise, loud, boisterous, vulgar or profane language is not allowed.
10. Lockdown for the evening is 10:00 p.m. Telephones and televisions are shut off promptly at 10:00 p.m. with no exceptions.
11. No inmates are allowed in the Control room.
12. The Koochiching County Jail is a tobacco free environment. You are not allowed to possess, chew, or smoke any tobacco product.
13. All meals must be eaten in the day room areas at the tables provided, with the exception of the holding cell and the maximum-security cells where inmates eat within their cell.
14. All food MUST be consumed during mealtime. You are NOT allowed to save, share, or stockpile any food items for later consumption.
15. Non-canteen items are NOT allowed in your cell and are treated as contraband.
16. While incarcerated at the Koochiching County Jail, all inmates will remain fully clothed at all times, except when changing clothes, showering, or using the bathroom.
17. No portion of an inmate's undergarments will be visible through his/her clothes
18. All inmates will wear underpants.
19. Male offenders will keep their genitalia covered, except when changing clothes, showering, or using the bathroom.
20. Female inmates will keep their breasts and genitalia covered at all times, except when changing clothes, showering, or using the bathroom.
21. Day uniform pants and shirts are not worn backwards. Pants are to be worn on the waist and pants legs are not rolled up beyond the ankle. Your jail uniform shirtsleeves are not rolled. The jail uniform shirt hangs over the pants.

22. You are not allowed to lie on the floor in your cell.
23. No other inmate is allowed in your cell
24. You are not allowed to be in any other inmate's cell.
25. You will not stand or put your feet on chairs.
26. Pornography is considered contraband and not allowed within the jail facility.
27. Television programs are chosen by group consensus and majority rules. If cellmates cannot come to a mutual agreement, the Corrections Officer makes the decision as to what will be viewed.
28. Male staff may conduct well-being checks on female inmates and female staff may conduct well being checks on male inmates.
29. If an inmate makes inappropriate, derogatory, sexual, or suggestive remarks to a Corrections Officer of the opposite sex, that Corrections Officer will immediately make an incident report and refer the report to the Jail Administrator.
30. At no time may an inmate have his head covered (whether in bed with a blanket over, or in the shower).

C. PERSONAL HYGIENE:

1. All inmates are required to take a shower once per day.
2. Each inmate will keep his clothing and bedding as clean as possible.
3. There will be no showers after 10:00 p.m.
4. All inmates will brush their teeth at least once daily.
5. An inmate can request a razor from the Corrections Officer **only** between 8:00 a.m. and 9:00 a.m. in the morning. All razors and shaving cream must be returned to the Corrections Officer by 9:00 a.m.
6. You are not permitted to wear hair picks/combs in your hair and no items are allowed in hair or tied on head.
7. The following Hygiene items may **only** be requested between 8:00 p.m. and 9:00 p.m. daily from the Corrections Officer. This is the time to request items you will need for the following day:
 - A. Comb
 - B. Deodorant
 - C. Hand Soap
 - D. Shampoo
 - E. Toothbrush
 - F. Toothpaste
1. Additional hygiene items may be purchased at your expense from vending machines during Canteen.

As An Inmate, What You Need to Know About MRSA

What is MRSA?

MRSA is an acronym for Methicillin-Resistant Staphylococcus aureus. This is actually a staph infection that is resistant to certain antibiotics. Staph is a common bacterium found on the skin and in the noses of up to 30% of the healthy people in the United States.

These people are called “carriers” and usually do not know they carry this bacterium, and they never get sick from it.

Staph is harmless unless it penetrates the body’s natural barriers to cause infection. Staph can cause a wide range of infections that affect the body, both internally and externally. Staph is the most common cause of skin and soft tissue infections in the United States. Staph can occasionally spread rapidly into the bloodstream and, if untreated, can cause death.

Koochiching County has had MRSA infections. There have been inmates in the Koochiching County Jail with a MRSA infection. It is important that you know the symptoms of MRSA, your risk, and how you can protect yourself and help prevent its spread.

Inmate populations may be more susceptible to MRSA because of:

1. Overcrowding
2. Higher population of mentally ill
3. Injection drug use
4. Immune system suppression

Recognition:

1. May look like a “spider bite” or insect bite
2. May look like a boil
3. May look like a rash
4. May look like a bump



You may be at higher risk if you:

1. Have HIV
2. Have Diabetes mellitus
3. Are an IV drug user
4. Have been hospitalized within the last 30 days
5. Have had a prior skin rash or lesion
6. Have a suppressed immune system
7. Have previously had a MRSA infection
8. Use medical devices such as a dialysis machine or urinary catheter

How can you, as an inmate, protect yourself and help stop the spread of MRSA?

1. Do not wash your clothes in your cell. Your clothes need to be washed in the laundry.
2. Do not drain any boils yourself.
3. Do not touch another offender's boil
4. If you have any boils or skin lacerations, tell the Corrections Officer.
5. If you appear to have any insect bites, tell the Corrections Officer.
6. Do not pick or pop boils
7. No tattooing. Skin broken by tattooing may spread infection.
8. Do not share clothing.
9. Do not share pillows or bed clothing.
10. Do not share towels
11. Do not share soap.
12. Do not share any personal items.
13. Wash your hands often with soap.
14. Shower daily with soap.
15. Keep your cell clean.

D. SECURITY:

Shakedown Inspection

For the security and safety of inmates and staff, shakedown searches are conducted in the Koochiching County Jail on a regular basis. Housing units and cells will also be regularly searched on a random basis. Any contraband or other unauthorized items will be confiscated with possible criminal charges or jail discipline to follow.

Pat Searches

Individuals incarcerated at the Koochiching County Jail may be pat searched at any time.

ALL inmates entering the Koochiching County Jail will be searched. This includes during inmate booking and during reentry from work release or other outside activities.

ALL INMATES will be pat searched during Housing Unit shakedowns.

The objectives of pat searches are:

1. To maintain security in the facility
2. To protect jail staff and inmates by discovery of unhealthy and unsanitary persons before being placed in the jail population
3. To prevent the introduction of any article or substance which could cause, or be used to cause injury, escape, or to achieve any other undesirable result within the jail.

Strip Searches

Individuals incarcerated in the Koochiching County Jail may be subjected to strip searches.

Examples of circumstances resulting in strip searches are the following:

1. Reliable information exists that you possess contraband
2. Contraband has been discovered in your cell or living area
3. You have been involved in, or present during, a serious incident
4. You have refused a frisk or pat search
5. You have had contact with the public, or exposure to public areas
6. You have had a contact visit
7. You are being returned to custody from community status, such as weekend confinement, work release, medical appoint etc.
8. You have been placed in segregation for disciplinary reasons or for self-protection
9. You have been ordered into custody after arraignment, conviction, or sentencing
10. There is reasonable suspicion that you possess weapons, drugs, or contraband

11. Corrections has been alerted by a metal or drug detection device
12. You have a history of institutional possession of contraband, or prohibited property, or attempted escape
13. You have a previous conviction(s) for escape, possession of drugs or weapons, or crimes of violence

Contraband

You are prohibited from having in your possession any item that is considered to be contraband.

Articles and items are also considered contraband when found in excess of approved quantities or when they have been altered from their original state. Items that have passed from one inmate to another without proper authorization are considered to be contraband. This includes canteen items.

Possession of contraband may result in discipline and/or criminal charges.

II. INMATE PRIVILEGES:

These privileges are for the purpose of making your stay as comfortable as possible under the circumstances. Any violations of the rules listed in Section I could be basis for losing one or all of these privileges.

A. TELEVISION AND RADIO:

1. When the television is being used, the volume must 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 of using the television.
2. No cassette players, CD players, or recorders are allowed.
3. No headphones are allowed.

B. CANTEEN:

1. Inmates with money will be permitted to order items from the vending machines according to the Canteen schedule posted in each cellblock.

C. TELEPHONE PRIVILEGES:

1. Inmate phone calls can, and will, be monitored.
2. Abuse of phone privileges may result in inmate discipline or criminal charges.
3. The phones are turned on and off from inside the Jail Control Room.
4. A phone book is available upon request.
5. To make a phone call, an inmate has the option of buying a telephone credit card from the Corrections Officer, or he can make a collect call. Further information and instruction regarding use of the inmate phone system is posted by each inmate telephone.
6. Inmates cannot receive in-coming phone calls.
7. Corrections Officers do not take messages for inmates unless it is a legitimate emergency. When a legitimate Emergency exists, Corrections Officers will take a name and telephone number so that you can return the call as soon as possible.

D. LIBRARY PRIVILEGES:

1. The Jail Library has books, magazines, games, and puzzles for use by the inmates. These items can be obtained from the "Inmate Worker" or from the Corrections Officer.
2. Library materials are for the use of ALL inmates. Do not tear them or destroy them in any manner while in your possession. Destruction of library property may result in inmate discipline or criminal charges.

- 3. Library hours are posted in each cellblock.
- 4. The maximum number of magazines or books allowed in a cell is a combination of 3 magazines and/or books

Jail Library Schedule						
	Monday		Friday		Saturday	
	In	Out	In	Out	In	Out
B Block	13:00	14:00	13:00	14:00	13:00	14:00
C Block	14:00	15:00	14:00	15:00	14:00	15:00
D Block	15:00	16:00	15:00	16:00	15:00	16:00
E Block	18:00	19:00	10:00	11:00	10:00	11:00
F Block	18:00	19:00	10:00	11:00	10:00	11:00
G Block	19:00	20:00	9:00	10:00	9:00	10:00

Jail Library Schedule						
	Monday		Friday		Saturday	
	In	Out	In	Out	In	Out
B Block	13:00	14:00	13:00	14:00	13:00	14:00

Jail Library Schedule

	Monday		Friday		Saturday	
	In	Out	In	Out	In	Out
C Block	14:00	15:00	14:00	15:00	14:00	15:00

Jail Library Schedule

	Monday		Friday		Saturday	
	In	Out	In	Out	In	Out
D Block	15:00	16:00	15:00	16:00	15:00	16:00

Jail Library Schedule

	Monday		Friday		Saturday	
	In	Out	In	Out	In	Out
E Block	18:00	19:00	10:00	11:00	10:00	11:00

Jail Library Schedule

	Monday		Friday		Saturday	
	In	Out	In	Out	In	Out
F Block	18:00	19:00	10:00	11:00	10:00	11:00

Jail Library Schedule						
	Monday		Friday		Saturday	
	In	Out	In	Out	In	Out
G Block	19:00	20:00	9:00	10:00	9:00	10:00

E. PERSONAL PHOTOGRAPHS:

1. Three personal photographs per inmate may be kept in the inmate's cell. They WILL NOT be hung on the walls or the windows.

III. INMATE GENERAL INFORMATION:

A. INMATE CLASSIFICATION:

Upon admission to the Koochiching County Jail, before being moved into the general population, the Corrections Officer will classify you as an inmate. The classification process includes information such as your current offenses, past offenses, previous jail behavior, gender, medical needs, mental health needs. The result of this classification procedure will determine the location of your cell.

In the Koochiching County Jail there are three general classifications. They are:

1. Minimum, including Huber
2. Medium, including B and C Blocks
3. Maximum, including Maximum Security

Your classification will be reassessed every 60 days. If you are not happy with your classification, you may appeal your classification at any time. You may do this by just telling the Corrections Officer that you request a reclassification.

B. LIGHTS AND RADIOS/TELEVISIONS:

1. The lights will be turned out in the cell at 10:00 p.m.
2. Televisions will be turned off at 10:00 p.m. There will be no noise or activity after 10:00 p.m.

C. SMOKING:

1. The Koochiching County Jail is a **NO SMOKING** facility.
2. Neither cigarettes nor Chewing Tobacco are allowed within the locked perimeters of the Koochiching County Jail.

D. VISITATION:

General Information:

1. Visiting Days are Tuesday, Thursday, and Sunday. On Tuesdays, Thursdays, and Sundays, visitation for male inmates is from 1:00 p.m. until 3:00 p.m. Visitation on these same days for female inmates is from 3:00 p.m. until 4:00 p.m.
2. Inmates may receive professional visits (attorneys, clergy, doctors, professional counselors) at any reasonable time, except during meals and after evening lock up.
3. Visits may be restricted to a 20-minute visit per day with any one individual.
4. Visitors must register giving names, date of birth, addresses and relationship to inmate.
5. Picture identification of visitors is required.
6. A query will be run on each visitor to verify that the visitor is not wanted by law enforcement.

7. No visitor may have a felony record.
8. Visitors must be 18 years of age. An exception to this is that children are allowed to visit parents, regardless of their age, as deemed appropriate by the parent or guardian accompanying the child. If there is a dispute between the inmate and the parent or legal guardian whether or not the child should visit, the inmate will be referred to the Court for resolution of the matter.
9. Visiting privileges may be restricted or denied as a result of minor or major jail policy violations. For more information in this regard please refer to the Violations and Discipline Plan.
10. Inmates who present a compromise to the safety and security of the facility are denied visitation privileges.

Rules and Regulations for Social Visits:

1. All social visits are non-contact visits.
2. Inmates have the right to refuse any visit.
3. The Koochiching County Jail reserves the right to terminate or refuse any visit that may constitute a threat to safety, security, or good order of the facility.
4. Visitation may be denied if the inmate is under disciplinary sanctions.
5. Visitors must wear proper attire at all times. No cut off shorts, tank tops, or tube tops are allowed. Shorts must cover to mid-thighs. Shirts must cover to neck and sleeves must pass shoulders.
6. The Corrections Officer has the discretion to refuse a visitor based upon inappropriate attire or behavior.
7. Visitors must remain seated on the provided chair and are not allowed to sit, stand or lay on the counter in the visiting room. If found in violation of this rule, future visiting could be denied.
8. Any attempt to bring contraband or weapons into the facility will result in arrest and criminal prosecution and denial of future visiting privileges for 90 days.
9. Cell phones are not allowed.

E. CORRESPONDENCE:

1. Inmates are authorized letter correspondence.
2. Incoming and outgoing mail will be inspected for contraband but will not be read or censored without documented justification.
3. Mail between the prisoner and an attorney, Judge, elected official or an official of the Department of Corrections will be opened in the presence of the inmate.
4. There are NO restrictions on the volume of correspondence sent or received by inmates who purchase their own stamped envelopes.
5. Inmates who are determined indigent are allowed two social letters per week at the expense of the jail.

6. Inmates who are determined indigent are allowed unlimited professional mail at the expense of the jail.
7. Inmates not wishing their incoming mail opened will have all mail placed in their personal locker. Corrections Officers must be advised ahead of time by the inmate that this is the inmate's wish.
8. Inmates are asked to notify their correspondents NOT to send them packages through the mail.
9. Inmates are not allowed to order merchandise through the mail or by telephone. Mail ordered deliveries are not accepted.
10. Inmates give their outgoing mail to the Corrections Officer on duty to be mailed.
11. All outgoing mail must remain unsealed.
12. All outgoing mail includes a return address and the inmates name sending the letter. (If all the information is not located in the proper place, the letter is rejected and is not sent out until accurately completed.) The return address should be: Inmate Name % Koochiching County Jail, 715 4th Street, International Falls, MN 56649.
13. When mailing an envelope, three (3) pieces of paper will fit into a regular 42-cent stamped envelope.
14. Any contraband discovered is seized, destroyed, returned to the sender, put into inmate's property, or put into evidence.
15. Notes from visitors will not be delivered. All correspondence must come through the Postal system.
16. When an inmate is the Respondent in an Order for Protection or in a Harassment Order, any correspondence sent to the Petitioner in that same Order will be confiscated as evidence.

F. MEDICAL CARE:

1. Sick call is held with the Jail Nurse on Tuesday of each week from 9:00 a.m. until 10:00 a.m.
2. Inmates requesting to see the Jail Nurse must submit an Inmate Medical Request Form with detailed reasons for seeking medical assistance to the Corrections Officer at least one (1) hour prior to sick call.
3. There is a \$5.00 co-pay charge for each inmate requesting to see the Jail Nurse. If an inmate is indigent, that \$5.00 will remain on the inmate's financial chart as a debit permanently or until payment has been received.
4. There is a \$5.00 co-pay charge to the inmate when the Sheriffs Office provides inmate transport to a medical facility. This includes transport to a dentist.
5. Inmate dental treatment is only for emergency and urgent dental procedures.
6. Prescription costs are the full responsibility of the inmate. The County will assist indigent inmates with emergency medical costs. Indigent inmates will receive emergency medical services. However, a negative balance will be carried on your money account and if funds are received, then the services and costs of prescriptions

will be deducted. A negative balance will permanently remain on the inmates record until resolved. The negative balance will carry over until any future incarcerations.

7. Koochiching County offers its residents, who are not insured or who are underinsured, Drug Discount cards. Use of these cards will lower your prescription costs, on the average, 20%. If you do not have insurance, or feel you are underinsured, ask the Corrections Officer for a card. It will be for your use during your incarceration and will also be yours to take with you when you are no longer incarcerated.
8. The Koochiching County Sheriffs Office will bill medical and prescription expenses incurred by you, during your stay by the Koochiching County Jail, to you.
9. Unpaid bills for inmate medical or dental services over \$100.00, and over 1 year old, will be forwarded to a Collection Agency.
10. The Koochiching County Jail does not process insurance claims. You will be given a receipt for services and prescriptions that are paid for by you. If you have medical insurance coverage, it is your responsibility to get reimbursement for any medical costs incurred while incarcerated.
11. Work Release Inmates are responsible for supplying their own medications, and supplies that are approved by their doctor. The jail will not provide any medications for work release individuals. All medical issues of work release inmates that need to be addressed by a doctor will be done on your own time while out on work release, and will be at your own expense. The Corrections Officer must be advised of any medical appointments.
12. There is a new program for incarcerated individuals to speed their process for reopening Medical Assistance upon release from custody. All individuals who were MA Enrollees at the time of incarceration AND will be incarcerated for No More than 12 consecutive Calendar months are eligible for this shortened process.

Inmates may apply to have their Medical Assistance reopened upon their release by completing a "Request to Reopen Medical Assistance" form. The inmate, or the inmate's authorized representative, may request MA to be reopened using this form up to 45 calendar days before the anticipated date of release but no later than ten calendar days following the date of release.

To obtain a form, ask the Corrections Officer for it. The completed form will then be forwarded to Family Services by the Jail.

G. CLOTHING, BEDDING AND TOWELS:

1. Clothing, towels, and bedding will be exchanged on Mondays and Thursdays.
2. Inmates needing cleaning items at times other than those specified may request them from the Corrections officer.

3. Bedding items allowed are two sheets, one towel, one washcloth, one blanket, and one pillowcase.
4. Each cell bed is furnished with a mattress and a pillow.
5. You are held liable for all damages to or loss of items assigned to you.
6. In instances where safety and security of the facility are threatened, the jail staff may remove the inmate's bedding or linen if deemed necessary. Bedding or linen will be returned to the inmate as soon as it is reasonable to believe that the behavior that caused the action will not continue.

H. MEALS:

1. Breakfast: Cold bag breakfast delivered between 7:00 a.m. and 7:30 a.m.
Noon lunch: 11:30 a.m. to 12:30 p.m.
Dinner: 5:00 p.m.
2. All dishes and materials used to wrap or serve the food must be returned to the inmate worker or Corrections Officer after each meal. Any item not returned will be grounds for a search of the cellblock until the items are found.
3. **DO NOT THROW LEFTOVERS IN THE SINK, TOILET OR SHOWER DRAIN.**
4. To do as described in #3 is considered Criminal Damage to Jail property and will result in discipline.
5. All therapeutic diets prescribed by an appropriate medical or religious authority will be forwarded for approval. If approved, the diet is forwarded to the Jail Cook.

I. PROGRAM SERVICES:

1. Church services will be held Sunday afternoons and Wednesday afternoons.
2. Bible Study is scheduled on Thursday mornings from 9:00 a.m. until 10:30 a.m.
3. If a private counseling session is required with the Jail Ministry, a request must be made of the Corrections Officer on duty before 4:00 p.m. on Sunday or before 11:00 a.m. on Wednesday.
4. NA meetings occur on Tuesdays from 7:00 p.m. until 9:00 p.m.
5. NA services may be provided upon request.
6. A.A. and N.A. meetings are held on Thursday evenings at 7:00 p.m. in the Jail Library.
7. An AA Sanctioned AA meeting is held on Sunday evenings at 7:00 p.m. in the Jail Library.
8. If G.E.D. services are needed, please talk with the Corrections Officer. Upon availability with the International Falls School District, GED services will be arranged for the inmate.
9. Inmates in disciplinary segregation are not allowed educational programs.
10. Prisoners will have the opportunity to meet with the local agencies designated to aid or counsel prisoners in such matters as education, religion, chemical dependency, or legal matters upon advance request to the Corrections Officer or Jail Administrator.

J. WORK RELEASE (HUBER PROGRAM)

Work Release inmates are required to pay a cost per diem (per day) to the Koochiching County Jail for their room and board. The County Board sets the daily Huber cost. The inmates will be charged for EVERY day that the inmate is incarcerated. This Huber fee is:

1. \$25.00 per day for Koochiching County inmates doing straight time.
2. \$35.00 per day for Koochiching County inmates doing intermittent or broken sentences.
3. \$60.00 per day for Inmates sentenced in other jurisdictions.

An inmate who is on Huber is expected to make a Huber payment at least once every two weeks. If an inmate is one week overdue on his payment, he has committed a Minor Violation of Jail rules. If an inmate is two weeks overdue on his Huber payments, he is subject to discipline of a Minor Violation of Jail Rules, second offense. If an inmate is three weeks over due on his Huber payments he has committed a Major Violation of Inmate rules and is subject to Huber termination.

Work release per diem will be paid PRIOR to release of the inmate from custody. An inmate who owes Huber money on his scheduled release date may lose good time and remain in custody until complete sentence end if he cannot make payment. If good time is lost for this reason, Huber privileges are revoked.

All inmates with approved work release privileges must abide by the Work Release Contract. All Huber inmates will be given a copy of their signed contract.

Pay stubs must be submitted on the day you receive them to verify employment and work hours on a regular basis.

Any minor violation that occurs **WITHIN** the Koochiching County Jail while on work release will be disciplined as follows:

- 1st offense is a minor violation
- 2nd offense is a minor violation
- 3rd offense (if it would have been considered a minor violation originally) is considered a major violation.

Koochiching County Jail Huber inmates are expected to have perfect work attendance. If an inmate is scheduled to work and does not leave the jail to go to work, he will be disciplined as follows: Miss one (1) day of work or two (2) days of work and the inmate may face 72 hours lockdown or possible loss of Work Release privileges. This is determined the Jail Administrator. Once an inmate has been revoked from the Work Release program, that inmate is not eligible for the STS program or the Inmate Worker program.

If an inmate leaves the jail facility for Work Release purposes and does not go to work, that inmate's Huber privileges will be revoked.

The Jail Administrator will determine any violations that occur while out on Work Release. Any violation of the Huber Contract is a Major Violation of Jail Rules and/or subject to Huber termination. Once revoked, you are not allowed other work programs.

All Huber inmates must spend at least one day per week within the jail. The maximum number of hours allowed out of the facility during the other six days is 60 hours. If you feel you have a legitimate reason to request the extension of the 60-hour in six days maximum, both the Jail Administrator and the Judge must approve a written request. These forms are available, upon request, from the Corrections Officer.

K. SENTENCE TO SERVE PROGRAM

The Koochiching County Jail participates in the Sentence to Service (STS) program in cooperation with Court Services. A Department of Corrections crew leader monitors this program.

1. **When an inmate is referred to the STS program by the Koochiching County Jail, the Koochiching County Jail expects that inmate to begin working off hours on the next working day of the STS crew. It is also expected that all hours be worked off at once.**
2. The crew leader supervises and monitors the approved STS members. STS does community service-type projects.
3. An inmate whose jail sentence is the result of a stayed sentence being executed is not eligible for STS.
4. An inmate whose jail sentence is the result of a probation violation is eligible for STS.
5. When doing STS as an alternative to jail time, one third of your total court sentence (with no good time) will need to be served as an inmate in the Koochiching County Jail.
6. Two thirds of the court ordered sentence is served outside of custody on an STS work crew.
7. There is no good time for Sentence to Service prisoners.
8. If the Sentence to Service program rules are violated, the worker must return to the Koochiching County Jail. Any Sentence to Service hours that have accumulated will be lost. The only credit given for jail time will be actual jail days completed as an inmate of the Koochiching County Jail.
9. Returning to custody because of STS termination will result in loss of all good time.
10. At any time the STS crew leader may revoke your STS status due to violations that occur while under his/her supervision outside the facility.
11. Once an inmate is revoked from the STS program, he IS NOT eligible for the Work Release Program, the Inmate Worker Program, or the STS program during current or future incarcerations.

L. INTERMITTENT SENTENCES:

An inmate who is Court Ordered, or for whom it is necessary to serve his sentence on weekends or through intermittent incarceration, must pay \$35.00 for each day of incarceration. This fee is payable upon intake.

M. PERMISSIBLE ITEMS:

The following items are allowed in your cell during your incarceration:

1. (1) Toothpaste
2. (1) Toothbrush
3. (1) Comb or hair pick
4. (1) Shampoo
5. (1) Bar soap
6. (1) Deodorant
7. (2) Pencils
8. (1) Package of colored pencils, provided they are not used improperly
9. Combination of (3) three books or magazines
10. (1) Bible
11. Prescription eye glasses only, no sunglasses
12. (3) Personal photos
13. (1) Pair under garments
14. (1) Pair shower shoes
15. (1) Four piece jail issue uniform (T-shirt, sweatshirt, pants, socks)
16. (1) Pair jail issue pajamas
17. (2) Sketch pads
18. (1) Hair conditioner
19. (2) Sheets
20. (1) Pillowcase
21. (1) Blanket
22. (1) Towel
23. (1) Washcloth
24. (1) Cup
25. Legal papers may be kept in your cell
26. Religious pamphlets received from religious programs will be allowed in your cell. However, they must be kept neat and orderly and if they tend to accumulate, they will be placed in your property locker.
27. School related items: AA, RA, GED or school books if enrolled in college or high school

N. VICTIMIZATION:

It is our belief at the Koochiching County Jail that every inmate deserves to be free of sexual assault or assaultive behavior. If, while incarcerated in our facility, you are a victim of either, we ask that you report this to a Corrections Officer or the Jail Administrator.

You have our assurance that you:

1. Will be taken seriously
2. Will be protected from future harm and retaliation

O. CHILD SUPPORT:

Inmate parents are at risk of accumulating child support arrears because of lost wages from the previous employment upon which their obligations are based. It is for this reason that the following information is provided to request a modification of your child support order.

GETTING THE RIGHT CHILD SUPPORT ORDER WHILE INCARCERATED

Steps to getting a modification of your child support order.

1. Send a letter to this address:

Minnesota Department of Human Services
 Child Support Enforcement Division
 P.O. Box 64946
 St. Paul, MN 55164-0946

In your letter, state:

- a. Your name
- b. The date you were taken into custody and your release date
- c. A statement about your current circumstances. For example, "I am currently incarcerated at the Koochiching county Jail in International Falls. When I came to jail, my wages from employment stopped. Please ask the court to modify my order."
- d. You may also request that the court stop interest charging on your arrears or unpaid support while you are incarcerated.

The State Office will forward your request to the County Child Support Officer assigned to your child support case.

1. The County Child Support Officer will send you a financial packet. You must complete this packet and return it to the county within 20 days. If you do not complete this packet, your request will not go forward.
2. After you return the completed packet to the county, the child support officer reviews it to see if your situation makes your court order eligible for modification.

3. If your situation makes your order eligible for modification, your child's other parent will also complete a financial packet. If your situation does not make your court order eligible for modification, the county will notify you.
4. After the county has gathered all the financial information from both parties, the county will complete worksheets and other legal documents and serve copies on both parties by mail.
5. When you receive the legal documents from the county, you should read them carefully. The documents that you receive may contain a hearing date. At the hearing, you will get a chance to tell the court your side:
 - a. Since you are incarcerated, you or your attorney will need to contact the Court Administrator's Office in the county where the order is filed to request to appear by telephone or by interactive video.
 - b. If the documents that you receive do not contain a hearing date, you can still request a hearing where you will be able to tell your side. Requesting a hearing is easy, just complete the Request for Hearing form and return it to the county child support agency.
1. Remember, if the legal documents include a hearing date, or if you receive a Notice of Hearing, you or your attorney must contact the court Administrator's office in the county where the hearing is going to be held to request to appear at the hearing by telephone or by video. It is important that you take part in the hearing if one is held.
2. If a hearing is held, everyone will present their side, and the child support Magistrate will decide what is fair and will issue an order.

If you receive notification that your case does not meet the legal requirements for modification and you still want the order changed, you may file a motion on your own asking the court to modify the order.

1. The first step in the court process is to contact Court Administration in the county where your order is filed and request a Motion to Modify Child Support and/or spousal Maintenance packet. The packet will contain instructions on how to proceed.
2. When you file a motion in the court process, you will be required to pay court-filing fees. If you can't afford to pay your court filing fees, you may request an In Forma Pauperis application for a waiver, asking that the court allow you to proceed without paying fees. The application for a waiver is available from court administration.
3. When the court modifies your obligation, the terms of the new order begin on the date you served your motion, so be prepared. The sooner you take action on your case, the sooner your child support may be set to an appropriate amount.

P. FURLOUGHS:

If you have a legitimate emergency requiring a furlough from the jail, both the Jail Administrator and the Judge must approve a written request. This form may be acquired from the Corrections Officer upon request.

Q. MISCELLANEOUS:

For the safety and welfare of both inmates and staff members of the Koochiching County Jail, we are required to conduct exercises of emergency situations such as fire, riot, suicide, natural disasters, attempted escape, assault or medical emergencies. You are asked to give your full cooperation during actual or simulated events and quickly respond to any and all requests by staff members.

R. INMATE WORKERS:

Inmate Workers are chosen by the Corrections Officer with approval from the Jail Administrator. Duties are as follows:

1. Assist Jail Cook with food preparation and cleanup
2. Assist with meal delivery under supervision of Corrections Officer.
3. Launder inmates clothing and bedding.
4. Cleaning such as buffing floors, washing windows, dusting etc.
5. Sweep and mop halls nightly.
6. Other duties authorized by the Corrections Officer or Jail Administrator.

For every forty hours of inmate work completed, the inmate will be given one (1) day credit off of their sentence. Inmate worker positions are only available for those sentenced individuals not eligible for work release and/or the STS program. Pre-sentenced individuals may volunteer to be an inmate worker upon availability BUT IT IS WITH THE UNDERSTANDING that they do NOT receive any jail credit for work performed. Any inmate that receives a major jail violation will automatically be revoked from Inmate Worker Status permanently. Once revoked, an inmate is not eligible for STS or Work Release.

1. INMATE WORKERS ARE NOT ALLOWED IN THE KITCHEN UNLESS THE COOK OR A CORRECTIONS OFFICER IS PRESENT.
2. INMATE WORKERS ARE NOT ALLOWED TO DELIVER MEALS UNLESS UNDER THE SUPERVISION OF A CORRECTIONS OFFICER.
3. WEAR GLOVES WHEN HANDLING DIRTY LAUNDRY

Inmate work is a privilege and can be taken away at the discretion of the Corrections Officer, the Jail Administrator, or the Sheriff.

S. VIOLATIONS/DISCIPLINE PLAN:

Violations are classified as minor or major according to the following descriptions:

Minor Violations:

A minor violation is an infraction committed by the inmate. It can be resolved without a formal hearing and sanctions imposed. Minor violations include acts that do not constitute a present and immediate threat to the security of the facility, its staff, inmates, visitors, or the inmate who committed the violation. Violation of minor offenses may lead to disciplinary action following the filing of a violation report by any staff member.

Minor Violation Penalties:

1. Loss of recreation privileges (See below)
 2. Loss of canteen privileges (See below)
 3. Loss of visiting privileges (See below)
 4. Loss of TV privileges (See below)
 5. Loss of good time
- First Offense: Up to 3 days
 - Second Offense: Up to 5 days

DEFINITIONS:

1. Unauthorized Use of Property: No prisoner shall be in possession of another's personal property or Koochiching County property without permission of the rightful owner or authorization of staff. This regulation differs from the possession of contraband and deals with the question of rightful use of property.
2. Unauthorized Use of a Telephone: No prisoner shall use a telephone without specific authorization from staff on duty.
3. Verbal Abuse: No prisoner shall express profanity or obscenity directed at another, nor make disrespectful remarks against the character of another person, insult or direct insults to another person, or make efforts to intimidate anyone with remarks that have a threatening implication.
4. Creating a Disturbance: No prisoner shall create a disturbance by yelling, banging utensils, using obscenities or in any other manner create loud disturbing noises.
5. Use of Intoxicants: No prisoner shall inject or inhale any substance that has intoxicating effects. Any inmate found to behave in any manner that demonstrates being under the influence of an intoxicating substance will be in violation hereof.
6. Gambling: No prisoner shall engage in lottery, betting or chance contracting.
7. Late Return from Release: Any prisoner participating in any release program shall return at the designated time period.

8. Conspiracy: Any prisoner who conspires with another to commit a violation of jail rules is guilty of conspiracy.
9. Accessory: Any prisoner who assists another or joins with another in the commission of a prohibited act either during or after the initiation of the act may be found guilty of being an accessory to the act.
10. Operating Security Devices: No prisoner shall operate, impede, sabotage or render ineffective jail security devices. This includes but is not limited to key slots, cell doors, or other locking mechanisms. This does not apply to a situation where permanent damage results.
11. Misuse of Program Areas: This includes the library, kitchen, interview room, visitor's room, and any other functional areas of the jail.
12. Huber Violation: Failure to pay Huber
13. Tying sheets, blankets, clothing etc. to any structure or linen misuse: Cell doors are not to be propped open with linens. No linens are to be flushed, or misused in any way.
14. Failure to keep self, cell, or dayroom clean
15. Horseplay within Cell blocks
16. In authorized area: No prisoner is to be in a cell other than his assigned cell. No inmate worker is to be in the kitchen unaccompanied. No inmate is allowed in any jail area other than his assigned cell without permissions.
17. Clothing not work, or worn inappropriately

Major Violations:

Major Violations include repeated minor rule infractions for a case where a determination is made that the remedy for a minor rule infraction serves no deterrent effect. In addition, rule violations are considered major when the act presents an immediate threat to the security of the facility, its staff, inmates, visitors, or the inmate committing the violations. Such violation will result in informal and formal disciplinary actions. Major offenses may result in administrative segregation in maximum security preceding any charges filed for hearing or formal action, not to exceed 72 hours without notice of hearing.

Major Violation Penalties:

1. Filing of formal charges.
2. Lockup.
3. Loss of all release privileges including work release and recreation release.
4. Loss of all earned good time.
5. Loss of recreation privileges.
6. Loss of visitation privileges.
7. Loss of canteen privileges.
8. Loss of T.V. privileges.

DEFINITIONS OF MAJOR VIOLATIONS:

1. Homicide: No prisoner shall kill or contribute in any way to the death of another person.
2. Assault: No prisoner shall assault another by an act, attempted act, or threat of an act which if carried out, would cause pain, injury, bodily harm, or fear of pain, injury or bodily harm. No prisoner shall force another to engage in prohibited sexual behavior such as intercourse, sodomy, masturbation of others, forced masturbation or any homosexual behavior.
3. Holding Hostage: No prisoner shall take or hold another person and/or subject other persons to control for any purpose whatsoever.
4. Theft: No prisoner shall steal anything from another or steal any property whatsoever, including removing property out of an assigned area without permission.
5. Smuggling: No prisoner shall transport any contraband item around, into or out of the jail.
6. Arson: No prisoner shall by means of fire or explosives intentionally destroy or damage property of this jail or risk danger to another person whether he is a prisoner, staff or civilian.
7. Escape or Attempted Escape: No prisoner shall attempt to escape. Any efforts, which suggest an attempt to leave the jail and its premises without the custody of a supervising person and without legal authorization to do, so shall be considered as an attempted escape. This includes failure to return following any release program.
8. Riot or Inciting a Riot: No prisoner shall act in a manner which will likely lead to the arousal of emotions on the part of other inmates so as to create the probability of their acting beyond the control of the staff member in charge.
9. Threatening Bodily Harm: No prisoner shall behave in any manner that is threatening to others; behavior such as brandishing a weapon, a menacing posture, crowding around or gathering during a dispute, making a threat, veiled or direct or other intimidating remarks. No prisoner being moved between or within any units of the jail shall resist such movement by any threat of physical resistance or passive refusal to move or any intimidating remarks.
10. Possession of Contraband: No prisoner shall possess illicit and/or unauthorized items considered contraband. Weapons are defined as guns, clubs, knives or other pointed/sharpened or cutting instruments; items not normally considered or controlled in such a manner that use as a weapon can be inferred. Liquor or drugs are defined as any nonprescription chemical agent including alcoholic beverages or their ingredients, prescribed medication in excess of that allowed, any other substance which may be inhaled, injected, or ingested for intoxicating or depressant effect or drug paraphernalia. Escape paraphernalia is defined as rope, keys, tools, clothing, disguises or any other materials that by nature of location suggest use for escape.
11. Misrepresentation: No prisoner shall falsify a report, or give a false statement to misrepresent a fact as to misappropriate money, services, or instrument to aid such purpose.
12. Destruction of Property: No prisoner shall destroy Koochiching County Jail public or personal property. This includes destruction rendering security devices inoperative.

13. Violation of Huber contract

Due Process and Appeal Procedures:

Any violation of the Koochiching County Jail Rules will be subject to report. Notice of violation may be given to the prisoner (s) involved within three (3) days excluding weekends and holidays. Penalties will be included on the violation notice. A violation notice may be appealed by presenting a petition to the Jail Administrator for review. This must be presented within three (3) days of the Notice of Violation.

Any prisoner who has a grievance or has been grieved against may file a grievance in writing, obtained from the Corrections Officer, and will be handled by the Jail Administrator. Inmates who do file a grievance will do so without the fear of retaliation, regardless of the action taken during any grievance procedure. However, any attempt to misuse the grievance system will be cause for minor violation process and penalties will be assigned accordingly.

A group grievance or grievances submitted on behalf of others are not acceptable. Personal disputes between an inmate and a staff member are not considered grounds for a grievance. Most grievances should be settled at the Corrections Officer level; however, this is not to preclude inmate grievances from being passed on to a higher level if it cannot be handled on this level.

*A grievance is defined as an issue personally affecting an inmate in the areas of health, welfare, or services of the jail that is within the power of the corrections staff to correct.

Grievance Procedure:

Inmates **MUST** first attempt to resolve all grievances on an informal basis with the Corrections Officer. If the Corrections Officer and inmate are unable to resolve the matter, then the inmate is permitted to file a formal written grievance.

When the inmate has completed the grievance form, the form is returned to the Corrections Officer. The Corrections Officer accepts no grievance if it contains obscene language or sexual connotations that do not apply or relate to the matter being grieved. **Abuse of the grievance system will not be tolerated.** The system is in place to help you.

The Corrections Officer then forwards the grievance to the Jail Administrator. The grievance will be evaluated on its merit and will either be resolved, dated, given a copy to the inmate, and the original filed in the inmate's file; or an investigation will be initiated as necessary. The Jail Administrator will take any other action deemed necessary to settle all inmate grievances.

The final disposition of the grievance will be received by the inmate in writing within seven (7) working days, unless an extenuating circumstance exists. If there is a delay, a notice will be sent to the inmate explaining the reason for the delay.

Appeal Process:

If an inmate is not satisfied with the results of the grievance investigation, the inmate may appeal in writing, on a second grievance form, writing in bold letters on the top of the form "APPEAL". The appeal must be submitted within three (3) days of receiving the initial decision and must be submitted in the same manner as the original grievance. The Jail Administrator and the Koochiching County Sheriff will review the appeal simultaneously. The joint decision of the Jail Administrator and the Sheriff is **FINAL**.

INMATE RULES AND DISCIPLINE:

Rules Posted by Publishing

The Koochiching County Jail maintains a set of rules relating to, but not limited to inmate behavior, conduct, disciplinary procedures, and penalties that may be imposed for various degrees of violations. To ensure that all inmates have access to the "Inmate Rules and Disciplinary Procedures", all such rules are published in this Inmate Handbook.

An Inmate Handbook is located and assigned to each cell desk. It is made part of the initial cell/bunk inspection sheet upon arrival. The handbook, mattress and pillow should remain in your cell or bunk area at all times. These items will be examined prior to and upon your release with the signing off to these items. Any damages noted to these items during your stay could result in you paying the replacement cost.

Rules in addition to those listed in the Inmate Handbook are posted within the facility, as deemed necessary by the Jail Administrator. Rules of this type are of equal importance as those posted within the Inmate handbook. All inmates entering or accessing areas of the facility where such rules are posted are responsible for being familiar with them.

Koochiching County Jail Weekly Jail Inmate Program Schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 a.m.	Wake-Up and Breakfast from 7:00 a.m. to 7:30 a.m.						
	Request Razors between 8:00 a.m. and 9:00 a.m.						
10:00 a.m.			Sick Call 9:00 a.m.		Bible Study 9:00 a.m.		
noon.	Lunch 11:30 a.m. to 12:30 p.m.						
1:00 p.m.	Male Inmate Visitation 1:00		Male Inmate Visitation 1:00	Church 1:00 p.m.	Male Inmate Visitation 1:00		
	Female Inmate Visitation 3:00		Female Inmate Visitation 3:00		Female Inmate Visitation 3:00		
4:00 p.m.	Church						
	Dinner 5:00 p.m.						
6:00 p.m.	Canteen 18:00 p.m.						
	Sanctioned AA Meeting 7:00		NA Meeting 7:00		AA/NA Meeting 7:00		
8:00 p.m.	Request Hygiene items between 8:00 p.m. and 9:00 p.m.						
10:00 p.m.	Lockdown 10:00 p.m.						

If you are interested in attending a scheduled program, please notify the Corrections Officer the morning of the scheduled event. If the event is scheduled to begin before 10:00 a.m., please notify the Corrections Officer the day before the scheduled event.