

**YELLOW MEDICINE
COUNTY
JAIL**



**DETAINEE
HANDBOOK**

Yellow Medicine County Law Enforcement Center
Yellow Medicine County Jail
960 4th Street
Granite Falls, MN 56241

Jail Administrator Kathy Busack

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Introduction:



This detainee handbook has been prepared for your benefit. You should read it carefully and completely so that you know what conduct is expected of you and what services are available to you in the jail.

The rules adopted by the Yellow Medicine County Jail are meant to ensure a safe secure and clean environment within the jail.

This handbook is the property of the Yellow Medicine County Jail. If you destroy it, write on it or in it you will pay \$5.00 to replace it.

You may also be charged with destroying and defacing county property, therefore, this handbook will be returned in good condition when you are released or transferred out of this facility.

If there is something you do not understand, or if you have a question about this handbook, ask any Corrections Officer or Jail staff member. There is time set aside for each individual detainee to ask questions and sign that they have reviewed this handbook.



***The Mission Statement
For The
Yellow Medicine County Jail***

The Yellow Medicine County Jail provides for the safe, secure and humane detention of offenders brought to this facility.

To fulfill this responsibility the Yellow Medicine County Jail shall follow the standards established by the Minnesota Department of Corrections, Minnesota State Statutes, and the United States Constitution.

We are committed to the following principals:

Staff is our greatest resource and we provide training to accomplish a safe secure and humane environment.

All persons confined in this facility are accountable for his or her own behavior.

The preservation of basic human rights and the dignity of the public, staff, and inmates.

An atmosphere that encourages positive attitudes and the integration of responsible individuals whom are returning to their communities.

The Yellow Medicine County Jail is an integral part of the criminal justice system. We strive to cooperate with other agencies, promote mutual respect, and welcome community involvement. We are a credit to our profession and a source of pride to our community.

State of Minnesota

Pay-to- Stay

Statute

Information was collected about you at booking, in accordance with the Minnesota State Statutes 2000 section 641.15 Sentenced detainees housed by a County jail will have to pay for their stay in that facility. This fee will be mandatory for all offenders sentenced

for misdemeanors, gross misdemeanors and felony crimes.

The fee for Pay-to-Stay is \$25.00 per day and will be collected by the Yellow Medicine County Sheriff's Department upon release or according to a payment schedule determined upon release. Medical fees, dental fees will be billed after release for non work release inmates. Work release inmates are required to pay all fees prior to release.

Any excess funds deposited in your account will be used to pay for Pay-to-Stay fees when you are released. Any remaining funds will be mailed to you.

Sentenced Inmates

All detainees that arrive late to serve a sentence will be released at the same time that they arrived, on date that their sentence is completed.

All other detainees will be released at 8:00 a.m. unless a specific time is given on the court order. This may affect your Huber or STS.

Personal Property:

Upon arrival, inmates will be allowed to keep only the following items:

Dentures
Legal papers (all)
Prescription glasses, contacts, contact case
Photos ten (10) no nudity or Polaroid's
Mail ten (10) pieces non-legal
Medical Alert Bracelet
Prosthetics

You will not be able to release anything unless there is an immediate need for your families' welfare, or you are scheduled to go to prison.

All items will be kept in the property room until your release or transfer.

Items that are left behind after transfer or release will only be held for **30 days**. If these items are not picked up, within that time, they will be destroyed.

During your incarceration, you will be allowed to have the above plus:

Books: Three (3) total from the jail library or GED teacher.

No hard covered books are allowed in the cell area.

A Bible. (This is not included in your book total)

Clothing, Linen and Personal Care Items

- Two pair of underwear
- Two T-shirts
- Two Over shirts
- Two Pants
- Two Pairs of socks
- One Pair of sandals
- Two Bras for female inmates
- Two Sweatshirts
- One flat sheet
- One pillowcase
- Two blankets
- One mattress cover
- Two bath towels
- Two wash clothes
- One pillow
- One property bag
- One Mattress
- One Spork (washed by detainee and kept in detainees' possession)
- One Cup (washed by detainee and kept in detainees' possession)

Personal Hygiene Items:

All clothing, linen, and personal care items will be inspected before issue to insure acceptable condition. Inmates will be held liable for all excessive damages or loss of items assigned to their care.

The Corrections staff will determine clothing sizes.

The jail uniform will fit properly and be worn properly.

The uniform bottom will be worn around the waist not on the buttocks.

Orange/Yellow outer shirts are to be worn whenever you leave the facility for court or any appointment outside of this facility.

Exchange of Linen and Clothing:

Linen Exchange: Will be conducted every Saturday afternoon, room cleaning will be completed at the same time. **This is not an optional exchange.**

Clothing Exchange: Will be on Tuesdays, Thursdays, and Sundays. Have clothing ready after breakfast. **Clothing exchange is not optional.**

Inmates will only be allowed to exchange one full set of clothing.

Personal Hygiene:

Razors will be made available in the morning around breakfast time, or as time allows.

The Corrections Officers will ask each housing unit if anyone wants a razor. Respond at that time or you will wait for the next day. Razors are to be returned to the staff within 1 hour for disposal after each use.

Soap, toothpaste, shampoo and deodorant are available for purchase from canteen when you have depleted your initial issue.

Detainees that are on indigent status must be indigent for 7 days before a new indigent supply will be delivered via request. (See section regarding indigent inmates)

No personal items from your stored property or another facility will be allowed for use within this facility. This includes any canteen food items from another facility.

Showering:

All inmates must shower. Refusal to abide by this rule may subject inmate to disciplinary action.

Inmates must be fully clothed to and from the shower.

Haircuts:

Haircuts are available upon request. You must submit a written request to schedule a haircut.

Haircuts are \$25.00. Inmates must have the balance of the cost of the haircut in their

canteen account before the haircut.

Payment will be deducted from your canteen account.

Clippers are available, by written request nightly, for inmates that choose to cut their own hair.

No gang-affiliated or offensive haircuts (monitored by staff) are allowed.

Indigent Detainees:

Detainees that are indigent (zero funds) for 7 days may receive the following, every **Thursday**, by filling out an **Indigent Request Slip**. There is no charge for indigent items.

- 1 bottle of shampoo
- 1 toothpaste tube *old tubes must be turned*
- 1 bar of soap
- 1 deodorant *old container must be turned in*
- 2 envelopes with writing paper

Slips must be turned in Wednesdays before nightly lockdown. Slips will not be accepted any other day.

Indigent supplied will be distributed Thursday evenings.

There will be not any empty or excessive full containers in the cells

Communications:

Visiting Hours:

Tuesdays:

Female Detainees	6:00 p.m. to 7:00 p.m.
Male Detainees	7:00 p.m. to 9:00 p.m.

Thursdays:

Female Detainees	12:00 noon to 1:00 p.m.
Male Detainees	1:00 p.m. to 4:00 p.m.

Sundays:

Female Detainees	12:00 noon to 1:00 p.m.
Male Detainees	1:00 p.m. to 4:00 p.m.

Video Visitation – is available and can be used whenever detainees are not in lockdown period or on disciplinary status. **(same general rules apply)**

Visits are a maximum of 20 minutes in duration for each visit. It will be at the discretion of the Corrections Officer how many visit you will be allowed per visiting period.

Indecent exposure will not be tolerated and may result in the inmate and or visitor being banned from further visits and disciplinary action.

Inmates are not allowed to bring anything into the visiting rooms.

All visits by the general public are subject to monitoring and recording.

All visitors under the age of 18 will need to be accompanied by **their** parent or guardian. Children must not be disruptive in the visiting room or jail lobby.

No more than 2 people will be allowed in the visiting booth at one time. This is at the discretion of the jail staff.

Visitors must have a picture ID (either driver's license or valid picture ID)

No eating or drinking in the visiting room.

Nothing is allowed in the visiting room this **includes but not limited** to purses, bags, papers, cell phones, electronic devices, photos.

Visitors must be dressed appropriately for the visit. **Staff will deem if your attire is appropriate or not.**

Visitor must not have been booked as an inmate of the Yellow Medicine County Jail in the past 12 months. (This includes book and release detainees, weekend detainees, and 12-hour hold detainees.)

Any visit may be denied for but not limited to the above criteria. Not following the visiting rules may jeopardize any future visits.

Mail, cards, craft items, books, pictures, movies, personal items, and etc. **will not be given to; nor received from visitors or any other person. This includes but is not limited to the sign-in window at visiting.** All items must go through the United States Post Office for inspection and approval by the Jail Administrator.

Professional Visits:

Attorneys, clergy, or other professionals may visit at any reasonable hour. These visits will not be conducted while the detainees are in daily lock down periods and at mealtimes.

Professionals must have credentials stating who they are and their profession.

Professionals will not be allowed to pass any materials other than legal papers to any inmate.

All brief cases or carried items are subject to search before the visit.

All legal materials are subject to search for contraband by Corrections Officers.

Any Professional that is using a detainee's family member for a translator will only be allowed a non-contact visit.

Family Service Child Visits:

Inmates are not allowed to bring anything into the visiting room.

If there is something special you are doing with a child it will be kept by staff and given to you prior or during the visit.

Visits may be discontinued for not following jail rules.

Married Detainees:

Detainees that are legally married and are both incarcerated in the Yellow Medicine County Jail, may be permitted a 20- minute visit within a 4 week period **if:**

Both detainees are sentenced to over 30 consecutive days

Both detainees have maintained good behavior, cooperation, and work within their housing units.

Each detainee, prior to submitting a written request must serve 30 consecutive days.

Visits will be arranged according to facility schedule and available space.

Visits will be non-contact.

Detainees whom have been denied intra-facility visits may re-apply after 1 week of denial

Conduct, which does not comply with that of regular visits, will be a reason to terminate that visit and deny future visits.

Contact Visitation:

A pre-prison 20-minute contact visit with spouse, children or parents MAY be granted if:

1. The Jail Administrator has received court paperwork describing the sentence and pending transfer.
2. The visits are with the inmates spouse, parents or children,
3. The inmate's behavior has been exemplary.

Telephone Operation:

Telephones are available in all the housing units and can be used whenever detainees are not in lockdown period or on disciplinary status.

Account and pin numbers are assigned by administration

iPods are available upon request after inmate has been in custody for 24hrs- Detainees must have \$5 on account and iPods will be distributed when time permits Mon-Fri.

Telephones will make collect calls only without a calling card.

Phone cards may be purchased for inmates using a credit card at www.reliancetelephone.com.

Phones and iPods are equipped with video calling - Indecent exposure will not be tolerated by either party and may result in the detainee being banned from video calls and/or loss of iPod and possible disciplinary action.

Attorney calls are free. Most Public Defender phone numbers are already programmed in our phones. Try calling the number first, if not, you may request the Jail Administrator to program your attorney's number in the phone system. **(Include attorney's name and number on your request)**

Instructions for making calls are posted at each phone.

Limit calls to 15 minutes, so all others have the opportunity to use the phone. You cannot use a credit card from the housing units.

Calls to probations officers or the courts are not free calls. Probation does not accept collect calls you can mail them a letter at any time.

800 numbers are not free calls from the cellblocks

Corrections Officers do not look up phone numbers. Phone books are available in the Library.

Damage to a phone may result in loss of privileges. You will pay for the cost to repair the damage to the telephone.

Incoming calls on the Sheriff's Office telephone lines cannot be forwarded to the housing units. Messages are only delivered in a verifiable emergency.

Legal counsel may request that you are informed they have called and need a return phone call. It is the detainee's responsibility to return calls to legal counsel. If you do not wish to speak to, your counsel, leave them a message to that effect.

All phone calls and visits are subject to recording and monitoring except legal calls and legal visits.

Detainee MESSAGE NUMBER 320-313-2515

The phone will explain to your callers how to leave a message, remember these are not private messages and are subject to monitoring.

Your pin is the first 3 letters of your last name.

Mail :

Address for Detainee Mail

**Detainee's Name
Yellow Medicine County Jail
960 4th Street
Granite Falls, MN 56241**

All mail will be processed through the United States Post Office.

Envelopes with postage are available on canteen

Indigent detainees that have not had funds for 7 consecutive days may request 2 envelopes/writing papers.

The Jail administrator or designee will inspect all incoming and outgoing mail for content and contraband. Detainees will be notified in writing when either incoming or outgoing mail has been deemed inappropriate and placed in detainee's property.

Mail will be delivered weekdays only.

Mail addressed to a detainee that has been released or transferred will be returned to sender.

Addresses are available by using phone books in the Library.

All cash, money orders, and approved checks will be receipted into detainees jail account. The above items will not be placed into detainee's property.

Letters from Attorneys, Courts, Public Officials, and Department of Corrections shall be opened in the presence of a staff and checked for contraband. Such letters shall not be read by jail staff nor withheld from detainees. If the name and official status of the sender does not appear on the envelope it will be opened as regular mail.

All outgoing mail will be unsealed and placed in cell mailbox to be processed through the U.S. Postal Service.

All legal papers will be written out to your attorney and will be sealed in front of Corrections staff.

Detainees will be allowed to keep 10 pieces of personal non-legal mail in their possession. This includes letters, cards, postcards etc.

Detainee may not correspond with other inmates within the facility. Letters written to another detainee will not be mailed or delivered

Advertising, any type of handmade items will not be sent through the mail. These items will be placed in the detainee's property.

Request forms:

Most inmate request forms are available on the phone kiosk, including but not limited to inmate request forms, Jail Administrator request, Assistant Jail Admin request, Grievance forms, and Doctor and nurse requests. Administration forms will be answered by return message to your account at admins earliest convenience.

Copies:

Copy request can be put in the pod mailboxes with a request form. Copies are 50 cents each. Copies will be made when Corrections Officers have time.

Faxing:

Detainees may request to have something faxed. The cost is 5.00 per fax.

Legal Materials:

Detainee will be allowed unlimited and uncensored correspondence with the courts and legal counsel by procedures outlined in this handbook.

The jail staff will notify detainees of an attorneys' request for telephone contact.

Detainees will be permitted to visit with their legal counsel of record or counsel's representative at any reasonable hour. These visits will not be conducted while detainees are in daily lockdown periods or at mealtimes.

Detainees have access to legal books **by written request only** the request will be honored at a time that is not disruptive to the normal operations of this facility.

Media:

Detainees will be permitted to speak by telephone, at their own expense, to any representative of the media on a daily basis between the hours of 8:30 a.m. and 4:30 p.m. provided it does not interfere with the normal operations of the jail.

The Jail Administrator may limit the exercise of this privilege to one telephone call per week.

Any detainee will be permitted to correspond by mail, with any media representative, this means a person employed by and authorized to represent any radio and/ or television station licensed by The Federal Communications Commission, National Wire Service, any newspaper or periodical having a monthly statewide circulation of at least 1,000 copies.

Any request by a detainee for an interview is to be made in person by media representatives and shall be made in writing to the Jail Administrator. The written request should include why the interview could not be accomplished on the phone or in writing.

Detainee Marriages:

No marriages are performed at the Yellow Medicine County Jail.

Programs:

Adult Education, Bible Study, Substance Abuse, and Religious programs are provided at least one time weekly.

Any detainee on disciplinary segregation will not attend programming.

Requests for individual religious counseling, interviews, or religious materials should be made in writing to the Jail Administrator.

All programs are on a purely voluntary basis.

No detainee or detainees shall ask any volunteer for special treatment or "favors". This includes but not limited to, asking for money, mailing letters, contacting friends or family.

No detainee will have contact by phone, mail, letter, note, and e-mail with any volunteer.

Sentence to Serve:

The STS Crew leader gets a referral from probation and then decides if you are needed on the crew – Requests for STS do NOT go through the jail

The STS Crew leader will review the rules and regulations governing Sentence to Serve with you

STS is a program designed and run by the Department of Corrections. The following rules will be strictly adhered to for eligibility.

The days and times that STS inmates are utilized are at the discretion of the Crew Leader. The STS crew leader reserves the right to refuse any detainee the privilege of STS.

Court paperwork must be received before placement on STS

There must be room available on the STS crew for you to participate. The crew leader will determine how many inmates may participate. Inmates working to pay off fines will have priority over inmates working for Pay to Stay fees.

If you fail to report for the start of your sentence at the scheduled time you will lose STS privileges.

If you report to jail under the influence of alcohol or drugs, you will not be allowed STS privileges

You are not allowed to do Work Release and STS at the same time.

Detainees must be free from discipline for their current sentence.

Booking fees and all past or present accounts with the Yellow Medicine County Jail must be paid prior to placement on STS

If you fail to follow the rules and regulations governing STS as well as the Jail rules and regulations, you will be terminated from participating in the program.

Lockers may be searched at anytime without the inmate being present.

If you are found with any contraband or extra clothing in your possession within the jail confines or in your locker, you will be released from the STS program.

Nothing from the outside is allowed in the jail upon return.

STS inmates are not allowed to bring money out with them

STS inmates may not wear any jail clothing out to work or STS. This includes undergarments and socks.

Work/School Release:

Huber release privileges will be terminated if you fail to follow the rules governing Work/School Release or the general rules governing the Yellow Medicine County Jail.

If you fail to report for the start of your sentence at your scheduled date and/or time, you will lose your release privileges.

If you report to jail under the influence of alcohol or drugs, you will lose your work release privileges.

Any inmate going to appointments without prior authorization will be in violation of the Huber contract.

Before you report for your sentence you must meet with the Jail Administrator and provide verification of employment. Your employer will fill out a packet of information provided by the Jail Administrator. The information you provide will be used to determine your schedule. You must sign a work release contract at that time.

You must submit and pass a drug test before being released to your place of employment.

You will be required to pay for the drug testing. There is a \$50.00 fee for the drug test.

You may be required to submit and pass random testing (urine or breath) while on work release.

The random drug test charge is \$50.00.

Nothing from the outside is allowed in the jail upon return.

If you refuse to submit and or pass a random test, you will lose your ability to participate in the work release program.

Booking fees, all past and/or present accounts with the Yellow Medicine County Jail must be paid prior to work release. The booking fee is \$25.00

You must be sentenced to Huber and have prior court authorization to participate in this program.

The Jail Administrator will determine your release and return time. You must report directly to work and return directly to jail immediately after work unless you have prior authorization from the Jail Administrator.

If work terminates earlier than normal, the detainee will return to jail immediately.

Detainees, whom are fired, laid off or who quit shall return to the jail immediately.

Before leaving the jail your bed must be made and your cell neat and tidy.

You will be subject to search upon returning to the jail. This includes your locker containing personal property.

Any change in work schedule must be reported to the Jail Administrator immediately.

While on work release you will not consume any alcohol or use any drugs. This includes

prescription and over the counter medications unless prior approval by staff.

If you are suspected of using, you will be asked to submit to a random test at your expense. Refusal to submit and /or pass a random test will terminate work release privileges.

Jail staff will conduct on-site verification and telephone verification to insure you are at your prescribed place of employment.

Hours of release will be up to 60 hours per week.

The Jail Administrator must approve any changes in your work schedule.

Employers must make changes in writing on company letterhead.

Any violation of State, Local, or Federal laws, statutes, and/or ordinances will result in your immediate termination from work release.

You must have tuberculosis screening at your expense before entering the jail or make arrangements to stay in from work when the jail nursing staff is on site conducting tuberculosis testing.

Any detainee that has been authorized by the Jail Administrator to drive to and from their job site will park on the East side of the jail. They will park in the in the southeast corner of the gravel parking lot. This is the corner nearest the nursing home. Detainees may be asked to move their vehicles to allow for snow removal.

Detainees must be employed for one (1) month before entry in the Huber work release program.

Huber Fees are \$25.00 per day. Fees shall be paid one week in advance (Cash or Money Order) or the detainee will be terminated from work release.

Lockers may be searched at any time without the detainee being present.

Nothing is allowed in the jail upon return leave it in your vehicle or throw it away before entering the jail.

Trustees:

The Jail Administrator may consider detainees that have shown themselves to be trustworthy and capable of carrying out the duties of a detainee worker. If after consideration the detainee is approved and willing to sign the necessary paperwork, he/she may be placed on trustee work status.

You will be working under the direct supervision of the Corrections Staff.

Trustee access to areas, equipment, and information not expressly authorized by staff shall be prohibited.

Not doing an adequate job, a poor attitude or breaking a jail rule will terminate detainees from this position.

Trustees will not give to or take from any items from any other detainee.

Trustees will not talk or pass notes to detainees in hallways, at cells, or in the library/rec area. Trustee will not at any time give or take anything through the pass doors

Canteen:

Cash, money orders or internet payments may be deposited into your canteen account at any time. Money may be added to your canteen account by using [JailPayments.com](https://www.jailpayments.com). Any funds are not available until the inmate has the receipt in their possession.

You will not be advanced funds nor will items be charged to your account.

Canteen slips will be collected at nightly lockdown and delivery will be made the next day as time allows.

You will not be allowed to transfer funds to or from another detainees account.

You will not receive credit for items not used or eaten.

Remember your balance may reflect the billing of over the counter meds and any other appropriate charges. All charges are posted to your account at the end of each month.

No one can put money in another detainees account for you to use. If caught doing so both detainees will be subject to discipline.

All money received must be credited to your canteen account. No checks, money orders or cash will be stored in your property.

Canteen will be delivered when Corrections Officers have **TIME**.

Library:

The use of the library is a privilege; use may be restricted based on your behavior and

or attitude.

Do not destroy, deface, remove pages, and remove articles from library material. The library must be kept clean and neat, if not access will be restricted.

Any passing or leaving of notes in the library will result in restriction for the entire facility and /or the detainees involved.

Magazines marked **do not remove** cannot be in the housing units. Newspapers and encyclopedias are not allowed in the housing units.

Hard Cover Books are not allowed in the housing units.

Medical Services:

To request medical attention detainees will fill out a **Medical Request** form. Detainees will be seen as needed per medical staff. When filling out the request form be sure to include the reason for the medical visit (be specific). The nursing staff will see you on their next visit to the jail.

Detainees will be billed for all medical/clinic visits, at the clinic rate for an office visit.

Emergencies or urgent health problems should be brought to the attention of the Corrections Officers.

The medical staff shall monitor length of incarceration to determine when detainees require screening for tuberculosis. Refusal to take the tuberculosis screening will result in segregation.

Generic equivalents will be substituted for all medications and over the counter medication when generics are available.

Any detainee that requests 2 pillows or 2 mattresses due to neck/back problems will need to provide medical proof of need. The request will be forwarded to the Yellow Medicine County Jail medical staff for review.

Medications will be dispensed in the housing units at: meal times and before bed.

All requests for non-prescription medication must be put on an **OTC request form** and given to the Corrections Officer one hour before mealtime or bedtime.

All request for prescribed "as needed" medications are done in the same manner as above.

Detainees are responsible for payment of over the counter medication. These costs will be deducted from your canteen account. Over the Counter medication will be billed at the end of each month.

Over the counter medication will **only** be dispensed for five (5) consecutive days, to continue getting an OTC medication, after the five (5) days inmates will need to be evaluated by the medical staff.

Meals:

Special diets will be determined at booking. They will be reviewed by the medical staff and followed per their orders.

The Jail Administrator will evaluate requests for religious diets on an individual basis.

The Yellow Medicine County Jail **does not use pork products.**

Inmates are not allowed to keep any food from the meals trays,

Recreation:

Detainees are offered 1 hour per day of either recreation **or** library time.

Equipment will not be defaced, destroyed, or rendered ineffective by detainees or privileges will be lost and detainees will be charged for the equipment.

Games and puzzles may be taken to the housing units. They must be kept in good order.

The Yellow Medicine County Jail is not responsible for injuries sustained during recreation. You are responsible for judging the level of activity you should exert.

Television:

Corrections Officers will have final control of the televisions.

All TV's will be turned off during lockdown and during nightly cleaning if detainees are not doing an adequate job cleaning.

The Corrections Officers may restrict the hours of television viewing based on the compliance of rules by the inmates.

Television programs will be chosen by group consensus. If the group cannot reach an agreement, The Corrections Officers will decide for you, or turn the TV off.

YMC Jail General Operations:

Lockdowns are conducted daily at: 10:30 a.m. and 5:30 p.m., when there is a disturbance, in the event of severe weather, and whenever Corrections Staff or Law Enforcement personnel instruct an inmate to do so.

Lights on and cells doors open at 7:00 am.

Lights out and nightly lockdown at 11:00 pm

Cell doors remain open all day except for bathroom privacy and lockdowns.

No towels or any other material may be hung from the doors, bunks or walls.

Nothing can ever cover the cell window or cameras.

Any detainee with more than one mattress without medical authorization will be subject to discipline.

Night lights remain on all night

Night lights will not be covered.

Detainees are not permitted to cover their face with anything besides a purchased night mask.

Intercoms may not be covered.

Teacher supplies are not allowed out of the library.

Beds must be made when not occupied.

Detainee's heads in 110 and 120 must face the outside wall.

No gesturing, mouthing or signaling to any other pod, detainees or trustee.

Cleaning is completed by detainees nightly Sunday through Friday. On Saturday afternoons cleaning is completed in conjunction with laundry exchange.

Detainees are expected to sweep, dust, mop, clean bunk area to the Corrections Officers satisfaction, and stack chairs nightly.

Pencils are exchanged nightly.

If a drug screen or breath test is done on any detainee for any reason, that detainee will have the current cost of said testing deducted from their account.

Detainees are not allowed to move from current bunk assignment without permission.

No detainee is allowed in another detainees' cell at any time for any reason.

Detainees must stay behind the yellow line at all times

There will no empty or repurposed canteen or hygiene containers in the cells

There will not be excessive hygiene supplies in the cells.

Any canteen items stored on empty bunks, window sills, tables or dayroom areas may be thrown by corrections staff at any time. Canteen items must be stored in the detainees tote.

Prohibited Acts:

Any act, which violates any Municipal, State, or Federal statute or law is subject to prosecution by the appropriate authority as well as disciplinary action from this facility. This does not constitute double jeopardy.

Discipline:

The following pages of The Yellow Medicine County Discipline Plan will explain to you what is prohibited conduct, and what the penalties are for such conduct. It will also explain your right for the due process. The rules adopted by the Yellow Medicine County Jail, are meant to insure a safe, secure, and clean environment within the detention area. Discipline must be maintained within the detention area, any refusal to comply or a violation of the jail rules will result in any one or more of the following penalties.

Informal Disciplinary Action:

Informal discipline shall be defined as disciplinary action taken by jail staff that does not result in grievous loss of privileges. Informal discipline may not be grieved.

One or more of the following actions may be taken when applying informal discipline. A report of action taken must be written and forwarded to the Jail Administrator or designee.

Verbal reprimand.

Loss of Library for up to 48 hours.

Loss of Recreation for up to 48 hours.

Loss of Programs for up to 48 hours.

Loss of Canteen privileges for up to 48 hours.

Loss of Visiting.

Loss of Television.

Loss of Telephone.

Lock down for a period not to exceed 24 hours.

Violations of any of the following rules may result in informal disciplinary action.

Excessive noise, loud talking, singing, and other unnecessary noises.

Failure to maintain a peaceful environment in the pod.

Failure or refusal to keep cellblock and cells neat and clean.

Failure to comply with personal cleanliness and housekeeping standards.

Failure to make, keep bed made during the day or removing bedding from the sleeping area.

Disorderly conduct.

Having **any** food from the meal trays in your possession.

Having too many empty bottles in your possession.

Hanging things in cell, bunk or pod area.

Not complying with personal hygiene standards.

Insulting, abusive, or profane language or behavior directed toward another inmate, jail staff, officers, or volunteers.

Failure to obey any direct order given by any Jail/Sheriff's office staff.

Failure to obey any of the General Rules of Operation.

Continued violation of above rules will result in disciplinary action taken under Minor Conduct Penalties.

Minor Conduct Definitions and Penalties:

Any refusal to comply with or violation of the jail rules will result in any of the following penalties for Minor Violations.

Filing of formal charges.
Lockdown for up to 7 days.
Loss of all Huber, STS, school or trustee privileges.
Loss of earned good time.
Loss of recreation privileges.
Loss of program privileges.
Loss of visiting privileges.
Loss of canteen privileges.
Loss of television.
Loss of telephone.

If a violation of jail rules occurs the inmate or inmates involved will be notified of any penalty/discipline procedure that will be issued. The jail staff will file a written report with the Jail Administrator.

Any detainees that are unruly, aggressive, or dangerous to him/her self or others at the time of the violation or discipline action may be segregated by locking down.

UNAUTHORIZED USE OF PROPERTY:

No inmate shall be in possession of another's personal property without permission of the rightful owner.

CREATING A DISTURBANCE:

No inmate shall cause a disturbance by yelling, banging, or making any loud and disturbing noises. No inmate or group of inmate shall create a non-peaceful environment in the pod.

VERBAL ABUSE:

No inmate shall use profanity or obscenities towards another, and/or make disrespectful remarks against the character of another person, or attempt to intimidate a person with

remarks that threaten.

VANDALISM:

No inmate shall destroy any Yellow Medicine County Property or any personal property of another.

GAMBLING:

No inmate shall engage in betting or any form of gambling.

LATE RETURN FROM RELEASE:

Any inmate participating in any release program shall return at the designated time. Failure to return on time or be in the designated place of employment etc will be a violation unless the Jail Administrator grants prior approval.

OPERATING SECURITY DEVICES:

No inmate shall operate, impede, sabotage, or render ineffective jail devices. This includes but not limited to cell doors, cameras, intercoms, and any other mechanisms or devices.

MISUSE OF LIBRARY, RECREATION OR PROGRAM AREA:

No inmate shall misuse or remove any equipment, games, books, magazines, teacher supplies, pass notes etc.

VIOLATION OF WORK, SCHOOL, STS OR TRUSTEE RULES:

Any violation of rules, set by the Jail Administrator or his/her staff, by any inmate on any release program will be a violation of this section.

BEHAVIOR:

Continued behavior that has escalated and not self corrected.

Two (2) or more minor violations by the same detainee will result in implementing Major Offense Penalties.

Major Violation Definitions and Penalties:

Penalties may include the following:

- Filing of formal charges.
- Lockdown for up to 30 days.
- Loss of release privileges or trustee status.
- Loss of earned good time.
- Loss of recreation privileges.
- Loss of programs.
- Loss of library privileges.

Loss of canteen.

Loss of television.

Loss of telephone.

Loss of visiting.

Indefinite lockdown or administrative segregation after review by the Jail Administrator or designee.

ASSAULT:

No inmate shall assault another person. Any act, attempted act, or the threat of an act which if carried out would result in pain, injury, bodily harm or fear of same.

No inmate shall enter into consensually, force or proposition another to engage in prohibited sexual behavior. This is defined as intercourse, sodomy, masturbation of another, forced masturbation or any homosexual behavior.

ARSON:

No inmate shall by means of fire, intentionally destroy, deface, damage, cause acts that could cause damage to any property of the County or any person. Cause bodily harm or risk danger to another whether that person is staff, inmate, or civilian.

INTOXICANTS:

Under no circumstances will intoxicants be used, made, or consumed by any inmate.

THEFT:

No inmate shall take the property of another or the property belonging to Yellow Medicine County with the intent to deprive the owner of that property.

ESCAPE OR ATTEMPTED ESCAPE:

No inmate shall attempt to escape. Any effort, which suggests an attempt to leave the detention area without supervision, or legal authorization, shall be considered as an attempt to escape. Failure to return from any release program or furlough shall be considered as an escape.

RIOTING OR INCITING A RIOT:

No inmate shall act in such a manner as which will likely lead to the arousal of emotions in other inmates, so as to create the probability of their actions to become beyond the control of the jail staff.

FAILURE TO OBEY A DIRECT ORDER BY JAIL/SHERIFF'S OFFICE STAFF:

Informal disciplinary action can be used first, and if it does not solve the problem, to the satisfaction of the Corrections staff, penalties under this section will apply.

HOLDING HOSTAGES:

No inmate shall take, or hold another person or persons against their will for any purpose what so ever.

CONTRABAND:

The bringing in or the possession of anything that The Yellow Medicine County Jail staff deems contraband.

BEHAVIOR:

Continued behavior that has escalated and not self corrected.

MAJOR DAMAGE TO PROPERTY:

No inmate shall destroy Yellow medicine County Jail property, other public, or personal property. Fees will be assessed from your account per item but not limited to the following:

Mattress	\$120.00
Blanket	\$20.00
Linens	\$20.00
Pillow	\$35.00
Chair	\$60.00
Towel/Washcloth	\$10.00
Cup	\$10.00
Spork	\$3.00
Clothing	\$50.00
Tote	\$10.00
Microwave	\$120.00
Sprinkler	Cost to replace
Walls/Mirrors	Cost to fix
Telephone or iPod	Cost to repair or replace
Wrist band	\$10.00

Administrative Segregation or Lockdown:

Detainees will be allowed the following possessions in administrative segregation or lockdown unless their behavior deems it inappropriate that they have these items:

A bible.

Bedding as determined by staff based on behavior.

Clothing as determined by staff based on behavior.

During the detainees hour out he/she will be given personal care items, writing materials (if they had them prior to lockdown), telephone access for attorney calls, and legal papers. These items have to be returned to jail staff when hour out is completed.

Detainees that are in administrative segregation or lockdown will be able to purchase phone cards and writing paper and envelopes.

Detainees will not be allowed to use any canteen items previously purchased except phone cards, writing paper and envelopes during hour out until lockdown or administrative segregation is over.

Detainees Grievance Process:

A grievance is defined as an issue personally affecting an inmate in the areas of health, welfare or services of the facility that is within the power of the Corrections staff to rectify.

All detainees in the Yellow Medicine County Jail will have a grievance procedure to express grievances without the fear of retaliation.

Group Grievances or grievances submitted on behalf of others are not accepted.

Personal disputes between a detainee and a staff member are **not** considered grounds for a grievance

If a detainee wishes to file a grievance, the Corrections Officer shall provide the detainee with a detainee grievance form.

The completed grievance form shall be forwarded to the Jail Administrator for review and determination within 7 days excluding holidays and weekends.

All decisions of the Jail Administrator are final at this stage of the grievance process.

Disciplinary Hearing and Appeals:

Written notice of disciplinary action will be provided to the detainee within 24 hours of the violation and a copy will be filed in the Yellow Medicine County Jail Administrator's office.

Detainees will be expected to acknowledge receipt of disciplinary notice. If a detainee refuses, jail staff may have assisting officers witness notice to insure proper procedure was followed.

If a detainee feels the action taken are unjustified they must make a written appeal to the Jail Administrator with 72 hours excluding weekends and holidays, from the time the written notice was given, then a formal hearing will be held by the designated hearing officer within 72 hours excluding weekends and holidays, unless the inmate requests further delays.

If a detainee feels, he/she wants to appeal the Jail Administrator's findings the second appeal will be in writing, within 72 hours after receiving the Jail Administrator's findings, to the Sheriff. The Sheriff will notify the inmate of his/her findings within a reasonable time. All findings of the Sheriff are final.

Any of the above time requirements may be disregarded if a detainee is due to be released within 72 hours, excluding weekends and holidays.

Detainees will be expected to conduct any discussion of violation in an orderly manner. Yelling or the use of profanity will not be tolerated and should this occur the investigation would stop until both parties have total control of the situation.

Facility Searches:

To provide the safety and security of staff and detainees, the jail staff will conduct unannounced searches of all jail facility areas, including detainee cells and detainee lockers.

A detainee will not be present during the search.

Sexual Harassment:

The following definition of sexual harassment is based on Minnesota Statutes: Sexual harassment includes the unwelcome sexual advances or sexual favors, sexually motivated physical conduct, other verbal, physical conduct or communication of a sexual nature when: The conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations, public services, education, housing, or creating an intimidating hostile or offensive employment, public accommodations, public service, educational or housing environment.

This type of conduct is considered disruptive to the peaceful functioning of the Yellow Medicine County Jail and disciplinary action will be taken against any such detainee displaying the above conduct.

Safety and Emergency Procedures:

All detainees are required to go directly to their respective cells, when any Yellow Medicine County Corrections Officer, Jail Administrator, or Law Enforcement Officer calls for immediate lock-down.

This could occur in the event of an emergency, weather related emergency or disturbance.

Failure to lockdown immediately, upon being instructed to do so, will result in disciplinary actions.

The individual cells are a safe house during fire, tornado, or any other emergencies.

Correctional Staff will instruct you to move to another area of the facility if your housing unit should become unsafe.

In all cases, follow the instructions of the staff quickly and quietly without question.