

FILLMORE COUNTY JAIL

INTRODUCTION

This Inmate Handbook has been prepared for YOUR benefit. The handbook has been given to you to guide you during your stay at the Fillmore County Jail. It contains the basic information you need to know while you are in jail. The Inmate Handbook explains the rules of the facility, as well as the various services and programs available to you. The rules of the Fillmore County Jail were designed and adopted to ensure a safe, secure, and sanitary environment within the Jail setting. You should read the handbook carefully and completely so that you know what conduct is expected of you, and what is allowed and what is not.

The Inmate Handbook also explains what will happen to you if you fail to obey the rules. Whether you are serving a sentence imposed by the courts or locked up in pre-trial detention, you are required to comply with all of these rules; any refusal on your part to comply with these rules will be a basis for disciplinary action by Fillmore County Jail Administration.

The staff at the Fillmore County Jail shall assume that your behavior will be positive and rational; your privileges will not be lost unless your behavior causes them to be lost. The staff at Fillmore County Jail believe that positive and responsible behavior should bring more free time and privileges. Irrational and negative behavior will be dealt with by loss of privileges and free time, i.e., your behavior will have a direct bearing on your level of custody while at the Fillmore County Jail.

THIS HANDBOOK IS THE PROPERTY OF THE FILLMORE COUNTY JAIL. IF YOU DESTROY OR DEFACE IT, YOU MUST PAY \$5 TO REPLACE IT. YOU MAY ALSO BE CHARGED WITH DESTROYING OR DEFACING COUNTY PROPERTY. THEREFORE, THIS HANDBOOK WILL BE RETURNED IN GOOD ORDER WHEN YOU ARE RELEASED OR TRANSFERRED FROM FILLMORE COUNTY JAIL.

Sheriff

John DeGeorge

Jail Administrator

Jamie Fenske

Jail Programmer

Corey Merkel

INMATES RIGHTS AND PRIVILEGES

Inmates have the right to humane treatment with respect, impartiality and fairness.

Inmates will be informed of the rules, procedures, and schedules concerning that which directly affects them within the facility.

Inmates have the right to access the courts and law books.

Inmates have a right to proper health, including nutritious meals, clean bedding and clothing, the opportunity for regular showers, proper ventilation, exercise, toiletries and emergency medical and dental treatment.

Inmates have the right to correspond with their family and friends, and to correspond with members of the news media, in keeping with the facility rules and schedules.

Inmates have the privilege, if eligible, to participate in education, vocational training, and work opportunities, as resources are available, and in keeping the inmate's interests, needs, custody status and abilities.

EXPECTED BEHAVIOR

It is Fillmore County's expectations that the inmate will comply with our behavioral guidelines while at our facility. Our expectations of inmates are that you will:

- A. Follow staff directives and requests.
- B. Respect jail property and property of others.
- C. Maintain your sleeping area and surrounding common area in a clean, orderly and sanitary fashion.
- D. Maintain proper daily personal hygiene habits.
- E. Behave in a rational and adult manner. Any unacceptable behavior will result in being charged with a violation of in-house rules; violations will be classified as informal and formal discipline.

Inmate Admissions

As part of the admissions process, the intake officer lists all items of personal property on the property envelope. An inmate will be assigned a locker that is to be locked at all times. Inmates' property, other than clothes, will be placed into envelopes with their name and inventoried. The inmate will then further acknowledge the accuracy of the property envelope by signing the property envelope. The inmates' property envelope will then be locked in the jailer's office.

Each person booked for confinement at the Fillmore County Jail and not released upon completion of the booking process shall be required to pay a fee of twenty dollars. That twenty dollars may be taken from money the inmate has at the time of booking or any money that comes in while the inmate is detained. Minnesota Statute 641.12

Fillmore County Jail will not be responsible for property not receipted and secured.

All personal property retained by the intake officer will be placed into a secure area and returned to the inmate upon release from custody. Inmates being released or transferred are required to sign for their property on the property envelope.

Property left at Fillmore County Jail will be disposed of after 30 days of release.

PERSONAL PROPERTY

1. Money

A. When you are admitted into the Fillmore County Jail all of your money will be taken, counted, and placed into our Jail Management System. This system will keep track of all of your money and where it is spent. You can request a printout of your account activity once per week. When released a detailed printout of all account activity may be requested.

B. An inmate's money may be used for the following items:

- Canteen items
- Stamps and envelopes
- Phone Cards
- Pencils and erasers
- Personal items that are approved by staff

C. During your stay, you may release your personal property or money to outside persons by filling out a property release form. The property may be released only to persons that have proper identification, i.e., state or

government issued picture driver's license or ID card, and are the one(s) that you have listed to receive your property. The person(s) receiving your property will have to sign for your property.

CLOTHING ISSUE AND EXCHANGE

1. All inmates will be issued the clothing that shall be worn in the facility. No modification of any clothing from its intended use shall be allowed. You shall remain in proper uniform at all times. Exchange of clothing will occur as per schedule. The conditions of the clothing uniforms are noted when they are issued and you will be responsible for their condition when returned.

BEDDING/LINEN/TOWELS – issue and exchange

Upon admission into the Fillmore County Jail, you shall be given the following issue.

- a. One mattress (two if available)
- b. Two sheets
- c. One pillowcase
- d. Two blankets
- e. Two towels
- f. One pillow
- g. One washcloth
- h. Coffee cup
- i. Plastic mug
- j. Spork

All uniforms, bedding, linen, and towels are noted of their condition when given to you. Inmates are held liable for all damage or loss of items assigned to their care. At no time shall these items be modified in any way other than their intended use.

Exchange of these items will be done per jail schedule and you must turn item in to receive a new issue.

In instances where safety or the security of the facility is threatened, the jail staff may remove inmates' personal or facility clothing if deemed necessary. Clothing and bedding will be returned to the inmate as soon as it is reasonable to believe that the behavior will not be continued.

PERSONAL CARE – hygiene items

1. Teeth are to be brushed daily.
2. Availability of disposable shaving gear is to be based on potential risk behavior. If behavior is reasonable, jail staff will check out disposable razors at designated times.
3. All hygiene items needed such as soap, toothpaste, deodorant, toothbrush, combs, and shampoo, will be provided in adequate amounts at designated times.
4. The following items will be made available at no cost to female inmates upon request, according to need by the female detention deputy:
 - a. Sanitary napkins
 - b. Tampons

SHOWERING

1. Personal hygiene is very important to your health and the health of others. You are required to shower daily.
2. Showers are available in all the cells for inmates to use during the hours that inmates are not in lockdown status. Inmates may use the showers throughout the day when they are not participating in other scheduled activities.
3. Showers are to be cleaned out after each use, with the outside floor area dried.

HAIRCUTS

1. Inmates may cut their own hair with an electric clipper if desired. The haircuts must be supervised and done in the booking room.

EMERGENCY AND SAFETY PROCEDURES

In the event of an emergency condition, severe weather, natural disaster, inmate fight, or disturbance, all inmates on command of lock-down by a jailer shall go immediately to their individual cells. You shall be instructed by a jailer if the situation warrants you to move to another area of the facility. In all cases, follow the instructions of the staff.

SHAKEDOWN INSPECTIONS

For the security and safety of inmates and Fillmore County staff, we will conduct shakedown searches of your cell on a regularly scheduled basis. We may also find it necessary to conduct an unannounced inspection of your cell. Any contraband and/or other unauthorized items will be confiscated. You must cooperate with jailers conducting such searches. All inmates will be pat searched during shakedowns. Individuals incarcerated in the Fillmore County Jail may be pat searched at any time.

STRIP SEARCHES

Strip searches are necessary procedures to prevent contraband from entering the jail and to maintain security. A strip search may be done on any sentenced inmate upon entering the jail detention area. A strip search may be done on any inmate/detainee that leaves the secured detention area and then returns to the secured detention area, i.e., you go to court, doctor, work release, etc. A strip search may be done on a non-sentenced inmate if there is reasonable cause.

CONTRABAND

You are prohibited from having in your possession, or under your control (including in your living space), any item that is considered to be contraband. Therefore, you may not have any item or article inside of the jail that has not been issued by the jail, purchased from the jail canteen, or received from an acceptable source after official approval. Articles are also considered contraband when they are found in excess of approved quantities or have been altered from their original state. Items that have passed from one inmate to another without proper authorization are also considered contraband.

AUTHORIZED INMATE POSSESSIONS

Books	Two from jail library/one religious
Eye Glasses	Prescription only, no sunglasses
Text Books	Only those allowed by jail staff to meet inmate's school needs
Photographs	25 maximum with only 5 displayed at one time.
Undergarments	Not to exceed 1 extra pair
Stockings	Not to exceed 1 extra pair
Slippers/shoes	1 pair jail issue
Jail Uniform	One jail issue

Hygiene items One of each in the cell, extras stored in a locker

Linens Same as the amount issued

Cup One coffee cup, one plastic mug

Authorized canteen items/legal papers/envelopes/stamps/pencils.

One watch, one wedding band (no stones)

Other items that are approved by jail administration.

INMATE COMMUNICATION

Telephone

Each NEW inmate in the Fillmore County Jail will be given the opportunity to complete a free call upon completion of the booking process; if inmates are not cooperative, phone calls will be given at the first available time to do so when the inmate is compliant.

There is a phone located in each cell. The phone system is run by Reliance Telephone. You may purchase phone cards, call collect, or have family members contact Reliance Telephone to set up an account. Trouble with the phone system shall be reported to Reliance Telephone. These phones are recorded except for numbers that are marked private.

No incoming calls will be received, or messages taken by jail staff. There is an Inmate Message System on which messages may be left for inmates. The number is 507-556-1441.

Texting devices are available upon request and all incoming and outgoing messages are recorded.

Phone calls shall be made from 7 a.m. to 10 p.m. and may be shut off by jail staff at any time.

Personal phone calls are a privilege that can be lost as part of disciplinary action.

Discipline inmates will have very limited access to phones. The calls will be limited to calls pertaining to bail, legal, or emergency matters.

All phone calls, other than to attorneys, may be recorded.

Incoming Mail

Limits on the number of personal or legal mail will be determined by Jail Administrator, but at no time should the number be permitted to be a health, security or fire hazard.

Mail will be delivered to you as soon as possible after it is received.

To maintain order and security in the jail, only magazines, newspapers, and periodicals ordered by and addressed to the jail will be accepted. These will be kept in the library unless the Jail Administrator gives permission.

All incoming, non-legal mail will be opened by the jailer. The mail will be checked for contraband and money. Legal mail (attorneys, legal aid agencies, courts, correctional officers, and other local, state, or federal officials) will be treated as legal mail ONLY if the name and official status of the sender appear on the envelope. All legal mail may be opened and inspected in front of the receiving inmate but will in no way be read or censored.

Outgoing Mail

All outgoing mail must be turned in to the jailer for mailing. All mail, except legal mail, is not to be sealed by any inmate. All outgoing mail must be stamped and have a return address, or it will not be mailed.

For security reasons, all mail not meeting the criteria of legal mail will be read by staff and censored prior to mailing.

YOUR MAILING ADDRESS IS: Your Name
901 Houston Street NW
Preston, MN 55965

Inmates are permitted to send sealed letters (legal mail) to persons or organizations including, but not limited to, courts, counsel, officials of the confining agency, government officials, probation officers, and administrators of the grievance system.

VISITING

The Fillmore County Jail visiting schedule is as follows:

Tuesday 12:30 – 4:00 P.M.
7:00 – 9:00 P.M.

Saturday 12:30 – 4:00 P.M.
7:00 – 9:00 P.M.

Thursday 12:30 – 4:00 P.M.
7:00 – 9:00 P.M.

A normal visit will be twenty minutes in length per visiting day. Longer visits may occur at the discretion of the jailer on duty if there are no other visitors waiting. Only non-contact visits will be permitted for all social visits unless authorized by the administration of the Fillmore County Jail. A visitor may visit an inmate only once a day. Inmates may refuse to see a visitor, either professional or social.

Prearranged Saturday or Sunday visits can occur based on jailer discretion. Visitors must call in advance to schedule a time. It is recommended visitors call the day of the visit to confirm the visit is still available.

Each person who comes to visit an inmate must fill out a Visitors Application and be approved before a visit.

Visitors must be adults, at least eighteen (18) years of age with a driver's license or other government-issued photo ID. Minors will only be allowed to visit if they are the siblings or children of the inmate and are accompanied by an adult. Must adhere to Fillmore County Jail Policy 128 Visitation.

Visitors must wear proper attire, or the visit will be denied. Visitors under the influence of intoxicants will not be allowed to visit. If a visitor attempts to bring in firearms, explosives, alcoholic beverages, narcotics, or any controlled substance, that visitor will be arrested and prosecuted to the full extent of the law.

Inmates and visitors may not eat in the visiting room. Rules of conduct will apply during visitation, for both the inmate and the visitor, as they do elsewhere in the facility.

When the visit is over, the inmate and the visitor will leave the visiting room neat, clean, and free from trash.

A visit can be denied or stopped at any time. Jail staff will document the reason for denying or stopping the visit.

ICWC inmates will follow different visitation rules because of their classification.

PRIVILEGES AVAILABLE TO INMATES

Canteen

Inmates who have money in their account will be allowed to order canteen. Inmates may purchase items daily if they are not restricted from doing so due to disciplinary reasons.

There will be no borrowing or loaning of money to other inmates from canteen. You may give one or more items to another inmate. Canteen items may be stored in cells (unopened). Pop bottles must be returned (caps included) by 10 pm each day.

Medical and Dental Care

All inmates are entitled to medical attention when making valid medical complaints. Inmates who need medical attention for non-emergency complaints must complete a medical request form. These forms are available by asking the jailer. When you have completed the medical request form, turn it into the jailer and appropriate care will be secured through Mend Correctional Care. Any emergency illness shall be reported to the staff. Detention staff will decide if it is an emergency and will take the proper action.

Pursuant to MS 641.15, you and your health carrier will be billed for medical services you receive while you are an inmate in the Fillmore County Jail. You are legally responsible for the costs of those medical services, based on your ability to pay as determined by the Court. Work Release inmates will be responsible for their medical, dental, and prescription costs.

Medication is administered as prescribed by a physician and reviewed by Mend Correctional Care. You are required to take your medication in the presence of the jailer.

If you require dental care, complete a medical request form, and return it to a jailer. Jail administration reviews all requests/referrals for dental appointments.

Meals

Food service at the Fillmore County Jail is in compliance with Minnesota Department of Corrections rules and regulations.

You will receive three meals daily. All food will be served as soon as possible after preparation. Special diets prescribed by a medical or dental physician will be made available to inmates. All dishes and materials used to wrap the food must be returned to the staff when dishes are picked up after meals. Any items not returned will be cause for a search of the cellblock until items are found.

Work Release inmates are responsible for their own meals if they are working during mealtimes. No meals will be held for Work Release inmates.

The meal schedule is as follows:

6:30 – 7:30 A.M.	Breakfast
11:00 – 12:00 noon	Lunch (dinner)
4:30 – 5:30 P.M.	Supper

Meal times may be subject to change without notice.

INMATE PROGRAMS

You shall have the opportunity to participate in Fillmore County Jail programs. There are various programs and activities available to you in the Fillmore County Jail unless you are in lockdown status or on disciplinary status. You shall refrain from excessive or disruptive behavior during all program activities. Any violation and you will be removed from the activities and could face disciplinary actions.

- A. Education – education programs, G.E.D. (high school equivalency), and life skills are available on a limited basis.
- B. Religious program – A recorded church service is available every Sunday morning in the library. A pastor is available on an as-needed basis. If you desire to speak to one at other times submit a request to jailers. Gideons regularly come on Sunday afternoons to provide religious services.
- C. Library program – Fillmore County Jail has an in-house library for your use. Inmates are only allowed two books in possession at any given time. All books must be returned in the condition in which they are received. Magazines may not be taken out of the library.
- D. STS – Sentence to Serve and Community Work Service programs are available to those granted by the court and approved by the Jail Administrator and Programmer.
- E. Recreation program – A recreation area and exercise equipment are available. The use of the outside equipment is available for those inmates who are not under disciplinary action. The yard area must be ice-free, and temperatures must be appropriate.
- F. Passive recreation – During times of inclement weather or staffing issues, inmates maybe allowed to walk the cell hallway.

General Rules

1. Inmate movement will be allowed at approximately 0600. All inmates except Huber inmates who return after midnight shall get up.
2. All cleaning is to be completed to the satisfaction of the Correctional Officer before Library/phone privileges are granted.
3. Beds shall be always made when not in use.
4. No inmate will enter another inmate's cell.
5. General clean-up shall be performed in the cell block after meals and prior to lockdown.
6. Inmates will be required to clean their own cells and assist in cleaning common areas according to the jail schedule. Failure to do so will result in disciplinary action and loss of privileges.
 - a. Cell walls will be wiped down.
 - b. Toilets will be cleaned by use of a toilet brush.
 - c. The sink, table, and bed will be cleaned each day.
 - d. All of the floors will be swept and mopped.
 - e. All common areas will be cleaned according to the jail schedules.
7. Weekly or at the correctional officer's discretion, all cells shall be thoroughly cleaned to include washing the cell window, sink, toilet, shelf, table, and walls if needed.
8. All inmates are required to keep their living quarters and dayrooms clean and neat. All trash and garbage must be put into the proper containers.
9. No inmate will be allowed to place an item, such as comb, etc., in hair or have items tied around head. This does not refer to jail approved clothing items.
10. Window ledges are not to be used as shelf space.
11. No writing or posting of items is permitted on cell walls or any other part of the cell.

12. No sitting on or putting feet on tables.
13. Mattresses, blankets, pillows, or any linen will not be removed from your cell or placed on the floor for any reason other than designated linen exchange.
14. Inmates are not permitted to lie on the floor without approval.
15. There will be no yelling and/or throwing of anything at any time.
16. No inmate shall operate any intercoms.
17. Inmates shall not converse or pass items between cells unless instructed to do so by the correctional officer.
18. Monopolizing the phone shall not be permitted.
19. Pornography is considered contraband and not allowed within the jail facility.
20. Inmates shall wear a shirt, pants, and shoes when outside of their cell. Pants and shirts are not to be worn backwards, pants are to be worn on the waist, and pant legs are not to be rolled up beyond the ankle. The uniform shirt and T-shirt sleeves are not to be rolled. Inmates must be appropriately dressed at all times due to supervision from the opposite sex.
21. No leaning back on chairs.
22. You must have written authorization not to have your blanket on your bed or to have more than the approved bedding.
23. There is no smoking, possession, or use of tobacco products or flammable devices (matches, lighter) in Fillmore County Jail.
24. Remember while in your individual cells, you are subject to periodic checks by jailers of the opposite sex. Remember to be modest.

Inmate Discipline

1. Inmates are subject to disciplinary action for violation of the facility rules and/or prohibited acts as stated in the Inmate Handbook.
2. If the rule violation constitutes a crime, the correctional officer on duty shall contact dispatch, who will contact a Fillmore County Deputy Sheriff or a Preston Police Officer.
3. Disciplinary procedures for **informal** disciplinary action.
 - A. The following actions will result in **informal** discipline.
 1. Horseplay (any game or play involving running, jumping or physical contact between inmates.)
 2. Disrespect for the well-being of other persons and/or property in the facility.
 3. Covering lights or windows in cells.
 4. Possession of contraband.
 5. Being in a cell without permission
 6. Covering head while sleeping.
 7. Bedding off bed or used as privacy sheet
 8. Not being in proper uniform. Inmate must wear, at minimum, orange top and bottom, underwear, and shoes.
 9. Rattling of cell doors, excessive noise, loud or boisterous talking, singing or any other unnecessary noise.
 10. Failure to maintain cleanliness of cell and personal hygiene. Inmate must shower at least once daily.
 11. Misuse of jail property.
 12. Hanging items on jail walls
 13. Laying on floors without permission
 14. Failure to follow staff directives
 15. Stock piling of food
 16. Gambling
 17. Writing or drawing on walls and/or chipping paint
 18. Lying or Misrepresentation
 19. Failure to comply with Community service or Huber Guidelines.
 20. Swearing
 21. Interfering in staff duties and responsibilities
 22. Intimidating staff or other inmates
 23. Other

- B. If a jail staff person witnesses a jail rule violation and during the

investigation determines there has been a violation of a jail rule, but they feel formal disciplinary charges are not appropriate; they may institute informal sanctions. The recommended procedure is as follows.

1. The inmate will be given a copy of the written violation with the notice of charge against him/her. The Jail Discipline Form will also be given to Jail Administrator.
2. The Officer reporting the violation will prescribe sanctions for all minor rule infractions as per Inmate Discipline Policy.
3. For informal violations, the inmate will sign the written violations accepting the sanction or request a formal hearing (appeal sanctions). Note: Regardless of whether the inmate accepts or denies, he/she will begin serving the recommended sanctions. If the Hearing Officer (Jail Administrator) strikes down the violation, the report will be removed from the inmate's file and ongoing sanctions will be discontinued. If the sanctions are accepted, it will be imposed and the report will be forwarded to the Jail Administrator to be filed. If the inmate requests a formal hearing, the report will be forwarded to the Jail Administrator and scheduled for hearing and the hearing will be held within 72 hours from the time of discovery of the violation, excluding weekends, holidays, and emergencies.
4. Immediate segregation: When to restrict the inmate to quarters.
 - a. If the offender is violent, or there is immediate and reasonable cause to believe the inmate offender will disrupt the normal operation of the jail, the inmate offender will be promptly confined in immediate Segregation. When such action is necessary, a report will be filed with the Jail Administrator or designee to be reviewed within 24 hours, excluding weekends and holidays. Placement in immediate Segregation may not exceed 72 hours (excluding weekends, holidays, and emergencies) without a hearing.
 - b. If segregation is necessary, a Jail Discipline Form shall be completed and copy given to inmate.
 - c. If disciplinary segregation is part of the sanctions imposed, inmates shall be allowed one hour out of their cells per twenty-four hour period for the use of phone, exercise, and showering.
 - d. If disciplinary segregation is imposed, the Jail Administrator or designee shall visit the inmate and review his/her status every seven (7) days. This shall be documented in writing and placed in the inmate's file.
 - e. Disciplinary segregation placements over thirty (30) days shall be reviewed and approved by the Jail Administrator and Sheriff.
 - f. Informal Violations resulting in disciplinary segregation will last no longer than twenty-three hours unless a new disciplinary action occurs.

5. Formal disciplinary actions can result in either Major or Minor Violations.
 - A. Minor Violations - The following actions will result in Formal Minor disciplinary actions.
 1. Repeated Informal Disciplinary action
 2. Theft
 3. Intentional Damage to Property
 4. Possession of Contraband
 5. Tampering with Jail lock or equipment
 6. Interfering with a search
 7. Disobeying an order from staff
 8. Count Interference
 9. Verbal Abuse
 10. Other
 - B. Major Violations – The following actions will result in Formal Major disciplinary actions.
 1. Combination of more than one informal and/ or formal minor violation.
 2. Assault
 3. Engaging or Inciting to Riot
 4. Rape
 5. Possession/Use of Dangerous Contraband
 6. Possession/Use of Drugs or Alcohol
 7. Threats of bodily Harm to staff or inmate
 8. Fighting
 9. Sexual Harassment
 10. Sexual Misconduct
 11. Other
 - C. If in the jail staff's opinion, formal disciplinary charges are warranted, they shall complete the following.
 1. Draft an Incident Report which should include but not limited to:
 - a. The specific rule violated
 - b. A formal statement of the charge
 - c. An explanation of the event, which should include who was involved, what transpired, and the time and location of the occurrence
 - d. Unusual inmate behavior
 - e. Staff and inmate witnesses
 - f. Disposition of any physical evidence

- g. Any immediate action taken, including the use of force, the reporting staff members signature, and the date and time the report is made.
 2. Copies of all of the above reports shall be forwarded to the Jail Administrator.
 3. Copies of Jail Discipline Form, Incident report, and any other reports shall be given to the inmate if it is intended by the jail staff person to use that information at a disciplinary hearing.
 4. When an inmate commits a rule violation, the Officer witnessing or knowledgeable of the violation will write the jail discipline report. The inmate will be provided with a copy of the discipline report. Other staff members or inmates who witness the violation will write Incident Statements. For safety and security reasons these Incident Statements will be kept confidential, and will not be given to the inmate.
 5. Serve the notice of Violation to the inmate within 24 hours of the violation. Instruct him/her to sign the form. If the inmate refused to sign, note the refusal on the Jail Discipline Form and have any assisting officer witness notice to insure proper procedure is followed.
 6. Notice will contain the time of incident, place, date, and a detailed description of the violation.
 7. Upon serving the inmate with the Notice of violation, an inmate hearing shall be held within seventy-two hours (excluding weekends and holidays).
 8. The inmate may, if requested, have a jail staff person assigned to help them in the disciplinary hearing process. The inmate representative's sole function is to explain to the inmate the disciplinary hearing process. The duty of the inmate representative is not to offer advice regarding their defense, but to answer questions as to the hearing process.
 9. If the inmate is uncontrollable or unmanageable or simply refuses to meet with the disciplinary hearing officer, the hearing may take place without the inmate present.
4. Rights which may not be denied: The following is a list of rights which may not be denied.

A. Visits by attorneys

- B. Visits by clergy
- C. Exercise (except if part of the penalty)
- D. Adequate Food (special diets)
- E. Adequate light, ventilation, temperature, and sanitation
- F. Medical care
- G. Materials necessary to maintain an acceptable level of hygiene
- H. Proper clothing, mattress and bedding, use of toilets and showers. (unless the inmate's behavior threatens the health, safety or security of self, other persons or property. A re-issue of items will be decided on a shift by shift basis.)
- I. Adequate access to telephone and court papers for any unsentenced inmate that has a court hearing or jury trial approaching.

	<u>1st violation</u>	<u>2nd violation</u>	<u>3rd violation</u>	<u>4th Violation</u>
Informal Violation				
Good time taken	1-3 days	3-6 days	6-10 days	11-18 days
Loss of privileges	3-5 days	5-8 days	9-15 days	15-25 days
Disciplinary Segregation	23 hrs	3days	7 days	15 days
Formal Minor				
Good time taken	5-10 days	11-15 days	16-20 days	21-25 days
Loss of privileges	5-10 days	11-15 days	16-20 days	21-25 days
Disciplinary Segregation	1-5 days	6-10 days	11-15 days	16-20 days
Formal Major				
Good time taken	10-15 days	16-20 days	21-25 days	26-30 days
Loss of privileges	15-20 days	21-25 days	26-30 days	31-35 days
Disciplinary Segregation	5-10 days	11-15 days	16-20 days	21-25 days

INMATE GRIEVANCE

1. If an inmate wishes to file a grievance, the correctional officer shall provide the inmate with a Fillmore County Jail Inmate Grievance Form.
2. The completed grievance form shall be forwarded to the jail administrator or his designee for review.
 - A. The jail administrator or his designee shall review the grievance to determine if it constitutes:
 1. A prescribed act of a jail staff person
 2. A violation of the inmate's civil rights
 3. A criminal act
 4. An abridgement of privileges as specified in the Inmate

Handbook

3. Each grievance, determined to constitute any of the above, shall be reviewed and responded to within five (5) days (excluding weekends and holidays).
4. All completed grievance forms shall be forwarded to the Sheriff for review.
5. Inmates are allowed one appeal. Grievance appeals shall be forwarded to the Sheriff for review and response.
6. All inmates' grievances and grievance responses shall be filed in the inmate's file.

WORK RELEASE (HUBER INMATES)

1. Work release inmates are required to pay a cost per diem to Fillmore County for their board and room.
2. The current daily charge is \$25.00 and is set by the court and/or the county board and will be charged on a work day basis while on work release status.
3. Work release inmates are required to sign an agreement (Huber contract) prior to release for work release.
4. Work release inmates are responsible for their own transportation to and from work, those means MUST be reported to the jail staff.
5. At no time during work release are you to be at any other place than your job, unless prior approval.
6. All work release inmates in jail for 14 days or more will be required by law (statute 144.455) to submit to a Mantoux test. If test conflicts with work, Huber inmates will be required to remain in jail until test is received. Refusal in submitting to Mantoux test will result in loss of work privileges and placement in isolation unit.
7. No tobacco or tobacco products may be brought into the jail, including matches, lighters. Huber inmates bringing tobacco products into the jail may lose Huber privileges and may include disciplinary actions and/or possible criminal charges.
8. If you become ill at work, you have two choices: return to jail or go to your doctor's office. No matter what choice, call the jail as soon as possible.
9. Visiting friends or family at work is restricted. Permission must be granted by jail administration.
10. In accordance with department policy, all Huber inmates returning from work will be searched by a jailer prior to being placed back into their cell.
11. Huber inmates are required to keep Huber payment up to date, or work privileges may be denied. Work release inmates are responsible for all medical and dental costs other than emergency items that occur in the jail and no fault of the injured inmate.

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